



## **Vijaygarh Jyotish Ray College**

**Procedures and Policies for maintaining and utilising physical academic and support facilities**

1. In the case of normal repair and maintenance, the college follows the Cost saving policies by not making the same through Contractor but instead the said type of Maintenance of College premises, Class rooms, libraries and laboratories, is done at a regular interval by the College itself by hiring the labour and purchasing the required material in this connection from market, of course, prior to the approval of Governing Body.

But in the case of renovation and overhauling of the premises, laboratories and library it is done through PWD, Government of West Bengal.

Accordingly, College has taken a decision for initiating the renovation of physical structure of the college Building and laboratory of the department of Chemistry immediately.

2. Generally, College bears the expenditures for ensuring the smooth and satisfactory academic support services out of its Funds. Of course, utilisation of grants, if received, from any sources (State Gov. or UGC) is preferably utilised first to the extent to the specified area as mentioned in the sanction of the Grants.

But during 2018-19 college receives no grants from anywhere. Moreover, College spent near about Rs.150000/- for library books and Rs. 50000/- as laboratory equipment.

3. In the case of purchasing of equipment the lowest quoted vendor out of at least three vendors is selected for supplying the same item to the fulfilment of conditions of the order.
4. In the case of library Books, purchases are made from the highest commission provider.
5. For the purpose of computerisation of the concerned department and ensuring the accessibility of computer facilities to students an amount of Rs. 558000/- has been spent and for the maintenance for the same Rs. 71000/- is done during the year 2018-19.
6. It is last but not the least that college has been made under the surveillance of CCTV and also an proposal has been taken to make it at an intensive order for the purpose of making the academic management and maintenance of the College physically and other support services ensured and effective.