



PANSKURA BANAMALI COLLEGE

NAAC re-accredited 'A' Grade (2016-2021), DST-FIST (Govt. of India) and DBT-BOOST (Govt. of West Bengal) sponsored Autonomous College (2018-19 to 2028-29)
with Research Centre affiliated to Vidyasagar University, West Bengal
Website : www.panskurabanamalicollege.org

Policies for maintaining and utilizing physical, academic and support facilities

Panskura Banamali college (Autonomous) has been following suitable procedures and policies for maintaining and utilizing the physical, academic and support facilities-laboratory, library, sports complex, computers, classrooms etc. The college allots budgetary provision for the maintenance of labs and laboratories and the various committees function as per the budgetary provision. The establishment committee members approved by the Governing Body take the major responsibility to monitor the all infrastructures of the college. The major items such as Green Generator, AC machines, and Water purifiers are under complete AMC and other facilities such as CCTV and Wi-Fi network are regularly monitored. The corridors, class rooms, laboratories and bathrooms are regularly cleaned with necessary germ killer to make the system hygienic. The day to day problem regarding electric and plumbing system are resolved by our electrician and appointed plumber through central monitoring system maintained by the office of the college. The laboratory staff of each Science Department takes care the laboratories of their respective department under the supervision of Departmental faculty and HoD. If any major instrumental problems arise, the HoD of the respective department mentions that in the complaint book at the office Principal after scrutinising that further forwards the same to the convener of the establishment committee and as per the problem technician of such vendor are called to make an estimation to resolve the equipment's problem. The estimated cost, forwarded by HoD and the convener, is approved by the principal and the problem is solved. In case of some minor problems related to any equipment HoDs have been empowered to resolve the problems following the institutional norms. The computers of the college are regularly monitored. In case of minor repairing like OS upgradation/installation, installation of software, replacement of batteries etc. the entire activities are taken care by the college appointed technician and in case of major problems the repairing work is outsourced. The establishment committee as well as purchase committee periodically checks the stock register of each lab-based departments and they further seek advice for the



PANSKURA BANAMALI COLLEGE

NAAC re-accredited 'A' Grade (2016-2021), DST-FIST (Govt. of India) and DBT-BOOST (Govt. of West Bengal) sponsored Autonomous College (2018-19 to 2028-29)
with Research Centre affiliated to Vidyasagar University, West Bengal
Website : www.panskurabanamalicollege.org

upgradation/renovation of the lab and lab equipment and apparatuses from the head and other faculty members. The library committee under the supervision of establishment committee annually upgrades the existing library software and other facilities. The library staff takes care of the books and as and when required they also bind the books. Annual Pest control of the entire library facility is done. The physical education department looks after the entire sports facilities. The entire store room is periodically cleaned, the leather items are greased periodically, the wooden item and iron items are cleaned and kept under the sunlight. The playground of the college is basically maintained by the students of the department but for annual maintenance of the play field special budgetary provision is maintained.