



DESHABANDHU MAHAVIDYALAYA, CHITTARANJAN

NAAC Accredited B + College

(Affiliated to Kazi Nazrul University)

Recognised Under Section 2(f) & 12(B) of UGC

P.O. – Chittaranjan, District – Paschim Bardhaman, West Bengal,
India, PIN – 713 331

Procedures and Policies for Maintaining & Utilization Physical Academic Support Facilities 2018-2019 and Beyond

The college has well-structured policy making and policy implementation mechanism to get desired result in the total development of the college. The policy making body is the governing body of the college and the policy is implemented through various committees constituted by the governing body in compliance with the norms, rules and regulations stipulated by the UGC, MHRD -Government of India, Higher Education Department- Government of West Bengal, Kazi Nazrul University – affiliate university and governing body of the college. The maintenance work of the infrastructure both building (including electrical, carpentry, plumbing and environmental part) and academic infrastructure are regularly maintained to keep physical and academic facilities functioning without interruption. The college has separate committees to look into the matter of up keeping of laboratory, library, sports complex and IT infrastructure. The college has following governing body constituted committees and members of those committees are appointed by the governing body for proper functioning of the college-

1. Finance committee
2. Purchase committee
3. Audit committee
4. Library committee
5. Games and sports committee
6. Laboratory committee
7. Academic committee
8. Building committee

The procedure relating to maintenance and purchase (Capital goods, stationary, and furniture and library acquisition) are considered in the respective committees relating to the acquisition in accordance with the indent of the respective functional head or head of the departments and then the matter is forwarded to the purchase committee and if the purchase committee finds it is justified to purchase the indented thing at that particular point of time then matter is forwarded to the finance committee to consider the availability of fund and if fund is available then the matter is forwarded to the governing body for final call on receiving consent from the governing body the matter is reverted back to purchase committee or maintenance committee to take action and purchase committee or maintenance acts in accordance with norms prescribed by the statutory authorities.

Teacher-in-Charge
Deshabandhu Mahavidyalaya, Chittaranjan

Dr. Apurbo Kumar Roy
Co-ordinator
IQAC