



Rishi Bankim Chandra Evening College

(Founded: 1947 • University Affiliation after Trifurcation: 1984)

Naihati, North 24 Parganas, PIN - 743165, West Bengal, India

Phone: (033) 2581-1281 ♦ Email: rbcec1947@gmail.com

Ref. No.

Date:

PROCEDURE AND POLICIES FOR MAINTAINING AND UTILISING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES

Library: The library staff and the library subcommittee look after the condition of the library. The departments submit requisition of books and journals to the librarian. The library subcommittee take the decision of purchasing books, journals, magazines and necessary furniture. The same policy is followed in subscribing for e-books and e-journals. Library space is kept clean, and the users are assisted by the library staff. Teachers and researchers have separate space for themselves.

Laboratories: Respective departments chiefly supervise the condition of the laboratories. Equipments and apparatus are purchased at recommendation of the concerned departments. The laboratories are used mainly for holding practical classes. The over-all maintenance is done by the college authority at the suggestion of the departments.

Gymnasium: The college gymnasium remains open on all working days. There is a group D employee to look after it. Students perform physical exercise here on paying requisite fees. Maintenance is done on getting report from the concerned staff.

Sports: There is a sports sub-committee in the college which looks after the matters of games and sports in the college. The sports apparatus and items remain at the disposal of the Students' Union. These things are purchased at the recommendation of the Sports Subcommittee. The annual sports take place in the college's playground.

Classrooms: The class-rooms are regularly cleaned and kept in hygienic condition. Provisions of lights, white board/blackboard are well-maintained. The classrooms are mainly used for holding theoretical classes, seminar etc.

Computers: Computers are used in the institution at such places as Computer Lab, Office, Departments, Library and Principal's Office. There is AMC with some agencies for the maintenance of the computers. Repair works are done as and when needed.