



Policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms

ICT Assets Usage Policy

A. Policy for Students for Accessing Computers and other ICT Facilities:

The college has a total of 15 laptops and computers in the WiFi enabled campus. Two Computer laboratories, one for use of girl students, the other for boys, have a total of 25 Desktops with committed internet connectivity. This apart, the Information Centre at the Central Library has 4 computers for accessing e-books by students. The college adheres to the following policy for students using computers:

- i. Students can use computers and internet free of cost.
- ii. Students can ask for print-outs and photocopies at very subsidized rates.
- iii. Computer Laboratories are open from 3:30 PM to 5:30 PM.
- iv. Teachers are assigned to assist and guide students in the Labs.
- v. Websites with sexual contents are blocked at the Central IP, and no one is allowed to access such sites.
- vi. Internet connection may be severed during storms and lightning to avoid physical harms to computer, laptops and androids.
- vii. ICT Management Committee routinely examines all computers and other ICT properties.
- viii. If any computer or any other ICT property is damaged by any student, it should be reported to the ICT Management Committee. The Committee decides punitive action for her/him.
- ix. IQAC has instituted a Prize for one student who frequents the computer labs/information centre most.

B. Policy of Maintenance of ICT Facilities:

- i. The Governing Body formed the ICT Management Committee in 2019.
- ii. The function of the Committee is to oversee and manage all ICT properties.
- iii. The Committee routinely examines the properties, almost, on monthly basis.
- iv. ICT Committee encourages students to surf internet and practice computers.
- v. ICT Committee is assigned to organize training programmes for students/teachings & non-teaching staff.

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Institutional Policy for Maintaining and Utilising the Central Library

The central library is home to almost 24 thousand books which cater to the needs of thousands of students. The policies and regulations for accessing library facilities are as follows:

- i. The college library has been providing for many years since its birth, a huge number of text books (approximately 24 thousand now) in lending basis for 15 days along with facilities of two time renewal of each book for 7 days more. Failure to comply with this rule invites a penalty of Rs. 2/- for every day after the date of return is over.**
- ii. If a student does not deposit the borrowed book(s) before the examinations, s/he is not issued Admission Cards/Mark sheets/Certificates.**
- iii. Students cannot merely access a large number of text and reference books, they are also provided with journals, periodicals, news magazines and news papers both in Bengali and English.**
- iv. The open-access spacious reading room can be used by students from 10-30 AM to 6-00 PM in the evening.**
- v. The Information Centre with committed internet access can be used by students and faculty alike from 10-30 AM to 6-00 PM in the evening.**
- vi. Every student gets free internet facility in the information centre.**
- vii. Special emphasis is given to expose students to weeklies on various competitive examinations.**
- viii. Students have to maintain silence while in the reading room, and no nuisance or gossiping is allowed. Failure to maintain decency and decorum by students is punishable with suspension of library facilities for 1 (one) month.**
- ix. Students and faculties are strongly prohibited from using pens/markers/highlighters for marking lines in books. If necessary, they can use pencils for necessary underlining, and erase the same before they return the book.**

Institutional Policy for Students for Accessing Sports and Gym Facilities

Physical fitness is one of the keys to success in the fast running environment of our times. Even while assisting in our goal towards better physical and mental health, sports and games help in nation building too by cutting down expenditure on health issue. Again, a playground is a great equalizer as regardless of the socioeconomic discrepancies, racial or religious differences, all are players, playing for victory of their team or even nation. Our college has a well-equipped sports section. The following policies are laid down for students for using sports facilities.

- I. There are two fields in the college for sports activities.
- II. The small one is used for volleyball and badminton activities.
- III. The large one is used for football, cricket, and athletics purposes.
- IV. The sports facility is available between 6 a.m. and 6 p.m.
- V. Students and faculty members are allowed to make use of sports and fitness equipment (gym facilities) during their free hours. Rules for using the gym are as follows:
 - a. Students can access gym facilities both in the morning and evening – from 7-30 AM to 9-30 AM, and from 5:30 PM to 8 PM in the evening.
 - b. Students are strictly prohibited from vandalizing and damaging gym item(s) willingly, or else punitive action is taken against them.
 - c. A Gym Instructor is hired, once in a month, to guide willing students. Students are strongly discouraged to follow their own workout schedule.
 - d. Students accessing gyms are compelled to write their names and times in the Registers kept at the gyms.
 - e. Students willing to access gym facilities beyond the stipulated hours, mentioned above at VI.a., have to take special permission from Convener, Sports Sub-Committee in writing.
- VI. Indoor games facilities are available, such as table tennis and carom.
- VII. Every year, our students represent the university at regional, district, and state sporting events, among others.
- VIII. Sports facilities and playgrounds are periodically inspected; internal maintenance is carried out often as and when required.

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Institutional Policy for Maintaining and Utilising Classrooms

There are 35 (thirty five) classrooms in all, 5 (five) of which are smart ones. All are maintained well. Certain policies are there for the college authority for maintaining the classrooms:

- I. Development Committee members routinely, on a fortnightly basis, check classrooms to see if any damage has been done to the physical facilities like chairs, tables, benches, CCTV cameras, microphones, lightings, ceiling fans, sound system and other ICT components.
- II. If any damage is detected and reported, the Surveillance Cell inspects the same and reports the status of the damaged property to the Principal for necessary action.
- III. The Principal deposes two members of the Development Committee for taking necessary action in respect of the same damage like making arrangements for repair or replacing the same.
- IV. The Surveillance Cell, however, conducts a probe into the cause behind the damage(s) concerned, constituting a three-member investigating committee to ascertain the cause behind the same.
- V. If any student(s) is/are found guilty of the damage, s/he is penalised or suspended, the suspension period being determined by the nature and type of damage.
- VI. The Stock Manager meticulously maintains all facilities in the classrooms in the Master Stock Register, both digitally and manually.

Students have to go by certain policies for accessing and using classroom facilities:

- I. Students are given free access to classrooms during routine hours. But beyond that, they are strictly prohibited to enter academic sections alone or in groups.
- II. Students are strictly prohibited to vandalise, mutilate or damage any property in the classrooms like chairs, tables, benches, CCTV cameras, microphones, lightings, ceiling fans, wires, sound system and any other ICT components.

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- III. If found guilty of damaging or mutilating any property mentioned above consciously and willingly, the student(s) concerned are punished with monetary penalty commensurate with the cost of the property item(s) damaged.
- IV. If the student(s) concerned are unable to pay the penalty for financial constraints, s/he or they is/are penalised with suspension of classes and hostels for a definite period.
- V. If any such property gets damaged inadvertently and unwillingly or by accident by student(s) during teaching-learning process or during routine hours, with or without the presence of any teacher, the student(s) concerned face(s) NO penal action. But it devolves upon the student(s) concerned to prove(s) herself/himself/themselves 'NOT guilty' before the Investigation Committee.
- VI. Classrooms are cleaned and disinfected regularly on daily basis.
- VII. All arrangements are put in place for physical distancing in the foreseen/unforeseen circumstances of pandemic situations like COVID-19.

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Institutional Policy for Hostellers

- i. The students residing in a hostel shall have to abide by the hostel rules and other instructions issued by the hostel authorities from time to time. Any breach of hostel rules or such instructions will render a student liable to disciplinary action.
- ii. Every student and his/her guardian have to give a written undertaking in this regard.
- iii. Students will have to contact the Hostel Supers, for both Girls and Boys ones, for their grievances or any other issues. They can communicate in writing or verbally.
- iv. A roll shall be called both in the evening and boarders must be present in the Hall to respond to the call.
- v. No club or society shall be formed and no meeting shall be held within the compound of the hall without the previous permission of the Superintendent in writing. No student shall give a party of entertainment in the hall without the previous permission of the Superintendent. On such occasions, no addictive things/elements are permitted. And violation of this prohibitive measure would invite punitive measures like rustication/expulsion from hostels for a semester or for entire period of one's study.
- vi. Boarders shall be liable to be fined by the Superintendent for any kind of misconduct, if they destroy college or hostel property. Serious offences shall be punishable with expulsion from the Hostel by the Hostel/College authority.
- vii. Boarders must take their bath only in the bathing places as provided for their use.
- viii. All lights must be switched off when the occupants leave a room. If a room locked from the outside is found with lights on, a fine of Rupees 20/- on each occasion will be imposed on the occupant or occupants of the room.
- ix. No Furniture shall be removed from one place or room to another without the permission of the Superintendent /In- Charge of the hostel.
- x. Damage done to furniture, fixtures, and utensils willingly must be paid by the boarder or boarders causing it. If the boarder causing the damage is not detected, all the occupants of the room or rooms in which the damage is done will be held liable for such damage.
- xi. Bulbs, holders, switches, etc. must not be changed by the boarders without the knowledge of the Superintendent /In-Charge. Violation of this rule will make the boarder liable for a penalty as determined by the authority.
- xii. Students are not allowed to go outside during the scheduled Study Hours from halls of residence in the evening, student found outside hall of residence during these hours shall be suspended from

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hostel for a period of time as decided by the competent authority.

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- xiii. Smoking, consuming of alcohol, tobacco and gutkha etc. are strictly prohibited.
- xiv. Hostellers are responsible for keeping the environment of halls of residence calm to get homely feelings which will help them fulfill your goal.
- xv. Guest may not stay overnight without the permission of Superintendent /In-Charge in the Hostel.
- xvi. Students shall leave hostel after handing over keys of room to warden / care taker before going out on summer vacation/ at the end of the accommodation/contract period.
- xvii. Any request to change of room or bed will not be entertained without the permission of Superintendent /In-Charge.
- xviii. Boarders should keep their belongings at their own responsibility.
- xix. Monthly messing charges have to be paid separately to the Food supply agency in charge.
- xx. Before leaving the Hostel, boarders have to clear all dues, which will be verified by the authority.
- xxi. Withdrawal of boarder ship before completion of course should be intimated to the Superintendent who will release the boarder on receiving all necessary fees and clearances.
- xxii. Any physical discomfort like fever, cough and cold etc. is to be intimated to the members of Hostel committee/college staff as well as local guardian.
- xxiii. For female and male hostellers: the visitor can visit the hosteller in the 'visitors' room in the hostels after the permission of the Superintendent /In-Charge.
- xxiv. A boarder may leave the hostel in the middle of the session on taking necessary clearance from the superintendent.
- xxv. Boarders must attend their classes regularly otherwise they will be heavily fines.
- xxvi. Respective rooms must be locked during the boarders' absence and class time.
- xxvii. No boarders will be allowed to go out for taking private coaching without the superintendent's permission.
- xxviii. Ragging is strictly prohibited, if guilty find the accused would be rusticated from the Hostel.
- xxix. Food will be served only in the designated Dining Hall(s) and only during the specified timings. Wasting food & water will not be encouraged.

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