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# DUMKAL COLLEGE

P.O- Basantapur, P.S- Dumkal, Dist.- Murshidabad, West Bengal, PIN- 742406

(Govt. Aided, Affiliated to the: University of Kalyani Included under section 2(f) & 12 (B) of UGC Act.)

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## **Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (Session: 2018-2019)**

The procedures and policies adopted by the College for maintaining and utilizing physical, academic and support facilities include:

All departments on campus are responsible for communicating any infrastructure malfunction and replacement or enhancement required to the Principal / Teacher in Charge of the college. Following due protocol up-gradation of the obsolete equipment are done on a regular basis. To facilitate these, the College seeks and receives requisitions from the faculty and the College assesses the equipments and infrastructure on a regular basis. It awards Annual Maintenance Contracts (AMCs) for its sensitive and heavy equipments through a proper process.

The College hires electrician, plumber and handyman to resolve routine problems and maintenance of its Systems and Network and minor hardware daily repair. For all major computer related problems, a service provider is hired. Computers are regularly updated with anti-virus software to protect them from malicious programs.

The College ensures that the library purchases current titles of books and journals and purchase books through such book suppliers after following procedures for buying such books with minimum quotations. All books and journals are routed through the Library Committee members before the purchase orders are finalized. Library Committee, an advisory committee, responsible for effective functioning of the library and purchase of library resources. Library is equipped with the CCTV cameras to prevent pilferage and overall monitoring and surveillance. The library has an institutional membership with INLIBNET NLIST and British Council Library (BCL) Program.

The College provides several indoor and outdoor sports facilities to all its students. The College has active student teams for different Sports that participate on a continual basis in university level sports events.

*Debasis Bandyopadhyay*

Teacher-in-Charge  
Dumkal College  
Dumkal, Murshidabad