



THE BHAWANIPUR EDUCATION SOCIETY COLLEGE

A MINORITY RUN COLLEGE AFFILIATED TO UNIVERSITY OF CALCUTTA
RECOGNISED UNDER SECTION 2(F) & 12(B) OF THE UGC ACT, 1956

Policies and Procedures

Infrastructural facilities are monitored by the in house maintenance team of the college which is led by an Executive Engineer. The team is responsible for attending to any recurring problem which is reported by any department or office of the college as well as maintaining the best standards of cleanliness on the campus. Day to day cleaning of classrooms and laboratories is carried out by the Group D employees of the college, while cleaning of washrooms and common areas are outsourced to an agency. Laboratory stock registers and instruments are maintained by the respective laboratory attendants and assistants. Electrical fittings are checked every six months, air conditioners, water purifiers, etc. are serviced through Annual Maintenance Contracts with the companies concerned, every two months. Planned additions to existing facilities are executed based on the requirements of the various departments. The maintenance department oversees the work and ensures that a high standard is maintained.

The number of auditoriums and halls available in the college are made available for different activities upon filling up a requisition slip in advance and getting due approval for the same

The IT infrastructure of the college is utilized optimally by students and teachers of the college. The laboratories are allotted to different batches according to the scheduled classes. Maintenance of IT infrastructure is done by a dedicated team which is led by the Manager, Systems. They are responsible for conducting routine checks as well as attending to any problem which may occur. Complaints may be reported to the Manager and are duly attended to. Requisition for new computers, laptops, etc, are forwarded by the Head of the Institution once it is routed through the concerned academic head.

The College has an outdoor multiuse court as well as an Indoor Sports Arena. Access to sports facilities is granted to the students upon production of a non-transferrable ID card which is issued by the college. Strict vigil is kept by the attendants as well as the Sports Officers to ensure that all safety measures are followed, and no damage is inflicted upon college property or on any person. Food and drinks are not allowed inside the indoor Sports Arena. Shoes are not allowed inside the Sports Arena in order to maintain the utmost cleanliness in a carpeted environment. Time slots for each section of the college are displayed for the benefit of the students.

The library, known as the Knowledge Resource centre, purchases books based on lists provided by the teachers. Multiple copies of textbooks are acquired in order to cater to the large number of students. Pest control is conducted under the supervision of the maintenance team of the college. Library Audit is conducted every year. Students are made aware of library rules, regulations and timings through a Library Orientation Presentation on their very first day of college. This is backed up by notices which are displayed in the library. In addition to self searching kiosks, shelf indicators are there to guide the students towards the books they are searching for.