

Laboratory:**Policies:**

1. Recycling of materials
2. Visiting other laboratories for enrichment and exposure
3. Allowing lab facility for use by other institutions
4. Laboratory safety
5. Transparency in the purchase process of laboratory materials
6. Waste Management

Procedures:

1. The Institute plans to recycle materials wherever possible.
2. We have taken our students for visits to other laboratories (e.g., the Indian Association for the Cultivation of Science) to facilitate their enrichment and exposure.
3. Our college laboratories are used as university examination centres and courses under the Directorate of Distance Education, Vidyasagar University
4. Mandatory use of aprons, eye protection glasses, hand gloves, and fume hoods. Use of fire extinguishers.
5. Purchase process is carried out via E Tendering.
6. Negotiations are made with prospective waste management companies.

Library:**Policies:**

1. Ensuring the longevity of books for greater circulation.
2. Maximization of the use of library resources
3. Digitization
4. Regular review and disposal of old and outdated copies of books.

Procedures:

1. Regular spraying of pesticides. Binding of books.
2. Use of Online Public Access Catalogue (OPAC) for searching books. Interlibrary loan of books.
3. Introduction of KOHA (under process).
4. Regular meetings are held. As per the decision taken in the meetings, the redundant books shortlisted by the respective departments are auctioned and the fund thus generated is deposited in the college account. This procedure also frees up space for new books.

Sports Complex:**Policy:**

1. To provide students with proper infrastructure enabling them to develop excellent sporting abilities. This will in turn aid in the development of their body and mind.

Procedure:

1. Regular practice sessions at the Calcutta University playground and regular purchase and replacement (if required) of sports requirements.

Pankaj Kumar Roy
09/08/2023

Principal
Jogesh Chandra Chaudhuri College
Kolkata – 700 033

Computer

Policies:

1. E-waste management.
2. Uninterrupted Internet accessibility
3. Software and web security
4. Regular maintenance

Procedures

1. Quotations are invited from the respective waste management companies.
2. Installation of LAN and free WiFi in the staff room, laboratories, and library.
3. Use of genuine software. Installation of antivirus software.
4. AMC for hardware and software.

Classrooms

Policies:

1. Maintaining cleanliness.
2. Ensuring student comfort (Classrooms with sufficient light, adequate number of fans, and ergonomic sitting arrangement.)
3. Enhancing the availability of teaching aids.

Procedures

1. Regular cleaning of classrooms.
2. Replacement (if required) and repair of benches/chairs, lights, and fans.
3. Repairing of blackboards and whiteboards. Introduction of audio-visual equipment such as sound system and projector screen. Introduction of the smart classroom.

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