RAIDIGHI COLLEGE

Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

1.   Physical facilities: Regular maintenance and repair work are done with regards to electrical work, plumbing and sanitary work, carpentry, reprographics, etc. Sealed quotations are invited, as per need, by the Purchase Subcommittee of Raidighi College, from bona fide contractors by issuing tender notices on college website for all new purchases and costly repairs or overhauls. All such work is subject to approval of Finance Committee and Governing Body. New power transformer has been installed in January 2019, solely for college, to address issues of power cuts and voltage problems. Green generator is used during power cut emergencies. Air-conditioners, water purifiers, CCTV surveillance system have AMCs. Audio-visual classes and use of e-resources are popular modes of teaching-learning and are supported by adequate internet facility. Ramps are used by our differently-abled students and are kept clean and clutter-free.

2.   Academic and support facilities: Separate Sealed Quotation are invited from experienced, resourceful vendors for purchase and repair of different laboratory equipments, purchase of chemicals and glassware, etc., by issuing tender notices on website. The lowest quoting vendor out of at least three vendors is selected for supplying the same item, subject to the fulfillment of conditions of the order. The departments are instructed to make a stock book enlisting the details of the equipment and materials purchased. The instruments are properly kept and used according to the instructions mentioned in the product manual. Logbooks are maintained to record instrument usage. Whenever any problem in the function is detected, concerned agencies are asked for repairing. The sensitive instruments in the laboratories are protected from voltage fluctuations by using UPS and Voltage Stabilizers.

In the case of library books, purchases are made from the highest commission provider. Library is INFLIBNET-N-LIST supported and is undergoing automation.

Annual budget is decided for procurement, up gradation, deployment and maintenance of computers and their accessories.

All departments, including Central Library and administration are networked and connected through LAN. Wi-Fi facility is available in the campus. Admission, student database and scholarships, feedback system, salary, etc., are managed through online portals.

There is a system of sending important notifications to students via SMS, and notices on college website. Social media platform is often used for official intimation of notices and other information to staff to facilitate fast dissemination.

Cleaning of weeds and unwanted vegetation, pest control, etc., are done regularly. Sometimes students and staff participate in these cleaning activities as part of NSS Activity and Swachh Bharat Abhiyan.

Academic Council, IQAC and TCS monitor all procedures and policies in consultation with relevant subcommittees and the Principal.