

RAIDIGHI COLLEGE



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

Physical facilities: Regular maintenance and repair work could not be done during the pandemic situation. Although with regards to electrical work, plumbing and sanitary work, carpentry, reprographics, etc. we invite sealed quotations from qualified vendors, as per need, by the Purchase Subcommittee of Raidighi College. Sometimes we also contact bona fide contractors to check the 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. We needed to service our Green generator, which is damaged due to several cyclones in the area; unfortunately we had to postpone our schedule for repair this generator.

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 fulfilment 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 was undergoing automation. Due to the COVID-19 situation, the automation work has to be stopped.

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. Sometimes students and staff participate in these cleaning activities as part of NSS Activity and Swachh Bharat Abhiyan. However, due to the lockdown situation we could not even meet our students for most of the time in this academic year.