

PROCEDURES AND POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SPORTS FACILITIES OF RAJDHANI COLLEGE, BHUBANESWAR

Each Science department has its own laboratory facility which is maintained by the respective departments. Laboratory equipments, apparatus, chemical and solvents etc. are procured centrally at College level as per the requirements of various departments. The College office purchases those scientific equipments, apparatus, solvents etc. through open bidding process as per the Odisha General Financial Rules & guidelines and as per instructions of H.E. From time to time. Govt. of Odisha sanctions money through D.H.E for the purpose. During the academic session 2019-20 Rs. 42500/- (forty two thousand and five hundred only) has been spent towards purchase of various equipments, chemicals and solvents.

Each department maintains a separate stock register regarding the procurement and utilization of equipments, chemicals and solvents.

LIBRARY

The College Library is operated by Assistant Librarian and other support staff. There is a Library Purchase committee consisting of a group of teachers who guide and supervise the operation of Library. Govt. of Odisha sanctions money for purchasing new books from time to time. In 2019-20, Govt. of Odisha sanctioned Rs. 40000/- (forty thousand only) and 198 no. of new books (Text and Reference) were purchased out of this fund. Each teaching department sends the book list to the library as per their requirements and the library-in-charge procures those books from various book stores following the established procedures and guidelines.

After purchasing of the books, due stock entries are made by the staff and then those books are issued to students and faculty members for their reference.

SPORTS COMPLEX

Rajdhani College has its own play ground and gymnasium. There is an Athletic Association, consisting of a group of teachers who looks into various sports related matters. Regular funds are not available from the Department of Higher Education for up-gradation and development of College playground and gymnasium. However, some amount of money are being spent by the College for up-gradation of playground during the time of Annual Athletic meet. This money is spent out of P.L fund.

COMPUTER

At present, 47 nos. of computers have been installed at various places of the College. This year (2019-20).The cost of repair and maintenance of computers are borne by the College which is drawn from Development fund.

CLASS ROOM

At present, there are 29 classrooms and 10 Galleries in the College out of which 03 classrooms have been provided with LCD facilities. One (01) classroom has converted into a Smart Classroom. Since it is a Govt. College, the maintenance of the building, classroom, and other physical facilities are being done by the R&B Department and GED of Govt. of Odisha.

The teaching and learning equipments are centrally purchased by the College office. After due entry in the stock register, those teaching-learning materials are duly supplied to various departments for use by faculty members.