

Procedures and policies for maintaining and utilizing physical, academic and support facilities in 2019-20

Victoria Institution (College) has been actively involved in maintaining infrastructure and moral quality within the Institution. Academic knowledge is disseminated in a robust and holistic manner, so that emphasis is paid on the development of girl students coming from less privileged and financially impoverished backgrounds. The aim of the Institution is to promote and protect an academic environment that helps in developing a socially committed citizenry that is aware, active, and actionable.

The College has an impressive infrastructure with spacious classrooms, well-equipped laboratories, a computerised open access library stocked with books on various disciplines, seminar hall with LCD facilities, an auditorium, canteen, playground and a hostel within the campus.

The departments of Mathematics, Physics and Chemistry provide students with computer facilities for numerical, statistical and computer laboratory work. Department of Journalism and Commerce too have computer laboratories. The Geography department has developed a GIS lab. The Departments of Zoology and Botany hold appreciable collection of well-preserved specimens, charts and models in their laboratories. The Department of History has a good collection of Replica of Coins, Art objects, Sculptures and Paintings of different ages and styles. The department of Geography has a rare collection of Rocks.

For the purpose of ongoing preventive maintenance, the equipments of all the laboratories are regularly calibrated. Microscopes, Colorimeter, pH meters, Spectrophotometer, Spectrometer etc. are handled in right way, cleaned by appropriate cleaning materials and covered properly when not in use. After completion of experiments working equipments and working areas are cleaned. The glassware are thoroughly scrubbed using brush, after cleaning these are rinsed with tap water. Modular experimental Kits are maintained on regular basis for the use of newly implemented CBCS syllabus in Physics. Museum specimens in Botany & Zoology laboratories are cleaned, preserved and stabilized on regular basis by using suitable preventive and interventive preservation methods to provide the best possible way to ensure their longevity for study and future display. Stock Registers, Annual Maintenance Contracts for all the computers, CC TV cameras, Water purifiers are properly regulated.

College Central Library is the most important adjunct of the Institution. It provides completely Open Access facilities and users can also search their required resources through Online Public Access Catalogue (OPAC). OPAC is

well maintained by KOHA software and students are also motivated to use online services available in library like N-LIST INFLIBNET. The Library is entirely cleaned and dusted on regular basis including almirahs and racks of books. Pest control is also done for preserving books and journals in good condition. This maintenance work was also done in similar process during lockdown due to COVID-19 pandemic.

The Seminar Hall (Suniti Sabhagriha) is equipped with microphones where departmental seminars and administrative meetings are held. This hall has provisions to conduct Virtual classes and Power point presentations. The spacious auditorium (Keshab Memorial Hall) is fully functional for using as an ideal venue of seminars, workshops, cultural programmes and competitions.

Amidst the heart of the busy metro city, Kolkata, college maintains a Green campus along with a spacious playground. Our students get an opportunity to play various outdoor games and annual sports is organised here every year. The playground is maintained on regular basis. The cyclone Amphan knocked down many trees inside the campus damaging the infrastructure. A prompt repairing work was done with cooperation from CMC.

The ground level of Acharya Prafulla Chandra Bhaban harbours a Girls' Common Room equipped with indoor game facilities. The Canteen provides wholesome and hygienic food at normal rate for students and staff during working hours. Canteen is well-equipped with refrigerator, gas, purified water and electric supply.

College holds a Maintenance Committee comprising of Teacher and Office Staff members. Apart from regular and thorough checking all the corners of College premises this committee also takes periodical special cleaning drives for all the classrooms, laboratories, office rooms, canteen, seminar hall, auditorium, playground.

The convenient location and modest hostel accommodation charges makes Victoria Institution (College) undoubtedly a viable option for girl students coming from distant parts. Overall maintenance is ensured by the advisory committee by regular visits to the hostel. The boarders are directed to abide by the hostel rule book for maintaining a safe and homely environment.

Student support: Students can avail and get benefit from financial support in the form of scholarship, stipend etc., from various government and non-government sources and the College's Alumni Association. A Career Counselling Cell is proactive enough to provide continuous effort for organizing

Career Orientation Programmes for generating career opportunities for our students under supervision of Career Counselling Cell.