

# Serampore College

Founded by Carey, Marshman and Ward in 1818 Incorporated by  
Royal Charter 1827 and Bengal Govt. Act IV of 1918 as  
modified upto 1997 by the Govt. of West Bengal  
Serampore, Hooghly, West Bengal, Pin 712201

Dr. Vansanglura  
BCS., MA., Th.D., Ph.D  
Principal & CEO  
President, College Faculty



Tel. : (033) 2652-0128 (Office)  
Email : seramporecollegeprincipal@gmail.com  
Website : www.seramporecollege.org

GLORIAM-SAPIENTES-POSSIDEBUNT

"The Wise Shall Posses Glory" (Proverbs 3:35)

## Institutional Policies

College has taken utmost consideration to ensure prime service and effective benefit to the focal stakeholder i.e. the students by providing them adequate physical, academic and support facilities. One of the foremost vision and mission of the College is the holistic development of students – every aspects of their academic and social life. College has adopted specific procedure and policies to make certain the effective and optimum utilization of laboratory, library, sports activities, computers, classrooms etc.

### Physical

The College plans for the effective utilization of physical infrastructure in a best possible way. IQAC in coordination with Building Committee assess the availability of physical infrastructure in presence of Civil Engineer appointed by the College and nominated executive Engineer of PWD. New class rooms and laboratories are being constructed as per requisition from the Departments and as per availability of the space for introduction of new courses and extension of existing courses. Finance Committee acts accordingly and made provisions in the budget for effective execution of recommendation of IQAC and Building Committee. In addition to the above, suggestions are made for the most efficient use of the time frame, keeping in mind the need to balance academics, co-curricular and extracurricular activities.

### Laboratory

Rational and optimal uses of available laboratory infrastructure are ensured by the all the Faculties, Laboratory In-Charge and HODs of respective departments. Proper safety norms and procedures are displayed in each laboratory and surveillance of safety measures in the laboratory are done continuously by concerned Faculty and Laboratory In-Charge. Concerned departments also made provisions for purchase of laboratory equipments sufficient in numbers and also the maintenance form Departmental Budget.

### Library

Every year, the college forms a library committee which deliberates and evaluates the previous year's activities. The library focuses on accessing the materials in digital formats together with the other collection. In order to provide suitable atmosphere for reading, cleanliness is maintained inside and outside the library. Proper maintenance of reading tables and chairs is taken care of. Dusting and shelving of reading materials is done on regular basis. The maintenance and utilization of library includes maintenance and organization of collections, bar-coding, repair and rebinding of damaged books. Minor repairs are carried out by the library and rebinding of books is given to external contractor. Outdated books and publications are weeded out.

Following implementations were done in the Library:

- Online request of research scholar for seeking use of CLRC and Central Library-ASC.
- Online access of e-resources by N-LIST.
- Open Access system by implementing RFID system
- Online access of digital





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## Class Rooms

College has 34 class rooms among which 23 class rooms are ICT enabled and 11 class rooms are Smart Class rooms. All the class rooms are properly maintained by the staff. The class rooms are situated in the green and plastic free campus. College provides a good physical environment in the form of desks, chairs, tables, space, instructional materials, proper lighting and ventilation as well as the latest Information and Communication Technology (ICT) equipment. The Departmental Staff looks after the repair/replacement and other identified system problems of the class rooms.

## Computers

College has of 170 computers (including Desktop and Laptop) in different departments, College Office etc. Also College has one well maintained Computer Centre equipped with necessary facilities for conducting On Line Examinations. All repairs and maintenance expenses of the lab are borne by the college. College appointed Computer Sub Committee to monitor computer related matter and to make necessary recommendation for upgradation, maintenance of computer facility in the College. One computer Operator was also appointed by College for providing help to all the stake holder of college in any computer related matter.

## Sports:

Our college has well equipped sports section. Every year our students are representing University, Regional, Zonal, District, State Level, National Level, International Level, etc. After class hours, regular practices are made by the students in college campus for team events. Consequently, the college has won medals and cash prizes in various meets and different levels. College has appointed one Sports In-Charge who take care a separate Gym section meant for the use of faculty members, students and outsiders.

## Support Facilities

Imparting knowledge in a holistic manner is the mission and vision of the College. All attempts are made for providing maximum supports and benefits to the students. Different Cells like Grievance Redressal Cell, Anti-Ragging Cell, Prevention of Sexual Harassment Cell, Career Counseling Cell, Placement Cell, College Canteen, Students Welfare Committee – all are vigilant to avoid anomalies in the Campus and reach the student's needs and requirements. The Students' Council place their demands before the Principal which are promptly addressed to.



Dr. Vansanglura  
Principal  
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