

Procedures and policies for maintaining and utilizing physical, academic and support facilities – laboratory library, sports complex, computers, classrooms etc. (Information to be available in institutional Website, provide link)

Reporting Year 2014-15 (within 500 words)

The College of Ramkrishna Mahavidyalaya is a Government institute, and so therefore the government procedures and policies are being applied in functioning of the College. The Principal of the college acts as the custodian and supervision of the total administration process, with the support and help of staffs involving both teaching and non-teaching staffs. There are several committees formed and for which convener and In-charge are being assigned. The Principal carry out decision and planning through the Teacher's Council meeting. The Departmental heads also act as subordinates to the Principal which are responsible in maintain respective Departments.

Civil Maintenance: The 'College Development Committee' headed by the Convener and which primarily includes the faculty staffs of the concerned College, looks after the beautification part of the College. This committee is also responsible for overall maintenance of College premises like cleanliness, providing safe drinking water and other security measures of the College. The Police personnel, PWD, SDM and Nagar Panchayat of Kailashahar also cooperate with the College authority to solve the serious issues of the College.

Maintenance of Laboratory Equipments: The equipment and machineries in the Departmental laboratories are maintained by the Head of the Department with co-cordial support from the other faculty members in charge of the laboratories along with helping hands of laboratory attendants.

Maintenance of IT Infrastructure: The IT department is In-charge of the maintenance of computers and internet connectivity, and procurement of hardware, software and related equipments. The college website is designed and maintained by IT department.

Library Maintenance: The library is headed by the experienced librarian. The Librarian is supported with of sorters, supporting staff. In addition to the above, staffs and attendants help the students for searching and lending of the books. The library needs more working trained staffs for sorting out the innumerable books.

Maintenance of Sports Accessories: The Physical Education Department faculty staffs are responsible for maintenance of sports and accessories. The purchasing, repairing and maintenances are reported and proposed by All equipments of the department are maintained by the Department under Head/In charge along with physical instructor and attendants.

