

**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 2016-17**

The Ramkrishna Mahavidyalaya College being a Government institute, works in the nature and process of Government policies. The institute being governed through Higher Education, Govt. of Tripura has to abide by its instruction. The Principal of the College by virtue of post is the custodian and supervision of the total administration process. The principal with the support and help of staffs, involving both teaching and non-teaching staffs executes the administration. 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, Academic Committee etc. The Departmental heads also act as subordinates to the Principal, who are responsible in maintaining the respective Departments.

**Civil Maintenance:** The committee which is responsible for civil maintenances of the College premises is 'College Development Committee' headed by the Convener and which primarily includes the faculty staffs of the concerned College. The committee looks after the beautification part of the College, designing fence and creating gardens in the premises. This committee is also responsible for overall maintenance of College premises like cleanliness, providing safe drinking water and other security measures of the College.

**Security and Issues:** As the institute is under the Government, the authority solve some of the serious grievances issue and problems of the College by summoning and interfering help of SDM of the District, Municipal Council, PWD and Police Department of the area whenever situation need arises; and while these administrative Departments also responded well at the wake of call. The internal electric division of PWD maintains electrical facilities in the college as and when required.

**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 looks the overall maintenance of computers and internet connectivity, and procurement of hardware, software and related equipments. The College website is designed and maintained by IT department and hosted by NIC.

**Library Maintenance:** The library is headed by the experienced librarian. He is supported by Assistant Librarian along with a number of sorters, supporting staff. In addition to the above, staffs and attendants help the students for searching and lending of the books. It is noted more trained staffs are required in sorting out the large accumulation of the books.

**Maintenance of Sports Accessories:** The College is equipped with necessary sports items and tools. All these sports equipments and accessories are maintained by the Department of Physical Education under Head/In charge along with physical instructor and attendants. The prospect of opening Gym centre is in the Process.