

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-2017-18 (within 500 words)

The designated Principal of Ramkrishna Mahavidyalaya 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 and plan the total administration process. 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 Academic committee looks after the admission process and conducting examinations. The respective Departmental Heads also act as stakeholders to the Principal governance and are actively involved in maintaining the respective Departments. The Scheme of RUSA (Rashtriya Uchhitar Sikshya Abhijan) was introduced during this tenure with some allocation of funds as directed by Higher Education, Govt. of Tripura. The Principal along with the decision of the Purchasing Committee and RUSA coordinator executes the fund as allocated by the Higher Education Department, Government of Tripura.

Civil Maintenance: The 'College Development Committee' headed by the Convener holds the primary tasks for looking after the maintenance of College premises and buildings. 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 etc of the College. The Girls hostel was also taken care by one of the female warden, one of the teaching Staffs of the College.

Security and Issues: The authority sought the help of SDM of the District, Municipal Council, PWD and Police Department in case of serious grievance issues. The assigned Gate keeper and guards watch over the College Campus and property of the College. The internal electric division of PWD maintains electrical facilities in the college as and when required. The prospect of arranging security guards in the college was in the proposal put forward by the College Academic committee.

Maintenance of Laboratory Equipments: It is the responsibility of the respective Departmental tasks for looking after the laboratory equipments and machineries. The Head along with lab attendants and staffs maintains the laboratory equipments.

Maintenance of IT Infrastructure: The IT department of the College looks after 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.

Library Maintenance: Librarian is under the custodian of librarian. She is supported by Assistant Librarian along with sorter, supporting staff. It is noted more trained staffs are required in sorting out the large accumulation of the books. The prospect for making digitization of the library was in the process during this tenure.

Maintenance of Sports Accessories: The Department of Physical Education takes a pioneer role in the maintenance of all sports and games related accessories. The prospect of 'Gym Centre' was fulfilled during this tenure. The timely utilization of the resource and its maintenance is under the supervision of Head/In charge of Physical Education along with physical instructor and attendants.

