

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-2018-2019 (within 500 words)

The Ramkrishna Mahavidyalaya College works in the nature and process of Government policies under the overseer of Department of Higher Education, Govt. of Tripura. The designated Principal 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 and plan the total administration process. There are several Committees formed and for which convener and In-charge are being assigned and given task for. The Principal carry out decision and planning through the Teacher's Council meeting, Academic Committee and Student's Union Council etc. The Biometric system of attendance was introduced to keep the regularity of the working staffs both teaching and Non teaching. The Departmental heads also act as stakeholders to the Principal governance and are actively involved in maintaining the respective Departments. 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.

Security and Issues: The serious grievances issue and problems of the College are being solved by the help and support of SDM of the District, Municipal Council, PWD and Police Department. The assigned Gate keeper and guards takes care of the College Campus. The internal electric division of PWD maintains electrical facilities in the college as and when required. The prospect of arranging security guard was in the proposal from the College Academic committee.

Maintenance of Laboratory Equipments: The respective Departmental heads along with lab assistant looks after the laboratory equipments and machineries.

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: The Librarian along with sorter and supporting staffs takes the overall responsibility of maintenance of the books. The library committee headed by teaching faculty guides the Librarian about the needs and purchase of books. The prospect for making the 'library automation' was under the prime planning of the College.

Maintenance of Sports Accessories: The Department of Physical Education faculty staffs looks after the timely utilization of Gym center and its maintenance of sports accessories of the College.