

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-2019-20

The Ramkrishna Mahavidyalaya College is a unit of Government institute functioning under the Department of Higher Education, Government of Tripura. While the Higher Education Department acts as an ‘overseer’ of the institution and the designated Principal, which on the other hand acts as the ‘supervision’ and ‘custodian’ of the institution. The Principal discharge the duty of Custodian with help of formation of various Committees, assigning the Conveners and In-charge of various cells, unit etc along with the support of Departmental heads and working staffs of the College. The College has a well organized and decentralized mechanism to maintain the physical, academic and support facilities. Both the teaching staffs, non teaching staffs cooperate in hand to maintain and carry out the activities of the College. The different committees keep sync with IQAC to ensure proper maintenances of the utilization of facilities available. From time to time, the verification and audit of the College infrastructure and items are looked after by the ‘College Development committee’ and the ‘Purchasing Committee’. The ‘Teacher Council’ in taking the views of Student’s Union, NSS, and NCC unit advocates the disciplines and activities of the College. The Principal along with the decision of the Committee allocates funds from the ‘College Developmental fund’ and executes the RUSA fund as allocated by the Higher Education Department, Government of Tripura.

Civil Maintenance: The ‘College Development Committee’ 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 etc of the College.

Security and Issues: As the institution is under Government, the government Departments like Police, PWD, SDM, and Municipal Council of Kailashahar area actively cooperate with the authority in solving some of the grievance issues arising in the College. The Gate man and watchman are being assigned for looking after the property of the College Premises.

Maintenance of Laboratory Equipments: The equipment and machineries in the Departmental laboratories are maintained by the respective Head of the Department holding labs with the support of lab attendants and staffs.

Maintenance of IT Infrastructure: The IT department is the incharge 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 supported by sorters and assistants. There is a ‘Library committee’ headed by Convener, the teaching faculty staff who guides the librarian in procurement and maintenance of the books. The ‘library automation’ is under the process.

Maintenance of Sports Accessories: The Physical Education Department has one Gym centre equipped with necessary items and tools. All the sports and games equipments of the College are maintained by the Department under Head/In charge along with physical instructor and attendants.

Maintenance of Girls Hostel: The Hostel Superintendent along with the members of Hostel sub-committee looks after the overall development of the college hostel and provide services as when required.