

**OFFICE OF THE PRINCIPAL
RABINDRASADAN GIRLS' COLLEGE**

P.O. & DIST KARIMGANJ (ASSAM) 788710

Grade – 'B' (Re-Accredited by NAAC)



Procedures and Policies for maintaining and utilizing physical, academic and support facilities–laboratory, library, sports complex, computers classroom etc.

Rabindrasadan Girls' College involves a full participation approach from different persons for enhancing the teaching learning environment. Several committees/cells are formed by the college authority which gives necessary solutions from time to time for overall management and smooth functioning of the entire academic and support facilities. The college management i.e., Governing Body (GB) gives required inputs and support to the College authority for smooth functioning of college. The various committee/cells are

1. College Development Committee
2. Purchase Committee
3. Sports Committee
4. Library Committee
5. Hostel Committee
6. College Recreation Centre Committee

Strategies for maintaining utilizing physical facilities: Staffs are employed to maintain hygiene and cleanliness at wash rooms, Common rooms, Class rooms, Laboratories, Library, hostel, office etc. Carpenters are employed time to time for maintenance of the 331 desks, 233 bench and 34 chairs and other wooden items at the college. The college has regular electrician who does the inspection for the fans, AC's, inverter, generators and other electrical items. There is a recreation center in the college called Gym Centre. The students use to go to the gym center once a day during off period. The committee also observes that a lady gym instructor is necessary for this center and hence an oral proposal has been given to the college authority regarding an appointment of a lady gym instructor.

Strategies for maintaining utilizing academic facilities eg laboratories: For the smooth functioning of computers, cameras and other ICT equipment's are regularly checked by engineers and mechanics. All the computer science practical examination is held at computer Laboratory. During the cultural and other memorable events of the college organized by various departments, the camera of Mass Communication department is used to record all the events.

Library: Library has a collection of books, journals, newspaper, previous year question papers, syllabus etc. Total collection of books is 19423, library has subscription of 09 journals, Two national newspaper and two Bengali newspaper. The reading capacity of library is 50 students. Xerox, internet and printing facility is available in the library. There are total 20 computers for internet browsing by the students. Books are purchased in consultation with the HOD's in the library committee. Attendance register is maintained

for teachers and students on daily basis. There are library rules and regulations for using the library facilities.

Sports Complex: Sports committee looks after the maintenance and utilization of sports equipment's of the college. The committee conducts a health check-up of the students before participating in any event. 23 various sports events both indoor and outdoor games were held as part of the college annual festival in which a large section of students participated. Altogether 56 trophies were presented to the 1st, 2nd and 3rd prize winners.

Ashok Kumar Das

Principal
R. S. Girls' College,
Karimanj.