

RABINDRASADAN GIRLS' COLLEGE, KARIMGANJ

P.O. & Dist. Karimganj- Assam, Pin- 788710

Grade – 'B', (Re-Accredited by NAAC)

www.rabindrasadangirlscollege.in



**Procedures for maintaining and utilizing physical, academic and support facilities-
laboratory, library, sports complex, computers, classrooms etc.**

Principal
30/04/22
Principal
Rabindrasadan Girls' College
Karimganj

Systems and procedures for maintaining and utilizing physical, academic and support facilities-laboratory, library, sports complex, computers, classrooms 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 committees comprises of teaching, non-teaching staffs, students, parents and sometimes external experts as required. The various committee/cells are

1. Construction Committee,
2. Purchase Committee,
3. Sports Committee,
4. Library Committee
5. ICT Cell
6. College Development Committee
7. College Recreation Committee

Strategies for maintaining & utilizing physical facilities:

Staffs are employed to maintain hygiene & cleanliness, wash rooms and sitting rooms are well maintained. Dustbins are placed at suitable places in the college campus. An electrician is appointed to look after generator and electrical installations. The college campus is monitored under CCTV surveillance. College Engineer is appointed to monitor repair and maintenance work undertaken by Construction Committee. A generator (62.5 KVA Kirloskar) is operated and maintained by appointed Generator Operator.

Strategies for maintaining & utilizing academic facilities: Personals are appointed for maintaining cleanliness in classrooms, staffrooms, seminar halls, laboratories, libraries, hostels etc.

Library: Librarian with support staffs are appointed for the exhaustive use of library resources. The library receives grant from RUSA, UGC for purchase of books from time to time. Books are purchased in consultation with the HOD's in the library committee. Library is using Soul 2.0 for its automation purpose. 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. Convenor for girls look after sports events like cricket, badminton, volley ball, kabaddi etc. during the annual festival. The gym facilities are looked after by the college recreation committee.

Classrooms: The classrooms are under the overall supervision of the College Development Committee. Any problem with classrooms are brought to the notice of the Principal 's office and the required is referred to the Committee for necessary action.


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- Various departments and other academic support facilities are maintained by a set of designated people as per instruction of the College authority.

Sl. No.	Name of Department	Name of Person	Phone No.
1	Electricity	Sri Ajay Das	9401132200
2	College Canteen	Smt. Mon Kumari Chetri	9365796794
3	Computer Maintenance	Computer Zone	9435075392
4	Plumber	Sri Niju Ahmed	8399856413
5	Security (Night Guard)	Sri Dilip Chetri	6003226163
6	Hostel (Super)	Smt. Babli Chakraborty	9435911861


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