

ADMINISTRATION

Being a Government Degree College, Rabindranath Thakur Mahavidyalaya is fostered by Directorate of Higher Education, for the management and administration along with rules and regulations, policies, decisions etc. The College administration is pursued by Directorate of Higher Education for the infrastructural upgradation of teaching-learning facilities. Principal, being the highest authority of the College supervises and co-ordinates the different aspects of administration for the welfare and smooth functioning of the College.

Principal is assisted by Teacher's Council which imparts an active role in administrative arena of the College. At the onset of the academic year, the Principal, who is the President of the Teacher's Council (TC) in discussion with other office bearers' in the Annual monthly meeting of TC forms various sub-committees for accomplishing various administrative works. The committees are led by convenor/ nodal officer with members. Notable among them are: Executive Committee, Academic Committee, Admission Committee, Examination Committee, Planning and Development Committee, Lower Purchase Committee, Discipline Committee etc.

In financial disbursement matters of the College, decentralization and participative management are ensured through : The Drawing and Disbursement Officer (D.D.O.) (who is selected among the teachers, but approved by the Director, Directorate of Higher Education) usually administer all the drawing and disbursement of financial aspects of the College. Lower Purchase Committee (LPC) approves purchase decisions for over INR Rs.25,000/-. LPC comprised Principal of the College, D.D.O., an external member, 2/3 senior faculty members, Office Establishment Section i/c, Cashier, Secretary & Jt. Secretary of TC for maintaining transparency and accountability. There is a RUSA Committee for the maintenance of institutional fund utilization through GeM/e-quotations for below INR Rs.2 lacs for infrastructural development and improvement in teaching-learning quality and research.

In matters pertaining to day-to-day administration, Principal is assisted by the Head of the Departments in consultation with faculty members of the Department.

Principal is assisted by Internal Quality Assurance Cell (IQAC) (established as per NAAC guidelines) which imparts an active role in quality enhancement by working out planned initiatives.

Principal -in-Charge: Dr. Ruma Saha, NET, Ph.D. in Economics
Contact: 8787510654
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rumasahaecomomics@gmail.com

Drawing & Disbursement Officer (D.D.O.): Sri Nakat Jyoti Chakma
Assistant Prof., Department of Philosophy.
Contact: 7005084744

Secretary, Teachers' Council: Smt. Lipika Deb Barman
Associate Prof., Deptt. of Political Science
Contact: 7005459513

Coordinator, IQAC: Dr. Kalpana Das, Assistant Prof., Department of Zoology
Contact: 7005422948

HEAD OF THE DEPARTMENTS

Sl.	Departments	Head/ Head i/c	Contact Details
1.	Botany	Dr. Srabanika Bardhan Associate Prof.	9436461155 srabanikanandi123@gmail.com
2.	Human Physiology	Smt. Sankari Das Deb Associate Prof.	9436126070 mansankari@gmail.com
3.	Zoology	Dr. Kalpana Das Assistant Prof.	7005422948 drkalpanadas76@gmail.com
4.	History	Dr. Deepayan Chakraborty Assistant Prof.	8974653643 chakraborty.deep17@gmail.com
5.	Education	Smt. Happy Majumder Associate Prof.	9436593318 majumderhappyrtc@gmail.com
6.	Political Science	Smt. Lipika Deb Barman Associate Prof.	9436582405/ 7005459513 lipikadebbarman06@gmail.com
7.	Philosophy	Smt. Bijali Bhowmik Associate Prof.	9856371075 bijalibhowmik20@gmail.com
8.	English	Dr. Tamojoy Brahma Assistant Prof.	8837293129 tamojoy4u@gmail.com
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10.	Kokborok	Sri Nakat Jyoti Chakma Assistant Prof.	7005084744 nakatjyotic@gmail.com
11.	Information Technology	Smt. Taniva Chowdhury Assistant Prof.	9402593866 / 8787639056 tanivachowdhury@gmail.com

OFFICE OF THE PRINCIPAL

ESTABLISHMENT SECTION

Smt. Nilima Das, Head Clerk
Contact: 7005744952

RECEIPT & DESPATCH

Smt. Baby Chakraborty, Lower Division Clerk

Group-D - Sri Sajal Roy

ACADEMIC SECTION

Sri Rajib Deb, Lower Division Clerk
Contact: 7085941466

EXAMINATION SECTION

Sri Rajib Deb, Lower Division Clerk
Contact: 7085941466

Group-D - Sri Sudip Biswas

STIPEND SECTION

Sri Pradip Sarkar, Upper Division Clerk, Approver, Contact: 9612827301

Sri Prakash Ghosh, Lower Division Clerk, Checker, Contact: 9862240289

CASH & ACCOUNTS SECTION

Smt. Shibani Das, Head Clerk, Cash Section

Sri Suman Ghosh, Lower Division Clerk, Cashier

Group-D - Sri Malin Saha

Sri Pradip Sarkar, Upper Division Clerk, Accounts Section i/c

STORE SECTION

Smt. Kabita Das, Upper Division Clerk, Store i/c

Group-D - Sri Malin Saha