



ৰবীন্দ্রনাথ ঠাকুর বিশ্ববিদ্যালয়

RABINDRANATH TAGORE UNIVERSITY

(A STATE GOVT. UNIVERSITY RECOGNISED UNDER 2(F) OF UGC)

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Ref. No.RTU/REG/MISC/2025/1134

Date: 03/12/2025

NOTICE



This is to inform all faculty members of **Rabindranath Tagore University (RTU)** that a “**Grace Corner**”, (An Initiative of IQAC, RTU) will be inaugurated tomorrow, **4th December, 2025**, at **10:00 AM** in the **Srimanta Shankardev Campus (Old Campus)**, in front of the RTU Canteen. The inauguration will be graced by our **Hon’ble Vice-Chancellor Sir**.

All faculty members are requested to kindly bring their *spare and usable essential items*—such as **clothes, blankets, bags, shoes, utensils, stationeries**, etc.—and deposit them at the designated collection point near the RTU canteen.

Your **generous participation** is sincerely solicited to extend support to the community in this meaningful initiative.

Date: 4th December 2025

Place: Front of RTU Canteen, Srimanta Shankardev Campus (Old Campus)

Time: 10:00 AM (Inauguration)

(Dr. Sandip Ratna)

Registrar, i/c

Rabindranath Tagore University, Hojai, Assam

Memo No: RTU/ REG/ MISC/2025/1134(A) Date: 03/12/2025

Copy to:-

1. The P. S. to Hon’ble VC, RTU, Hojai, for his kind appraisal.
2. DSW, RTU for kind information.
3. Person Concerned.
4. RTU Website & Office File.

Handwritten signature of Dr. Sandip Ratna
03/12/2025

(Dr. Sandip Ratna)

Registrar, i/c

Rabindranath Tagore University, Hojai, Assam

Registrar i/c

Rabindranath Tagore University

Hojai (Assam)

যত্ন বিশ্বম্ ভবত্যেক নীড়ম্



Standard Operating Procedure (SOP) for Grace Corner

Grace Corner: Donation of New & Pre-owned essentials for the Needy

Purpose

The purpose of this SOP is to outline the structured procedures regarding the establishment of Grace Corner, a dedicated space within Rabindranath Thakur Viswavidyalaya (RTV) campus for the systematic collection, sorting, storage, and distribution of new & pre-owned but usable clothes and other essentials contributed by the faculty members, staffs and students of RTV for community welfare.

Concept

Grace Corner is an initiative of RTV, designed to support individuals within the university who may be facing material hardship. It functions as a caring space where students, faculty members, and staff contribute usable items such as clothing, footwear, books, and daily essentials that can be collected by those who need them.

A university represents the highest stage of organised learning, but it is also a place where humane values are expected to flourish. Academic excellence alone does not complete a person unless it is accompanied by sensitivity and compassion. Mahatma Gandhi's reminder that *true service refines the individual* highlights the spirit behind Grace Corner. The initiative aims to strengthen the affective dimension of education by encouraging learners to act with empathy, kindness, and responsibility.

This platform therefore becomes a practical environment where students learn to care for others, share resources, and recognise human dignity lessons that no textbook can fully impart

Implementation Strategy

1. All **Essential items** such as clothes, shoes, utensils, pens, pencils, stationery, and books may be donated.
2. The collected essentials shall be displayed **Once every 15 days** for distribution to beneficiaries.
3. Donated clothes and items shall be **Sorted and Arranged** appropriately before display or distribution.
4. The Grace Corner will remain open from **10:00 AM to 4:00 PM** on Thursday once in 15 days (ic 1st & 3rd Thursdays).
5. Two separate racks shall be maintained, one for **Male** items and one for **Female** items, to ensure proper organization.

6. **Faculty members, Staff and Students**, may participate freely in donating items and may also receive items as needed.
7. Receiving of Item is limited to **One item at a time** except special case decided by in-charge.
8. Items may be deposited at the designated collection point in the **Canteen Area, Old Campus**, on any working day.
9. Both **Campus Security Guards** shall be responsible for monitoring and supervising the Grace Corner during operational hours.
10. Faculties in charge: Dr Dipangkar Borah, Dr Dhanawantari L. Singha, Dr Navaneeta Bhuyan, Dr Satyajeet Kumar, Dr Parishmita Hazarika, Dr Gargi Sarma, Dr Pranjal Morang, Dr Akshay Jyoti Sarma and Dr Dijamani Sarmah. Supporting staff: Mr. Arjun, Guards of Old campus, Canteen incharge old campus. The faculties incharge shall be changed every semester.
11. This **SOP is subject to revision** based on requirements and situational needs.