

HANDBOOK OF PROFESSIONAL CONDUCT & GUIDELINES



**BAOSI BANIKANTA KAKATI COLLEGE
NAGAON, BARPETA, ASSAM
PIN-781302 (INDIA)**

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SECTION-I
CODE OF PROFESSIONAL CONDUCT AND
FUNCTIONING GUIDELINES FOR
GOVERNING BODY

Code of Professional Conduct and Functioning Guidelines for Governing Body is based on the following Rules and Acts of Government of Assam:

- ✚ ASSAM NON-GOVERNMENT COLLEGE MANAGEMENT RULES, 2001 (15.06.2001)
- ✚ ASSAM NON-GOVERNMENT COLLEGE MANAGEMENT (AMENDMENT) RULES, 2001 (16.10.2001)
- ✚ ASSAM NON-GOVERNMENT COLLEGE MANAGEMENT (AMENDMENT) RULES, 2009 (18.06.2009)
- ✚ THE ASSAM COLLEGE EMPLOYEES (PROVINCIALISATION) ACT, 2005 (22.12.2005)
- ✚ THE ASSAM COLLEGE EMPLOYEES (PROVINCIALISATION) (AMENDMENT) ACT, 2005 (10.05.2010)
- ✚ THE ASSAM COLLEGE EMPLOYEES (PROVINCIALISATION) RULES, 2010 (15.11.2010)
- ✚ THE ASSAM COLLEGE EMPLOYEES (PROVINCIALISATION) (AMENDMENT) ACT, 2012 (02.05.2012)

Extract from

ASSAM NON-GOVERNMENT COLLEGE MANAGEMENT RULES, 2001 (15.06.2001)

The Governing Body being the supreme body, constituted vide provisions of law as stated above, is governed by the clauses stated below -

CONSTITUTION OF THE GOVERNING BODY

Every Non-Government College affiliated to any Central or State University of Assam and duly concurred by the State Government, shall be governed by Governing Body, to be constituted by the Director.

COMPOSITION OF THE GOVERNING BODY

→ The Governing Body shall consist of:

- i. One President
- ii. One Secretary – The Principal of the college shall be the ex-officio Secretary of the Governing Body.
- iii. Provided that if circumstance so demands, the Director may nominate Vice-Principal or the senior most member from the teaching staff of the College to act as the Secretary in lieu of the Principal of the College, for a period of six months, and beyond that period with the State Government's prior approval;
- iv. The Vice-Principal – Member Ex-officio

- v. Two Members to be nominated by the affiliating University concerned.
- vi. One member to be nominated by the Director from the field of Education
- vii. One woman member to be nominated by the Director
- viii. One member to be nominated by the Director from the Backward Classes
- ix. Local Deputy Commissioner or his representative may be included as a member
- x. Other members as may be nominated by the Director in which the local member of the Legislative Assembly and the Chairman, Zila Parishad may be included

The Governing Body shall co-opt one member from amongst the Teaching and Non-Teaching Staff of the College on the submission of three persons panel by the Principal. However, they shall have no voting right during discussion of service matters which concern them

→The minimum number of members of the Governing Body shall be ten and shall not exceed twelve.

→ Whenever the Governing Body is constituted, the Director of Higher Education shall nominate one member to be the President of the Governing Body

TENURE OF THE GOVERNING BODY

The tenure of the Governing Body shall be for a period of three years from the date of its constitution. The term, may, however, be extended for another period of two years by the Director with the prior approval of the State Government.

Provided that if the Director is satisfied at any time that a particular Governing Body is not functioning in the best public interest, the Director may dissolved the Governing Body and constitute a fresh Governing Body thereafter recording his views with reason thereof through a speaking order for the purpose.

TAKING OVER THE MANAGEMENT OF A NON-GOVERNMENT COLLEGE

In the event of miss management of the affairs of a Non-Government College, the State Government may take over the control and management of the College for a period not exceeding six months, and make arrangement for the management of the college in such manner as may be considered necessary and the arrangement so made may be extended for such further period by the State Government as may be deemed necessary.

ACCOUNTABILITY OF THE GOVERNING BODY

The Governing Body, constituted order Rule 3 shall be responsible for the proper financial management, including the upkeepment of the assets of the Non-Government College and management of its academic affairs.

SECRETARY OF THE GOVERNING BODY OR REPORT TO THE DIRECTOR

The Secretary of the Governing Body shall be responsible to report to the Director about any deviation of financial norms and procedures or any loss of assets of the College immediately whenever it comes to his notice.

RESTRICTION OF SOME MEMBERS TO ATTEND THE GOVERNING BODY

No member of the Governing Body, being an employee of the College, shall attend any meeting of the Governing Body at which any matter relating to his pay, promotion or conduct is under discussion. But it shall be open to the President to call him for making any statement or representation on the subject but shall have to leave the meeting after doing so, when decision is to be taken.

RESTRICTION OF SOME MEMBERS TO ENTER INTO CONTRACT FOR WORKS OF THE COLLEGE

No member of a Governing Body shall enter into any contract for work, supply of materials or for any sale or purchase with the Governing Body.

DISQUALIFICATIONS

Any member, who absents himself for more than 4 (four) consecutive meeting of the Governing Body, without informing the President, shall cease to be a member of the Governing Body and the Secretary shall report the fact to the Director for record. Further, the nomination of member of the Governing Body shall be void owing to any of the following grounds:

- a) if he becomes insolvent;
- b) if by reasons of physical or moral turpitude he becomes incapable of acting as such; on death or resignation; on his being convicted of a criminal offence involving moral turpitude.

VACANCY ON THE GOVERNING BODY

- (i) Any occurrence of vacancy in the Governing Body shall be reported by the Secretary forthwith to the Director who shall thereupon take steps to fill up such vacancy in the manner in which it was originally filled up.
- (ii) Notices or proceedings of the Governing Body shall be invalid merely because of any vacancy of its members.

MEETING OF THE GOVERNING BODY

- ✓ The Governing Body shall meet at least once in every four months, but it may meet at shorter interval also, if circumstance so demands and the President of the Governing Body is satisfied that such meeting is necessary.
- ✓ A meeting of the Governing Body shall be called by the Secretary with prior consent of the President, if it is not a requisitioned meeting by the 2/3 (two- third) members of the Governing Body, with not less than 7 (seven) days" notice.
- ✓ The notice of a meeting shall set forth the business to be transacted at the meeting and no business other than so stated shall be transacted, except with the consent of three-fourth of the members present.
- ✓ Except any emergency meeting, which shall be so notified, all meetings of Governing Body shall be held in the College premises.

PROCEEDINGS OF THE MEETING OF THE GOVERNING BODY

- ✓ The minutes of the proceedings of the meeting shall be recorded in the “Proceedings Book” by the Secretary and signed by all the members present.
- ✓ If any note of dissent is given by any member it shall be recorded in the Proceeding Book.
- ✓ All records of the Governing Body shall be kept in the College Office and the Head of the College shall be responsible to preserve all such records properly and safely.

PRESIDING OVER THE MEETING

All the meeting of the Governing Body shall be presided over the President and in the absence of the President, the other members present may select or elect one of them to preside over the meeting already notified and approved beforehand by the president.

QUORUM

At least six members of the Governing Body, excluding the co-opted member, shall form a quorum of the meeting.

SECRETARY TO MAKE CORRESPONDENCE:

Under the direction of the Governing Body, the Secretary shall make all correspondence with the appropriate authority on behalf of the Governing Body:

Provided that no correspondence shall be made direct to the State Government, but it, however, can be addressed through the Director.

GOVERNING BODY TO OBTAIN PRIOR APPROVAL OF THE DIRECTOR IN CERTAIN MATTERS

The minutes of the proceeding of the Governing Body meeting shall be sent to the Director and the concerned affiliating University. No final decision regarding appointment, promotion, suspension, termination, removal or dismissal of teaching and non-teaching staff including that of the Principal of any construction works involving Rs. 50,000/- (Fifty Thousand) or more shall be undertaken by the Governing Body without the prior approval of the Director: Provided that so far as Non-Government Colleges are concerned, who are not brought under deficit system of grants-in-aid, the Governing Bodies are not required to send the proceeding of the meeting to the Director but it will be open for the Director to call for the proceedings if any complaint is received against the Governing Body and any direction given by the Director on it shall be final and binding on the Governing Body of the College.

DUTIES OF THE GOVERNING BODY

In general, the following are earmarked as duties of a Governing Body in respect of Non-Governing Colleges receiving deficit Grants-in-Aid:

- to undertake financial management of the College, to utilise the Grants-in-Aid received from the State Government, University Grants Commission and any fund collected as authorized subscriptions and fund received as fees from the students for the academic purpose of the Colleges, including payment of salary etc. to the Teaching and non-teaching staff of the College;

- to arrange for the maintenance of the College building, furniture and equipment as required, including playground, auditorium, libraries etc.;
- to grant leave to the teaching and non-teaching staff subject to the existing leave rules to grant leave, other than casual leave and arrangement made to fill up the vacancies, should be reported to Director and to concerned affiliating University;
- to appoint persons in connection with the affairs of the College against the post or posts so sanctioned by the State Government with scrupulous compliance of the Reservation Policy under 20 points Roster of the State Government;
- to arrange for half-yearly internal audit for all College funds and verification of stocks, furniture and other assets;
- to submit annual audited accounts preferably audited by a Chartered Accountant latest by thirtieth June of every year, in respect of the proceeding financial year;
- to reply to audit objections or inspection notes on the Accounts of the College audited or inspected by the Inspector/Auditor of the Education Department/Director of Local Audit, Assam and the Accountant General, Assam;
- to submit annual report with statistics in respect of the enrolment of Students stream-wise, subject-wise, result, teaching days held performance of Lecturers in an academic session, to the Director and to the affiliating University concerned;
- to oversee the functioning of the disbursing officer in disbursing the stipend/scholarship sanctioned to the students in time, as well as to drive for preservation of an excellent academic standard of the College;
- on behalf of the Governing Body the Secretary shall receive and grow the grants sanctioned by the State Government and by the Government of India and University Grants Commission from time to time.
- with the approval of the Governing Body, the Secretary shall utilise the grants for the purpose for which it is sanctioned and submit the Utilisation Certificate to the concerned sanctioning authority in time, with intimation to the Director ;
- the Secretary shall disburse the deficit Grants-in-Aid sanctioned by the Director towards the salary of teaching and non-teaching sanctioned staff of the College within a week from the date of the receipt of the grants;
- if any excess amount of Grants-in-Aid sanctioned towards the salary the excess amount shall be refunded to the Director by the Secretary immediately.

GROUNDS OF SUSPENSION OF GRANTS-IN-AID

Failure of submission of annual accounts, report duly signed by the President and the secretary of Governing Body in respect of proceeding financial year, may attract stoppage of Grants-in-Aid by Director suo moto, after the expiry of 30th June, every year:

Provided that on failure in respect of maintenance of consistent academic achievements by a particular Non-Government College as a whole of a failure to abide by the Government guidelines issued from time to time, the State Government may instruct the Director to suspend Grants-in-Aid with 30 days prior notice.

OTHER SANCTIONS OF THE GOVERNING BODY

The Governing Body is authorized:

- to determine the general scheme of the studies of the College, suggest to approval of the affiliating University concerned as well as the State Government, to be obtained through the Director with regards to the inclusion of additional subjects, introduction of Major course in any existing subject or opening of new faculty and creation of additional posts;
- to consider and initiate projects for improvement of the College, involving prohibitions of taking private tuition by the teaching staff;
- to deal with the discipline and conduct of the teaching and non-teaching staff of the College;
- to grant fee remission under rules prescribed by the State Government or with the approval of the Director; and
- to deal with the academic calendar within the norms of University Grants Commission and to compel scrupulous compliance of the guidelines in respect of working days and holding of Classes etc.

Extract from

ASSAM NON-GOVERNMENT COLLEGE MANAGEMENT (AMENDMENT) RULES, 2001 (16.10.2001)

In the Principal Rules, in Rule 4, for the existing provisions, the following shall be substituted, namely –

COMPOSITION OF THE GOVERNING BODY

The Governing Body shall consist of -

- One President
- One Secretary, the Principal of the College shall be the ex-officio Secretary of the Governing Body.

Provided that if circumstance so demands, the Director may nominate Vice-Principal or the senior-most member from the teaching staff of the College to act as the Secretary in lieu of the Principal of the College, for a period of six months, and beyond that period with the State Government's prior approval

- The Vice Principal – Member Ex-Officio
- Two members to be nominated by the affiliating University concerned
- Two members to be nominated by the Director, from the field of education, out of which one should be from the guardians
- One woman member to be nominated by the Director, provided that there is no woman member in the Governing Body
- Two teachers to be elected annually by the teachers from amongst themselves for a period of one year from the date of constitution of the Governing Body. *Provided that the teachers so elected shall not be eligible for being re-elected for the third successive term*

- One member from the non-teaching staff to be nominated by the Principal annually from the date of constitution of the Governing Body
- Except in cases where there is a life member in Governing Body in pursuant to any agreement to the context, the donors providing Rs. 50,000/- or more shall elect one member among themselves to the Governing Body for a period of one year

The minimum number of members of the Governing Body shall be ten and shall not exceed twelve.

Whenever the Governing Body is constituted the Director of Higher Education shall nominate one member to be the President of the Governing Body

In the Principal Rules, in Rule 7, for the existing provisions, the following shall be substituted, namely –

The Governing Body shall see that the teachers perform their duties in classes and examination and attend the college as per norms of the University Grants Commission. A self- appraisal report regarding performance from every teacher shall be obtained annually by the Governing Body and forward the same to the Director, Higher Education for perusal.

In the Principal Rules in Rule 13 -

- (i) in sub-rule (1), in the first line, for the word “six”, the word “four” shall be substituted
- (ii) in sub-rule (2), in the second line, for the word “the” occurs between the word “with” and “consent”, the word “prior” shall be substituted.

In the Principal Rules, in Rule 15, for the existing provision, the following shall be substituted, namely –

Presiding over the meeting – The meeting of the Governing Body shall be presided over by the President and in the absence of the President, the other members present may select or elect one of them to preside over the meeting.

In the Principal Rules, in Rule 16, for the existing provisions, the following shall be substituted, namely –

Quorum – At least seven members of the Governing Body shall form a quorum of the meeting.

In the Principal Rules, in Rule 18 -

- (i) in the first paragraph, for the letters, words, figure and brackets “Rs. 50,000/- (Fifty Thousand)”, the following letters, words, figure and brackets shall be substituted, namely – “Rs. 1,00,000/- (one lakh)”
- (ii) In the proviso, in the first line, after the word “concerned” and before the words “the Governing Bodies”, the following shall be inserted, namely – “who are not brought under deficit system of grants-in-aid”

In the Principal Rules, in Rule 19 -

- (i) In clause (iv), for the existing provisions, the following shall be substituted, namely – “to appoint persons in connection with the affairs of the College against the post or posts so

sanctioned by the State Govt. with scrupulous compliance of the University Grants Commission guidelines and State Government instructions and policies”

- (ii) For clause (x) the following shall be substituted, namely – “except scholarship money and students union fund all other funds of the College shall be jointly operated by the Secretary and the President. Where the President is not willing to operate the funds jointly, the Governing Body may appoint one Treasurer from amongst the members for the purpose of joint operation of the College funds”.

In the Principal Rules, in Rule 21 -

- (i) In clause (v) in the last line, after the words “Classes” the word “Examination” shall be inserted
- (ii) After clause (v) the following new clause (vi) shall be inserted namely “to ensure that all the duties regarding teaching and examination, co-curricular and extra-curricular activities are duly performed by the teachers of the College”.

Extract from

**ASSAM NON-GOVERNMENT COLLEGE MANAGEMENT (AMENDMENT) RULES, 2009
(18.06.2009)**

In Rule 3, the words "Non-Government" and the words "to be constituted by the Director" be deleted, Rule 3 be numbered-as 3 (1).

Rule 4 be amalgamated with Rule 3 and numbered as Rule 3 (2). The number of all subsequent Rules be changed accordingly.

In Rule 4(i) (a), after the words "one President" the following words be added "who shall be an eminent person from the field of Education. He shall be appointed by the Director of Higher Education and shall have a term of five years. He shall however continue beyond this period till his successor is appointed. The Director may however remove him before five years for reasons to be recorded in writing".

In Rule 4 (i) (d), after the words "the affiliating University concerned" the following words be added "they shall have a term of 3 years. They shall however continue beyond this period till new persons are nominated by the University".

Rule 4 (i) (e) and 4 (i) (f) be deleted. They may be substituted with the following rule, numbered as Rule 4 (i) (e) with changes in the numbers of the subsequent clauses "Three guardians of students studying in the college as members. They shall be nominated by the Director, Higher Education. One of them shall be a lady. Their term shall be for three years or till their ward is a student of the college whichever is earlier".

Rule 4(3) be deleted.

In Rule 5, the words "The term of the Governing Body shall be for a period of three years from the date of its constitution. The term may, however, be extended for another period of two years by the Director with prior approval of the State Government" be deleted. They be substituted by the words "The Governing Body shall be a permanent authority. Its members would have tenures as provided. This would, however, not affect the permanent nature of the said body".

In Rule 5 the words "dissolve the Governing Body and constitute a fresh Governing Body thereafter recording" be deleted. They be substituted by the words "suspend a Governing Body and appoint an Administrator, who shall exercise the powers of the Governing Body during the period. The Director shall record".

In Rules 6 & Rule 7, the words "non Government" be deleted.

In Rule 12 (i), the word "Director" be deleted. It shall be substituted by the following words "appropriate authority as stated in Rule 3".

In Rule 18, the words "No, final decision regarding appointment, promotion, suspension, termination, removal or dismissal of teaching & non-teaching staff including that of the Principal or any construction works involving Rs.1,00,000/- (Rupees One Lakh) or more shall be undertaken by the Governing Body without the prior approval of the Director" be deleted and "Government shall be the Appellate. Authority/Forum in case of grievances" be added

In the first line of Rule 19 the words "Non Governing" and the words "receiving deficit grants-in- aid" be deleted.

The following new clause in Rule 19 be inserted as Rule 19 (xiv)

"To decide on the quantum of tuition fee and any other fund to be charged from the students"

In rule 21 (i) the words "as well as the State Government to be obtained through the Director with regards to the inclusion of additional subjects, introduction of major course and any existing subject or opening of new faculty and creation of additional post" be deleted and the following words be added after the words "affiliating University concerned" "provided that there is no financial liability for Government."

In Rule 21 (iv) the words "Prescribed by the State Government or with the approval of Director" be deleted.

Extract from

THE ASSAM COLLEGE EMPLOYEES (PROVINCIALISATION) RULES 2010

Method of Recruitment: Appointment to the post of Principal shall be by direct selection. For this the Governing Body shall constitute a Selection Committee, which shall select a person on the basis of an interview from amongst eligible candidates who apply in response to an open advertisement in newspapers. The Governing Body shall recommend this candidate to the Director, who shall issue orders of appointment.

Assessment of Vacancies: Before the end of every year the Governing Body shall make an assessment of the likely number of vacancies to be filled up by promotion/direct recruitment in the next year in each cadre and determine which of these vacancies would go for reserved categories ;

Direct Recruitment: All appointment either by direct recruitment or by promotion shall be made by the Director on the basis of recommendations of the Governing Body based on the recommendations of the Selection Committee/ Departmental Promotion Committee duly constituted;

General Procedure for Promotion: The Governing Body shall furnish to Departmental Promotion Committee the following documents and information in respect of the persons to be considered for promotion. The number of persons to be considered for promotion shall be four times of the number of vacancies as assessed for filling up by promotion in that cadre. This shall be in order of seniority in the Gradation List.

The Governing Body shall request the Departmental Promotion Committee to recommend the list of employees found suitable for promotion in order of preference within one month in respect of promotion to each of the cadre in which appointment is to be made by promotion;

The Departmental Promotion Committee after examination of the documents and information furnished by the Governing Body shall recommend a select list of candidates equal to the probable vacancies in order of preference/merit found suitable for promotion;

Selection Committee/ Departmental Promotion Committee:

1. Committee for selection of candidates for appointment on direct recruitment of lecturers and librarians shall consist of the following:

- (i) President of the Governing Body – Chairman Committee.
- (ii) Head of Department (Concerned) – Member
- (iii) Two nominees of the Vice-Chancellor of the affiliating University (out of whom one should be subject expert) – Members
- (iv) Secretary of the Governing Body – Member Secretary.
- (v) Two subject experts not connected with the college to be nominated by the President of the Governing Body out of a panel of names approved by the Vice-Chancellor of the affiliating University;

2. Committee for selection of candidate for appointment of direct recruitment of all other posts shall consist of the following :

- (i) President of the Governing Body – Chairman
- (ii) Secretary of the Governing Body – Member Secretary
- (iii) Two heads of Department to be nominated by the President, Governing. Body – Member

3. Departmental Promotion Committee for all posts shall consists of the following:

- (i) President of the Governing Body – Chairman
- (ii) Principal of the College – Member Secretary
- (iii) One senior most Head of the Department of the College – Member

Transfer: There shall not be any transfer of employees from one college to another, except in a situation wherein a stream of study or a subject is closed down in a college by the Government on a proposal from the Governing Body and some teachers have become surplus. Only in such a situation the Government may transfer these teachers and adjust them elsewhere. In such a situation of seniority of the transferred teachers would be fixed in the new college on the basis of their date of joining in the original college.

Authority for acceptance of Resignation/ Voluntary Retirement: The Director, on the recommendations of the Governing Body shall be the authority for accepting or rejecting requests for resignations and voluntary retirement,

Residual power of Appointing Authority: The Governing Body of the College shall exercise all other powers of the Appointing Authority as per usual norms.

Extract from

GOVT. OF ASSAM NOTIFICATION NO. AHE.331/2008/33, DATED 09.07.2009

The Assam Non-Government College management Rules, 2001 have been amended by the Assam Non-Government College Management (Amendment) Rules 2009, which have been notified by the Notification No. AHE 331/2008/26 dated 18.06.2009. Apart from other things, this amendment has changed the structure of the Governing Body of Colleges. The Governing Body will no longer have a tenure as laid down. The composition of the Governing Body has also been changed.....

Extract from

GOVT. OF ASSAM NOTIFICATION NO. AHE.331/2008/51, DATED 30.08.2013

.....the State Govt. has decided that the Director of Higher Education should request all the Presidents of the Governing Bodies of the Provincialised Colleges to invite the local MLA to participate in the Governing Body meetings as a permanent special invitee.

The Governing Bodies' presidents may also be requested to seek all possible assistance including financial aids wherever necessary from untapped sources and other resources within the discretion of the MLAs.

Further, a proposal to be sent at the earliest for amendment of the relevant rules (Assam Non-Govt. College Management Rules, 2009) for effecting the modifications in the formation of the Governing Bodies with induction of public representatives as full time member

Extract from

GOVT. OF ASSAM NOTIFICATION NO. AHE.452/2013/6, DATED 19.09.2013

.....the State Govt. has decided to allow the non-teaching employees of a particular college to elect their representative to the respective GBs, doing away with the existing provision of nomination by the Principal.....

Extract from

GOVT. OF ASSAM NOTIFICATION NO. AHE.331/2008/52, DATED 05.11.2014 & DHE LETTER NO. G (B) MISC. 147/2014/18, DATED 29.11.2014

In partial modification of the earlier O.M. No. AHE. 331/2008/33 dated 09.07.2009, the following terms and conditions are added and modified regarding constituting the structure of the Governing Bodies of Colleges.

Henceforth

(1) (i) Retired Principal from a College shall not be considered for appointment as a President of Governing Body in the same College, unless a minimum of 5 (five) years have elapsed since his/her date of retirement.

(ii) No faculty member either retired or in service shall be considered for appointment as a President of Governing Body in the same College, unless a minimum of 5 (five) years have elapsed from the date of retirement.

(2) President of Governing Body of a College who have completed 5 years shall not be considered to be nominated as President of Governing Body for the second continuous term.....

Extract from

GOVT. OF ASSAM NOTIFICATION NO. AHE.185/2015/2, DATED 23.04.2015 & DHE LETTER NO. G (B) AC/95/2015/3, DATED 27.04.2015

.....all Financial Transactions of Provincialised colleges will jointly be operated by the President of Governing Body and the Principal of respected colleges.....

Extract from

GOVT. OF ASSAM NOTIFICATION NO. AHE.185/2015/5, DATED 11.08.2015

.....further clarified that where the Principal of the college and GB President are co-signatories in the financial matters of the colleges, both the President and the Principal will be jointly and severally responsible and accountable for all cases of financial dealings so conducted.....

Extract from

DHE LETTER NO. G (B) AC/95/2015/13, DATED 30.08.2016

.....the Presidents of the Governing Body of Colleges are respected and leading citizens for which it would be unfair to give them signing of the Checkbook etc.

Therefore, all the Presidents of the Governing Body of Provincialized Colleges are hereby relieved from the burden of financial transaction of Colleges.....

Extract from

GOVT. OF ASSAM NOTIFICATION NO. AHE.371/2017/22, DATED 18.08.2017

In partial modification of this Deptt's earlier OM vide No. AHE. 331/2008/33 dated 09.07.2009 and No. AHE. 331/2008/52 dated 05.11.2014, the following terms and conditions i.e. (3) and (4) are added with the approval of the State Cabinet regarding constituting the structure of the Governing Bodies of Colleges.

- the President of Governing Bodies of Colleges shall be an eminent person form the field of Education. He shall be a non-political person. He should not have contested any election, including panchayat/ municipality/ local bodies election or should not be an office bearer of any political party or should not have any affiliation/ membership to any political party
- he shall be appointed by the Director of Higher Education and shall have a term of five years. He shall however continue beyond this period till his successor is appointed. The Director may however remove him anytime during the term of five years for reasons to be recorded in writing.....

Extract from

GOVT. OF ASSAM NOTIFICATION NO. AHE.812/2017/28, DATED 28.06.2018 & DHE MEMO NO. DHE/ PA/ GB/ MISC/ 4/ 2018/ 2, DATED 03.07.2018

....considering the optimum utilization of services of Librarians of Provincialized Colleges of Assam, henceforth, the College Librarian shall also be an Ex-officio member of the Governing Body of Colleges.....

SECTION II

**CODE OF PROFESSIONAL CONDUCT AND
ETHICS FOR **PRINCIPAL****

[BASED UPON UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018]

PRINCIPAL should:

- ✓ Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- ✓ Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
- ✓ Act as steward of the College's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- ✓ Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
- ✓ Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- ✓ Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- ✓ Manage their private affairs in a manner consistent with the dignity of the profession;
- ✓ Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- ✓ Participate in extension, co-curricular and extra- curricular activities, including the community service.
- ✓ Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

The Principal being the Administrative Head of the college is expected to undertake and execute the following responsibilities and duties –

- ✓ Ensuring quality up-gradation of the college, and with active assistance from the IQAC as well as other in-house wings
- ✓ Nominating, appointing and constituting various in-house wings for smooth day to day functioning of various academic and administrative matters of the institution
- ✓ Monitoring and coordinating the assigned duties and tasks of the various in- house wings towards their optimum performance in the assigned domains
- ✓ Placing before the Governing Body for appropriate approval, various policy matters as proposed by different stakeholders of the institution, including the IQAC
- ✓ Undertaking necessary steps to implement all policy matters approved by the Governing Body, and within a justified time framework
- ✓ Nominating Assistant Officer-In-Charges to act on his/ her behalf, he/ she being the Officer-In-Charge of various academic and non-academic examinations held within the college
- ✓ Taking necessary steps to promote harmonious and cordial work culture and academic environment within the institution
- ✓ Adopting measures to promote and execute various welfare measures amongst all stakeholders, including students and staff
- ✓ Exploring means and ways to establish tie-ups with external quality institutions/ organizations, for qualitative growth of the institution
- ✓ Optimizing the institutional growth and development by pivoting upon the locational advantages of the institution
- ✓ Ensuring the institutional fringe area development through judicious utilization of institutional resources
- ✓ Seeking and implementing ways and means to improve the financial health of the institution
- ✓ Continuous monitoring of the performance indications of different academic and administrative procedures/ regulations and up-gradation/ modification of these as per need basis

SECTION III

**CODE OF PROFESSIONAL CONDUCT AND
FUNCTIONING GUIDELINES FOR IQAC**

Extract from

*Guidelines for the Creation of the Internal Quality Assurance Cell
(IQAC) and Submission of Annual Quality Assurance Report
(AQAR) by Accredited Institutions*

(NAAC, October, 2021)

IQAC – VISION

To promote quality culture as the prime concern of Higher Education Institutions through institutionalizing and internalizing all the quality-enhancing and sustaining initiatives taken with internal and external support.

OBJECTIVE

The primary aim of the IQAC is

- To develop a mechanism to promote conscious, consistent and catalytic action plans to improve the academic and administrative performance of the institution.
- To promote institutional quality enhancement and sustenance through the internalization of quality culture and institutionalization of the best practices.

STRATEGIES

IQAC shall evolve a mechanism and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial units;
- b) Adoption of relevant and quality academic and research programmes;
- c) Ensuring equitable access to and affordability of academic programmes for various sections of the society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) Ensuring credible assessment and evaluation processes;

- f) Ensuring the proper allocation, adequacy and maintenance of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

FUNCTIONS

- a) Development and application of quality benchmarks;
- b) Setting parameters for various academic and administrative activities of the institution;
- c) Facilitating the creation of a learner-centric environment conducive to quality education and faculty development to adopt the required knowledge and technology for participatory teaching and learning process;
- d) Collection and analysis of feedback from all the stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters to all the stakeholders;
- e) Organization of intra- and inter-institutional workshops and seminars on quality- related themes and promotion of quality circles;
- f) Documentation of various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the institution for coordinating quality-related activities, including adoption and dissemination of the best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining and enhancing institutional quality;
- i) Periodical conduct of Academic and Administrative Audits along with their follow-up activities; and
- j) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per the guidelines and parameters of NAAC.

COMPOSITION OF THE IQAC

The IQAC should be constituted in every institution under the chairpersonship of the Head of the Institution with heads of key academic and administrative units and a few teachers and a few distinguished educationists and representatives of the local management and stakeholders as members.

The composition of the IQAC should be as follows:

1. Chairperson: Head of the Institution
2. Teachers to represent all levels (Assistant Professor and Associate Professor) (Three to eight)
3. One member from the Management
4. The senior administrative officer (Office Superintendent/Manager)
5. One nominee each from the Local Society/Trust, Students and Alumni

6. One nominee each from the Employer/Industrialists/Stakeholders
7. One of the senior teachers as the Coordinator of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution and accordingly the representation of teachers may vary. The IQAC helps the institution in planning and monitoring quality-related activities. It ensures the various stakeholders' and beneficiaries' cross-sectional participation in the institution's quality-enhancement activities. The guidelines given here are only indicative and will help the institutions in their quality-sustenance activities.

The membership of the nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-thirds of the total number of members. The Agenda, Minutes and Action Taken Reports are to be documented and maintained electronically in a retrievable format.

While selecting these members, several precautions need to be taken. A few of them are listed below:

- ♦ It is advisable to choose persons from different backgrounds who have earned respect for their integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It is advisable to change the Coordinator every two/three years to usher in new thoughts and activities in the institution.
- ♦ It would be appropriate to choose senior administrators and persons in charge of institutional services such as library, computer centre, estate office, student welfare, administration, academic tasks, examination and planning and development.
- ♦ The management representative should be aware of the institution's objectives, strengths and limitations, and should be committed to its improvement. The local Society/Trust representatives should be of a high social standing and should have made significant contributions to society and to education, in particular.

THE ROLE OF THE COORDINATOR

The role of the Coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The IQAC Coordinator may be a senior and competent person with rich experience and exposure to quality aspects. He/She may be a full-time functionary or a senior academician/administrator entrusted with additional responsibility as the IQAC Coordinator. Secretarial assistance should be ensured by the administration. It is essential that the coordinator has a sound knowledge of computers and data management.

SECTION IV

**CODE OF PROFESSIONAL CONDUCT AND
ETHICS FOR **TEACHING STAFF****

[BASED UPON UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018]

I. TEACHERS AND THEIR RESPONSIBILITIES

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

Teacher should:

- (i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- (v) Maintain active membership of professional organisations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- (vii) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- (viii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- (ix) Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission,

advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and

(x) Participate in extension, co-curricular and extra-curricular activities, including the community service.

II. TEACHERS AND STUDENTS

Teachers should:

(i) Respect the rights and dignity of the student in expressing his/her opinion;

(ii) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;

(iii) Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;

(iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;

(v) Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;

(vi) Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;

(vii) Pay attention to only the attainment of the student in the assessment of merit;

(viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;

(ix) Aid students to develop an understanding of our national heritage and national goals; and

(x) Refrain from inciting students against other students, colleagues or administration.

III. TEACHERS AND COLLEAGUES

Teachers should:

(i) Treat other members of the profession in the same manner as they themselves wish to be treated;

(ii) Speak respectfully of other teachers and render assistance for professional betterment;

(iii) Refrain from making unsubstantiated allegations against colleagues to higher authorities; and

(iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. TEACHERS AND AUTHORITIES

Teachers should:

(i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own

institutional bodies and / or professional organisations for change of any such rule detrimental to the professional interest;

(ii) Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;

(iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;

(iv) Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;

(v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;

(vi) Adhere to the terms of contract;

(vii) Give and expect due notice before a change of position takes place; and

(viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. TEACHERS AND NON-TEACHING STAFF

Teachers should :

(i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;

(ii) Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

VI. TEACHERS AND GUARDIANS

Teachers should:

(i) Try to see through teachers' bodies and organisations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. TEACHERS AND SOCIETY

Teachers should:

(i) Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;

(ii) Work to improve education in the community and strengthen the community's moral and intellectual life;

(iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;

(iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;

(v) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

GUIDELINES FOR TEACHERS

ACADEMIC

- ✓ Timely conduction of class as per daily class routine.
- ✓ Completion of the allotted syllabus within a stipulated time framework.
- ✓ Preparation of lesson plan at the beginning of every academic session/ semester.
- ✓ Evaluation of answer script within stipulated time.
- ✓ Creation of E-Learning repositories at individual level by using available OER and share the materials as per the provisions of Creative Commons Attribute.
- ✓ For improper conduct or behaviour of any student during any classes, he/she may be warned at the first instance and in case of repetition, the matter may be reported to the HOD.
- ✓ Make use of both departmental as well as central library facilities for maximum academic benefit.

ADMINISTRATIVE

- Entries in the Departmental Diary on day to day basis.
- Should assist the HOD in executing various departmental administrative works as and when asked for.
- To cooperate in examination duties.
- Ensure healthy coordination between guardians and alumni for all-round growth of the department through various measures and activities.
- Provide different qualitative and quantitative data to the IQAC on a prompt basis, as and when asked for.

GUIDELINES FOR HEADS OF DEPARTMENTS

HODs of all academic departments are expected to ensure that –

- Healthy academic environment prevails in the concerned department.

- Proper distribution of the syllabus content in each semester/ year is made amongst the existing faculty members, so that course completion is made within stipulated time framework.
- Classes are not left unattended and are held on time, even if any faculty member is on leave, through appropriate arrangements. In case, it is not possible bring the matter to the notice of Principal at the earliest.
- All co-curricular activities like field works, student excursions, project works, student seminars, home assignments, etc are held on time and executed to the satisfaction of all concerned.
- Arrange for proper guidance, counseling and monitoring of students thereby creating a learner- friendly environment through various initiatives like holding of bridge courses, orientation programmes, remedial classes, special classes, tutorials, counseling session, etc.
- To hold departmental meeting time to time.
- Departmental records are kept in order in properly designated files.
- Confidential papers are kept under proper and safe proper custody.
- Respond promptly to any instruction/ directives received from any administrative controlling authority (ies).
- Provide different qualitative and quantitative data to the IQAC on a prompt basis, as and when asked for

SECTION V
CODE OF PROFESSIONAL CONDUCT
AND ETHICS FOR LIBRARIAN

Extract From

UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018

LIBRARIAN should

- ❖ Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- ❖ Manage their private affairs in a manner consistent with the dignity of the profession;
- ❖ Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- ❖ Participate in extension, co-curricular and extra-curricular activities, including the community service;
- ❖ Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

SECTION VI

CODE OF PROFESSIONAL CONDUCT AND ETHICS FOR **NON-TEACHING STAFF**

PROFESSIONAL VALUES

- ✓ Every staff employed in the College shall discharge his/her duties efficiently, diligently and shall conform to the rules and regulations.
- ✓ Staff must maintain an impeccable standard of integrity in all their professional relationships.
- ✓ Staff should display the highest possible standards of professional behaviour that is required in an educational establishment
- ✓ Staff should seek to co-operate with their colleagues, providing support, help and guidance as required by them
- ✓ Staff should not use their position in the College for private advantage or gain.
- ✓ Staff should avoid words and deeds that might bring the College into disrepute or might undermine colleagues in the perception of others (staff/pupils/parents/community).

NON TEACHING STAFF RESPONSIBILITIES TOWARDS FACULTIES AND STUDENTS

- ✓ The staff must Respect the prerogative of the faculty members to look after the education of the student and provide all assistance needed in the discharge of his/her duties in imparting education.
- ✓ Develop friendly and co-operative relationship with the faculty members. Provide full co-operation and support to the faculty members for the development of College.
- ✓ Extend co-operation to his/ her colleagues in activities relating to academic and administrative matters and the development of his/her profession.
- ✓ Refrain from passing information about colleagues to any individual or agency without his/her express permission.

NON TEACHING STAFF RESPONSIBILITIES TOWARDS COLLEAGUES

Non Teaching Staff Should

- ✓ Treat their colleagues in the same manner as they themselves wish to be treated;
- ✓ Speak respectfully of other colleagues and render assistance for betterment of the College;

- ✓ Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- ✓ Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

NON TEACHING STAFF RESPONSIBILITIES TOWARDS AUTHORITIES

- ✓ No Staff employed in a College shall absent himself from his/her duties without prior permission. In case of sickness or absence on medical ground, a medical certificate to the satisfaction of the college authorities shall be produced within a week.
- ✓ No Staff employed in a College shall engage directly or indirectly in any trade or business.
- ✓ No staff employed in the College shall send any application for employment under any other agency, except through the Authority under the College.
- ✓ Any staff employed in a college when involved in criminal proceedings shall inform the College
- ✓ No staff employed in a College shall engage himself/herself in any political activity. He/ She shall not associate with any political party or any organization which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.
- ✓ No staff employed in a College shall engage himself/herself or participate in any activity which tends to create disharmony in a College.

SECTION VII

FUNCTIONING GUIDELINES AND LAID DOWN PROCEDURES FOR IN-HOUSE COMMITTEES & CELLS

- ✓ The in-house Committees, Cells and Units shall normally function for the notified period as mentioned in the appointment letters/ notice declaring the formation; however, the existing/ old ones shall continue to function unless and until fresh ones are constituted.
- ✓ The Chairperson, IQAC (Principal) may extend the term of any working in-house bodies depending upon the need and situation.
- ✓ The in-house bodies shall work in close coordination with the Internal Quality Assurance Cell (IQAC) of the college.
- ✓ The in-house bodies shall meet at least once in three (3) months, to discuss/ plan about the execution/ status of forthcoming/ ongoing works and activities
- ✓ Proceedings and resolutions of all meetings conducted shall be clearly hand-written in the official register provided, along with signatures of all members of the in-house bodies.
- ✓ All members of different in-house bodies shall adhere to different procedures and regulations and comply to any relevant instructions/ directions/ orders that might be given/ prescribed by the administrative authorities/ mechanism of the institution or govt./ higher authorities from time to time.

The Chairperson, IQAC (Principal) reserves the right to dissolve and reconstitute any in-house bodies or replaces any member there from if he/ she is satisfied enough that any particular in-house bodies or any concerned member has failed to perform in consonance with the desired expectation level.

COMMITTEES AND CELLS OF THE COLLEGE

Construction Committee

Sl, No.	Name
1	Dr. Ghanashyam Nath (Convener)
2	Mr. A. K. Ahmed
3	Mr. Gunin Sarma
4	Mr. Chabin Das
5	Mr. Naba Kumar Das

Purchase Committee

Sl, No.	Name
1	Mr. N.N. Das (Convener)
2	Mr. Loknath Das
3	Mr. Giridhari Das
4	Mrs. Mrinali Hazarika

Library Committee

Sl, No.	Name
1	Dr. Ranjit Sabhapandit (Convener)
2	Dr. Ghanashyam Nath
3	Mr. Aminur Rahman
4	Mr. Loknath Das
5	Dr. Jaynal Abdin
6	Mrs. Bhanumati Kalita
7	Mr. Jakir Hussain
8	Mrs. Rina Das
9	Dr. Gynada Deka Talukdar
10	Dr. Mami Ojah
11	Dr. Sadhana Medhi
12	Mrs. Mrinali Hazarika
13	Mrs. Tuntun Das

- | | |
|----|------------------------|
| 14 | Mr. Raben Kr. Sarma |
| 15 | Dr. Hitendra Nath Deka |

Campus Management Committee

- | Sl, No. | Name |
|----------------|-----------------------------|
| 1 | Dr. Jaynal Abdin (Convener) |
| 2 | Mrs. Bhanumati Kalita |
| 3 | Dr. Pranjyoti Deka |

Grievance and Redressal Cell

- | Sl, No. | Name |
|----------------|---------------------|
| 1 | Mrs. Tuntun Das |
| 2 | Dr. Sadhana Medhi |
| 3 | Mr. Ratul Kr. Sarma |
| 4 | Dr. Shahjahan Amin |

Research & Publication Cell

- | Sl, No. | Name |
|----------------|-----------------------|
| 1 | Mr. Bhabajit Bayan |
| 2 | Dr. Gopal Kumar Sarma |
| 3 | Dr. Mrinal Misra |
| 4 | Dr. Bhupen Rabha |

Disciplinary Committee

- | Sl, No. | Name |
|----------------|---------------------------|
| 1 | Dr. Ghanashyam Nath |
| 2 | Mr. N.N. Das |
| 3 | Mrs. Rina Das |
| 4 | Dr. Gyanada Deka Talukdar |
| 5 | Dr. K. K. Sarma |

Hostel Committee

Sl, No.	Name
1	Dr. Dhruva Kumar Pathak (Superintendent)
2	Mrs. Prabha Kumari Devi
3	Dr. Manalisha Deka

Scout & Guide

Sl, No.	Name
1	Dr. K.K. Deka (Convener)
2	Dr. Bhupen Rabha
3	Dr. Karabi Talukdar

Canteen Committee

Sl, No.	Name
1	President, Teacher's Unit (Convener)
2	Secretary, Teacher's Unit
3	President, Raash Committee
4	Mr. Debajit Kr. Choudhury
5	Mr. Dipak Ray Choudhury
6	Mr. Partha Pratim Medhi
7	Mr. Dhiraj Goswami
8	Dr. Hiramoni Haloi

KKHSOU Study Centre

Sl, No.	Name
1	Dr. Birinchi Choudhury (Coordinator)
2	Mrs. Runumi Hazarika
3	Dr. K. K. Deka
4	Mr. Partha Pratim Bezbarua
5	Mr. Debajit Sarma

NCC Unit

Sl, No.	Name
1	Jakir Hussain (ANO)

NSS Unit

Sl, No.	Name
1	Mr. Ali Hussain Sheikh (Programme Officer)
2	Mrs. Phulrenu Misra

Project Monitoring Unit, RUSA Unit

Sl, No.	Name
1	Mr. Aminur Rahman (Coordinator)
2	Mr. Bipul Kr. Das
3	Mr. Gunin Sarma
4	Mr. Pranab Talukdar
5	Mr. Ratneswar Das
6	Mr. Chabin Das
7	Mr. Giridhari Das
8	Dr. Naba Kr. Das
9	Dr. Ghanashyam Nath
10	Mr. Abul Khayer Ahmed
11	Dr. Gopal Kr. Sarma
12	Mehboob Rahman
13	Aftar Khan

Procurement Cell, RUSA Unit 2.0

Sl, No.	Name
1	Dr. Manalisha Deka (Convener)
2	Mr. N.N. Das
3	Dr. Jaynal Abdin

Research & Publication Cell

Convener : **Dr. Birinchi Choudhury**
Dr. Pranjyoti Deka

Member : Dr. Mrinal Kumar Mishra
Dr. Karabi Talukdar

Alumni Association

Convener : **Bhabajit Bayan**
Aminur Rahman

Member : Jakir Hussain
Dr. Dhruva Kumar Pathak

Extension and Outreach cell

Convener : **Dr. Hitendra Nath Deka**
Ali Hussain Sheikh

Member : Dr. Manalisha Deka
Dipak Raychoudhury

Career Counselling and Guidance Cell

Convener : **Dr. Mrinal Kumar Mishra**
Dr. Debajit Choudhury

Member : Naba Kr. Das

Clean & Green Cell

Convener : **Dr. Krishna Kanta Sarma**
Mrinali Hazarika

Member : Bipul Krishan Das
Hiramani Haloi

Academic Committee

- Convener** : Dr. Ranjit Sabhapandit
Bhanumati Kalita
Prabha Kumari Devi
Naba Kumar Das
- Member** : Giridhari Das
Loknath Das
Dr. Hitendra Nath Deka
Aminur Rahman

MIS Cell

- Convener** : **Loknath Das**
Debajit Sarma
- Member** : Lakheswar Talukdar
Partha Pratim Medhi
Partha Pratim Bezbaruah

Disciplinary Committee

- Convener** : Nripendra Nath Das
Bhanumati Kalita
- Member** : Giridhari Das
Rina Das
Shahjahan Amin

Committee for Sexual Harrasment against Women at Work Place

- Convener** : **Mrinali Hazarika**
Dr. Gyanada Deka Talukdar
- Member** : Runumi Hazarika
Phulrenu Misra
Momi Ojah

Criterion wise IQAC Members

Criterion I Aminur Rahman (Convener)

Runumi Hazarika Pathak

Dr. Debajit Choudhury

Bipul Krishna Das

Ratul Kumar Sarma

Dr. Karabi Talukdar

Criterion II Naba Kumar Das (Convener)

Loknath Das

Dhiraj Goswami

Dr. Birinchi Choudhury

Lakheswar Talukdar

Dipak Roy Choudhury

Dr. Mami Ojah

Partha Medhi

Criterion III Dr. Manalisha Deka (Convener)

Ali Hussain Sheikh

Tuntun Das

Dr. Krishna Kanta Sarma

Dr. Hitendra Nath Deka

Dr. Sadhana Medhi

Dr. Mrinal Mishra

Criterion IV Dr. Ranjit Sabhapandit (Convener)

Dr. Gynada Deka Talukdar

Dr. Jaynal Abdin

Dr. Shahjahan Amin

Partha Bezbaruah

Criterion V

Jakir Hussain (Convener)

Dr. Dhruba Kumar Pathak

Harun Al Rashid

Harekrishna Deka

Debajit Sarma

Supam Paul

Criterion VI

Dr. Pranjyoti Deka (Convener)

Giridhari Das

Rina Das

Bhabajit Bayan

Illora Narzary

Criterion VII

Nripendra Nath Das (Convener)

Prabha Kumar Devi

Mrinali Hazarika

Phulrenu Mishra

Hiramon Haloi

Chabin Das

