

SIBSAGAR COLLEGE, JOYSAGAR (AUTONOMOUS)

SIBSAGAR COLLEGE, JOYSAGAR (AUTONOMOUS) STATUTES AND ORDINANCES, 2022

(w.e.f. 2022-23 Session)



Prepared by
Internal Quality Assurance Cell

Approved by
Governing Body
(meeting held on 26-04-2022)

**Sibsagar College, Joysagar
P.O. Joysagar – 785665 (Assam)**

CONTENTS

Clause	Particulars	Page no.
1	SHORT TITLE, APPLICABILITY AND COMMENCEMENT	1
2	OBJECTIVES	1
3	DEFINITIONS	2 – 3
4	GOVERNING BODY	3 – 4
5	ACADEMIC COUNCIL	4 – 5
6	BOARD OF STUDIES	5 – 6
7	FINANCE COMMITTEE	6
8	INTERNAL QUALITY ASSURANCE CELL	7 – 8
9	PLANNING AND DEVELOPMENT COMMITTEE	8
10	GRIEVANCE REDRESSAL COMMITTEE	8 – 9
11	EXAMINATION COMMITTEE	9 – 10
12	ADMISSION COMMITTEE	10
13	LIBRARY COMMITTEE	11
14	STUDENTS WELFARE COMMITTEE	11 – 12
15	GENDER SENSITISATION AND ANTI-SEXUAL HARASSMENT COMMITTEE	12 – 13
16	CO-CURRICULAR AND HOLISTIC DEVELOPMENT COMMITTEE	13 – 14
17	SC, ST, OBC AND MINORITY DEVELOPMENT COMMITTEE	14 – 15
18	RESEARCH PROMOTION COMMITTEES	15
19	CAREER COUNSELLING AND PLACEMENT CELL	16
20	COLLEGE WEBSITE MANAGEMENT CELL	16 – 17
21	ANTI-RAGGING AND DISCIPLINARY ACTION COMMITTEE	17 – 18
22	PURCHASE COMMITTEE	18 – 19
23	CONSTRUCTION COMMITTEE (GENERAL)	19 – 20
24	RUSA PMU	20 – 21
25	INTERNAL FACILITY COMMITTEE (STADIUM, MCB, JPCM, GYMNASIUM, CANTEEN ETC.)	21
26	ONLINE LEARNING MANAGEMENT COMMITTEE	21 – 22
27	HOSTEL MANAGEMENT COMMITTEE	22 – 23
28	DEPARTMENT MANAGEMENT COMMITTEE	23
29	ADMINISTRATIVE HEAD AND OTHER FUNCTIONARIES	
29.1	Principal	24
29.2	Vice Principal	24
29.3	Academic Coordinators	24
29.4	Controller of Examinations	24 – 25
29.5	Deputy Controllers of Examinations	25
29.6	Head of the Departments	25 – 26
29.7	Faculty Members	26
29.8	Librarian	26

30	GRADE III STAFF		
	30.1	Head Assistant	26 – 27
	30.2	Senior Assistants	27
	30.3	Junior Assistants	27
31	GRADE IV STAFF		27
	31.1	Library Assistant	27
	31.2	Laboratory Bearer	27
	31.3	Peons/Chowkidars	27
	31.4	Night Chowkidars	27
	31.5	Cleaners	27 – 28
32	SERVICE CONDITIONS OF ALL OFFICIALS AND STAFF		28
33	CODE OF CONDUCT		28
34	RESERVATION POLICY		28
35	WORKING DAYS, TEACHING DAYS AND HOLIDAYS		28
36	ACADEMIC YEAR AND SEMESTER PERIODIATION		28
37	REGULATIONS OF ACADEMIC PROGRAMMES – UG, PG, RESEARCH ETC.		29
38	CONSTITUTION OF TEMPORARY/NEED-BASED COMMITTEES/WORK-GROUPS		29
39	ASSETS, FUNDS, GRANTS AND THEIR OPERATION		29
40	REPEAL, REVISION AND AMMENDMENT		29

SIBSAGAR COLLEGE, JOYSAGAR (AUTONOMOUS)

SIBSAGAR COLLEGE, JOYSAGAR (AUTONOMOUS) STATUTES AND ORDINANCES, 2022

(w.e.f. 2022-23 Session)

1. SHORT TITLE, APPLICABILITY AND COMMENCEMENT:

- 1.1. This Statutes shall be called Sibsagar College, Joysagar (Autonomous) Statutes and Ordinances, 2022 framed as per guidelines of the University Grants Commission (UGC) as well as with the approval of the Governing Body of the College and the Government of Assam. This Statutes shall be applicable and effective for functioning of the College including running all the Academic Programmes in various subjects of Arts & Humanities and Science, and shall be henceforth referred to as SC-SO, 2022.
- 1.2. This Regulation shall come into effect from the Academic Session, 2022-2023.

2. OBJECTIVES:

The SC-SO, 2022 has the following objectives –

- 2.1 To constitute the statutory body/council/board/committee i.e. Governing Body, Academic Council, Board of Studies and Finance Committee.
- 2.2 To constitute non-statutory cell/committees such as Internal Quality assurance Cell, Planning and Evaluation Committee, Grievance Redressal Committee, Examination Committee, Admission Committee, Library Committee, Student Welfare Committee, Gender Sensitisation and Anti-Sexual Harassment Committee, Co-Curricular and Holistic Development Committee, SC, ST, OBC and Minority Development Committee, Research Promotion Committees, Career Counselling and Placement Cell, College Website Management Cell, Anti-Ragging and Disciplinary Action Committee, Purchase Committee, Construction Committee, RUSA PMU, Internal Facility Committee, Online Learning Management Committee and Hostel Management Committee.
- 2.3 To state the powers/functions/responsibilities of the administrative head and other functionaries, and also Grade III and Grade IV staff.
- 2.4 To prescribe the procedure and process for framing rules, regulations, curriculum etc. for designing/starting new programmes.
- 2.5 To state the policy of service conditions of all officials and staff, framing regulations of academic programmes, working & teaching days, holidays, the code of conduct, reservation, constitution of temporary/need-based committees/work-group, assets, funds, grants and their operation and revision and amendment of the Statutes and Ordinances.

3. DEFINITIONS:

In this Statutes, unless the context otherwise requires:

- 3.1 **‘College’** means Sibsagar College (Autonomous), Joysagar particularly unless otherwise stated differently.
- 3.2 **‘Parent University’** means Dibrugarh University.
- 3.3 **‘UG Programme’** means any Under Graduate (BA/BSc) Programme viz. BA (History), BSc (Zoology) etc.
- 3.4 **‘PG Programme’** means any Post Graduate (MA/MSc) Programme viz. MA (Education), MSc (Chemistry) etc.
- 3.5 **‘Ph.D Programme’** means any research programme which leads a pursuing student to the award of a Ph.D degree on successful completion.
- 3.6 **‘Discipline’** means a subject viz. Assamese, Education, Chemistry, Computer Science etc.
- 3.7 **‘Stream’** means a group consisting similar kind of subjects viz. English, Economics, Political Science and others as ‘Arts & Humanities Stream’ and Botany, Geology, Mathematics and others as ‘Science Stream’
- 3.8 **‘Academic Year’** means a period of twelve months consisting of two semesters.
- 3.9 **‘Semester’** means a half-yearly term of studies which includes examinations, vacations and semester breaks as well. A semester normally has a period of – a) 16 weeks for teaching-learning, each week having 24 hours of class periods for a student ; b) 4 weeks for examination and evaluation process ; c) 4 weeks as Semester break.
- 3.10 **‘Teaching days’** means the actual days of a semester on which teaching-learning activities in terms of classroom teaching, online teaching, laboratory works, conduct of seminar/group discussion, field work are performed.
- 3.11 **‘Working days’** means the actual days of a semester on which, besides teaching, the activities like conduct of admission, examination, evaluation etc. are performed.
- 3.12 **‘Governing Body’** is the supreme statutory body of the College being formed and functional as per guidelines and norms of University Grants Commission (UGC).
- 3.13 **‘Academic Council’** is the statutory body of the College being formed and functional as per guidelines and norms of UGC.
- 3.14 **‘Board of Studies’** are the statutory bodies of the College being formed for each and every discipline/subject and functional as per guidelines and norms of UGC.
- 3.15 **‘Finance Committee’** is the statutory body of the College to act as an advisory body to the Governing Body in matters of finance, accounts and audit.
- 3.16 **‘Internal Quality Assurance Cell’** means the statutory cell of the College which is responsible monitoring internal quality of the College, performing its assessment related activities and recommending developmental initiatives.
- 3.17 **‘Principal’** means the head of the College
- 3.18 **‘Vice Principal’** means the academic staff of the College who acts as the deputy of the Principal
- 3.19 **‘Chief Controller of Examinations (CCOE)’** means the Principal of the College who is the overall authority of all activities relating to conduct and operation of the Examinations.
- 3.20 **‘Controller of Examinations (COE)’** means the Officer/Authority of the College who is

responsible for all activities of the Examinations.

- 3.21 **‘Deputy Controller of Examinations (DCOE)’** means the Deputy Officer of the College who is responsible for all activities of the Examinations under CCOE and COE.
- 3.22 **‘Academic Coordinator (Arts)’** means the academic staff who looks after academic activity of the Arts stream.
- 3.23 **‘Academic Coordinator (Science)’** means the academic staff who looks after academic activity of the Science stream.
- 3.24 **‘Head of the Department (HOD)’** means the Head of an Academic Department
- 3.25 **‘Faculty member’** means teacher of the College
- 3.26 **‘Librarian’** means the academic staff who officiates over the Library establishment of the College
- 3.27 **‘Non-teaching staff’** means the employees of the College other than Principal, Vice-Principal, Teacher and Librarian
- 3.28 **‘Student’** means bona-fide pupil/learner of the College.

4. GOVERNING BODY:

The Governing Body shall be the supreme statutory body of the College.

- 4.1 **Formation** : The Governing Body of the College shall be formed by the Government of Assam as per guidelines of the UGC as cited in the tabular format below.

Number	Category	Nature
3 Members one of them to be Chairperson	Educationist, Industrialist, Professional	Nominated by the State Government, persons of proven academic interest with at least PG level qualification
2 Members	Teachers of the College	Nominated by the Principal on seniority by rotation.
1 Member	Educationist or industrialist	Nominated by the Principal for two years
1 Member	UGC Nominee	Nominated by UGC
1 Member	State Government nominee	Nominated by the State Government
1 Member	University Professor	Nominated by the University
1 Member	Principal of College	Ex-Officio

- 4.2 **Term** : The Governing Body shall be reconstituted every three years except in the case of UGC nominee who shall have a term of five years.
- 4.3 **Meetings** : Meetings of the Governing Body shall be held at least twice a year.
- 4.4 **Powers/Functions/Responsibilities** :

Subject to the existing provision in the Rules and Regulations of the Govt. of Assam and UGC, the Governing Body shall:

- 4.4.1 Guide the college while fulfilling the objectives for which the college has been

granted autonomous status.

- 4.4.2 Institute scholarships, fellowships, studentships, medals, prizes and certificates on therecommendations of the Academic Council
- 4.4.3 Approve new programmes of study leading to degrees and/or diplomas.
- 4.4.4 All recruitments of Teaching Faculty/Principal shall be made by the Governing Body/state government as applicable in accordance with the policies laid down by the UGC and State Government from time to time.
- 4.4.5 To approve annual budget of the college before submitting the same at the UGC.
- 4.4.6 Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development of the college

5. ACADEMIC COUNCIL:

The Academic Council shall be a statutory body of the College.

5.1 **Formation** : The Academic Council of the College shall be formed by the Governing Body as per guidelines of the UGC with the following functionaries as cited below.

- 5.1.1 The Principal (Chairman)
- 5.1.2 All the Heads of Departments in the college
- 5.1.3 Four teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college.
- 5.1.4 Academic Coordinators (Both Arts and Science)
- 5.1.5 Not less than four experts/academicians from outside the college representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences etc., to be nominated by the Governing Body.
- 5.1.6 Three nominees of the university not less than Professors.
- 5.1.7 A faculty member nominated by the Principal (Member Secretary).

5.2 **Term** : The term of the nominated members of the Academic Council shall be three years.

5.3 **Meetings** : Meetings of the Academic Council shall be held at least twice a year.

5.4 **Powers/Functions/Responsibilities** :

Subject to the existing provision in the Rules and Regulations of the Govt. of Assam and UGC, the Academic Council shall function the following:

- 5.4.1 Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.

- 5.4.2 Make regulations regarding the admission of students to different programmes of study in the college keeping in view the policy of the Government.
- 5.4.3 Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- 5.4.4 Recommend to the Governing Body proposals for institution of new programmes of study.
- 5.4.5 Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- 5.4.6 Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.
- 5.4.7 Prepare and adopt Academic Calendar of the College.
- 5.4.8 Perform such other functions as may be assigned by the Governing Body.

6. BOARD OF STUDIES:

Board of Studies shall be the statutory bodies of the College which shall be created for each Department – Assamese, Economics, Education, English, History, Philosophy, Political Science, Botany, Chemistry, Computer Science, Electronics, Geology, Mathematics, Physics, Statistics and Zoology.

6.1 **Formation** : Each Board of Studies of the College shall be formed by the Governing Body as per guidelines of the UGC with the following functionaries as cited below.

- 6.1.1 Head of the Department concerned (Chairman).
- 6.1.2 The entire faculty of each specialization (one of whom shall be the Member Secretary).
- 6.1.3 Two subject experts from outside the Parent University to be nominated by the Academic Council.
- 6.1.4 One expert to be nominated by the Vice-Chancellor from a panel of six recommended by the college principal.
- 6.1.5 One representative from industry/corporate sector/allied area relating to placement.
- 6.1.6 One postgraduate meritorious alumnus to be nominated by the principal.
- 6.1.7 The Chairman, Board of Studies, may with the approval of the principal of the college, co-opt:
 - 6.1.7.1 Experts from outside the college whenever special courses of studies are to be formulated.
 - 6.1.7.2 Other members of staff of the same faculty.

6.2 **Term** : The term of the nominated members of each Board of Studies shall be three years.

6.3 **Meetings** : Meetings of the Board of Studies shall be held at least twice a year.

6.4 **Powers/Functions/Responsibilities** :

Subject to the existing provision in the Rules and Regulations of the Govt. of Assam and UGC, the Board of Studies shall function the following:

- 6.4.1 prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council;
- 6.4.2 suggest methodologies for innovative teaching and evaluation techniques;
- 6.4.3 suggest panel of names to the Academic Council for appointment of examiners;
- 6.4.4 coordinate research, teaching, extension and other academic activities in the department /college.

7. FINANCE COMMITTEE:

The Finance Committee shall be a statutory committee of the College.

10.1 **Formation** : The Finance Committee shall be formed by the Governing Body as per guidelines of the UGC with the following functionaries as cited below.

7.1.1 The Principal (Chairman).

7.1.2 One person to be nominated by the Governing Body of the college for a period of two years.

7.1.3 Finance Officer of the parent university

7.1.4 One senior-most teacher of the college to be nominated in rotation by the Principal for two years (Member Secretary).

7.1.5 The Controller of Examinations

7.1.6 One senior non-teaching staff having experience of dealing with matters relating to finance, accounts and audit.

10.2 **Term** : The term of the Finance Committee shall be three years.

10.3 **Meetings** : Meetings of the Finance Committee shall be held at least twice a year.

10.4 Powers/Functions/Responsibilities :

Subject to the existing provision in the Rules and Regulations of the Govt. of Assam and UGC, the Finance Committee shall act as an advisory body to the Governing Body, and it has to consider the following:

7.4.1 Budget estimates relating to the grant received/receivable from UGC, Govt. Depts/Funding Agencies etc. and income from fees, etc. collected for the activities to undertake the scheme of autonomy;

7.4.2 Audited accounts for the above.

7.4.3 Frame purchase policy, rules and procedures of the College.

7.4.4 Frame rates of remunerations of various officials and staff and other expenditures of End-Semester examinations and In-Semester examinations.

8. INTERNAL QUALITY ASSURANCE CELL:

The Internal Quality Assurance Cell (IQAC) shall be a non-statutory cell of the College.

8.1 **Formation** : The IQAC shall be formed by the Principal subject to approval of the Governing Body with the following functionaries as cited below.

8.1.1 The Principal (Chairperson)

8.1.2 The Vice Principal

8.1.3 The Academic Coordinator (Arts)

8.1.4 The Academic Coordinator (Science)

8.1.5 Three faculty members, one of whom shall be the Coordinator

8.1.6 One member from the Governing Body

8.1.7 Two senior administrative officers

8.1.8 The Librarian

8.1.9 One nominee each from local society, Students and Alumni

8.1.10 One nominee from Employers /Industrialists/Stakeholders

8.2 **Term** : The term of the IQAC shall be two years.

8.3 **Meetings** : Meetings of the IQAC shall be held at least twice a year, but may be held any time depending upon raising of issues.

8.4 **Powers/Functions/Responsibilities** :

Subject to the existing provision in the Rules and Regulations of the Govt. of Assam and UGC, the IQAC shall perform the following functions.

8.4.1 Development and application of quality benchmarks

8.4.2 Parameters for various academic and administrative activities of the institution;

8.4.3 Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

8.4.4 Collection and analysis of feedback from all stakeholders on quality-related institutional processes;

8.4.5 Dissemination of information on various quality parameters to all stakeholders;

8.4.6 Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

8.4.7 Documentation of the various programmes/activities leading to quality improvement;

8.4.8 Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

8.4.9 Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

8.4.10 Periodical conduct of Academic and Administrative Audit and its follow-up

8.4.11 Preparation and submission of the Annual Quality Assurance Report (AQAR), Self Study Report (SSR) etc. as per guidelines and parameters of NAAC.

8.4.12 Preparation of Academic Calendar

9. PLANNING AND DEVELOPMENT COMMITTEE:

The Planning and Development Committee shall be a non-statutory committee which shall be constituted by the Principal subject to approval of the Governing Body.

9.1 **Formation** : The Planning and Development Committee shall be formed by the Principal subject to approval of the Governing Body with the following functionaries as cited below.

9.1.1 The Principal (Chairman).

9.1.2 Vice Principal (Member Secretary)

9.1.3 The Academic Coordinator (Arts)

9.1.4 The Academic Coordinator (Science)

9.1.5 HoDs of all Departments

9.1.6 Coordinator of IQAC

9.1.7 Two experts/educationists from outside the College to be nominated by the Governing Body of the college.

9.2 **Term** : The term of the Planning and Development Committee shall be three years.

9.3 **Meetings** : Meetings of the Planning and Development Committee shall be held at least twice a year.

9.4 **Powers/Functions/Responsibilities** :

Subject to the existing provision in the Rules and Regulations of the Govt. of Assam and UGC, the Planning and Development Committee shall act as an advisory body to the Governing Body and the Principal of the College, and it shall function the following.

9.4.1 Formulate development plan for the College in matters of academics and infrastructure.

9.4.2 Prepare advisory notes as and when asked by the Principal and the Governing Body.

10. GRIEVANCE REDRESSAL COMMITTEE:

The Grievance Redressal Committee shall be a non-statutory committee which shall be constituted by the Principal subject to approval of the Governing Body.

10.1 **Formation** : The Grievance Redressal Committee shall be formed with the following functionaries as cited below.

10.1.1 The Vice Principal (Chairman).

10.1.2 One senior-most teacher of the college to be nominated by the Principal for two years (Member Coordinator)

10.1.3 Four faculty members (two from Arts and two from Science Streams) among whom at least one must be a female.

10.1.4 One senior officer from examination branch

10.1.5 One member from Non-teaching staff

10.1.6 Two students of whom one must be a female

10.2 **Term** : The term of the Grievance Redressal Committee shall be two years.

10.3 **Meetings** : Meetings of the Grievance Redressal Committee shall be normally held at least twice a year, but should be held emergently depending on arising of issues/situation.

10.4 Powers/Functions/Responsibilities :

Subject to the existing provision in the Rules and Regulations of the Govt. of Assam and UGC, the Grievance Redressal Committee shall perform the following functions.

10.4.1 Promptly receiving of written or oral grievances from the students.

10.4.2 Holding meets to review the case(s)

10.4.3 Taking hearing of aggrieved party(s)

10.4.4 Adopting remedial measure/action for removal of grievance

10.4.5 Preparing report about the number of cases received, heard and resolved.

10.4.6 Attending to the pending cases, if any, which require direction and guidance from the higher authorities.

11. EXAMINATION COMMITTEE:

The Examination Committee shall be a non-statutory committee which shall be constituted by the Principal subject to approval of the Governing Body.

11.1 **Formation** : The Examination Committee shall be formed with the following functionaries as cited below.

11.1.1 The Principal (Chairman).

11.1.2 The Vice Principal (Member Secretary).

11.1.2 The Academic Coordinator (Arts)

11.1.1 The Academic Coordinator (Science)

11.1.2 Four HoDs (two from Arts and two from Science Streams).

11.1.3 One member from Non-teaching staff.

11.2 **Term** : The term of the Examination Committee shall be three years.

11.3 **Meetings** : Meetings of the Examination Committee shall be held at least twice a year.

11.4 Powers/Functions/Responsibilities :

Subject to the existing provision in the Rules and Regulations of the Govt. of Assam and UGC, the Examination Committee shall function the following.

11.4.1 Conduct of End-Semester examinations – recommending AOCs, recommending staff for IA marks entry etc.

11.4.2 Conduct of In-Semester examinations - preparation of schedule/routine, fixing

maximum marks as per Regulations/Curricula and its notification, etc.

- 11.4.3 Helping and coordinating with Departments in conducting In-semester examinations – setting of question papers, allotting invigilation duties, providing support staff and logistics, declaration of results etc.

12. ADMISSION COMMITTEE:

The Admission Committee shall be a non-statutory committee which shall be constituted by the Principal subject to approval of the Governing Body.

- 12.1 **Formation** : The Admission Committee shall be formed with the following functionaries as cited below.

12.1.1 The Vice Principal (Chairman).

12.1.2 The Academic Coordinator (Arts)

12.1.3 The Academic Coordinator (Science)

12.1.4 Six senior faculty members (three from Arts and three from Science Streams) of whom one at least should be a female and one at least should be from SC/ST community. Two of them (one from Arts and one from Science Streams) shall be Joint Member Secretaries.

12.1.5 Two from Non-teaching staff.

12.1.6 One representative from Students' Union.

- 12.2 **Term** : The term of the Admission Committee shall be three years.

- 12.3 **Meetings** : Meetings of the Admission Committee shall be held at least twice a year or may be more than that as per need.

12.4 Powers/Functions/Responsibilities :

Subject to the existing provision in the Rules and Regulations of the Govt. of Assam and UGC, the Admission Committee shall perform all activities relating to admission of pupils to various programme of study. They are -

12.4.1 Issuing admission notification,

12.4.2 Fixing admission date,

12.4.3 Fixing admission criteria,

12.4.4 Fixing admission fees as per Govt/UGC guidelines,

12.4.5 Providing software and web-based support,

12.4.6 Preparing merit and reject lists following merit credentials and reservation rules etc. as per Govt./UGC guidelines,

12.4.7 Conducting all affairs on the days of admission

13. LIBRARY COMMITTEE:

The Library Committee shall be a non-statutory committee which shall be constituted by the Principal subject to approval of the Governing Body.

- 13.1 **Formation** : The Library Committee shall be formed with the following functionaries as cited below.
 - 13.1.1 The Principal (Chairman).
 - 13.1.2 The Academic Coordinator (Arts)
 - 13.1.3 The Academic Coordinator (Science)
 - 13.1.4 Six senior faculty members (three from Arts and three from Science Streams) of whom one must be a female
 - 13.1.5 The Librarian (Member Secretary)
 - 13.1.6 One retired Librarian
 - 13.1.7 Two from Non-teaching staff of whom one should be from Library.
 - 13.1.8 Two students (one from Arts and one from Science Stream)
- 13.2 **Term** : The term of the Library Committee shall be three years.
- 13.3 **Meetings** : Meetings of the Library Committee shall be held at least twice a year.
- 13.4 **Powers/Functions/Responsibilities** :

Subject to the existing provision in the Rules and Regulations of the Govt. of Assam and UGC, the Library Committee shall function the following.

- 13.4.1 Conducting entire process of procurement of books, journals, periodicals, newspapers, e-journals, e-resources, furniture, gadgets, equipment etc. for Library
- 13.4.2 Providing/updating software and web-based support for Library
- 13.4.3 Monitoring facilitation to library users
- 13.4.4 Monitoring stock of library resources
- 13.4.5 Arranging and monitoring maintenance and preservation works in Library
- 13.4.6 Drafting/framing rules for Library users

14. STUDENTS WELFARE COMMITTEE:

The Students Welfare Committee shall be a non-statutory committee which shall be constituted by the Principal subject to approval of the Governing Body.

- 14.1 **Formation** : The Students Welfare Committee shall be formed with the following functionaries as cited below.
 - 14.1.1 The Principal (Chairman).
 - 14.1.2 The Academic Coordinator (Arts)
 - 14.1.3 The Academic Coordinator (Science)

- 14.1.4 Four faculty members (two from Arts and two from Science Streams) of whom one must be a female
 - 14.1.5 The Librarian
 - 14.1.6 One non-teaching staff
 - 14.1.7 Two students (one from Arts and one from Science Stream) of whom one shall be the Member Secretary
- 14.2 **Term** : The term of the Students Welfare Committee shall be two years.
- 14.3 **Meetings** : Meetings of the Students Welfare Committee shall be held at least twice a year.
- 14.4 Powers/Functions/Responsibilities :**
- Subject to the existing provision in the Rules and Regulations of the Govt. of Assam and UGC, the Students Welfare Committee shall function the following.
- 14.4.1 Conducting the entire process of scholarship/freeship to the students
 - 14.4.2 Conducting the entire process of facilitating benevolent/welfare schemes to the students including accidental/death insurance, book-bank etc.
 - 14.4.3 Drafting/framing rules for Students Welfare activities

15. GENDER SENSITISATION AND ANTI-SEXUAL HARASSMENT COMMITTEE:

The Gender Sensitisation and Anti-Sexual Harassment Committee shall be a non-statutory committee which shall be constituted by the Principal subject to approval of the Governing Body.

- 15.1 **Formation** : The Gender Sensitisation and Anti-Sexual Harassment Committee shall be formed with the following functionaries as cited below.
- 15.1.1 The Principal (Chairman).
 - 15.1.2 Six senior faculty members (three from Arts and three from Science Streams) of whom one must be a female, and she shall be the Member Secretary.
 - 15.1.3 One senior administrative officer
 - 15.1.4 Two from non-teaching staff of whom one must be a female
 - 15.1.5 One social worker/activist or legal expert
 - 15.1.6 Two students (one from Arts and one from Science Stream) of whom one must be a female
- 15.2 **Term** : The term of the Gender Sensitisation and Anti-Sexual Harassment Committee shall be three years.
- 15.3 **Meetings** : Meetings of the Gender Sensitisation and Anti-Sexual Harassment Committee shall be held at least twice a year.
- 15.4 Powers/Functions/Responsibilities :**
- Subject to the existing provision in the Rules and Regulations of the Govt. of Assam and UGC, the Gender Sensitisation and Anti-Sexual Harassment Committee shall function the

following.

- 15.4.1 Promptly receiving of written or oral complaints from the students, teachers, non-teaching staff.
- 15.4.2 Holding meets to review the case(s)
- 15.4.3 Taking hearing of aggrieved party(s) and also accused party(s)
- 15.4.4 Making investigation into the matter and checking submitted evidences
- 15.4.5 Giving recommendation to higher authority for taking action
- 15.4.6 Preparing report about the number of cases received, heard and resolved.
- 15.4.7 Attending to the pending cases, if any, which require direction and guidance from the higher authorities.
- 15.4.8 Drafting/framing rules/guidelines for Gender Sensitisation and Anti-Sexual Harassment

16. CO-CURRICULAR AND HOLISTIC DEVELOPMENT COMMITTEE:

The Co-curricular and Holistic Development Committee shall be a non-statutory committee which shall be constituted by the Principal subject to approval of the Governing Body.

- 16.1 **Formation** : The Co-curricular and Holistic Development Committee shall be formed with the following functionaries as cited below.
 - 16.1.1 The Principal (Chairman).
 - 16.1.2 The Academic Coordinator (Arts)
 - 16.1.3 The Academic Coordinator (Science)
 - 16.1.4 A senior faculty member as Member Secretary
 - 16.1.5 Each Teacher-in-charge of – NCC, NSS, Sports Society, Cultural Society, Literary Society, Science Society, Fine Art Society, Eco Society etc. (**such Societies to be constituted in the College by the Principal from time to time and shall be regularized by the Governing Body in due course**).
 - 16.1.6 The Librarian
 - 16.1.7 The Deputy Controller of Examination (any one)
 - 16.1.8 Two from non-teaching staff
 - 16.1.9 Four Student Coordinators/Members/Cadet of – NCC/NSS/Sports Society/Cultural Society/Literary Society/Science Society/Fine Art Society/ Eco Society and such Society to be constituted in the College from time to time (two from Arts and two from Science Streams).
- 16.2 **Term** : The term of the Co-curricular and Holistic Development Committee shall be three years.
- 16.3 **Meetings** : Meetings of the Co-curricular and Holistic Development Committee shall be held at least twice a year, or may be more than that as per need.
- 16.4 **Powers/Functions/Responsibilities** :

Subject to the existing provision in the Rules and Regulations of the Govt. of Assam and UGC, the Co-curricular and Holistic Development Committee shall function the following.

- 16.4.1 Recommending in-puts to be incorporated in the Academic Calendar of the College about co-curricular events
- 16.4.2 Monitoring the functioning of each and every Society relating to keeping attendance of students' participation by respective Teacher-in-charge of the concerned Society
- 16.4.3 Assessment of participation of students in co-curricular events through Societies in respect of validating students mandatory requirement and eligibility for award of Bachelor Degree.
- 16.4.4 Preparation and submission of Annual Report with statistical and graphical analysis, feedback etc. on performance based Co-curricular and Holistic Development of the students.
- 16.4.5 Drafting/framing rules for Co-curricular and Holistic Development Societies and their activities

17. SC, ST, OBC AND MINORITY DEVELOPMENT COMMITTEE:

The SC, ST, OBC and Minority Development Committee shall be a non-statutory committee which shall be constituted by the Principal subject to approval of the Governing Body.

- 17.1 **Formation** : The SC, ST, OBC and Minority Development Committee shall be formed with the following functionaries as cited below.
 - 17.1.1 The Vice Principal (Chairman).
 - 17.1.2 One faculty member from each community – SC, ST, OBC and Minority.
 - 17.1.3 Two from non-teaching staff representing – SC/ST/OBC/Minority community.
 - 17.1.4 Two students (one from Arts and one from Science Stream) of whom one must be a female representing – SC/ST/OBC/Minority community.
- 17.2 **Term** : The term of the SC, ST, OBC and Minority Development Committee shall be two years.
- 17.3 **Meetings** : Meetings of the SC, ST, OBC and Minority Development Committee shall be held at least twice a year or may be more than that as per need.

17.4 Powers/Functions/Responsibilities :

Subject to the existing provision in the Rules and Regulations of the Govt. of Assam and UGC, the SC, ST, OBC and Minority Development Committee shall function the following.

- 17.4.1 Formulating and recommending developmental strategies for reserved categories of students
- 17.4.2 Monitoring maintenance of reservation policy and principle in the College during Admission
- 17.4.3 Monitoring the process of scholarship/freeships to be awarded to reserved categories of students
- 17.4.4 Receiving grievances from reserved categories of students on various matters and their

resolution

17.4.5 Drafting/framing rules for reserved categories of students as per Govt/UGC guidelines

18. RESEARCH PROMOTION COMMITTEES:

There shall be two Research Promotion Committees, one for Arts and another for Science Streams, which shall be non-statutory committees. These Committees shall be constituted by the Principal subject to approval of the Governing Body.

18.1 **Formation** : The Research Promotion Committee (Arts) shall be formed with the following functionaries as cited below.

18.1.1 The Vice Principal (Chairman).

18.1.2 Academic Coordinator (Arts) as Member Secretary

18.1.3 One senior faculty member from each Department of whom two must be females.

18.1.4 Two students from Arts Stream of who one must be a female

18.2 **Formation** : The Research Promotion Committee (Science) shall be formed with the following functionaries as cited below.

18.2.1 The Vice Principal (Chairman).

18.2.2 Academic Coordinator (Science) as Member Secretary

18.2.3 One senior faculty member from each Department of whom two must be females.

18.2.4 Two students from Science Stream of who one must be a female

18.3 **Term** : The term of the Research Promotion Committee (Arts) and the Research Promotion Committee (Science) shall be three years.

18.4 **Meetings** : Meetings of the Research Promotion Committee (Arts) and the Research Promotion Committee (Science) shall be held at least twice a year.

18.5 Powers/Functions/Responsibilities :

Subject to the existing provision in the Rules and Regulations of the Govt. of Assam and UGC, the Research Promotion Committee (Arts) and the Research Promotion Committee (Science) shall function the following.

18.5.1 Formulation and recommendation of plans and strategies for promotion of research in the College

18.5.2 Inculcating research and innovation culture amongst students – projects, publications, seminars, workshops, field work, internship, start-up incubation etc.

18.5.3 Organisation of research promotion related events for teachers and students - seminars, workshops, symposia, publication of books and journals etc.

18.5.4 Verification and recommendation of research proposals of students, teachers as well as departmental to be submitted to funding agencies

18.5.5 Drafting/framing research guidelines as per Govt/UGC rules and regulations

19. CAREER COUNSELLING AND PLACEMENT CELL:

The Career Counselling and Placement Cell shall be a non-statutory committee which shall be constituted by the Principal subject to approval of the Governing Body.

19.1 **Formation** : The Career Counselling and Placement Cell shall be formed with the following functionaries as cited below.

19.1.1 One senior faculty member (Chairperson).

19.1.2 Four faculty members (two from Arts and two from Science Streams) of whom one must be a female. One of them shall be the Member Coordinator.

19.1.3 The Librarian

19.1.4 One non-teaching staff

19.2 **Term** : The term of the Career Counselling and Placement Cell shall be three years.

19.3 **Meetings** : Meetings of the Career Counselling and Placement Cell shall be held at least twice a year.

19.4 **Powers/Functions/Responsibilities** :

Subject to the existing provision in the Rules and Regulations of the Govt. of Assam and UGC, the Career Counselling and Placement Cell shall function the following.

19.4.1 Collection of information from various sources about prospective career opportunities for the students

19.4.2 Dissemination of such information promptly to the students

19.4.3 Organising awareness sessions on career and placement matters and counselling

19.4.4 Organising enrichment and empowerment session on skill/personality/leadership development by inviting respective experts

19.4.5 Organising coaching on important/relevant subjects/themes for the students

19.4.6 Arranging campus placement drives

19.4.7 Maintaining and updating the database of beneficiaries

19.4.8 Preparation and submission Annual Report on activities of Career counselling and Placement

19.4.9 Drafting/framing career and placement related guidelines as per Govt/UGC rules and regulations

20. COLLEGE WEBSITE MANAGEMENT CELL:

The College Website and Management Cell shall be a non-statutory committee which shall be constituted by the Principal subject to approval of the Governing Body.

20.1 **Formation** : The College Website and Management Cell shall be formed with the following functionaries as cited below.

20.1.1 The Principal (Chairman).

20.1.2 Four faculty members having sufficient experiences in web and software

management (two from Arts and two from Science Streams) of whom one shall be the Member Coordinator.

20.1.3 The Librarian

20.1.4 One non-teaching staff

20.2 **Term** : The term of the College Website and Management Cell shall be three years.

20.3 **Meetings** : Meetings of the College Website and Management Cell shall be held at least twice a year.

20.4 Powers/Functions/Responsibilities :

Subject to the existing provision in the Rules and Regulations of the Govt. of Assam and UGC, the College Website and Management Cell shall function the following.

20.4.1 Selection of ERP for management, maintenance and updation of college website and web-portals

20.4.2 Monitoring of maintenance works and updation of college website and web-portals by authorized ERP and web administrators

20.4.3 Monitoring of continuous usage of college website and web-portals by users

20.4.4 Intensive monitoring of college's website and web-portals during admission form fill-up and examination form fill-up periods and resolution of crisis, if any

20.4.5 Formulation of future development plan for college website

20.4.6 Drafting/framing policy, guidelines and rules for college website and web-portals as per Govt/UGC/NAAC rules and regulations

21. ANTI-RAGGING AND DISCIPLINARY ACTION COMMITTEE:

The Anti-Ragging and Disciplinary Action Committee shall be a non-statutory committee which shall be constituted by the Principal subject to approval of the Governing Body.

21.1 **Formation** : The Anti-Ragging and Disciplinary Action Committee shall be formed with the following functionaries as cited below.

21.1.1 The Principal (Chairman).

21.1.2 Academic Coordinator (Arts)

21.1.3 Academic Coordinator (Science)

21.1.4 Four senior faculty members (two from Arts and two from Science Streams) of whom one shall be female. One of them shall be the Member Secretary.

21.1.5 One senior administrative officer

21.1.6 One non-teaching staff

21.1.7 Two representatives of students union of whom one should preferably be a female

21.2 **Term** : The term of the Anti-Ragging and Disciplinary Action Committee shall be two years.

21.3 **Meetings** : Meetings of the Anti-Ragging and Disciplinary Action Committee shall be held at least twice a year or as the situation demands.

21.4 Powers/Functions/Responsibilities :

Subject to the existing provision in the Rules and Regulations of the Govt. of Assam and UGC, the Anti-Ragging and Disciplinary Action Committee shall function the following.

- 21.4.1 Taking initiative for displaying Code of Conduct of the College in the College website
- 21.4.2 Holding awareness programme for maintenance of Code of Conduct of the College
- 21.4.3 Monitoring and ensuring maintenance of Code of Conduct of the College
- 21.4.4 Ensuring prevalence of discipline in the college premises
- 21.4.5 Promptly receiving of written or oral complaints from the students.
- 21.4.6 Holding meets to review the case(s)
- 21.4.7 Taking hearing of victim(s) and also accused party(s)
- 21.4.8 Making investigation into the matter and finding out and verifying other prospective evidences
- 21.4.9 Giving recommendation to higher authority for taking action
- 21.4.10 Preparing report about the number of cases received, heard and resolved.
- 21.4.11 Attending to the pending cases, if any, which require direction and guidance from the higher authorities.

22. PURCHASE COMMITTEE:

The Purchase Committee shall be a non-statutory committee which shall be constituted by the Principal subject to approval of the Governing Body.

22.1 **Formation** : The Purchase Committee shall be formed with the following functionaries as cited below.

- 22.1.1 The Principal (Chairman).
- 22.1.2 Six senior faculty members having sufficient experience in relevant field.
- 22.1.3 The Supervisory Assistant (Member Secretary)
- 22.1.4 The Senior Assistant having responsibility of finance, accounts and audit
- 22.1.5 One representative from Students Union.
- 22.1.6 A stakeholder from user Department/Committee/Cell etc. as Special Invitee

22.2 **Term** : The term of the Purchase Committee shall be two years.

22.3 **Meetings** : Meetings of the Purchase Committee shall be held at any time as per need.

22.4 Powers/Functions/Responsibilities :

Subject to the existing provision in the Rules and Regulations of the Govt. of Assam and UGC, the Purchase Committee shall function the following.

- 22.4.1 Taking part in entire purchasing process of any items of the College – checking and verifying price quotation and relevant submitted documents of supplying vendor/firm/dealer/company
- 22.4.2 Fixing and approving rate, quantity, quality etc. of the items to be purchased

- 22.4.3 Approving the credentials of the supplying firm/dealer/company
- 22.4.4 Preparing terms and conditions for the bidders/suppliers, as a whole as well as case basis, if required, drafting of MoA.
- 22.4.5 Checking and verification of quantity and quality of supplied items
- 22.4.6 Approving bills of vendor/contractor/firm/dealer/company for payment
- 22.4.7 The functions mentioned in Point Nos. 22.4.1 - 22.4.8 above are exclusive of those functions which fall under the purview of the Construction Committee (General) (Point No. 23), RUSA PMU (Point No. 24) and any other specifically constituted committee/cell.

23. CONSTRUCTION COMMITTEE (GENERAL):

The Construction Committee (General) shall be a non-statutory committee which shall be constituted by the Principal subject to approval of the Governing Body.

23.1 **Formation** : The Construction Committee (General) shall be formed with the following functionaries as cited below.

- 23.1.1 The Principal (Chairman).
- 23.1.2 Six senior faculty members having sufficient experience in relevant field.
- 23.1.3 The Supervisory Assistant (Member Secretary)
- 23.1.4 The Accountant
- 23.1.5 One representative from Students Union.
- 23.1.6 A stakeholder from user Department/Committee/Cell etc. as Special Invitee

23.2 **Term** : The term of the Construction Committee (General) shall be three years.

23.3 **Meetings** : Meetings of the Construction Committee (General) shall be held at any time as per need.

23.4 Powers/Functions/Responsibilities :

Subject to the existing provision in the Rules and Regulations of the Govt. of Assam and UGC, the Construction Committee (General) shall function the following.

- 23.4.1 Taking part in entire construction work allotting process to vendor/contractor of any work to be performed in the College whether construction work with construction materials or labour contract only – checking and verifying price quotation and relevant submitted documents of vendor/contractor
- 23.4.2 Fixing and approving rate, quantity, quality etc. of the items to be purchased
- 23.4.3 Fixing and approving rate, volume, standardization etc. of the work to be performed
- 23.4.4 Approving the credentials of the supplying vendor/contractor/firm/dealer/company
- 23.4.5 Preparing terms and conditions for the vendor/contractor/firm/dealer/company, as a whole as well as case basis, if required, drafting of MoA
- 23.4.6 Constant and intensive monitoring of construction work as well as quality of supplied items
- 23.4.7 Approving bills of vendor/contractor/firm/dealer/company for payment

- 23.4.8 The functions mentioned in Point Nos. 23.4.1 - 23.4.7 above are exclusive of those functions which fall under the purview of the RUSA PMU (Point No. 24) and any other specifically constituted committee/cell.

24. RUSA PMU:

The RUSA PMU i.e. Rastriya Uchchatar Madhyamik Abhiyan Project Monitoring Unit shall be a non-statutory committee which shall be constituted by the Principal as per guidelines of RUSA subject to approval of the Governing Body.

24.1 Formation : The RUSA PMU shall be formed with the following functionaries as cited below.

24.1.1 The Principal (Chairman).

24.1.2 Six senior faculty members having sufficient experience in relevant field.

24.1.3 The Supervisory Assistant (Member Secretary)

24.1.4 The Accountant

24.1.5 One representative from Students Union.

24.1.6 A stakeholder from user Department/Committee/Cell etc. as Special Invitee

24.2 Term : The term of the RUSA PMU shall be three years.

24.3 Meetings : Meetings of the RUSA PMU shall be held at any time as per need.

24.4 Powers/Functions/Responsibilities :

Subject to the existing provision in the Rules and Regulations of the Government of Assam, and RUSA, the RUSA PMU shall function the following.

24.4.1 Taking overall responsibility of development works to be carried out at the College from RUSA fund.

24.4.2 Preparing and submission of proposal and other relevant documents to RUSA

24.4.3 Taking part in entire construction work allotting process to vendor/contractor of any work to be performed in the College whether construction work with construction materials or labour contract only – checking and verifying price quotation and relevant submitted documents of vendor/contractor.

24.4.4 Fixing and approving rate, volume, standardization etc. of the work to be performed

24.4.5 Approving the credentials of the vendor/contractor/firm/dealer/company

24.4.6 Preparing terms and conditions for the vendor/contractor/firm/dealer/company, as a whole as well as case basis, if required, drafting of MoA

24.4.7 Constant and intensive monitoring of construction work as well as quality of supplied items

24.4.8 Approving bills of vendor/contractor/firm/dealer/company for payment

24.4.9 Payment of bills of vendor/contractor/firm/dealer/company through PFMS (to be done under strict monitoring/vigilance of Coordinator and Chairperson)

24.4.10 Making online entry and uploading of documents/photographs in RUSA web portal

24.4.11 Submission of Utilisation documents to RUSA

24.4.12 The functions mentioned in Point Nos. 24.4.1 - 24.4.11 above are exclusive of those functions which fall under the purview of the RUSA PMU (Point No. 24) and any other specifically constituted committee/cell.

25. INTERNAL FACILITY COMMITTEE (STADIUM, MCB, JPCM, GYMNASIUM, CANTEEN ETC.):

The Internal Facility Committee (Stadium, MCB, JPCM, Gymnasium, Canteen etc.) shall be a non-statutory committee which shall be constituted by the Principal subject to approval of the Governing Body.

25.1 **Formation** : The Internal Facility Committee (Stadium, MCB, JPCM, Gym, Canteen etc.) shall be formed with the following functionaries as cited below.

25.1.1 The Principal (Chairman).

25.1.2 Six faculty members (which include teacher-in-charge of various sports secretaries of students union) of whom one shall be the Member Secretary.

25.1.3 Two from Non-teaching staff.

25.1.4 Representatives from Students' Union (sports secretaries).

25.2 **Term** : The term of the Internal Facility Committee (Stadium, MCB, JPCM, Gymnasium, Canteen etc.) shall be three years.

25.3 **Meetings** : Meetings of the Internal Facility Committee (Stadium, MCB, JPCM, Gymnasium, Canteen etc.) shall be held at least twice a year or may be more than that as per need.

25.4 **Powers/Functions/Responsibilities** :

Subject to the existing provision in the Rules and Regulations of the Govt. of Assam and UGC, the Internal Facility Committee (Stadium, MCB, JPCM, Gymnasium, Canteen etc.) shall perform all activities relating to admission of pupils to various programme of study. They are -

25.4.1 Looking after the Facilities – maintenance, updation etc.

25.4.2 Making proposals to respective funding agencies for developing the Facilities

25.4.3 Monitoring of works at the Facilities

25.4.4 Engagement of staff/vendor at the Facilities as per college rules

25.4.5 Monitoring usage by stakeholders of the College – students, teachers and non-teaching staff – employing terms and conditions for them

25.4.6 Fixing rent/charge for outside user

25.4.7 Allotment to outside user after verification of application and submitted documents

25.4.8 Drafting/framing rules and regulations for the Facilities

26. ONLINE LEARNING MANAGEMENT COMMITTEE:

The Online Learning Management Committee shall be a non-statutory committee which shall be constituted by the Principal subject to approval of the Governing Body.

26.1 **Formation** : The Online Learning Management Committee shall be formed with the following

functionaries as cited below.

- 26.1.1 The Vice Principal (Chairman).
 - 26.1.2 Six faculty members (three from Arts and three from Science Streams) of whom one shall be the Member Secretary.
 - 26.1.3 One from Non-teaching staff.
 - 26.1.4 Representatives from Students' Union.
- 26.2 **Term** : The term of the Online Learning Management Committee shall be three years.
- 26.3 **Meetings** : Meetings of the Online Learning Management Committee shall be held at least twice a year.

26.4 Powers/Functions/Responsibilities :

Subject to the existing provision in the Rules and Regulations of the Govt. of Assam and UGC, the Online Learning Management Committee shall perform all activities relating to admission of pupils to various programme of study. They are -

- 26.4.1 Exploring the learning opportunities through (MOOCS) the platform of SWAYAM/NPTEL/DIKSHA/ePATHSALA etc.
- 26.4.2 Making the students aware of learning opportunities through (MOOCS) the platform of SWAYAM/NPTEL/DIKSHA/ePATHSALA etc.
- 26.4.3 Facilitating the students to grab these opportunities and earn and transfer credits from SWAYAM and other HEIs which have registered in Government of India's portal <https://www.abc.gov.in/> .
- 26.4.4 Management of credit earning by the students and coordinating with HoDs and COE for the purpose of reflecting these in the result of End-Semester examination.
- 26.4.5 Drafting/framing rules and regulations for management of the online learning system in the College.

27. HOSTEL MANAGEMENT COMMITTEE:

The Hostel Management Committee shall be a non-statutory committee which shall be constituted by the Principal subject to approval of the Governing Body.

- 27.1 **Formation** : The Hostel Management Committee shall be formed with the following functionaries as cited below.
- 27.1.1 The Principal (Chairman).
 - 27.1.2 Four faculty members (two from Arts and two from Science Streams)
 - 27.1.3 Superintendents of Boys Hostel and Girls' Hostel (Joint Secretaries).
 - 27.1.4 One from Non-teaching staff.
 - 27.1.5 Four boarders (two from Boys' Hostel and two from Girls' Hostel).
- 27.2 **Term** : The term of the Hostel Management Committee shall be three years.
- 27.3 **Meetings** : Meetings of the Hostel Management Committee shall be held at least twice a year.

27.4 **Powers/Functions/Responsibilities :**

Subject to the existing provision in the Rules and Regulations of the Govt. of Assam and UGC, the Hostel Management Committee shall perform all activities relating to functioning of hostels. They are -

- 27.4.1 Monitoring the hostel admission process.
- 27.4.2 Monitoring the facilities of hostels and recommendations to be given for continuous improvement.
- 27.4.3 Monitoring the performances of the boarders in academic as well as co-curricular activities.
- 27.4.4 Ensuring zero-tolerance to ragging in hostels.
- 27.4.5 Drafting/framing rules and regulations for management of the hostels in matters of admission, day-to-day functions, responsibilities of boarders, facilities, user policy etc.

28. DEPARTMENT MANAGEMENT COMMITTEES:

The Department Management Committees shall be those non-statutory committees which shall be constituted in each of the Departments of the College subject to approval of the Governing Body.

- 28.1 **Formation** : Each Department Management Committee shall be formed with the following functionaries as cited below.
 - 28.1.1 The HoD (Chairperson).
 - 28.1.2 All faculty members of the Department
- 28.2 **Term** : The term of the Department Management Committee shall be infinite subject to existence of the members in the Department as HoD/Faculty Member.
- 28.3 **Meetings** : Meetings of the Department Management Committee shall be held as per need or at least twice a year.
- 28.4 **Powers/Functions/Responsibilities :**

Subject to the existing provision in the Rules and Regulations of the Govt. of Assam and UGC, the Department Management Committee shall perform all activities relating to functioning of the Department. They are -

 - 28.4.1 Helping the Admission Committee in the admission process.
 - 28.4.2 Monitoring day-to-day functions in the Department.
 - 28.4.3 Coordinating with Mentor Mentee Forums of the Department.
 - 28.4.4 Monitoring/performing all teaching-learning, assessment and evaluation processes.
 - 28.4.5 Ensuring discipline in the Department.
 - 28.4.6 Monitoring the facilities available in the Department and recommendations to be given for continuous improvement and resultant additions.

29. ADMINISTRATIVE HEAD AND OTHER FUNCTIONARIES:

29.1 Principal

The Principal shall be the head of Sibsagar College, Joysagar in a substantive and permanent post being appointed by the Government of Assam as per UGC guidelines and Govt. rules and regulations.

29.1.1 Powers/Functions/Responsibilities :

Subject to the existing provision in the Rules and Regulations of the Govt. of Assam and UGC, the Principal shall have all powers and functions – administrative and academic and financial as well as responsibility of running the College and managing its day to day affairs with the help of teaching, administrative, library and non-teaching staff. Besides, the Principal shall be the Chief Controller of Examinations.

29.2 Vice Principal

The Vice Principal shall be the deputy of the Principal to be selected and appointed by the Governing Body of the College from among the senior Associate Professors as per UGC guidelines and Govt. rules and regulations.

29.2.1 Powers/Functions/Responsibilities :

Subject to the existing provision in the Rules and Regulations of the Govt. of Assam and UGC, the Vice Principal shall have all powers and functions that shall be delegated by the Principal in matters of administrative and academic and financial. He/she has the responsibility of running the College and managing its day to day affairs with the help of teaching, administrative, library and non-teaching staff as and when required.

29.3 Academic Coordinators

There shall be two Academic Coordinators, one for Arts and the other for Science Stream to be selected and appointed by the Governing Body of the College from among the senior Associate Professors of respective stream.

29.3.1 Powers/Functions/Responsibilities :

Subject to the existing provision in the Rules and Regulations of the Govt. of Assam and UGC, both the Academic Coordinators shall look after all the academic affairs of respective stream – preparation of class routine, monitoring classes and examinations, coordinating intra-stream departmental activities and helping Principal, Vice Principal, Academic Coordinator, HoD, Faculty Members and Librarian as and when required.

29.4 Controller of Examinations

There shall be a Controller of Examinations to be selected and appointed by the Governing Body of the College on a rotational basis for a period of five (5) years from among the senior Associate Professors.

29.4.1 **Powers/Functions/Responsibilities :**

Subject to the existing provision in the Rules and Regulations of the Govt. of Assam and UGC, the Controller of Examinations shall function the following – conducting all activities pertaining to End-Semester examinations of the College on behalf of the Chief Controller of Examinations (Principal), e.g. appointing paper setters, moderators, examiners, scrutinisers etc. and payment to them as per scheduled rates fixed by the Finance Committee, receiving and depositing Course and Examination Registration fees and all other End-Semester examination related fees such as reevaluation fee, fee for accessing to answer scripts etc., printing of question papers, keeping records of examination database, issuing marksheets and certificates to candidates, strict maintenance of confidentiality and helping Principal, Vice Principal, Academic Coordinator, HoD, Faculty Members and Librarian as and when required.

29.5 **Deputy Controllers of Examinations**

There shall be two Deputy Controllers of Examinations to be selected and appointed by the Governing Body of the College on a rotational basis for a period of five (5) years from among the faculty members.

29.5.1 **Powers/Functions/Responsibilities :**

Subject to the existing provision in the Rules and Regulations of the Govt. of Assam and UGC, the Deputy Controller of Examinations shall function the following – conducting all activities pertaining to End-Semester examinations of the College as delegated by the Controller of Examinations, e.g. facilitating works of paper setting, moderating, examining, scrutinising etc, keeping records of examination database, preparing marksheets and certificates for the candidates, strict maintenance of confidentiality and helping Principal, Vice Principal, Academic Coordinator, Controller of Examinations, HoD, Faculty Members and Librarian as and when required. One of the Deputy Controllers shall hold the responsibility of finance, accounts and audit matters of End-Semester examinations including release of remuneration/payment to examination officials/staff on COE's behalf. One of the Deputy Controllers shall hold the responsibility of maintaining software operation and up-gradation for conduct of End-Semester examinations on COE's behalf.

29.6 **Head of the Departments**

Each Department shall have Head of the Department to be appointed by the Governing Body of the College on a rotational basis for a period of three (3) years from among the Associate Professors of concerned Department. In case of non-availability of single Associate Professor, the senior-most Assistant Professor shall be appointed as Head of the Department.

29.6.1 **Powers/Functions/Responsibilities :**

Subject to the existing provision in the Rules and Regulations of the Govt. of Assam and UGC, both each Head of the Department shall look after all the academic affairs of the concerned Department – class allotment to self and other teachers as per college routine, monitoring classes and examinations, keeping records of departmental data and their submission to appropriate authority and body from time to time, forwarding leave applications of teachers to the Authority, granting leave to the students and

helping Principal, Vice Principal, Academic Coordinator and Librarian as and when required.

29.7 **Faculty Members**

Faculty Members shall be the teachers to be appointed by the Government of Assam through a selection procedure as per Govt. of Assam and UGC guidelines on a substantive and permanent post. Their designation shall be – Assistant Professor (Academic Level 10, 11 and 12 as per 7th UGC Pay) and Associate Professor (Academic Level 13A as per 7th UGC Pay)

29.7.1 **Powers/Functions/Responsibilities :**

Subject to the existing provision in the Rules and Regulations of the Govt. of Assam and UGC, each faculty member shall perform the following activities – attending classes, taking part in In-Semester examinations and End-Semester examinations, guiding mentees as mentor, conducting departmental seminars/group discussions etc., conducting co-curricular and extra-curricular activities for students, keeping records of departmental data and their submission to the HoD and other bodies from time to time, and helping Principal, Vice Principal, Academic Coordinator, HoD and Librarian as and when required.

29.8 **Librarian**

The Librarian shall be the non-teaching academic official to be appointed by the Government of Assam through a selection procedure as per Govt. of Assam and UGC guidelines on a substantive and permanent post. His/her designation shall be – College Librarian (respective Academic Level 10/11/12/13A as per 7th UGC Pay)

29.8.1 **Powers/Functions/Responsibilities :**

Subject to the existing provision in the Rules and Regulations of the Govt. of Assam and UGC, the Librarian shall perform the following activities – managing all affairs of the Central Library such as monitoring services of Library staff, forwarding leave applications of Library staff to the authority, facilitating lending of books to teachers and students, allowing permitted visitors to the Library, managing book-bank system, operating library software, managing e-resources, managing digitalisation, updating of library data in college website, holding meeting Library Committee, taking part in In-Semester examinations and End-Semester examinations on special need, guiding and encouraging students to use library resources, conducting co-curricular and extra-curricular activities for students, keeping records of Library data and their submission to the authority and other bodies from time to time, and helping Principal, Vice Principal, Academic Coordinator, HoD, Faculty Members as and when required.

30. **GRADE III STAFF**

- 30.1 **Head Assistant** – He/she shall be the head of the Principal's office staff to be appointed by the Government of Assam in a substantive and permanent post. He/she shall perform all office related activities as delegated by the Principal, Vice Principal and also monitor the services rendered by other Grade III and all Grade IV staff including forwarding of their leave applications to the Principal. He/she shall be the custodian of Service Books of all officials,

teachers and non-teaching staff on behalf of the Principal and their regular maintenance. He/she shall supervise the functioning of the Senior Assistants and Junior Assistants in matters relating to finance, accounts and audit. He/she shall help Academic Coordinator, Controller of Examinations, Deputy Controller of Examinations, HoD, Faculty Members, Librarian and other staff as and when required.

- 30.2 **Senior Assistants** – They shall be the Principal’s senior office staff to be appointed by the Government of Assam in a substantive and permanent post. He/she shall perform all office related activities as delegated by the Principal, Vice Principal and Head Assistant such as receiving all types of fees from the students and their deposits (except Course and Examination Registration fees which shall be collected by the Office of the Controller of Examinations), keeping and maintenance of cash books, ledger books, stock books, bank passbooks, cheque-books, establishment, scholarship and free-ship, students’ union related affairs, issue and dispatch of documents/materials, and also such other activities. He/she shall help Academic Coordinator, Controller of Examinations, Deputy Controller of Examinations, HoD, Faculty Members, Librarian and other staff as and when required.
- 30.3 **Junior Assistants** – They shall be the Principal’s junior office staff to be appointed by the Government of Assam in a substantive and permanent post. He/she shall perform all office related activities as delegated by the Principal, Vice Principal and Head Assistant such as receiving all types of fees from the students and their deposits (except Course and Examination Registration fees which shall be collected by the Office of the Controller of Examinations), keeping and maintenance of cash books, ledger books, stock books, bank passbooks, cheque-books, establishment, scholarship and free-ship, students’ union related affairs, issue and dispatch of documents/materials, and also such other activities.. He/she shall help Academic Coordinator, Controller of Examinations, Deputy Controller of Examinations, HoD, Faculty Members, Librarian and other staff as and when required.

31. GRADE IV STAFF

- 31.1 **Library Assistant** – They shall be the staff of Central Library to be appointed by the Government of Assam in a substantive and permanent post. They shall perform all library related activities as delegated by the Principal and Librarian. They shall help Academic Coordinator, HoD, Faculty Members and other staff as and when required.
- 31.2 **Laboratory Bearer** – They shall be the staff of the Departmental laboratories to be appointed by the Government of Assam in a substantive and permanent post. They shall perform all laboratory and department related activities as delegated by the Principal and concerned HoD. They shall help Academic Coordinator, HoD, Faculty Members and other staff as and when required.
- 31.3 **Peons/Chowkidars** – They shall be the staff of the Principal’s office to be appointed by the Government of Assam in a substantive and permanent post. They shall perform all office related activities as delegated by the Principal, Vice Principal and Supervisory Assistant. They shall help Academic Coordinator, HoD, Faculty Members and other staff as and when required.
- 31.4 **Night Chowkidars** – They shall be the staff of the Principal’s office to be appointed by the Governing Body on a hiring of service basis. They shall perform strict vigilance of all the assets of the College including the buildings as per direction of the Principal, Vice Principal and Supervisory Assistant. They shall help other officials and staff as and when required.
- 31.5 **Cleaners** – They shall be the staff of the Principal’s office to be appointed by the Governing

Body on a hiring of service basis. They shall perform all cleaning activities of the College campus including toilets as per direction of the Principal, Vice Principal, HoDs and Supervisory Assistant. They shall help other officials and staff as and when required.

32. SERVICE CONDITIONS OF ALL OFFICIALS AND STAFF:

The service conditions of all officials and staff viz. qualification, grade, designation, fitness, probation, confirmation, seniority, administrative control, counting of past service, retirement, resignation, pay and allowances, increments, incentives, remuneration, wages, promotion, leaves and leave salary, holidays, vacation, disciplinary action, suspension, termination, and also their recruitment process and procedure shall be guided by the existing acts, rules and regulations of the Government of Assam and UGC.

33. CODE OF CONDUCT:

The Code of Conduct of the College – 2022 (CoCC-2022) has to be strictly maintained by every stakeholders – administrators, teachers, students, alumni, parents, guardians, visitors etc. which shall be put on the College website and its broad heads shall be displayed at the entry point of the College. Violation of CoCC-2022 shall attract penalty and/or punitive action to the offender.

34. RESERVATION POLICY:

The reservation policy of the College in matters of recruitment and admission shall be guided by the existing acts, rules and regulations of the Government of Assam and UGC pertaining to reservation.

35. WORKING DAYS, TEACHING DAYS AND HOLIDAYS

34.1 The working days shall be the days of working in a year which include activities such as conduct of admission, examination, evaluation works, excursion trip (one week of more days), internship etc., minus holidays.

34.2 Teaching days shall be the days of the activities such as classroom teaching, online teaching, laboratory works, conduct of seminar/group discussion, field work (shorter than a week) etc. in a year which should not be lesser than 180 days.

34.3 The holidays shall be those days declared to be holidays by the Government of Assam for every year.

36. ACADEMIC YEAR AND SEMESTER PERIODIATION

An academic year shall have two semesters of study which shall have the following periodization.

36.1. Odd Semesters: July – December (including end-semester examinations and semester breaks)

36.2. Even Semester: January - June (including end-semester examinations and semester breaks)

37. REGULATIONS OF ACADEMIC PROGRAMMES – UG, PG, RESEARCH ETC.

The Academic Council of the College shall frame Regulations of the under-graduate, post-graduate, research programmes etc. from time to time with the approval of the Governing Body as per rules and regulations of the Government of Assam and UGC.

38. CONSTITUTION OF TEMPORARY/NEED-BASED COMMITTEES/WORK-GROUPS

In the interest of the College, the Principal may constitute any temporary/need-based committees/work-group at any time which may or may not be regularized by the Governing Body depending on the situation and/or need.

39. ASSETS, FUNDS, GRANTS AND THEIR OPERATION:

All the assets, funds, grants etc. of the College shall be created/received and operated by the Principal & Secretary as Head of Office and Drawing and Disbursement Authority on behalf of and with the approval of the Governing Body as per existing acts, rules and regulations of the Government of Assam and UGC.

40. REPEAL, REVISION AND AMMENDMENT:

The College may from time to time repeal, revise and amend the Statutes and Ordinances with the approval of the Governing Body and as per direction of the Government of Assam and UGC.
