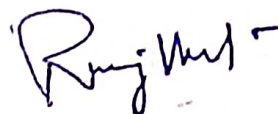


PART - I

RULES AND GUIDELINES OF DIFFERENT
COMMITTEES OF KARIMGANJ COLLEGE



Co-ordinator
Internal Quality Assurance Cell (IQAC)
Karimganj College,
Karimganj, Assam



Preface

The Karimganj College, established in 1946, is under the management of the Karimganj College Governing Body, its policies and by-laws, the collective agreements, and legal statutes. It is an educational community that offers Higher Secondary courses in Arts, Science and Commerce, a full range of bachelor's degree programmes in three faculties along with career oriented certificate, diploma and advanced diploma courses that articulate recent UGC policy decision for vocational training. The college was originally affiliated to Calcutta University, Kolkata and then to Gauhati University, Guwahati and now to Assam University, Silchar, and it has served for about 64 years the cause of Higher Education and during this long Journey has imbibed in its process of functioning many useful procedures, rules, and guidelines as its working mechanism for quality sustenance and enhancement. The services of the employees of the college were provincialised by the Govt of Assam in 2005.

The college strongly believes in participatory management. Participation in the college community means that everyone has important, legitimate and respected roles and responsibilities in sustaining and furthering the goals of the College. This governance plan intends to preserve opportunity for voice and vote to the constituencies of the College: to further the ideals of collegiate governance which define institutions of higher learning. As a public, urban college, the Karimganj College believes that the intellectual, personal, ethical, professional and civic development of students remains at the heart of its mission. Equally, the College must support the intellectual and scholarly development of faculty in order to advance the course of knowledge. As the only public institution of higher learning with three faculties, it must serve the wider community by providing continuing education, community programs, cultural and artistic events and athletic opportunities.

The publication of the Guidelines and rules of different committees of Karimganj College fulfils a long felt need. These were not available in consolidated form. The legal Cell of the college formed by the Governing Body of Karimganj College compiled the objectives, compositions and functions of the committees including systems which are traditionally in force on the campus and presented to the Governing body (GB) for codification. The GB after thread bare discussion and modifications where ever necessary adopted the following rules and Guidelines of committees and presented the same to the college community for strict adherence.

It stands to reason that if ignorance of rules is not an excuse, the same should be available to all concerned so that their contents are known to all who are to follow them

R. Chakraborty,
Principal and Secretary, GB
Karimganj College

TEACHERS' COUNCIL (TC)

There shall be Teacher Council in the College to act as advisory body and to regulate the academic administration of the College and to promote the continuing professional development of teachers. Since the College was originally affiliated to Calcutta University, the Teachers' Council, Karimganj College established as per statutory provision of Calcutta University traditionally retains its position to secure following objectives :-

1. To provide professional leadership of teachers in the field of higher education.
2. To develop best teaching practices.
3. To encourage teachers education programme.
4. To develop code of ethics for teachers and students.
5. To exercise disciplinary functions related to academic misconduct.
6. To exercise functions relating to competence development.
7. To coordinate academic system comprising of teachers, students, guardians and society at large.
8. To provide research activities among the faculties.
9. To exercise advisory and implementation role in other functions conferred on it by the Governing Body.

Composition

The council shall be composed of all the faculty members, including Principal, Vice-Principal, Librarian, Physical Instructor and NCC Officer of the College. Principal of the College shall be the ex-officio President of the Council and the senior most faculty shall be the secretary of the council.

Function

Teacher Council will transact all business as assigned to it by Principal & Governing Body on matters affecting the interest of the College.

- Members of the Teachers' Council may also place before the council issues relevant to the objectives of the council for discussion
- Teachers' Council for smooth conduct of the affairs of the College will constitute following committees and bodies, subject to the approval of G.B., every year to assist the Principal
 - a. Admission Committee
 - b. Examination Committee
 - c. Routine Committee
 - d. Library Committee
 - e. Research Committee
 - f. Literary and Cultural Forum
 - g. Debating Club
 - h. Discipline Committee
 - i. Anti Ragging Squad
 - j. Grievance Redressal Cell
 - k. IQAC.
 - l. ICGPC
- Council may also form any other Committee and bodies as it deems fit for smooth running of academic exercise of the College.

All committees and bodies shall be composed of one chairman and one convener with such members as the council determines from time to time and also according to norms fixed by the concerned authorities.

Teachers' Council shall be a perpetual body having only advisory jurisdiction on all matters assigned to it.

Meeting & Quorum

All meeting will be convened by the Secretary and one third of the members shall form a Quorum. In matter of urgency, *emergency* meeting may be convened by the secretary or in his absence by the Principal himself. No quorum shall be necessary for such meeting.

LIBRARY COMMITTEE.

Constituted as per DHE circular No. G(B)Misc 5/ 88/194 dt. 18.08.1997.

There shall be a Library Committee to aid and advise the Principal in maintenance of the College central library.

Objectives:

1. Smooth functioning of College Library
2. Democratic allotment of Library funds obtaining from various
some

Composition

The committee shall consist of following members and office bearers.

1. Principal : Chairman
2. Vice-Principal : Member
3. Librarian : Ex officio member-Secretary
4. Members : One faculty member each from Science, Arts &
Commerce stream.

The coordinator, IQAC may be invited as special invitee without voting power.

Functions:

1. To look after allotment of library fund to different departments.
2. To decide the norms for purchase of books and journals.
3. To supervise the working of book bank and Library.
4. To determine borrowing limits of books for teachers and students.
5. To formulate rules for smooth running of the Library.
6. To determine allotment payable by students/teachers for damage of books/loss of books and also to forward the same to the G.B. for approval.

Meeting & Quorum.

The meeting shall be convened by the member Secretary and at least four members will form quorum. In the matters of urgency meeting may be convened by the Principal.

The composition of the library committee shall be subject to change as per Government Guide Lines issued from time to time.

GRIEVANCE REDRESSAL CELL

There shall be a grievance redressal cell in the College to deal with grievances of the students, guardians, teaching and non-teaching staff. The cell shall act under following terms of reference.

Grievance

A grievance means a written complaint filed by student /students or by an employee expressing discontent or dissatisfaction at any inadequacy of service, facilities or unjust treatment.

Redress. Redress means examining a grievance and determining, if it has any real basis and adopting such measure which will without being punitive, help to remove such grievances.

Composition

The teachers' council will appoint the cell subject to the approval of Governing Body. The Principal & Vice-Principal shall be the ex-officio chairperson and convener respectively of the cell. Beside them, there shall be five other members whose term shall not exceed one year. Of the aforesaid five members three of them will come from faculty, one from non-teaching staff and one from students (preferably Vice President of Students' Union).

Function of the Cell:

1. To promote harmony and understanding among students, guardians of students, teachers and other employees of the College.
2. It is not empowered to take any punitive action
3. The cell shall recommend to the Principal measures to be adopted for removal of filed grievances
4. If there is really no cause of grievances, the cell shall make effort to remove the sense of discontent from the mind of the aggrieved.
5. If a grievance calls for punitive action the function of the cell shall be limited to noting down its finding and submission of the same to the Principal

The grievances will be enquired into in details and with the permission of the Principal will be intimated to the concerned person with due information to the petitioners if so required

7. The students will initially file grievances to the HOD regarding departmental matters and the department may forward grievance to the cell only when they fail to sort out the grievance. However, the students can directly file grievance to grievance redressal cell. They can also make appeal to the cell against the redress given by the department
8. *There shall be a grievance box at the College campus. The grievances will be considered by the cell only when written communication is made and submitted to chairman by post, by hand or by using the aforesaid grievance box*
9. If there is a grievance against Principal in person, Vice-Principal will chair the Cell. Principal shall not attend such meeting. Another member nominated by the GB, for such a case, will act as member of the cell.
10. Tenure of the functioning of the Cell will be one year but if the new cell is not appointed in the time earlier cell will dissolve on the day of next GB meeting after expiry of the tenure of the cell. Till then the same committee will remain in force.

Meeting & Quorum.

The Vice-Principal (Convener) will call meeting of grievance redressal cell. Five members including Principal/Principal I/C will form the quorum.

FINANCE COMMITTEE

(Purchase and other financial norms – vide G.B. resolution dated 18.02.1997)

Finance committee shall be an auxiliary body to G.B. formed by it to oversee financial matters and to put forward suggestions regarding financial affairs of the College in a democratic way of functioning

Objectives

1. It will review financial records/reports and make recommendations to the G.B.
2. It will consider strategies to increase the College income and make recommendation to the G.B.
3. The committee will prepare annual budget proposal and also supplementary budget proposals and make recommendations to G.B.
4. The committee will periodically review accounting and audit practices and recommend changes.
5. Examine proposals to finance projects that enable the College to carry out its strategic goals

Composition:

Finance committee shall be constituted with the following five members:

1. Principal & secretary G.B. - Chairperson
2. Vice-Principal - Member
3. Two readily available members of G.B. - Member
4. One elected teacher representative to the G.B. - Member

Duration

It shall be permanent body working under jurisdiction of the G.B. The elected members shall, however, be replaced after completion of their terms.

Functions

To fulfill aforesaid objectives subcommittee shall discharge the following functions:

- a. Preparation of Budget
- b. Prior approval of all estimated expenditures above Rs. 20,000/- except for salary, contingency up to Rs. 20,000/- electric bill, telephone bill

and any other expenditure as decided by the G.B. shall be processed through finance committee

- d. Scrutiny of all expenditures, quotations and purchases with details of accounts/statements of expenditures and relevant vouchers from time to time before submission to G.B. for approval
- e. Procedures of expenditures and maintenance of accounts
- e. Levy of fees of students

Meeting & Quorum

Four members shall form the quorum. Principal shall convene all meetings of the finance committee.

INFORMATION CAREER GUIDANCE & PLACEMENT CELL (ICGPC)

There shall be a Information, Career Guidance & Placement Cell (ICGPC) to provide information and career guidance to the students. The tenure of the cell shall be one year.

Objectives:

1. Skill mapping and skill enhancement of students.
2. Counseling to approach different organizations for job.
3. Making contact with different organizations for placement and giving wide publicity to their appropriate advertisement.
4. To organize counseling programme by inviting Company professionals & experts.
5. Guidance regarding job search through internet.
6. Counseling of students to opt for higher education and Professional training

Composition

Information Career Guidance cell shall be composed of one coordinator and three other members, one from each stream & one member from professional Courses and the coordinator, Career Orientation Council Vice-Principal shall act as the Chairperson of the cell

Function.

1. To guide students in selecting suitable courses of study
2. To provide them with relevant information in selecting courses
3. To create awareness about self employment to help in the development of entrepreneurship.
4. To provide information regarding career options.
5. To register the final year students with their biodata for giving placement assistance.
6. The cell shall maintain linkages with the Human resource Departments in the industry & research organization.
7. To provide placement opportunity to the students and hold campus recruitment
8. Cell is an integral part of the Institution and the College will provide all infrastructures for effective functioning of the cell including organization of training programme etc.
9. The Cell shall keep on maintaining close touch with industry, it will collect feedback on different curriculum and it will function all through the year towards generating placement and training opportunities for the students.

Meeting & Quorum

The coordinator shall convey meetings of the cell. The quorum will be formed by four members. However, emergency meeting of the cell may be called by the Vice-Principal and such meeting shall not require quorum.

RESEARCH COMMITTEE

RESEARCH COMMITTEE

There shall be a research committee to monitor the research work by the faculty and to develop research culture in the College by encouraging the teachers and students to undertake research work

Tenure

The tenure of the office of the committee shall be two academic year

Objectives

1. The committee will review grant proposal for College sponsored projects and ensures that these are viable.
2. The committee shall review and develop policy recommendation that encompass research infrastructure, process and outcome. Additionally, it will act as a liaison with other committees that impact research within the College Viz. Planning Committee, Finance Committee, Purchase Committee, etc.
3. The committee will promote research relevant to societal needs
4. It will encourage research that draws on collaboration with other disciplines, industries, institutes of repute and consumers
5. It will encourage departments to foster research culture.
6. The committee will advice the College authority on contemporary research related issues, disseminate college sponsored research findings.
7. It will provide forums for sharing information on research

Composition

1. Chair Person : Vice-Principal, Ex-Officio
2. One member each from Arts, Science & Commerce faculty
3. One senior teacher will function as member-convener of the cell. He may be from any of the three faculties.
4. Coordinator of IQAC : Ex-officio member
5. Principal : Ex-officio member

Function

- 1 To monitor research proposals and progress of MRPs
- 2 To take necessary steps regarding conduct of major & minor research work and recommend completion certificate to the Principal
- 3 To study the possibility for obtaining recognition as research centre.
- 4 To assist the faculty to obtain research fund.
- 5 To encourage teachers for guiding research, operating projects, publishing papers and doing PhD works
- 6 The Research Cell should take policy decision regarding research work
- 7 All communication relating to research may be routed through the committee or submitted a copy for *post facto* approval
- 8 The committee shall preserve papers, books and articles published by the teaching staff of the College. All members of teaching staff shall submit a copy of their work to the committee for record

Meeting & Quorum

The meeting of the committee shall be convened by the convener. Five members shall form the quorum.

PURCHASE COMMITTEE

There shall be a purchase committee for purchasing equipments, chemicals, etc. for the Science dept. of the College

Objectives

1. The committee will oversee all purchases and it will monitor quality of equipments, chemicals, etc. purchased by the College.
2. The committee will ensure that the purchased items are cost effective
3. The committee will look after appropriate distribution of funds to meet the requirement of different Science departments.

Composition

The Committee shall be constituted with the following members

- 1 Chair person : Principal & secretary

- 2 Vice-Principal : Member
- 3 All heads of Science dept. : Member
4. The Secretary Teacher Council Member

function.

- 1 The Committee approves all purchase plans of Science departments
- 2 The Committee examines quotations and chemicals etc. suggested by the concern department submitted by different business firms
- 3 The committee examines quotations for purchase of various items keeping in view quality of the equipment

LEGAL CELL

There shall be a Legal Cell to advice Principal on different legal issues relating to recruitment, service matter and issues of public interest etc which involve the College or members of the Community

Objectives:

- 1 It will provide legal advices to the Principal and members of the College Community, if they approach the cell.
- 2 It will inculcate in the minds of the members of the College Community a feeling of righteousness so that there is adherence to law
- 3 It will provide legal advices to local people who are below poverty line, particularly victims of sexual assault and harassment etc

Composition:

- 1 Principal : Chairperson
- 2 Vice-Principal : Vice-Chairperson
- 3 Two teacher representatives to GB : Members
4. One Advocate : Member
5. Two Faculty members to be nominated by the G.B : Members.

Convener: one faculty member from the above two nominated faculty members.

Function

1. To assist the Principal in handling legal matters which involve the College

- 2 To provide legal advises to the members of College Community
- 3 To provide legal aids to the poor and downtrodden section of the society who ever approaches the Cell
4. To arrange seminar etc. on important legal issues for public awateness
5. The Cell may send back to G.B. any decision for re-consideration, if there is legal sanction against such decision, provided such decision is placed by the Secretary, G.B. for opinion of the Legal Cell even after adoption of relevant resolution by the G.B.

Meeting & Quorum

The convener will call the meeting of the Cell, and 4 members shall form the quorum

BUILDING & CONSTRUCTION COMMITTEE

There shall be a building and construction committee to supervise all construction work carried out in the college. The committee has been formed keeping in view the up-to-date guidelines circulated by the UGC for the purpose.

Objectives:

1. It will supervise all the construction related works in the College
2. It will survey needs and requirements of various departments of the College and prepare Master Plan of the College building
3. The committee will look into every details of construction process for optimal utilization of funds and maintaining quality of construction

Composition

The composition of Building and Construction committee shall be as under.

1. Principal
2. Vice-Principal
3. One of the University nominee
4. Two teachers representative
5. A representative from user department
6. Engineer of the College
7. One representative from non-teaching staff

- 8 Representative from Administration nominated by the D C
- 9 One Assistant Executive Engineer, P.W D (Building)

Function

1. The committee analyses the Master Plan and updates it from time to time
2. The committee will work to provide best possible infrastructure to boost the quality of education and satisfaction of students and staffs
3. The committee approves drawing of construction work prepared by the College architect, fixes the estimates of work and forwards it for approval by the appropriate authorities
4. After technical & financial sanction, the committee purchases materials, arranges execution of the proposed work. In case any work is to be carried out by contractor, the committee shall invite tenders for various works, scrutinize the received tenders and it will finalize the best possible provider.
5. The committee will maintain oversight of the building, construction and maintenance work against work schedule.

Meeting and quorum

The meeting of the Building & Construction committee shall be convened by the Principal. Five members will make the quorum.

DISCIPLINE COMMITTEE

There shall be a discipline committee constituted by the teacher council of the College. The students are subjected to the rules and regulation of the College prescribed by the College authority from time to time.

Objectives

1. The discipline committee shall set the code of conduct of the students
2. The committee will decide issues relating to violation of College Rule and suggest punitive measures to be adopted by the Principal

3. It will ensure strict adherence of all the rules for students stated in the up-to-date College prospectus, relevant circular and guidelines.

Composition:

1. Principal : Chairperson
2. Vice-Principal : Convener
3. Nine Teachers : Member
4. Physical Instructor : Member
5. One non-teaching staff : Member
6. Secretary, Girls' Common Room : Member
7. V.P., Students' Union : Member

Function:

1. The committee will ensure strict discipline in the campus on the basis of existing code of conduct, set norms and rules formed from time to time keeping in view goals and objectives of the College and its traditional values.
2. The committees will advice the Principal of punitive measures to be taken against offenders who violate College rule.
3. The committee will decide on the general issues involving College discipline on the basis of set norms and the principle of natural justice.
4. The Discipline Committee may suggest punitive measures like termination of scholarship, monetary fine, forced transfer and even expulsion from the College

The meeting and quorum

The meeting of the discipline committee shall be convened by the Vice-Principal. Nine members shall form the quorum.

MANAGING COMMITTEE OF STUDENTS' AID FUND

There shall be a Managing Committee of Students' Aid Fund raised from students' contribution for the benefit of poor students

Objectives.

1. The committee will ensure proper distribution of students' aid fund for maximum benefit of financially weaker students

Composition.

The Committee shall be composed by following members

- | | |
|---------------------------------|-------------|
| 1. The Principal | Chairperson |
| 2. Vice-Principal | Convener |
| 3. Two teacher representative | Member |
| 4. V P of Students' Union | Member |
| 5. G S Students' Union | Member |
| 6. Secretary girls' common room | Member |

Function.

1. The committee will decide quantum of financial help to be provided to each student.
2. The committee will examine applications for financial help received from students
3. The committees will make recommendation for any special grant to be provided to an extremely needy student.
4. The committee will determine the criteria for selection of students eligible for receiving grants

Meeting and quorum.

The meeting shall be convened by the Vice-principal or in case of necessity by the Principal. Five members shall make the quorum.

COMPUTER CENTRE MANAGEMENT COMMITTEE

There shall be a committee for management of the computer centre of the College. A self finance wing of the College which has been functioning successfully since 1999 and imparting education in Computer application

Objectives.

1. The committee will ensure proper distribution of students' aid fund for maximum benefit of financially weaker students

Composition

The Committee shall be composed by following members

- | | |
|---------------------------------|-------------|
| 1. The Principal | Chairperson |
| 2. Vice-Principal | Convener |
| 3. Two teacher representative | Member |
| 4. V P of Students' Union | Member |
| 5. G S Students' Union | Member |
| 6. Secretary girls' common room | Member |

Function

1. The committee will decide quantum of financial help to be provided to each student.
2. The committee will examine applications for financial help received from students
3. The committees will make recommendation for any special grant to be provided to an extremely needy student
4. The committee will determine the criteria for selection of students eligible for receiving grants

Meeting and quorum

The meeting shall be convened by the Vice-principal or in case of necessity by the Principal. Five members shall make the quorum

COMPUTER CENTRE MANAGEMENT COMMITTEE

There shall be a committee for management of the computer centre of the College. A self finance wing of the College which has been functioning successfully since 1999 and imparting education in Computer application

Objectives

1. The Committee will manage updates and ensure the satisfactory functioning of Computer Centre.
2. It will approve curriculum and class of Computer Literacy Programme (CLP)
3. The committee will takes steps to develop the computer culture among staffs and students.

Composition

- | | | |
|---|-----------------------------------|-------------|
| 1 | Principal | Chairperson |
| 2 | Vice-Principal | Convenor |
| 3 | Incharge Computer Centre | Jt Convenor |
| 4 | Two members from G B | Members |
| 5 | Three members from Teaching staff | Member |
| 6 | Coordinator IQAC | Member |

Function

1. To oversee all financial matters involving Computer centre
2. To examine all quotations, purchases and expenditures in connection with functioning of the Computer centre
3. To develop different certificate courses in computer for the students and staff of the College
4. To develop, maintain and extended infrastructure of the computer Centre.
5. Furthering goals and programmes enacted by Karimganj College and also objectives set forth by the College in the area of applying information technology.
6. To maintain computer infrastructures for the centre
7. To coordinate class size with students need
8. To develop student award/certificate for completion of courses

Meeting and Quorum

The Convenor or Jt Convenor of Computer Centre may call meeting of the committee. Six members will make a quorum.

KARIMGANJ COLLEGE STUDENTS' UNION

There shall be a Students' Union framed and adopted by the students of Karimganj College

Objectives

1. To train students in the democratic way of functioning
2. To develop leadership qualities among the students

Compositions -

The Student's Union will be composed of the following Office bearers

1. President Principal, Karimganj College
2. Vice President
3. General Secretary
4. Secretary, Meetings & Debates
5. Editor, College Magazine
6. Secretary, Sports & Athletics
7. Secretary, Social Service
8. Secretary, Boy's Common room (Indoor Games)
9. Secretary, Drama & Music
10. Secretary, Girl's Common Room
11. Assistant Secretary, Boy's Common Room
12. Sub-Editor, College Magazine
13. Assistant Secretary, Social Service
14. Assistant Secretary, Sports & Athletics
15. Assistant Secretary, Drama & Music

All posts of office bearers are to be elected from amongst the students who fulfill eligibility conditions laid down in the constitution

Class Representatives:-

Class representatives are to be elected directly by the students of the concerned class as per provisions made in the constitution.

Nomination against Vacancy:-

The Principal and the President of the Union shall have the right to nominate any student against any vacancy occurring in the Union body. He may also nominate students to any posts if there is no valid

nomination to any post, or if all candidates with valid nominations withdraw from any post of the office bearer of the College Union election

Teacher In-Charges -

The Principal will nominate some teachers for all the sections of the Union as Teachers in-charge. They will supervise and guide all the activities of the Union. The Teacher in-charges are ex-officio non-voting members of the Executive Council.

Functions

- 1 To conduct extra curricular activities of the College with the help of the fund received as per provisions of the constitution
- 2 To conduct Annual festival of the College.
- 3 To perform all works entrusted by the college authority from time to time in connection with development of the College.
- 4 To promote healthy environment on the campus.

EXAMINATION COMMITTEE

There shall be a committee for conducting College examinations as well as final examinations of Council and University for every academic year.

Objectives:-

- 1 Smooth conduct of examinations
- 2 Efficient handling of confidential works

Composition:-

There shall be six Assistant Officers in Charge (A.O.C.) appointed as per the principle set by Teachers' Council. The Principal will be the Officer in-charge and the Vice Principal will act as A.O.C. (confidential) of the examinations.

Functions -

- 1 Ensuring the standard, validity and fairness of examination

- 2 Arranging all examination related works including seat plan, appointment of invigilators and printing of question papers for College examinations etc
- 3 Overseeing all functions of examination departments

COMMITTEE OF H.O.Ds

There shall be a committee consisting of HODs of all departments which will discuss and implement decisions taken in the Teachers' Council meeting

Objectives -

- 1 Monitoring of performance of different departments at regular intervals
- 2 Improving the performance of students by adopting measures for quality sustenance and quality enhancement.

Composition -

All Heads of the Departments will be the members of the committee. The Principal will act as the chairperson and the Vice Principal will be the convener of the committee.

The Coordinator, IQAC will be a special invitee in this committee.

Functions -

1. To over see the implementation of all academic decisions.
2. To take measures for academic administration
3. To monitor performance by different departments and to suggest remedies for any deficiency in performance

WOMEN DEVELOPMENT CELL

There shall be a Women Development Cell in the College which will be formed by the Teachers' Council under the directive of UGC & MHRD.

Objectives -

1. To create awareness among girl students, Women staff and Women of the local community about the role of women in the present day social context and legal awareness on specific issues concerning women
2. To prevent and deter the commission of any act of harassment including sexual harassment by taking all required steps
3. To promote right to gender equality

Composition -

The Head of the Institution shall act as the Chairperson of the cell and one Lady Teacher of the College will be the convener of the cell.

The other members of the cell are

- Four faculty members from women staff
- One non-teaching lady staff
- Secretary, Girls' Common Room.
- Three other girl students, one each from Science, Arts & Commerce.
- Secretary, Teachers' Council.
- Coordinator, IQAC

Functions:-

1. To create working environment safe and protected from any harassment or abuse and appropriate academic conditions in respect of health and hygiene for women in the campus
2. To work for prevention of sexual harassment in the campus as well as in the local community
3. To maintain congenial working environment for all the women employees and the students.
4. To correlate academic community and its surrounding society.
5. To give personal guidance to the girl students
6. Observance of International Women's' Day and holding of regular seminars, symposia etc. on the right of women

- 7 To do all such things that is considered conducive to protecting rights of women and creating awareness about the same amongst the students, teachers and local community

ANTI-RAGGING SQUAD (ARS)

There shall be an anti-ragging squad as per UGC regulation, 2009 on curbing the menace of ragging in the higher educational institutions. The squad shall be nominated by the Principal.

Objectives -

1. To prohibit any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student
2. To prevent indiscipline activities by any student or students which cause or likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student
3. To ensure that no student is asked to do any act which such student will not in ordinary course do and which has the effect of causing or generating a sense of shame or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Composition -

1. Vice Principal----- Convenor
2. Ten faculty members, at least three of whom are lady faculties
3. Twelve student members, at least three of whom are girl students

The tenure of the squad shall be one year.

Functions -

1. To be called upon to make surprise raids on hostels and other places vulnerable to incidents of and having the potential of ragging and shall be empowered to inspect such places.
2. To conduct an on the spot enquiry into any incident of ragging referred to it by the Head of the Institution or any member of the College

community or any other person and the enquiry report along with the recommendations shall be submitted to the Anti-Ragging Committee for action under clause (a) of regulation 9.1

3. To prevent sexual harassment in the campus

ANTI-RAGGING COMMITTEE (ARC)

There shall be an anti-ragging committee to be nominated by the Head of the Institution and consisting of representatives of civil and police administration, local media, NGO involved in youth activities, representatives of faculty members, parents, students belonging to fresher category as well as senior students, non-teaching staff and shall have a diverse mix of membership in terms of levels as well as genders.

Objectives -

1. To ensure compliance with the provisions of UGC regulation 2009 for curbing the menace of ragging in HEI
2. To monitor and over see the functions of the anti-ragging squad in prevention of ragging in the institution

Composition -

1. Principal----- -- Chairman
2. Vice Principal--- Convener
3. Secretary, T.C.—member
4. Two representatives from teaching faculty
5. One member from local press
6. President of Parent-Teacher Association or his nominee--- member
7. One member from NGO active in youth activities
8. G.S. Students' Union --- member
9. V.P. Students' Union --- member
10. Librarian ----- member
11. Secretary, Girls' Common Room --- member

12. One Prof in-charge Girl's Common Room --- member.
13. Two newly admitted students (fresher) ----- member.
14. One representative of local administration --- member.
15. One representative of local Police --- member.

Functions -

1. To monitor functioning of anti-ragging squad.
2. On receipt of the recommendation of the anti-ragging squad or on receipt of any information concerning any reported incident of ragging, the Principal and Chairman, ARC shall immediately determine if a case under the penal laws is made out and if so, he or any other member from the ARC authorized by him would file an FIR within 24 hours of such information.

He should also report the matter to the district level Anti Ragging Committee and nodal officer of affiliating University

The committee will make enquiry initiated under clause 9 of the regulation and other measures without waiting for action from police or local authorities. Such a remedial action should be taken within 7 days from the incident of ragging

3. The Anti-ragging committee will take an appropriate decision in regards to punishment or otherwise depending upon the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendation of the Anti-ragging Squad.
4. The Anti-Ragging Committee may depending upon the nature and gravity of the guilt established by the Anti-ragging squad award to those found guilty one or more of the punishments as provided in 9.1 b of the regulation

Meeting & Quorum -

The meeting will be convened by the Vice Principal and 10 (ten) members will make the quorum.

PLANNING BOARD

There shall be a Planning Board formed as per the requirement of UGC

Objectives:-

1. To plan the developmental projects of the College, both academic and infrastructural.
2. To prepare proposals for UGC grants and oversee cost effective utilization of the amounts sanctioned by UGC under plan period.

Composition -

Chairman, Principal

Convener, Vice Principal

Three members from teaching faculty, one each from Science, Arts and Commerce stream to be nominated by the Principal

The Coordinator, IQAC ----- member

The Secretary, Teachers' Council -----member

Functions:-

1. To prepare proposals for financial support from UGC.
2. To distribute financial grants and to recommend allocations of fund from time to time for different UGC projects.
3. To assess needs for financial support in different departments as per master plan of the College
4. To oversee and plan utilization of UGC fund from time to time.

EXTENSION ACTIVITY CELL

There shall be an extension activity cell in the College to carry out extension activities

Objectives -

1. To carry out community oriented programme.
2. To inculcate the values of humanism among the students
3. To strengthen the College – neighborhood relationship

Composition -

Chairman Vice Principal
Convener One faculty member
Members

- Three other faculty members.
- Convener, Women Development Cell.
- Principal, Karimganj College (Ex Officio)
- Coordinator, IQAC (Ex officio)

Functions:-

1. To plan community oriented programme involving students
2. To access community needs and identify areas which can be taken up for extension activity by the College.
3. To submit reports of activities and future plan to IQAC at the close of the academic year
4. To chalk out plan of extension activities from time to time
5. To implement all the programme fixed from time to time by the committee

COUNCIL FOR CAREER ORIENTED PROGRAMME

There shall be a council of teachers of COP to manage different programme offered by the College.

Objectives:

1. To ensure successful operation of career oriented programme
2. To work for popularization of career oriented programme among the students community.

Composition

All the faculties of the participating departments shall be member of the council of COP. The senior most member of the council or any other member of the teaching staff of the College shall act as the chief coordinator and convener of the council. The Principal shall act as the chairperson of the council.

Function

1. To monitor day to day functioning of the career oriented programme.
2. To examine schedule of classes prepared by different departments.
3. To observe performance by different departments and suggest all remedial measures to overcome deficiencies if any.
4. To report the Teachers Council Karimganj College all COP related matters.

BOARD OF CAREER ORIENTED PROGRAMME

There shall be a board of COP, a body for conducting examination and awarding certificates, diploma and advanced diploma to the successful students after due evaluation.

Objective:


1. There will be a higher body which will take administrative decisions regarding career oriented programme.
2. The board will award certificate, diploma and advance diploma to the successful students and perform all confidential works related to COP.

Composition

The board will include Principal, Vice-Principal, Coordinator, IQAC Chief Coordinator and all coordinators of participating departments. The board will be chaired by the Principal, Karimganj College, Vice-Principal will act as the convenor of the board.

Functions

1. The board of COP will monitor functioning of the council of COP.
2. The board will approve syllabus submitted by the participating departments for different programme.
3. The board will perform all confidential works relating to COP.
4. The board will award certificate, diploma and advance diploma to the successful candidates.
5. The board will examine Accounts of all COP related expenditures and recommended the same for approval by the G.B.


Co-ordinator
Quality Assurance
Karimganj College,
Karimganj, Assam

