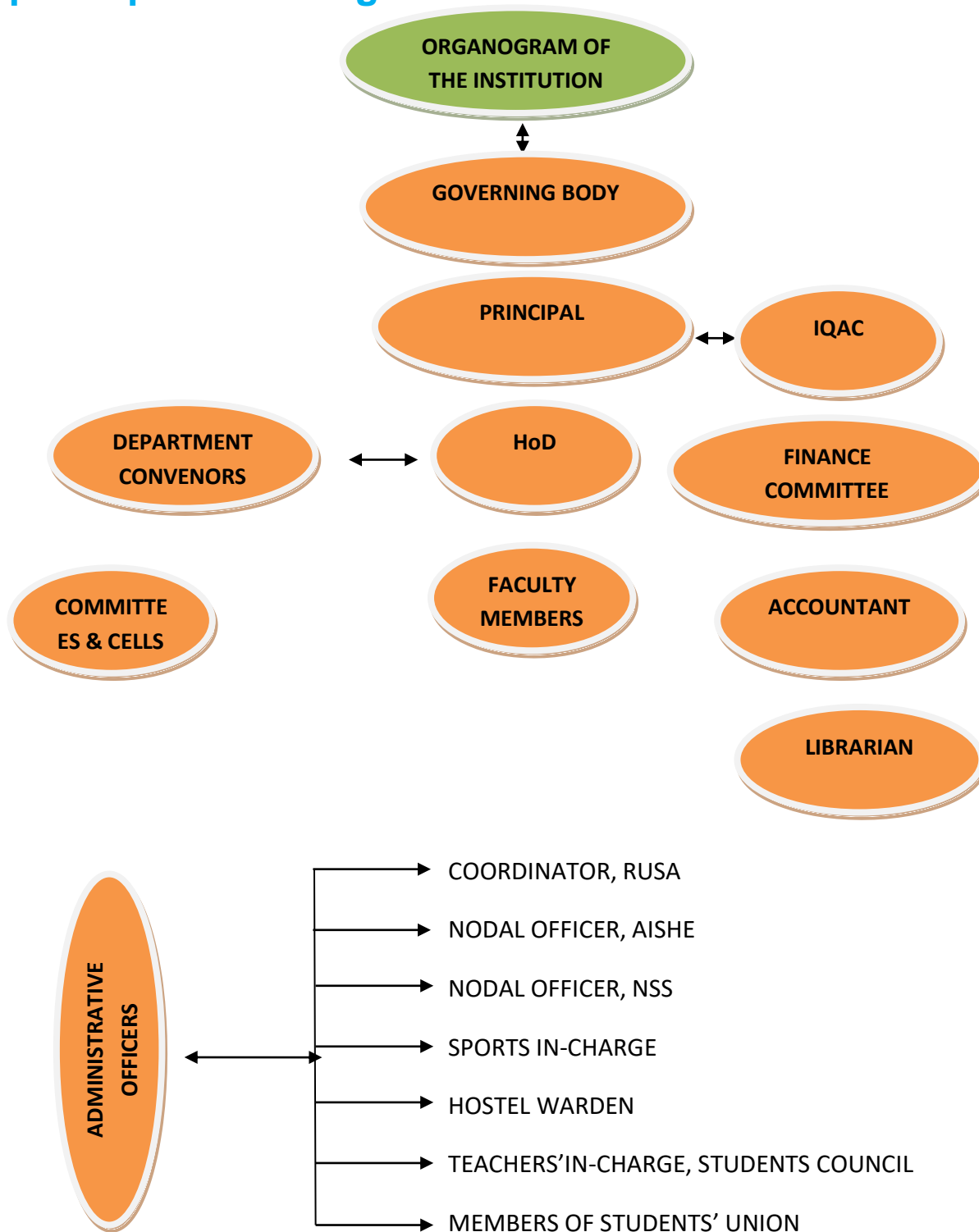


6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.



FUNCTIONS & RESPONSIBILITIES OF VARIOUS INSTITUTIONAL MEMBERS:

Governing Body: In administrative and decision making, the Governing Body is the sole authority of the college. The Governing Body of the College is composed as per the guidelines issued by Government of Assam wherein one President, selected by the Government, one Secretary, V.C Nominee, Guardian Representative, Teachers' Representatives, Local M.L.A, Librarian and one Office Staff are there. The Body seats in the meeting called by the secretary and deals with the financial position, expenditure, appointment, increment, faculty promotion etc..

Principal: The Principal is the Head of the Institution and look after the administration and Academic performance. The Principal of the college is the sole authority for implementing of the decisions taken in the Governing Body Meeting.

Internal Quality Assurance Cell: The Institution has an Internal Quality Assurance Cell established as per latest guidelines of NAAC. It was established in the year 2004. The present members of the Cell is comprised all the representations from different stakeholders. The IQAC of the college works as per the guidelines designed and developed by NAAC. It holds it meetings in every quarter and takes decisions on academic and extra-curricular activities. It designs and develops yearly plans for every academic session.

Department Conveners: The Department Conveners are the members that may be other than the department Head. The Head of the Institution holds meetings with the Conveners to know the curricular and co-curricular activities and Continuous Internal Evaluations.

Librarian: The Librarian of the Central Library has overall responsibility for the maintenance of library. The library has a Committee i.e. the Library Committee with Teacher Representatives holds meeting frequently to take decisions on library development.

Different Committees and Cells: The Committees and Cells are formed in Institutional Level by incorporating Faculty Members, Office Staff and Librarian. The Committee Convenors or Coordinator or Programme Officers are responsible for operation of the Committees. The

Committees look after the Academic, Co-Curricular, Extra-Curricular, extension and outreach activities. These committees are abiding the rules and responsibilities entrusted to them.

Head of the Departments (HoDs) HoDs are responsible for preparation of Departmental work Plan, Lesson Plan, organization of Departmental Meeting, organization of Education Tour/ Field Trip etc. Keep coordination with Routine Preparation Committee, Academic Calendar Committee & Examination Committee for smooth running of the classes and in and end semester examination. Identify the advanced and slow learners by organizing pre internal assessment examination. The HoDs are responsible for organization of Remedial Classes for slow learners and material supply to advanced learners. They are Responsible for organizing Guest Lecturer/Faculty & Student Exchange with MoU partner industries.

COMMITTEES (INSTITUTIONAL LEVEL)

1. Academic Committee
2. Admission Committee
3. Anti-Ragging Committee
4. Construction Committee
5. Purchase Committee
6. Women Cell
7. Discipline Maintenance Committee
8. Library Committee
9. Research Cell
10. Mentoring Cell
11. Student Welfare Committee
12. Poor Fund Committee
13. Grievance Redressal Cell
14. ST/SC/OBC Students Grievance Redressal Cell
15. Anti-Drug & Tobacco Cell
16. Record Keeping Cell
17. Website Committee
18. Parent Teacher Association
19. Alumni Association
20. Career Counselling Cell
21. Anti-Sexual Harassment Cell
22. Academic Calendar Committee
23. Time Table Preparation Committee
24. Prospectus Committee
25. Hostel Committee

26. Canteen Management Committee
27. Feedback Committee
28. Student Help Desk
29. Election Committee
30. Budget Committee
31. Finance Committee
32. Examination Committee
33. Environmental Awareness Committee
34. IQAC Monitoring Committee
35. Academic Audit Committee
36. Green Audit Committee
37. Energy Audit Committee
38. Village adoption Committee
39. Disaster Management Committee
40. Ek Bharat Srestha Bharat
41. All India Survey on Higher Education (Nodal Teacher)
42. Red Ribbon Club

DEPARTMENTAL CONVENORS

- | | |
|-------------------------------|---------------------------|
| 1. Dept. of Assamese | : Dr. Swapan Jyoti Nath |
| 2. Dept. of Bengali | : Dr. Jonaram Nath |
| 3. Department of Commerce | : Dr. Deepak Kumar sarkar |
| 4. Dept. of Economics | : Umme Salma |
| 5. Dept. of Education | : Chow Kotong Lungking |
| 6. Dept. of English | : Ashraful Alam Choudhury |
| 7. Dept. of History | : Rayhanul Ahmed |
| 8. Dept. of Philosophy | : Ajanta Bora Khargharia |
| 9. Dept. of Political Science | : Mainul Hoque Akanda |

VISION AND MISSION OF THE INSTITUTION

Vision

To be a learning institution which is dynamic and seeking excellence in physical, intellectual, ethical and technical empowerment of human resource to meet the challenges of the future?

Mission

To create a democratic academic atmosphere, open up outcome based learning sources for the young and energetic minds and promote value and quality based education for overall development of human resource.

Vision and Mission of the institution are highlighted below:

To provide quality education to the students, a vast majority of which comes from nearby rural areas. The College seeks to equip them with basic undergraduate and postgraduate degrees which are essential qualifications for diverse career options.

Pursuit of educational excellence to help the students bring out the best in them and develop into complete persons.

Attainment of loftier and nobler human goals through sustained intellectual efforts for the teacher and the students.

Instilling a spirit of enquiry, scientific temperament, humanistic values and a sense of responsibility in the student.

Development of the spirit of patriotism, dedication and service.

The Mechanism Involved in fulfilling the Vision & Mission of the Institution are as Follows:

Governing Body (2020-2021)

The Governing Body of the College is the Apex Body in implementing its Vision & Missions for academic Excellency. The Core Committee of the Governing Body is formed as per the guidelines issued by the Office of the Director of Higher Education, Assam letter No. G(B) GB.2/2009/9, dated: 14th July, 2009, Govt. of Assam letter No. AHE 331/2008/33 Dated: 9th July 2009. The Present Committee is as Follows:

- | | |
|---|---------------------------|
| 1. Dr. Dilip Sarmah | President |
| 2. Dr. Ramesh Nath | Principal/Secretary |
| 3. Sri Rupak Sarmah, MLA, Nagaon, Sadar | Permanent Special Invitee |
| 4. Dr. Sarat Kumar Dutta | University Nominee |
| 5. Mrs. Ruma Dutta | University Nominee |
| 6. Dr. Jonaram Nath, Vice-Principal | Member |
| 7. Dr. Swapan Jyoti Nath | Teachers' Representative |
| 8. Dr. Rameswar Kurmi | Teachers' Representative |
| 9. Mr. Dipak Kr. Nath, Librarian | Member |
| 10. Mr. Dimbeswar Das | Guardian Nominee |
| 11. Mrs Rinku Deka | Guardian Nominee |

12. Mr. Digen Chandra Bora

Member, Non-Teaching Staff

ACADEMIC COMMITTEE (2020-2021)

The Academic Committee of the college is another important Committee that takes responsibility to implement its Vision & Mission:

The details of the Academic Committee are as follows:

- | | |
|------------------------|--|
| 1. Dr. Ramesh Nath | Chairman |
| 2. Dr. Jonaram Nath | Member |
| 3. Mainul Hoque Akanda | Member |
| 4. Rayhanul Ahmed | Member |
| 5. Umme Salma | Member |
| 6. Dr. Rameswar Kurmi | Ex-Office Member |
| 7. Mr. Dipak Kr. Nath | Member |
| 8. Dr. Kamal Saikia, | Member, Associate Prof. English, Dr. B K.B College, Puranigudam, Nagaon |
| 9. Dr. Diganta Booruah | Member, Asst. Prof. History, A.D.P. College |

INTERNAL QUALITY ASSURANCE CELL

OFFICE ORDER

- | | |
|-------------------------|--|
| 1. Chairperson | : Dr. Ramesh Nath, Principal |
| 2. Coordinator | : Dr. Rameswar Kurmi |
| 3. Asst. Coordinator | : Chow Kotong Lungking |
| 4. Teachers' Rep. | : Dr. Jonaram Nath, V. P. & HoD, Dept of Assamese |
| Ajanta Bora khargharia | : HoD, Education |
| Rayhanul Ahmed | : HoD, History |
| Mainul Hoque Akanda | : HoD, Pol. Science |
| Umme Salma | : HoD, Economics |
| Ashraful alam Choudhury | : HoD, English |
| Tapashi Saha | : HoD, Bengali |
| Limisha Bora | : HoD, Philosophy |
| Dhanesh Sharma | : HoD, Commerce |
| 5. Management Rep. | : Dr. Sarat Kumar Dutta, Governing Body, Khagarijan College |

6. Administrative Rep. : Mrs Sewali Chakraborty, BDO, Pakhimoria
7. Local Society Rep. : Dr. Roselin Jahan
8. Industry Partner : Nabarun Mishra, Owner, S.S. Technology
: Pankaj Sharma, Ganapati Motors
:Biman Ch. Bora, Owner, Nagaon, Solar House
9. Alumni Rep. : Moon Ch. Goon
10. Student Rep : Mohazir Ahmed B.A
: Mousumi Bodo, M.A.

EXAMINATION COMMITTEE

The college has an Examination Committee with proper guidelines to look after the matters of Internal and End Semester Examination. The Committee organizes meeting twice in an Academic Session to discuss about the holding of Internal Assessment Examination. Again, the Committee empowered two or three faculty Members as Assistant Officer In charge for conducting End Semester examinations. The Committee tries to maintain transparency in Internal and End Semester Examination.

The Structure of the Examination Committee for the Session 2020-2021 are as Follows

| Sl.No. | Name | Position |
|--------|---|-------------|
| 01 | Dr. Ramesh Nath, Principl | Chairperson |
| 02 | Dr. Jonaram Nath, Vice-Principal | Member |
| 03 | Mainul Hoque Akanda, HoD, Pol. Science | Member |
| 04 | Rayhanul Ahemd, HoD, History | Member |
| 05 | Dr. Swapan Jyoti Nath, Asst. Prof. Assamese | Member |
| 06 | Asraful Alam Choudhury, HoD, English | Member |
| 07 | Dr. Rameswar Kurmi, Asst. Prof. History | Member |
| 08 | Mr. Digen Ch. Bora, UDA | Member |

RESEARCH CELL

For promotion of research and innovations, the college has a Research Cell. This Cell is empowered with coordinating the research and innovative practices among the students and Faculty members. The Cell focuses on the innovative areas of Project to be conducted by the students B.A. 4th and 6th Semester. The Research Cell organizes meetings for conducting seminar/conferences and workshops and motivates the students and the Teachers to take part on that.

Composition of Research Cell for the Academic Session 2020-2021

| Sl.No | Name | Position |
|-------|--|----------|
| 01 | Dr. Ramesh Nath, Principal | Chairman |
| 02 | Dr. Jonaram Nath, Vice-Principal | Member |
| 03 | Dr. Deepak Kr. Sarkar, Asst. Prof. Education | Member |
| 04 | Dr. Swapan Jyoti Nath, Asst. Prof. Assamese. | Member |

ADMISSION COMMITTEE (2020-2021)

The Admission of the college looks after all the admission matters. The Committee constituted every year in rotation basis by the principal. The Committee in its meetings decides the entire admission schedule for 1st, 2nd and 3rd Semesters in each academic session.

| S.No | Name | Role |
|------|---|----------|
| 01 | Dr. Ramesh Nath, Principal | Chairman |
| 02 | Dr. Jonaram Nath, Vice Principal | Member |
| 03 | Rahanul Ahemd, HoD, History | Member |
| 04 | Umme Salma, HoD, Economics | Member |
| 05 | Dr. Rameswar Kurmi, Asst. Prof. History | Member |
| 06 | Mr. Dopak Kr. Nath, Librarian | Member |

For implementing the Vision and Mission of the college in tune the Principal of the college hosted a number of meetings with the Faculty Members of the college. In these meetings major academic and administrative decision are taken.

TEACHERS COUNCIL: 2020-2021

The college has a TEACHERS' COUNCIL which is a Unit of the All Assam College Teachers Association. Besides the activities under ACTA, the Teachers 'Council takes important initiatives in Academic, Non-Academic, Planning and Development, Students' support and Progression, Admission Process, Examination etc. Moreover, the Council frequently Seats in Meeting with the Principal to discuss all academic and policy making activities.

STAFF MEETING: 17/06/2020

A Staff Meeting has been convened on 17/06/2020 at 11.00 A, M, to discuss the following agenda. Therefore, all are requested to attend the meeting without fail.

Agenda:

1. Discussion regarding admission 2020-2021
2. Discussion regarding Prospectus
3. Discussion regarding admission in the newly opened Commerce Stream and BCA & PGDCA
4. Others.

The Following Members were present in the Meeting:

1. Rayhanul Ahmed, HoD, History
2. Dr. Swapan Jyoti Nath, Asst. Prof. Assamese.
3. Ashraful Alam Choudhury, Asst. Prof. English
4. Dr. Deepak Kr. Sarkar, Asst. Prof. Education
5. Maunul Hoque Akanda, HoD, Pol. Science
6. C.K. Lungking, Asst. Prof. Education
7. Dr. Jonaram Nath, HoD, Assamese
8. Umme Salma, HoD, Economics
9. Ajanta Bora Khargharia, HoD, Education.
10. Digen Ch. Bora, UDA
11. Ummesh Kr. Ram, Grade IV
12. Ratneswar Saikia, Grade IV

The Minutes of the Meeting are as Follows:

1. The meetings resolve to constitute an admission committee with Coordinators along with all the HoDs of respective Departments and one Office Staff. Accordingly, the following members are entrusted the responsibility of the Admission Committee:
 - (a) Dr. Swapan Jyoti Nath, Joint- Coordinator
 - (b) Dr. Deepak Kr Sarkar, Joint- Coordinator

- (c) C.K. Lungking, Asst. Co- Coordinator
 - (d) All The HoDs as Member of the Committee
 - (e) Mr. Dilip Kumar Ghosh, Office Assistance, Member
2. The Committee Resolve to conduct the admission process fairly and as per the given responsibility and according to the present situation.
 3. It is resolved in the meeting that Higher Secondary admission for the Session will be discontinued due to the less number of enrollments as well as lack of sufficient Teachers and Financial crisis. The meeting suggested to proceed the matter to the Governing Body through the Principal.
 4. In the meeting, all the respected members unanimously approved the Prospectus for the Session 2020-2021 with minor changes and corrections.
 5. The members of the meeting resolved to start the process of Admission for newly Introduced Commerce, BCA and PGDCA and the responsibility for the purpose be given to the Admission Committee.

STAFF MEETING: 12/09/2020

It is hereby informed that a Staff meeting is convened on 12/09/2020 at 11.00 A.M to discuss the following agenda. Therefore, all the Faculty and Employees are requested to attend the meeting positively.

Agenda:

1. Discussion regarding upcoming examination
2. Formation & Renovation of NAAC related Committees.
3. Academic Discussion.
4. Others

The Following Members were present in the Meeting:

1. Dr. Swapan Jyoti Nath, Asst. Prof. Assamese
2. Rayhanul Ahmed, HoD, History
3. Dr. Deepak Kumar Sarkar, Asst. Prof. Education
4. Mainul Hoque Akanda, HoD, Pol. Science
5. Ashraful Alam Choudhury, HoD, English
6. Dr. Jonaram Nath, HoD & Vice- Principal
7. Dr. Rameswar Kurmi, Asst. Prof. History & Coordinator, IQAC
8. Digen Ch. Bora, UDA
9. Dilip Kr. Ghosh
10. Ummesh Kumar Ram
11. Ratneswar Saikia
12. Umme Salma

The Minutes of the Meeting are as follows:

1. The Meeting resolved to hold the examination of B.A. 6th Semester Examination with strict adherence of the SOP issued by the Parent University amidst Covid-19 Situation.
2. The meeting resolved that the responsibility for conduction of the 6th Semester Examination be entrusted to Ashraful Alam Choudhury as AOC and the remuneration will be fixed by the Examination Committee.
3. The members of the meeting resolved to sanitize the college Campus and the Examination will be held as per the SOP of State Government.
4. The meeting resolved to hold the Classes of H.S. 2nd Year Students in online mode from 21/09/2020.
5. The members of the meeting discussed about the feedback collection process and the Committee decided to renovate the Committee with the following members:
 - (a) **Chow Kotong Lungking, Asst. Prof. Education, Convenor**
 - (b) **Dr. Deepak Kumar Sarkar, Asst. Prof. Education, Member**
 - (c) **Umme Salma, HoD, Economics, Member**
6. It is resolved unanimously that the selective vocational courses viz., Beauty & Wellness, GST, Food Processing etc from the current session.
7. The members of the meeting unanimously resolved to renovate the Toilet for Teachers' Common Room, Library & Office Room from RUSA: 2.0 grants.

STAFF MEETING: 22/01/2021

It is hereby informed all the HoDs and the faculty members that a meeting have been convened on 22/01/2021 in the Teachers' Common Room at 3.00 P.M. to discuss the following agenda. All the faculty members are requested to present in the meeting without fail.

Agenda:

1. Opening of new Add on & Value Added Courses.
2. Discussion on the Academic Performance and upgradation of the record registrar.
3. Others.

The following members were present in the Meeting:

1. Rayhanul Ahmed, HoD, History
2. Simi Bora, Guest Lecturer, Assamese
3. Dharitri Das, Contract Teacher, Assamese
4. Limisha Bora, Contract Teacher, Philosophy
5. Bismita Barthakur, Guest faculty, Economics
6. Kankana Mahanta
7. Dr. Jonaram Nath, Vice- Principal, HoD, Assamese
8. Mainul Hoque Akanda, HoD, Pol. Science
9. Umme Salma, HoD, Economics

10. C.K. Lungking, Asst. Prof. Education
11. Dr. Deepak Kumar Sarkar, Asst. Prof. Education
12. Ajanta Bora Khargharia, HoD, Education
13. Dr. Rameswar Kurmi, Asst. Prof. History & Co-ordinator, IQAC

Minutes of the Meeting are as follows:

1. The members of the meeting resolved to open Value Added courses from the current session and also decided to invite concerned subject resource person when required.
2. The meeting after prolonged discussion resolved that a Creative Writing Course be opened under the Department of Assamese and Dr. Jonaram Nath, HoD, be given the responsibility to arrange necessary arrangement for the course.
3. It is resolved in the meeting that the Functional English Course, will be treated as Value added course and Asraful Alam Choudhury as Coordinator of the course.
4. The meeting resolved to introduced another value added course “Personality Development “under the department of Education and Mrs. Ajanta Bora Khargharia, HoD, Dept. of Education be given the charge of Coordinator.
5. The meeting also resolved to constitute a steering Committee with the following members to supervise the Value added courses introduced. The Members are:

**Dr. Jonaram Nath, Vice-Principal & HoD, Dept. of Assamese,
Mainul Hoque Akanda, HoD, Political Science
Ashraful Alam Choudhury, HoD, English**

**GOVERNING BODY MEETING
DATE: 16/10/2020**

On 16/10/2020 a meeting of Governing of the College is organised at 11.00 A.M. at Principal’s Chamber under the Chairmanship of Dr. Dilip Sarmah to discuss the following agenda:

Agenda:

1. Read & confirmation of the resolution of Previous meeting held on 11/06/2020
2. Recommendation of the DPC Report
3. Approval of Expenditure from 1/06/2020 to 9/10/2020
4. Discussion on salary of Non-Sanctioned Staff
5. Extension of the Term of IQAC office
6. Discussion on Commerce Stream, BCA, PGDCA.
7. Discussion
8. Others

Members present in the meeting:

1. Dr. Dilip Sarmah, President, Governing Body, Khagarijan College
2. Dr. Ramesh Nath, Principal/Secretary
3. Dr. Sarat Kumar Dutta, University Nominee

4. Dr. Swapan Jyoti Nath, Teacher Representative
5. Dr. Rameswar Kurmi, Teacher Representative
6. Mr. Dipak Kumar Nath, Librarian
7. Mr. Dimbeswar Das, Guardian Member
8. Mrs. Rinku Deka, Guardian Member
9. Mr. Digen Chandra Bora, Office Representative

Due to Covid-19 situation some members were absent in the meeting.

Minutes of the Meeting:

1. In the meeting, the resolutions of the previous meeting, dated 11/06/2020 was read out and with minor discussions the resolutions were approved.
2. The honourable members of the meeting approved the order of the Departmental Promotion Committee Report of Umme Salma, (Economics) Dr. Deepak Kumar sarkar, (Education) and Dr. Rameswar Kurmi (History) from Stage I to Stage II
3. The meeting resolved that the increment of the Non-Teaching Staff be discussed in the next meeting as the present economic condition of the college is not allowed for any increment
4. The meeting resolved that the present coordinator of IQAC, Dr. Rameswar Kurmi, be allowed to work for another term.
5. The members of the meeting decided to appoint faculty members for the Faculty of Commerce and the responsibility is entrusted to the principal of the college.
6. The meeting decided to start the admission for the two B.Voc and Two Certificate Courses approved by the NSQF and for that the responsibility was entrusted to the principal.
7. The meeting decided to open P.G Courses in the Department of History & Department of Education and for necessary arrangement the Principal of the college be entrusted the responsibility.
8. The meeting decided to apply for the examination centre for M.A. (Assamese) and the Principal of the college is entrusted with the responsibility.



**Principal
Khagarijan College
Nagaon (Assam)**