

**HAND BOOK  
OF  
PROFESSIONAL CONDUCT  
AND  
GUIDELINES**

**PRAGJYOTISH COLLEGE**  
**GUWAHATI- 781009**  
**2021**

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**CODE OF PROFESSIONAL CONDUCT  
AND FUNCTIONING GUIDELINES  
FOR  
GOVERNING BODY**

প্ৰজ্যোতিষ মহাবিদ্যালয়  
**PRAGJYOTISH  
COLLEGE**  
স্থাপিত ১৯৫৪

**(Based upon: Assam Non-government College Management Rules &  
Assam College Employees (Provincialisation) Rules)**

Legislations for provincialisation of services of employees of the non-Government Colleges in receipt of deficit grants-in-aid in the State of Assam

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

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

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

**3. CONSTITUTION OF THE GOVERNING BODY:**

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

**4. COMPOSITION OF THE GOVERNING BODY:**

1. The Governing Body shall consist of:

- (a) One President
- (b) One Secretary – The Principal of the college shall be the ex-officio Secretary of the Governing Body.  
*Provided that if circumstance so demands, the Director may nominate Vice-Principal or the senior most member from the teaching staff of the College to act as the Secretary in lieu of the Principal of the College, for a period of six months, and beyond that period with the State Government's prior approval;*
- (c) The Vice-Principal – Member Ex-officio
- (d) Two Members to be nominated by the affiliating University concerned.
- (e) One member to be nominated by the Director from the field of Education
- (f) One woman member to be nominated by the Director
- (g) One member to be nominated by the Director from the Backward Classes
- (h) Local Deputy Commissioner or his representative may be included as a member
- (i) Other members as may be nominated by the Director in which the local member of the Legislative Assembly and the Chairman, Zila Parishad may be included
- (j) The Governing Body shall co-opt one member from amongst the Teaching and Non-Teaching Staff of the College on the submission of three persons panel by the Principal. However, they shall have no voting right during discussion of service matters which concern them

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

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

#### **5. TENURE OF THE GOVERNING BODY:**

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

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

#### **6. TAKING OVER THE MANAGEMENT OF A NON-GOVERNMENT COLLEGE:**

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

#### **7. ACCOUNTABILITY OF THE GOVERNING BODY:**

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

#### **8. SECRETARY OF THE GOVERNING BODY OR REPORT TO THE DIRECTOR:**

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

#### **9. RESTRICTION OF SOME MEMBERS TO ATTEND THE GOVERNING BODY:**

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

#### **10. RESTRICTION OF SOME MEMBERS TO ENTER INTO CONTRACT FOR WORKS OF THE COLLEGE:**

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

#### **11. DISQUALIFICATIONS:**

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

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

#### **12. VACANCY ON THE GOVERNING BODY:**

(1) Any occurrence of vacancy in the Governing Body shall be reported by the Secretary forthwith to the Director who shall thereupon take steps to fill up such vacancy in the manner

in which it was originally filled up.

(2) Notices or proceedings of the Governing Body shall be invalid merely because of any vacancy of its members.

### **13. MEETING OF THE GOVERNING BODY:**

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

### **14. PROCEEDINGS OF THE MEETING OF THE GOVERNING BODY:**

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

### **15. PRESIDING OVER THE MEETING:**

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

### **16. QUORUM:**

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

### **17. SECRETARY TO MAKE CORRESPONDENCE:**

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

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

### **18. GOVERNING BODY TO OBTAIN PRIOR APPROVAL OF THE DIRECTOR IN CERTAIN MATTERS:**

The minutes of the proceeding of the Governing Body meeting shall be sent to the Director and the concerned affiliating University. No final decision regarding appointment, promotion, suspension, termination, removal or dismissal of teaching and non-teaching staff including that of the Principal of any construction works involving Rs. 50,000/- (Fifty Thousand) or more shall be undertaken by the Governing Body without the prior approval of the Director:

*Provided that so far as Non-Government Colleges are concerned, who are not brought under deficit system of grants-in-aid, the Governing Bodies are not required to send the proceeding of the meeting to the Director but it will be open for the Director to call for the proceedings if any complaint is received against the Governing Body and any direction given by the Director on it shall be final and binding on the Governing Body of the College.*

### **19. DUTIES OF THE GOVERNING BODY**

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

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

## **20. GROUNDS OF SUSPENSION OF GRANTS-IN-AID:**

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

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

## **21. OTHER SANCTIONS OF THE GOVERNING BODY:**

The Governing Body is authorized –

- (i) to determine the general scheme of the studies of the College, suggest to approval of the affiliating University concerned as well as the State Government, to be obtained through the Director with regards to the inclusion of additional subjects, introduction of Major course in any existing subject or opening of new faculty and creation of additional posts;
- (ii) to consider and initiate projects for improvement of the College, involving prohibitions of taking private tuition by the teaching staff;
- (iii) to deal with the discipline and conduct of the teaching and non-teaching staff of the

College;

- (iv) to grant fee remission under rules prescribed by the State Government or with the approval of the Director; and
- (v) to deal with the academic calendar within the norms of University Grants Commission and to compel scrupulous compliance of the guidelines in respect of working days and holding of Classes etc.

**Extract from**

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

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

**4. Composition of the Governing Body:**

(1) The Governing Body shall consist of -

(a) One President

(b) One Secretary, the Principal of the College shall be the ex-officio Secretary of the Governing Body.

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

(c) The Vice Principal – Member Ex-Officio

(d) Two members to be nominated by the affiliating University concerned

(e) Two members to be nominated by the Director, from the field of education, out of which one should be from the guardians

(f) One woman member to be nominated by the Director, provided that there is no woman member in the Governing Body

(g) Two teachers to be elected annually by the teachers from amongst themselves for a period of one year from the date of constitution of the Governing Body

Provided that the teachers so elected shall not be eligible for being re-elected for the third successive term

(h) One member from the non-teaching staff to be nominated by the Principal annually from the date of constitution of the Governing Body

(i) Except in cases where there is a life member in Governing Body in pursuant to any agreement to the context, the donors providing Rs. 50,000/- or more shall elect one member among themselves to the Governing Body for a period of one year

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

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

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

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

In the Principal Rules in Rule 13 -

(i) in sub-rule (1), in the first line, for the word 'six', the word 'four' shall be substituted

(ii) in sub-rule (2), in the second line, for the word 'the' occurs between the word 'with' and 'consent', the word 'prior' shall be substituted.

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



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

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

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

In the Principal Rules, in Rule 18 -

(i) in the first paragraph, for the letters, words, figure and brackets “Rs. 50,000/- (Fifty Thousand)”, the following letters, words, figure and brackets shall be substituted, namely – “Rs. 1,00,000/- (one lakh)”

(ii) In the proviso, in the first line, after the word “concerned” and before the words “the Governing Bodies”, the following shall be inserted, namely – “who are not brought under deficit system of grants-in-aid”

In the Principal Rules, in Rule 19 -

(i) In clause (iv), for the existing provisions, the following shall be substituted, namely – “to appoint persons in connection with the affairs of the College against the post or posts so sanctioned by the State Govt. with scrupulous compliance of the University Grants Commission guidelines and State Government instructions and policies”

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

In the Principal Rules, in Rule 21 -

(i) In clause (v) in the last line, after the words “Classes” the word “Examination” shall be inserted

(ii) After clause (v) the following new clause (vi) shall be inserted namely “to ensure that all the duties regarding teaching and examination, co-curricular and extra-curricular activities are duly performed by the teachers of the College”.

**Extract from**

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

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

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

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

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

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

Rule 4(3) be deleted.

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

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

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

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

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

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

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

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

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

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

**Extract from**

**THE ASSAM COLLEGE EMPLOYEES (PROVINCIALISATION) RULES 2010**

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

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

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

**General Procedure for Promotion:** The Governing Body shall furnish to Departmental Promotion Committee the following documents and information in respect of the persons to be considered for promotion. The number of persons to be considered for promotion shall be four

times of the number of vacancies as assessed for filling up by promotion in that cadre. This shall be in order of seniority in the Gradation List.

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

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

**Selection Committee/ Departmental Promotion Committee:**

(A) Committee for selection of candidates for appointment on direct recruitment of lecturers and librarians shall consist of the following:

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

(B) Committee for selection of candidate for appointment of direct recruitment of all other posts shall consist of the following :

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

(C) Departmental Promotion Committee for all posts shall consists of the following:

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

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

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

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

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

The Assam Non-Government College management Rules, 2001 have been amended by the Assam Non-Government College Management (Amendment) Rules 2009, which have been

notified by the Notification No. AHE 331/2008/26 dated 18.06.2009. Apart from other things, this amendment has changed the structure of the Governing Body of Colleges. The Governing Body will no longer have a tenure as laid down. The composition of the Governing Body has also been changed.....

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

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

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

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

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

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

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

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

Henceforth

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

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

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

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

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

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

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

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

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

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

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

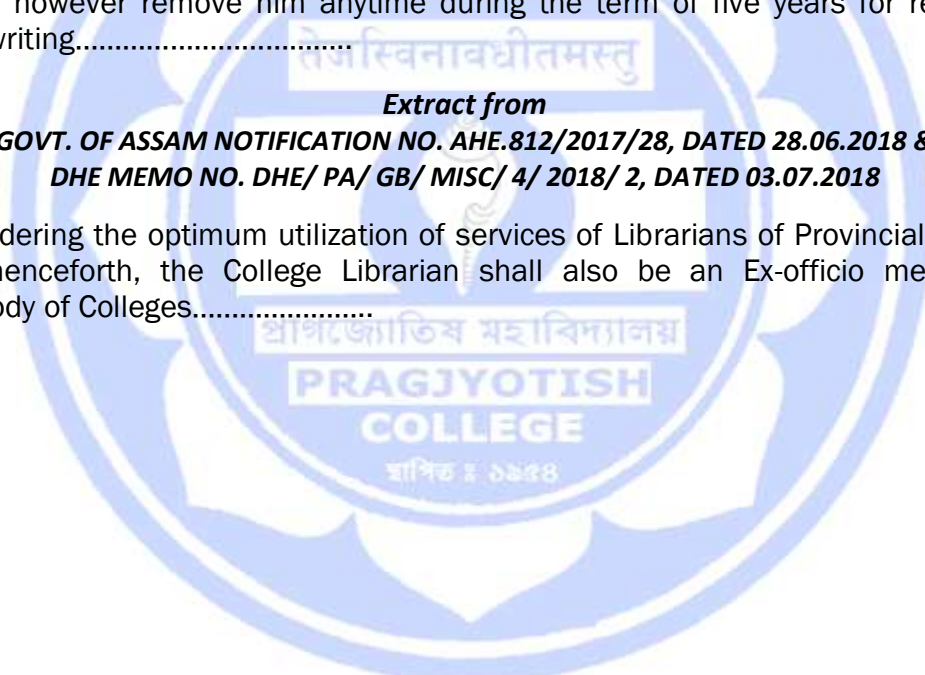
In partial modification of this Deptt's earlier OM vide No. AHE. 331/2008/33 dated 09.07.2009 and No. AHE. 331/2008/52 dated 05.11.2014, the following terms and conditions i.e. (3) and (4) are added with the approval of the State Cabinet regarding constituting the structure of the Governing Bodies of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

(3) the President of Governing Bodies of Colleges shall be an eminent person form the field of Education. He shall be a non-political person. He should not have contested any election, including panchayat/ municipality/ local bodies election or should not be an office bearer of any political party or should not have any affiliation/ membership to any political party

(4) he shall be appointed by the Director of Higher Education and shall have a term of five years. He shall however continue beyond this period till his successor is appointed. The Director may however remove him anytime during the term of five years for reasons to be recorded in writing.....

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

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





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

**COLLEGE**  
স্থাপিত ১৯৫৪

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

**PRINCIPAL should:**

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

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

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





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

**INTERNAL QUALITY  
ASSURANCE CELL**

## FUNCTIONS OF IQAC

**Some of the functions expected of the IQAC are:**

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution
- 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
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes
- Dissemination of information on various quality parameters of higher education
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- Documentation of the various programs/ activities leading to quality improvement.
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.
- Development of Quality Culture in the institution.
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC

## STRATEGIES OF IQAC

**IQAC shall evolve mechanisms and procedures for:**

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks
- The relevance and quality of academic and research programmes
- Equitable access to and affordability of academic programmes for various sections of society
- Optimization and integration of modern methods of teaching and learning
- The credibility of evaluation procedures
- Ensuring the adequacy, maintenance and functioning of the support structure and services
- Research sharing and networking with other institutions in India and abroad.



**CODE OF PROFESSIONAL CONDUCT AND ETHICS  
FOR**

**TEACHING STAFF  
(including HODs)**

**COLLEGE**  
স্থাপিত ১৯৫৪

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

**TEACHERS AND THEIR RESPONSIBILITIES**

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

**Teachers should:**

- Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- Manage their private affairs in a manner consistent with the dignity of the profession;
- Seek to make professional growth continuous through study and research;
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- Maintain active membership of professional organisations and strive to improve education and profession through them;
- Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
- Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- Participate in extension, co-curricular and extra-curricular activities, including the community service.

**TEACHERS AND STUDENTS**

**Teachers should:**

- Respect the rights and dignity of the student in expressing his/ her opinion;
- Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;

- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- Pay attention to only the attainment of the student in the assessment of merit;
- Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- Aid students to develop an understanding of our national heritage and national goals; and
- Refrain from inciting students against other students, colleagues or administration

### TEACHERS AND COLLEAGUES

#### Teachers should:

- Treat other members of the profession in the same manner as they themselves wish to be treated;
- Speak respectfully of other teachers and render assistance for professional betterment;
- Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour

### TEACHERS AND AUTHORITIES

#### Teachers should:

- Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/ or professional organisations for change of any such rule detrimental to the professional interest;
- Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
- Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- Adhere to the terms of contract;
- Give and expect due notice before a change of position takes place; and

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

### TEACHERS AND NON-TEACHING STAFF

#### Teachers should:

- Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

### TEACHERS AND GUARDIANS

#### Teachers should:

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

### TEACHERS AND SOCIETY

#### Teachers should:

- Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- Work to improve education in the community and strengthen the community's moral and intellectual life;
- Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

It shall be the moral responsibility on the part of every member of the teaching staff to:

- *Execute diligently every co-curricular, extra-curricular and administrative task that is prescribed in their respective subject syllabus and curriculum or may be assigned by the higher authorities from time to time*
- *Act as good counselors and facilitators to their students, so as to inspire and assist them in fulfilling their desired dreams, goals and overall expectations from the department in particular and the institution in general*
- *Strive continuously for academic advancements and innovations both at the individual as well as institutional levels*
- *Update on a regular basis with the latest developments of knowledge in their respective fields of knowledge and to propagate and disseminate the same amongst their students*

- *Maintain the confidentiality of certain classified documents and information, both academic and administrative*
- *Adhere to different procedures and regulations and comply to any relevant instructions/ directions/ orders that might be given/ prescribed by the administrative authorities/ mechanism of the institution or higher authorities from time to time*
- *Strive to be a role model not only amongst the students but also amongst peers and colleagues*

## GUIDELINES FOR TEACHERS

### ACADEMIC

- Daily Routine Classes should be attended on time as far as practicable
- Complete the Syllabus Topics allotted by the HODs for each semester/ year within a justified time framework
- Lesson Plans should be made at the beginning of every semester/ year
- Complete the marking of answer-scripts of class tests/ sessional examinations within the desired time framework
- Discuss the answer-scripts of class tests/ sessional examinations with students after marking is completed so as to point out the omissions and mistakes the students have committed
- Repository of E-learning resources should be created by each individual teacher as per his/ her specialization and utilizing such resources with appropriate techniques as far as practicable for optimum benefit of the students
- No student should be denied admission in the classes if they are late in attending; however, the teacher may deny the attendance if any student is late for reasons not properly justified
- For improper conduct or behaviour of any student during any classes, he/she may be warned at the first instance and in case of repetition, the matter may be reported to the HOD; in such cases, no student should be given any physical punishments
- Make use of both departmental as well as central library facilities for maximum academic use

### ADMINISTRATIVE

- Entries in the Daily Class Monitoring Diary should be made on a day to day basis
- Should assist the HOD in executing various departmental administrative works as and when asked for
- When appointed as invigilators (i) must report to the OC/ AOC of the respective Examination Committee, at least 30 minutes before the scheduled start of the examination (ii) must keep utmost vigil inside the examination hall for ensuring a fair and conducive environment, thereby preventing all sorts of malpractices (iii) must keep their all the cell phones in the quiet mode and refrain from using those in front of the examinees (iv) must refrain from all sorts of gossip with the fellow invigilators (v) must immediately cater to the needs of the examinees viz. drinking water, additional sheets, medical assistance, etc.
- Ensure healthy coordination between guardians and alumni for all-round growth of the department through various measures and activities

- Respond promptly to any instruction/ directives received from any administrative controlling authority (ies)
- Provide different qualitative and quantitative data to the IQAC on a prompt basis, as and when asked for

## GUIDELINES FOR HEADS OF DEPARTMENTS

**HODs of all academic departments are expected to ensure that –**

- Healthy academic environment prevails in the concerned department
- Proper distribution of the syllabus content in each semester/ year is made amongst the existing faculty members, so that course completion is made within a justified time framework
- Classes are not left unattended and are held on time, even if any faculty member is on leave, through appropriate arrangements
- All co-curricular activities like field works, student excursions, project works, student seminars, home assignments, etc are held on time and executed to the satisfaction of all concerned
- Arrange for proper guidance, counseling and monitoring of students thereby creating a learner-friendly environment through various initiatives like holding of bridge courses, orientation programmes, remedial classes, special classes, tutorials, counseling session, etc
- Departmental Advisory Committee meetings are held on a regular basis as per stipulated guidelines (i) to be held in the first week of every month to review different academic and administrative issues and (ii) to take necessary measures thereof
- IQAC Daily Class Monitoring Diary and the IQAC Activity Record Book is updated on a regular basis
- Departmental records are kept in order in properly designated files, viz. (i) File for all incoming memos (ii) File for all outgoing memos (iii) Stock register (iv) Student Attendance Registers (v) Register for maintaining proceedings and resolutions of Departmental Advisory Committee meetings (vi) Issue Register (vii) File containing all documents related to students' achievements (e.g. qualifying in national/ international level exams, various extra-curricular competitions, etc.) (viii) Copies of Home Assignments (ix) Copies of Field Reports (x) File for Leave Applications (xi) Register of Students' Exam Records and Results (xii) File for Extension Activity documents (xiii) Proper records of students passed out and their progression to higher education (xiv) Stock piling of records as soft copies (photos, videos and documents)
- Confidential papers are kept under proper and safe proper custody
- All communication on different academic and administrative matters is made preferably through e-communication mode, by using the institutional email ID or WhatsApp Groups
- Respond promptly to any instruction/ directives received from any administrative controlling authority (ies)
- Provide different qualitative and quantitative data to the IQAC on a prompt basis, as and when asked for





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

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

**LIBRARIAN should:**

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



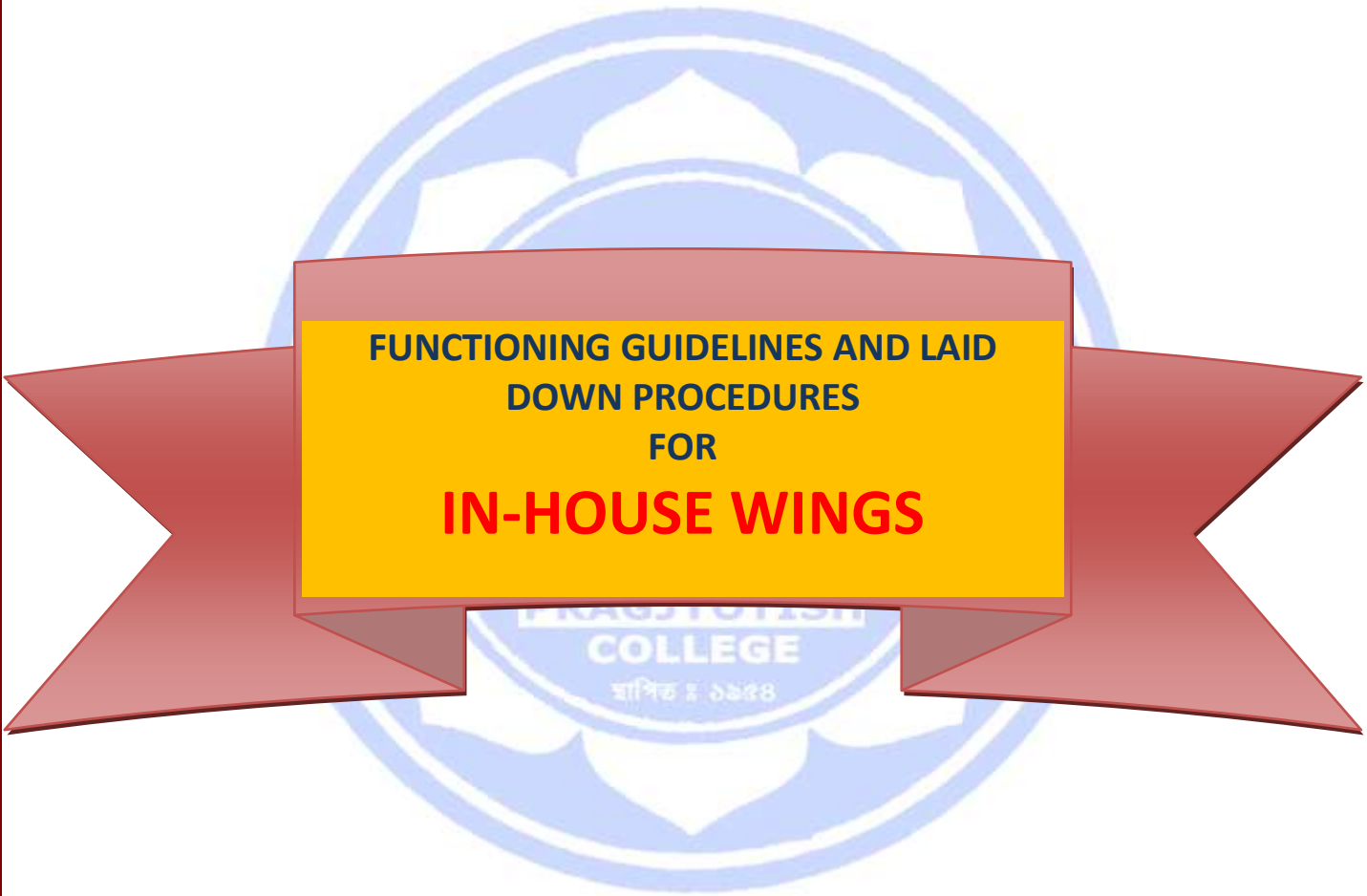
**CODE OF PROFESSIONAL CONDUCT AND ETHICS  
FOR  
NON-TEACHING STAFF**

Non-teaching staff of the college are expected to –

- Possess and display values like responsibility, loyalty, diligence, commitment, integrity and morality in various day to day official matters and duties inside and outside the college.
- Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics

Non-teaching staff shall –

- *Be punctual in attending day to day routine works*
- *Execute and complete the allotted tasks to the satisfaction of all concerned*
- *Maintain harmonious and cordial relationships with all colleagues*
- *Behave in a manner that would not demean the institutional reputation*
- *Work towards earning the trust, honour and respect from one and all*
- *Adhere to different procedures and regulations that might be prescribed by the administrative mechanism of the institution or higher authorities from time to time*



**FUNCTIONING GUIDELINES AND LAID  
DOWN PROCEDURES  
FOR  
IN-HOUSE WINGS**

**COLLEGE**  
স্থাপিত ১৯৫৪

- The in-house Boards/ Cells/ Centres/ Committees/ Councils/ Units shall normally function for a period of 1(one) year, effective from the date as mentioned in the appointment letters/ notice declaring the constitution/ formation; however, the existing/ old ones shall continue to function unless and until fresh ones are constituted
- The Chairperson, IQAC (Principal) may extend the term of any working in-house Board/ Cell/ Centre/ Committee/ Council/ Unit depending upon the need and situation
- The in-house Boards/ Cells/ Centres/ Committees/ Councils/ Units shall work in close coordination with the Internal Quality Assurance Cell (IQAC) of the college
- The in-house Boards/ Cells/ Centres/ Committees/ Councils/ Units shall meet at least once in three (3) months, to discuss/ plan about the execution/ status of forthcoming/ ongoing works and activities
- Proceedings and resolutions of all meetings conducted shall be clearly hand-written in the official register provided, along with signatures of all members of the in-house Boards/ Cells/ Centres/ Committees/ Councils/ Units
- A Status Report containing details of all activities of the in-house Boards/ Cells/ Centres/ Committees/ Councils/ Units will have to be submitted to the Coordinator, IQAC, once in every six (6) months, in soft copy format for being uploaded in the institutional website
- All members of different in-house Boards/ Cells/ Centres/ Committees/ Councils/ Units shall adhere to different procedures and regulations and comply to any relevant instructions/ directions/ orders that might be given/ prescribed by the administrative authorities/ mechanism of the institution or govt./ higher authorities from time to time
- The Chairperson, IQAC (Principal) reserves the right to dissolve and reconstitute any in-house Board/ Cell/ Centre/ Committee/ Council/ Unit or replace any member there from if he/ she is satisfied enough that any particular in-house Board/ Cell/ Centre/ Committee/ Council/ Unit or any concerned member has failed to perform in consonance with the desired expectation level
- The broad functions of the various stakeholders are outlined below:
  - Chairperson/ President:**
    - To preside over the committee meetings as and when convened; the Convenor to presides over such meetings in his absence
    - To coordinate actively with the Convenor/Coordinator/Member Secretary etc. in different matters pertaining to the broad domain of activity and jurisdiction
  - Advisors:**
    - To put forward valuable advice in different matters of policy formulation and execution
  - Convenor/ Coordinator/ Member Secretary etc.:**
    - To conceptualize, frame and execute various matters and decisions pertaining to the domain of activity and jurisdiction
    - To convene meetings as and when required
    - To mobilize all members of the respective body in different matters of policy execution
  - Members/ Special Invitees etc.:**
    - To extend full support and cooperation to the convenor/coordinator/member secretary etc. in different matters of policy framing and execution

## LIST OF IN-HOUSE WINGS/ UNITS

### A. STANDING BODIES

- **ANTI-RAGGING COMMITTEE**
- **AQAR/ SSR PREPARATION SUB-COMMITTEES** (CRITERION – I, II, III, IV, V, VI, VII)
- **BHARAT SCOUTS AND GUIDES ADVISORY COMMITTEE**
- **CAMPUS BEAUTIFICATION COMMITTEE**
- **CANTEEN MONITORING COMMITTEE** (PRAGJYOTISH COLLEGE CANTEEN)
- **COMMITTEE FOR SC/ ST**
- **CONSTRUCTION COMMITTEE**
- **DEPARTMENTAL ADVISORY COMMITTEES** (24 nos.)
- **DISASTER MANAGEMENT CELL**
- **ENTREPRENEURSHIP DEVELOPMENT CELL**
- **ENVIRONMENT CELL**
- **EXTENSION EDUCATION ADVISORY COMMITTEE**
- **FINANCE MONITORING COMMITTEE**
- **GOVERNING BODY**
- **GRIEVANCE REDRESSAL COMMITTEE**
- **HEALTH CARE MONITORING AND PROMOTION COMMITTEE** (DAY CARE CENTRE CUM REST ROOM FOR DIFFERENTLY-ABLED, SICK ROOM, FIRST AID CENTRE, GYMNASIUM HUB, YOGA ARENA)
- **HOSTEL ADVISORY COMMITTEE** (AMALPRABHA DAS GIRLS' HOSTEL)
- **INFORMATION AND CAREER GUIDANCE CELL**
- **INNOVATION AND INCUBATION CENTRE**
- **INTERNAL COMPLAINTS COMMITTEE**
- **INTERNAL QUALITY ASSURANCE CELL**
- **JOINT COORDINATION COMMITTEE**
- **LABORATORIES AND OTHER FACILITIES** (AIR QUALITY MONITORING STATION, DST-SERB LAB, GIS LAB, GREEN HOUSE, INSTITUTIONAL BIO-TECH HUB, LANGUAGE LAB, PH.D. RESEARCH LAB, PLANT TISSUE CULTURE LAB, SOPHISTICATED INSTRUMENTATION LAB, TURTLE RESTORATION CENTRE)
- **LIBRARY ADVISORY COMMITTEE** (PANDIT TIRTHANATH SARMA LIBRARY)
- **MEDIA & PUBLICITY CELL**
- **MINORITY CELL**
- **NATIONAL CADET CORPS (NCC) ADVISORY COMMITTEE**  
NCC (ARMY WING) [1 ASSAM BATTALION]  
NCC (NAVY WING) [48 ASSAM NAVAL UNIT]  
NCC (AIR WING) [50 ASSAM AIR SQUADRON (FLY)]  
NCC (GIRLS ' WING) [60 ASSAM GIRLS' BATTALION]
- **NATIONAL SERVICE SCHEME (NSS) ADVISORY COMMITTEE**
- **OBC CELL**
- **OFFICE ORIENTATION COMMITTEE** (OFFICE OF THE ESTATE OFFICER, RECORDS ROOM, E-WASTE & ELECTRICAL STORAGE ROOM)
- **PRAGJYOTISH COLLEGE FILM SOCIETY**
- **PRAGJYOTISH COLLEGE PUBLICATION HUB**
- **PRAGJYOTISH COLLEGE RESEARCH COUNCIL** (ED. BOARD, PRAG CONSILIENCE)
- **PROJECT MONITORING COMMITTEE, RUSA**
- **PURCHASE COMMITTEE**
- **RED RIBBON CLUB**
- **ROUTINE COMMITTEE**
- **RTI CELL**
- **SPORTS AND GAMES PROMOTION COMMITTEE** (SPORTS LIBRARY)
- **STUDENT ACTIVITY BODIES** (BODO LITERARY SOCIETY, DHATU, ECO CLUB, ECONOMIC PLANNING FORUM, ENVIRONMENT CARE SOCIETY, GEOLOGICAL SOCIETY OF PRAGJYOTISH COLLEGE, LINGUISTIC SOCIETY OF ASSAM, MATHEMATICAL SOCIETY OF PRAGJYOTISH COLLEGE, PRAGJYOTISH COLLEGE GEOGRAPHICAL SOCIETY,

PRAGJYOTISH COLLEGE STUDENTS' UNION, STUDENTS' FIRST, PRAGJYOTISH COLLEGE ZOOLOGICAL FORUM)

- **STUDENTS' COUNSELLING CELL**
- **STUDENTS' DISCIPLINE MAINTENANCE COMMITTEE**
- **STUDY CENTRES** (INSTITUTE OF DISTANCE AND OPEN LEARNING (G.U.), KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY, LITTLE MAGAZINE STUDY AND RESEARCH CENTRE, PRAGJYOTISH COLLEGE SAKHA SAHITYA SABHA, PRAGJYOTISH COLLEGE SCIENCE SOCIETY, PRAGJYOTISH COLLEGE WOMENS' STUDY CENTRE)
- **UGC PLANNING COMMITTEE**
- **VILLAGE ADOPTION COMMITTEE**
- **WEBSITE UPDATING AND MAINTENANCE COMMITTEE**
- **YOUTH RED CROSS SOCIETY, PRAGJYOTISH COLLEGE UNIT**
- **MISCELLANEOUS BODIES** (PRAGJYOTISH COLLEGE ALUMNI ASSOCIATION, PRAGJYOTISH COLLEGE ANASHIKSHAK KARMACHARI SANSTHA, PRAGJYOTISH COLLEGE GUARDIANS' FORUM, PRAGJYOTISH COLLEGE RETIRED TEACHERS' FORUM, PRAGJYOTISH COLLEGE SHIKSHAK SANCHAY SAMABAY SAMITI LIMITED, PRAGJYOTISH COLLEGE TEACHERS' UNIT)

## **B. TERM-BOUND BODIES**

- **ACADEMIC AND ADMINISTRATIVE AUDIT COMMITTEE**
- **ADMISSION COMMITTEE**
- **BUDGET PREPARATION COMMITTEE**
- **EDITORIAL BOARDS**
  - EDITORIAL BOARD: ANUBAD (BENGLI DEPT)
  - EDITORIAL BOARD: ARTHABARTA (ECONOMICS DEPT)
  - EDITORIAL BOARD: BOSON (CHEMISTRY DEPT)
  - EDITORIAL BOARD: (BOTANY DEPT)
  - EDITORIAL BOARD: DRISTI (PHILOSOPHY DEPT)
  - EDITORIAL BOARD: FIZIKS (PHYSICS DEPT)
  - EDITORIAL BOARD: HISTORIA (HISTORY DEPT)
  - EDITORIAL BOARD: JATRA-A NEW HORIZON (TOURISM MANAGEMENT DEPT)
  - EDITORIAL BOARD: LITERATIA (ENGLISH DEPT)
  - EDITORIAL BOARD: MATHEMATICAL STATISTICS (STATISTICS DEPT)
  - EDITORIAL BOARD: PALASH (ASSAMESE DEPT)
  - EDITORIAL BOARD: PETRA (GEOLOGY DEPT)
  - EDITORIAL BOARD: PHOENIX (ZOOLOGY DEPT)
  - EDITORIAL BOARD: PRACI (SANSKRIT DEPT)
  - EDITORIAL BOARD: PRAGbhugol (GEOGRAPHY DEPT)
  - EDITORIAL BOARD: PRAGJYOTISHIYA (PCSU)
  - EDITORIAL BOARD: PRAG CONSILIENCE (PCRC)
  - EDITORIAL BOARD: PRAG NEWSLETTER (COLLEGE)
  - EDITORIAL BOARD: PRAGJYOTISHSANI SANSHRI (BODO DEPT)
  - EDITORIAL BOARD: STATISTA (STATISTICS DEPT)
  - EDITORIAL BOARD: UNIGRATION (ANTHROPOLOGY DEPT)
  - EDITORIAL BOARD: ZETTA (COMPUTER SCIENCE)
- **ENERGY AUDIT COMMITTEE**
- **EXAMINATION COMMITTEES**
  - H.S. (1<sup>st</sup> Year)
  - H.S. (2<sup>nd</sup> Year)
  - B.A/ B.Sc./ B.Com. (Odd Semester)
  - B.A/ B.Sc./ B.Com. (Even Semester)
  - B.B.A. (Odd Semester)
  - B.B.A. (Even Semester)
  - B.C.A. (Odd Semester)
  - B.C.A. (Even Semester)
  - M.A. Assamese (Odd Semester)
  - M.A. Assamese (Even Semester)



M.A./ M.Sc. Economics (Odd Semester)  
M.A./ M.Sc. Economics (Even Semester)  
M.T.M. (Odd Semester)  
M.T.M. (Even Semester)  
M.Sc. Zoology (Odd Semester)  
M.Sc. Zoology (Even Semester)  
M.Sc. Geology (Odd Semester)  
M.Sc. Geology (Even Semester)  
M.A./ M.Sc. Geography (Odd Semester)  
M.A./ M.Sc. Geography (Even Semester)  
M.A. Education (Odd Semester)  
M.A. Education (Even Semester)

- **GENDER AUDIT COMMITTEE**
- **GREEN AUDIT COMMITTEE**
- **PROSPECTUS COMMITTEE**
- **SERVICE RULE DRAFTING COMMITTEE FOR NON-SANCTIONED CONTRACTUAL STAFF**

## A. STANDING BODIES

### ANTI-RAGGING COMMITTEE

In pursuance to the Hon'ble Supreme Court's Judgement dated 06 May 2009, the University Grants Commission had notified the ***Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009***, which are mandatory for all higher educational institutions across the country. In accordance with this direction, this particular committee has been constituted, the task of which is to ensure a ragging-free campus through adoption of multiple mechanisms. This committee is in charge of the following responsibilities:

- To monitor, prevent and handle all forms of ragging that may come to notice or are being reported by any affected student of the college. Any student who suffers or undergoes any form of physical, mental or other forms of violence may immediately report to any of the following members for proper disciplinary action.
- To make surprise inspections in the classrooms, laboratories, hostel premises, boys and girls common rooms, college canteen, toilets or any other vulnerable spot
- To enforce all sorts of discipline in the college campus during the working hours
- To impose punitive and other forms of disciplinary action on any offender, as considered to be appropriate/ justified

Name	Designation	Capacity
<a href="#">Dr. Manoj Kumar Mahanta</a>	Principal	Chairperson
<a href="#">Dr. Baikuntha Rajbongshi</a>	Associate Professor & HoD, Assamese Dept.	Convenor
<a href="#">Dipika Roy Medhi</a>	Associate Professor & HoD, Philosophy Dept.	Members
<a href="#">Dr. Priyam Barthakur</a>	Associate Professor & HoD, Geology Dept.	
<a href="#">Badan Chandra Mahanta</a>	Associate Professor, History Dept.	
<a href="#">Dr. Jayanta Deka</a>	Assistant Professor, Zoology Dept.	
<a href="#">Pradip Chandra Kalita</a>	Assistant Professor, Geography Dept.	
<a href="#">Dr. Avijit Kumar Dutta</a>	Assistant Professor, English Dept.	
<a href="#">Dr. Jyoti Prasad Das</a>	Assistant Professor, Geography Dept.	
<a href="#">Dr. Priti Baishya</a>	Assistant Professor, Hindi Dept.	
<a href="#">Dr. Sabrina Iqbal Sircar</a>	Assistant Professor, Political Science Dept.	
<a href="#">Rabisankar Konwar</a>	President, PCSU	
<a href="#">Diuk Jyoti Handique</a>	General Secretary, PCSU	
<a href="#">Tribenee Taye</a>	Girls' Common Room Secretary, PCSU	

### AQAR/ SSR PREPARATION SUB-COMMITTEES

The IQAC compiles various categories of data from different sources and synthesizes these into prescribed formats, for preparation of annual AQARs (Annual Quality Assurance Report) and also integrating such data into the SSRs (Self Study Report) at the time of NAAC Assessment and Accreditation, with the active assistance of seven sub-committees.

**Criterion – I [Curricular Aspects]**

Name	Designation	Capacity
Nandita Rajbangshi	Assistant Professor, Hindi Dept.	Convener
Dr. Bimal Kumar Tamuli	Assistant Professor, Geology Dept.	Member

**Criterion – II [Teaching-Learning and Evaluation]**

Name	Designation	Capacity
Dr. Mridusmita Devi	Assistant Professor, Hindi Dept.	Convener
Arpita Das	Assistant Professor, Political Science Dept.	Members
Dr. Bagmita Bhagawati	Assistant Professor, Chemistry Dept.	
Dr. Chandra Kant Pawe	Assistant Professor, Geography Dept.	
Amit Kumar Pradhan	Assistant Professor, Botany Dept.	

**Criterion – III [Research, Consultancy and Extension]**

Name	Designation	Capacity
Dr. Priyam Barthakur	Associate Professor & HoD, Geology Dept.	Convener
Dr. Saitanya Kumar Bharadwaj	Assistant Professor, Chemistry Dept.	Members
Jiten Sonowal	Contractual Faculty & HoD i/c, E-Commerce & IT Dept.	
Surajit Saha	Contractual Faculty, Bengali Dept.	

**Criterion – IV [Infrastructure and Learning Resources]**

Name	Designation	Capacity
Dr. Parashmani Das	Assistant Professor, Chemistry Dept.	Convener
Unindajyoti Choudhury	Librarian, PTNS Library	Members
Dr. Masih Saikia	Contractual Faculty & HoD i/c, Computer Science Dept.	

**Criterion – V [Student Support and Progression]**

Name	Designation	Capacity
Dr. Gargee Sharmah	Assistant Professor, History Dept.	Convener
Dr. Chandana Sarma	Assistant Professor, Hindi Dept.	Members
Himadri Saikia	Assistant Professor, Botany Dept.	
Suman Saikia	Assistant Professor, Geology Dept.	

**Criterion – VI [Governance, Leadership and Management]**

Name	Designation	Capacity
Dr. Reena Barman Kalita	Associate Professor & HoD, Botany Dept.	Convener
Kabita Doloi	Assistant Professor, Philosophy Dept.	Members
Laltlanzuol Khawbung	Assistant Professor, English Dept.	
Dr. Amar Jyoti Dutta	Assistant Professor, Mathematics Dept.	
Himadri Saikia	Assistant Professor, Botany Dept.	
Dr. Sabrina Iqbal Sircar	Assistant Professor, Political Science Dept.	
Unindajyoti Choudhury	Librarian, PTNS Library	

**Criterion – VII [Innovations and Best Practices]**

Name	Designation	Capacity
Arpita Das	Assistant Professor, Political Science Dept.	Convener
Dr. Bagmita Bhagawati	Assistant Professor, Chemistry Dept.	Members
Gauri Hazarika	Assistant Professor, Education Dept.	
Dr. Mridusmita Devi	Assistant Professor, Education Dept.	

## BHARAT SCOUTS AND GUIDES (BSG) ADVISORY COMMITTEE

The Rover Crew and Ranger Team are BSG units for boys and girls students respectively. The different units impart training courses, organizes camping, community and adventure activities for the students. The Scouts and Guides Advisory Committee, constituted by the Principal in consultation with the IQAC, monitors the various activities of BSG.

Name	Designation	Capacity
Dr. Manoj Kumar Mahanta	Principal	Chairperson
Dr. Kalpana Talukdar	Assistant Professor, Assamese Department	Advisors
Dr. Jyoti Prasad Das	Assistant Professor, Geography Department	
Dr. Chandra Kant Pawe	Assistant Professor, Geography Dept.	Convenor
Amit Kumar Pradhan	Assistant Professor, Botany Dept.	Members
Himadri Saikia	Assistant Professor, Botany Dept.	
Suman Saikia	Assistant Professor, Geology Dept.	
Jiten Sonowal	Contractual Faculty & HoD i/c, E-Commerce & IT Dept.	
Gaurav Das	Contractual Faculty, Management Dept.	
Manojit Kalita	Contractual Faculty, Accountancy Dept.	

## CAMPUS BEAUTIFICATION COMMITTEE

The core functions of this committee is to –

- Suggest ways and means to the college authority to make the campus clean and green
- Implement all suggestions that might come in from different stakeholders on priority basis

Name	Designation	Capacity
Dr. Manoj Kumar Mahanta	Principal	Chairperson
Dr. Nandini Sarma	Associate Professor & HoD, History Dept.	Convener
Dr. Namita Das	Associate Professor & HoD, Economics Dept.	Members
Dr. Dipali Barua	Associate Professor & HoD, Geography Dept.	
Dr. Anjali Devi	Assistant Professor, Sanskrit Dept.	
Dr. Priti Baishya	Assistant Professor, Hindi Dept.	
Dr. Chandana Sarma	Assistant Professor, Hindi Dept.	
Chimi Choudhury	Social Service Secretary, PCSU	

## CANTEEN MONITORING COMMITTEE

The committee is constituted by the Principal in consultation with the IQAC and is in charge of monitoring the qualitative parameters of the college canteen. The canteen is a privately managed unit that runs on periodical contract basis which provides various snacks and beverages at reasonable rates. The lessee to which the contract is awarded is required to pay a pre-determined amount to the college fund on annual basis. The committee is empowered to undertake the following tasks:

- To monitor the proper functioning and maintenance of the college canteen and the kitchen of the college girls' hostel
- To make periodical inspections in the college canteen/ college girls' hostel for ensuring quality services and products
- To accept and resolve any grievances/ complaints/ suggestions on the canteen services and products, that may arise from time to time. A Grievance Redressal Form to address various such issues is available with the canteen proprietor (also available in the college website in the **Downloads Section**)
- To forward any suggestions that might arise to the higher authorities for appropriate action

Name	Designation	Capacity
Dr. Manoj Kumar Mahanta	Principal	Chairperson
Dr. Namita Das	Associate Professor & HoD, Economics Dept.	Convener

<a href="#">Dr. Satya Sandha Das</a>	Associate Professor, Chemistry Dept.	Members
<a href="#">Dr. Indrani Kalita</a>	Assistant Professor, Assamese Dept.	
<a href="#">Seema Kaur</a>	Assistant Professor & HoD i/c, Zoology Dept.	
<a href="#">Dr. Bidyut Bikash Baishya</a>	Assistant Professor, Economics Dept.	
<a href="#">Dr. Makibur Rahman</a>	Assistant Professor, Zoology Dept.	
<a href="#">Dr. Amar Jyoti Dutta</a>	Assistant Professor, Mathematics Dept.	

**Canteen Proprietor:**

[Gobinda Saha](#)

Canteen Proprietor

Phone: 84863-42144

### COMMITTEE FOR SC/ST

The various terms of reference for functioning of this committee includes –

- Ensure that no discrimination takes place against the SC/ST populace
- Implementation of the reservation policy related to admission and other works
- Maintain a database of SC/ST student and staff population of the college
- Dissemination of various information amongst the SC/ST students and staff of the college, through proper awareness programs
- Providing requisite guidance on govt. reservation policies and schemes amongst the stakeholders
- Monitor remedial coaching classes (as and when organized)
- Function as a Grievance Redressal Cell for the grievances of SC/ST students and staff of the college
- Undertake outreach activities amongst SC/ST population in the adopted villages/ communities residing within the vicinities of the college
- Looking after various other programmes/works related to SC/ST matters within institutional jurisdiction
- To prepare and despatch reports to any Govt. agency as and when required

Name	Designation	Capacity
<a href="#">Nabadeep Das</a>	Associate Professor & HoD, Political Science Dept.	Coordinator
<a href="#">Dr. Ranjit Das</a>	Associate Professor, Botany Dept.	Adviser
<a href="#">Dr. Bidyut Bikash Baishya</a>	Assistant Professor, Economics Dept.	Members
<a href="#">Dr. Mridul Rabha</a>	Assistant Professor, Geology Dept.	
<a href="#">Dr. Jyoti Prasad Das</a>	Assistant Professor, Geography Dept.	
<a href="#">Dr. Karabi Kherkatary Boro</a>	Assistant Professor, Assamese Dept.	

### CONSTRUCTION COMMITTEE

This committee is assigned with the task of undertaking and supervising various construction as well as renovation works that are being undertaken from time to time inside the college campus. The plans and estimates for different works are being prepared with the help of the empanelled civil engineer, duly approved by the Governing Body of the college. E-tenders are floated according to norms and procedures and job works allocated by the committee on the basis of lowest quotation rates. After completion of the works undertaken, estimation and inspection is done by the empanelled engineer and payments made on the basis of recommendations of the committee.

Name	Designation	Capacity
<a href="#">Dr. Jagadindra Ray Choudhury</a>	President, Governing Body	Chairperson
<a href="#">Dr. Manoj Kumar Mahanta</a>	Principal	Member
<a href="#">Dr. Ranjita Deka</a>	Vice Principal	Member; Data Approver i/c, PMC, RUSA
<a href="#">Dr. Ranjit Das</a>	Associate Professor, Botany Dept.	Member; Convenor, Finance Monitoring

		Committee
<b>Atanu Kumar Chowdhury</b>	Associate Professor, Economics Dept.	Convenor
<b>Dr. Manjit Kumar Mazumdar</b>	Associate Professor, Geology Dept.	Member; Coordinator, IQAC
<b>Priyanka Sarmah</b>	Associate Professor & HoD, English Dept.	Member
<b>Pradip Chandra Kalita</b>	Assistant Professor, Geography Dept.	Member
<b>Golap Hussain</b>	JE, PWD (Buildings)	Member
<b>Rabindra Thakuria</b>	Head Assistant	Member
<b>Nukinja Das</b>	Accountant	Member

### **DEPARTMENTAL ADVISORY COMMITTEES (Session: 2020-2021)**

The Departmental Advisory Committees exist in as much as 24 departments of the college, comprising of all faculty members, student and guardian representatives. Separate guardian representatives are nominated for different programs run in the departments. The DACs function with the following core objectives:

- Interaction and liaising with various institutional stakeholders
- Monitoring all academic and administrative programs/ tasks of the department
- Planning and execution of existing and new programs and policies pertinent to the department
- Holding of regular meetings with active participation of all stakeholder members and ensuring that all resolutions adopted in the different meetings are successfully complied with
- Advocate and formulate constructive suggestions pertaining to academic and administrative issues, thereby acting as a link between the department and the college administration

### **ANTHROPOLOGY DEPARTMENT**

SL. NO.	NAME OF MEMBER	POSITION
1.	DR. MAYURI BORKAKATY	Head of the Department
2.	DR. GANGOTRI BHUYAN	Faculty Member
3.	DR. CHANDRANI SARMA	Faculty Member
4.	PANKHI SARMA	Faculty Member
5.	SHASANKA BARMAN	Student Representative (U.G. 5 <sup>th</sup> Semester)
6.	UDIPTA BARMAN	Student Representative (U.G. 3 <sup>rd</sup> Semester)
7.	MANISH KIRON BASUMATERY	Student Representative (U.G. 1 <sup>st</sup> Semester)
8.	JULI DAS	Guardian Representative (U.G.)

### **ASSAMESE DEPARTMENT**

SL. NO.	NAME OF MEMBER	POSITION
1.	DR. BAIKUNTHA RAJBONGSHI	Head of the Department
2.	DR. KALPANA TALUKDAR	Faculty Member
3.	DR. INDRANI KALITA	Faculty Member
4.	DR. KARABI KHERKATARY BORO	Faculty Member
5.	DR. SURABHI MADHURI GOGOI	Faculty Member
6.	GOLAP SUT	Faculty Member
7.	ALAKESH TALUKDAR	Student Representative (P.G. 3 <sup>rd</sup> Semester)
8.	VACANT	Student Representative (P.G. 1 <sup>st</sup> Semester)
9.	BHANITA DEVI	Student Representative (T.D.C. 5 <sup>th</sup> Semester)
10.	PRIYANKA GOGOI	Student Representative (T.D.C. 3 <sup>rd</sup> Semester)
11.	CHIRANJITA JONAK	Student Representative (T.D.C. 1 <sup>st</sup> Semester)
12.	BANIKANTA KAKATI	Guardian Representative (P.G.)

13.	BIRESWAR KAIBORTA	Guardian Representative (U.G.)
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### **BENGALI DEPARTMENT**

SL. NO.	NAME OF MEMBER	POSITION
1.	DR. JYOTIRMOY SENGUPTA	Head of the Department
2.	AMRITA SIKIDAR	Faculty Member
3.	SATABDI ACHERJEE	Student Representative (U.G. 5 <sup>th</sup> Semester)
4.	MINAL DHAR	Student Representative (U.G. 3 <sup>rd</sup> Semester)
5.	REYA DEB	Student Representative (U.G. 1 <sup>st</sup> Semester)
6.	BADAL ACHERJEE	Guardian Representative (U.G.)

### **BODO DEPARTMENT**

SL. NO.	NAME OF MEMBER	POSITION
1.	NIRMAL SINGH BORO	Head of the Department i/c
2.	RAJALUSH BASUMATARY	Student Representative (U.G. 5 <sup>th</sup> Semester)
3.	BILASH BRAHMA	Student Representative (U.G. 3 <sup>rd</sup> Semester)
4.	TAPAN BORO	Student Representative (U.G. 1 <sup>st</sup> Semester)
5.	NARAYAN. BORO	Guardian Representative (U.G.)

### **BOTANY DEPARTMENT**

SL. NO.	NAME OF MEMBER	POSITION
1.	DR. REENA BARMAN KALITA	Head of the Department
2.	DR. RANJIT DAS	Faculty Member
3.	DR. RANJAN KUMAR BORA	Faculty Member
4.	AMIT KUMAR PRADHAN	Faculty Member
5.	HIMADRI SAIKIA	Faculty Member
6.	UJJALDEEP KAKATI	Student Representative (U.G. 5 <sup>th</sup> Semester)
7.	ANANDITA DHAR	Student Representative (U.G. 3 <sup>rd</sup> Semester)
8.	PRATYUS TALUKDAR	Student Representative (U.G. 1 <sup>st</sup> Semester)
9.	KESHAB BHUYAN	Guardian Representative (U.G.)

### **BUSINESS ADMINISTRATION DEPARTMENT**

SL. NO.	NAME OF MEMBER	POSITION
1	DIGANTA TALUKDAR	Head of the Department
2	AKASH RAI	Student Representative (U.G. 5 <sup>th</sup> Semester)
3	MUFTIMA AHMED	Student Representative (U.G. 3 <sup>rd</sup> Semester)
4	UDDIPAN CHOUDHURY	Student Representative (U.G. 1 <sup>st</sup> Semester)
5	JULI ROY	Guardian Representative (U.G.)

### **CHEMISTRY DEPARTMENT**

SL. NO.	NAME OF MEMBER	POSITION
1.	SAROJ SARMA	Head of the Department
2.	DR. SATYASANDHYA DAS	Faculty Member
3.	DR. BAGMITA BHAGAWATI	Faculty Member
4.	DR. PARASHMANI DAS	Faculty Member
5.	DR. SAITANYA KUMAR BHARADWAJ	Faculty Member

6.	MRITUL KALITA	Student Representative (U.G. 5 <sup>th</sup> Semester)
7.	KOUSHIK UZIR	Student Representative (U.G. 3 <sup>rd</sup> Semester)
8.	ANKITA PHUKAN	Student Representative (U.G. 1 <sup>st</sup> Semester)
9.	MADHABI CHAKRABARTY	Guardian Representative (U.G.)

### **COMMERCE STREAM**

SL. NO.	NAME OF MEMBER	POSITION
1.	MUKUNDA KALITA	In-Charge Commerce Stream
2.	UDDIPTA NYAN MEDHI	HOD i/c Accountancy Dept.
3.	JITEN SONOWAL	HOD i/c E-Commerce & IT Dept.
4.	NILAKSHI BORO	HOD i/c Finance Dept.
5.	BIPASHA DAS	HOD i/c Management Dept.
6.	PRIYA KUMARI (ACCOUNTANCY) CHIRANJIB NATH (E-COMMERCE) PREETY HALOI (FINANCE) JYOTIRMOYEE ROY (MANAGEMENT)	Student Representatives (U.G. 5 <sup>th</sup> Semester)
7.	SUMIT BHATTACHARYYA	Student Representative (U.G. 3 <sup>rd</sup> Semester)
8.	RAJEEB PAUL	Student Representative (U.G. 1 <sup>st</sup> Semester)
9.	RAMESWAR THAKUR PALLABI NATH MALAY KUMAR ROY BHUPEN BHATTACHARYYA SANTI PAUL	Guardian Representatives (U.G.)

### **COMPUTER SCIENCE DEPARTMENT**

SL. NO.	NAME OF MEMBER	POSITION
1.	DR. MASIH SAIKIA	Head of the Department
2.	MONOJ KR. HALOI	Faculty Member
3.	AINUL MATIN CHOUDHURY	Faculty Member
4.	NAYAN MAHANTA	Faculty Member (BCA Coordinator)
5.	SYEDA SHAMIM SHABNAM	Faculty Member
6.	NIBEDITA DAS	Faculty Member
7.	PINKI PATHAK	Faculty Member
8.	DOLLY BARUAH	Student Representative (B.Sc. 5 <sup>th</sup> Semester)
9.	MANOJ CHETRI	Student Representative (B.C.A. 5 <sup>th</sup> Semester)
10.	JENITA NARJARY	Student Representative (B.Sc. 3 <sup>rd</sup> Semester)
11.	BEDANTA BALLAV PHOOKAN	Student Representative (B.C.A. 3 <sup>rd</sup> Semester)
12.	BIDYUT DEKA	Student Representative (B.Sc. 1 <sup>st</sup> Semester)
13.	HIMANGSHU MAZUMDAR	Student Representative (B.C.A. 1 <sup>st</sup> Semester)
14.	SUCHITRA PAUL	Guardian Representative (B.Sc.)
15.	SHIBU THAMPURAN	Guardian Representative (B.C.A.)

### **ECONOMICS DEPARTMENT**

SL. NO.	NAME OF MEMBER	POSITION
1.	DR. NAMITA DAS	Head of the Department

2.	ATANU KUMAR CHOWDHURY	Faculty Member
3.	DR. IRA DAS	Faculty Member
4.	DR. BIDYUT BIKASH BAISHYA	Faculty Member
5.	DHIRAJ BARKAKOTY	Student Representative (P.G. 3 <sup>rd</sup> Semester)
6.	VACANT	Student Representative (P.G. 1 <sup>st</sup> Semester)
7.	DIUK JYOTI HANDIQUE	Student Representative (U.G. 5 <sup>th</sup> Semester)
8.	JINTU DAS	Student Representative (U.G. 3 <sup>rd</sup> Semester)
9.	NIKITA SARMA	Student Representative (U.G. 1 <sup>st</sup> Semester)
10.	HIREN KUMAR BHATTACHARYA	Guardian Representative (P.G.)
11.	MADAN CHANDRA BHARALI	Guardian Representative (U.G.)

### **EDUCATION DEPARTMENT**

SL. NO.	NAME OF MEMBER	POSITION
1.	GAURI HAZARIKA	Head of the Department
2.	KANNAKI KALITA	Faculty Member
3.	DR. MRIDUSMITA DEVI	Faculty Member
4.	VACANT	Student Representative (P.G. 1 <sup>st</sup> Semester)
5.	MADHUSHREE PAUL	Student Representative (U.G. 5 <sup>th</sup> Semester)
6.	SUSHMITA DEV NATH	Student Representative (U.G. 3 <sup>rd</sup> Semester)
7.	SHYAMALIMA PATOWARY	Student Representative (U.G. 1 <sup>st</sup> Semester)
8.	VACANT	Guardian Representative (P.G.)
9.	DR. DIPAK GOSWAMI	Guardian Representative (U.G.)

### **ENGLISH DEPARTMENT**

SL. NO.	NAME OF MEMBER	POSITION
1.	PRIYANKA SARMAH	Head of the Department
2.	DR. AVIJIT KUMAR DUTTA	Faculty Member
3.	LALTLANZUOL KHAWBUNG	Faculty Member
4.	DAIJEE KALITA	Faculty Member
5.	PINAZ MIRZA	Faculty Member
6.	KABITA MEDHI	Faculty Member
7.	SHYAMOLIM GAURATRA	Faculty Member
8.	ARKEE KALITA	Student Representative (U.G. 5 <sup>th</sup> Semester)
9.	PRITAM PATWARY	Student Representative (U.G. 3 <sup>rd</sup> Semester)
10.	LIZA DEKA	Student Representative (U.G. 1 <sup>st</sup> Semester)
11.	NIZARA DAS	Guardian Representative (U.G.)

### **FINE ARTS DEPARTMENT**

SL. NO.	NAME OF MEMBER	POSITION
1.	JYOTIRMOY BHUYAN	Head of the Department
2.	DEBANGANA KASHYAP	Student Representative (H.S 1 <sup>st</sup> Year)
3.	JYOTSNA RANI DAS	Guardian Representative (H.S)

### **GEOGRAPHY DEPARTMENT**

SL. NO.	NAME OF MEMBER	POSITION
1.	DR. DIPALI BARUAH	Head of the Department
2.	PRADIP CHANDRA KALITA	Faculty Member



3.	DR. JYOTI PRASAD DAS	Faculty Member
4.	DR. CHANDRA KANT PAWE	Faculty Member
5.	DR. BHRIGU KUMAR NATH	Faculty Member
6.	DR. KRISHNA DAS	Faculty Member
7.	VACANT	Student Representative (P.G. 1 <sup>st</sup> Semester)
8.	JULEE HAZARIKA	Student Representative (U.G. 5 <sup>th</sup> Semester)
9.	SAGAR KALITA	Student Representative (U.G. 3 <sup>rd</sup> Semester)
10.	SHRESTA MOHANTA	Student Representative (U.G. 1 <sup>st</sup> Semester)
11.	VACANT	Guardian Representative (P.G.)
12.	ANJUMONI KALITA	Guardian Representative (U.G.)

### GEOLOGY DEPARTMENT

SL. NO.	NAME OF MEMBER	POSITION
1.	DR PRIYAM BARTHAKUR	Head of the Department
2.	DR MANJIT KUMAR MAZUMDAR	Faculty Member
3.	DR MRIDUL RABHA	Faculty Member
4.	DR BIMAL KUMAR TAMULI	Faculty Member
5.	SUMAN SAIKIA	Faculty Member
6.	VACANT	Student Representative (P.G. 1 <sup>st</sup> Semester)
7.	BIBHAS SHARMA	Student Representative (U.G. 5 <sup>th</sup> Semester)
8.	PABITRA TAYE	Student Representative (U.G. 3 <sup>rd</sup> Semester)
9.	DIBAKAR BAISHYA	Student Representative (U.G. 1 <sup>st</sup> Semester)
10.	VACANT	Guardian Representative (P.G.)
11.	DEEPALI KHARGHARIA	Guardian Representative (U.G.)

### HINDI DEPARTMENT

SL. NO.	NAME OF MEMBER	POSITION
1.	NANDITA RAJBANGSHI	Head of the Department
2.	DR. PRITI BAISHYA	Faculty Member
3.	DR. CHANDANA SARMA	Faculty Member
4.	PANKHI SENAPATI	Faculty Member
5.	MOMI DEVI	Student Representative (U.G. 5 <sup>th</sup> Semester)
6.	RAKTIMA DEKA	Student Representative (U.G. 3 <sup>rd</sup> Semester)
7.	DEBAJIT DAS	Student Representative (U.G. 1 <sup>st</sup> Semester)
8.	BASANTI HALOI	Guardian Representative (U.G.)

### HISTORY DEPARTMENT

SL. NO.	NAME OF MEMBER	POSITION
1.	DR. NANDINI SARMA	Head of the Department
2.	BADAN CHANDRA MAHANTA	Faculty Member
3.	BISHWAJYOTI DEV MAHANTA	Faculty Member
4.	DR. GARGEE SHARMAH	Faculty Member
5.	GARGI BHARGAV	Student Representative (U.G. 5 <sup>th</sup> Semester)
6.	VIVEK DAS	Student Representative (U.G. 3 <sup>rd</sup> Semester)
7.	JANMONI THAKURIA	Student Representative (U.G. 1 <sup>st</sup> Semester)
8.	BINOY THAKURIA	Guardian Representative (U.G.)

### MATHEMATICS DEPARTMENT

SL. NO.	NAME OF MEMBER	POSITION
1.	DR. SHAMPA CHOUDHURY	Head of the Department
2.	DR. GIREEN DAS	Faculty Member
3.	DR. AMAR JYOTI DUTTA	Faculty Member
4.	JIBONJYOTI BURAGOHAİN	Faculty Member
5.	VIOLINA DAS	Student Representative (U.G. 5 <sup>th</sup> Semester)
6.	MADHURJYA BARKATOKI	Student Representative (U.G. 3 <sup>rd</sup> Semester)
7.	EJAJUL HAQUE	Student Representative (U.G. 1 <sup>st</sup> Semester)
8.	MALLIKA DAS	Guardian Representative (U.G.)

### **PERFORMING ARTS DEPARTMENT**

SL. NO.	NAME OF MEMBER	POSITION
1.	ARKAJA BHARADWAJ	Head of the Department I/C
2.	ANTARIPA DAS	Faculty Member
3.	CHIMI CHOUDHURY	Student Representative (Diploma Program in Hindustani Vocal)
4.	HIRAK JYOTI BAISHYA	Student Representative (Diploma Program in Sattriya Dance)
5.	ARCHANA CHOUDHURY	Guardian Representative (Diploma Program in Hindustani Vocal)
6.	RITA DAS	Guardian Representative (Diploma Program in Sattriya Dance)

### **PHILOSOPHY DEPARTMENT**

SL. NO.	NAME OF MEMBER	POSITION
1.	DIPIKA ROY MEDHI	Head of the Department
2.	NIVA DEKA	Faculty Member
3.	KABITA DOLOI	Faculty Member
4.	DR. KALYANI DEVI	Faculty Member
5.	RASHMI SAUD	Student Representative (U.G. 5 <sup>th</sup> Semester)
6.	PARBIN BEGUM	Student Representative (U.G. 3 <sup>rd</sup> Semester)
7.	JUTIKA GOSWAMI	Student Representative (U.G. 1 <sup>st</sup> Semester)
8.	HEMANTA KUMAR GOSWAMI	Guardian Representative (U.G.)

### **PHYSICS DEPARTMENT**

SL. NO.	NAME OF MEMBER	POSITION
1.	SAUMAR RAJKHOWA	Head of the Department
2.	DR. RANJITA DEKA	Faculty Member
3.	MANAB DEKA	Faculty Member
4.	RITIK KALITA	Student Representative (U.G. 5 <sup>th</sup> Semester)
5.	MANOJ MAZUMDAR	Student Representative (U.G. 3 <sup>rd</sup> Semester)
6.	SUDHANSHU ROY	Student Representative (U.G. 1 <sup>st</sup> Semester)
7.	KANU SINHA	Guardian Representative (U.G.)

### **POLITICAL SCIENCE DEPARTMENT**

SL. NO.	NAME OF MEMBER	POSITION
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1.	NABADEEP DAS	Head of the Department
2.	ARPANA DAS	Faculty Member
3.	ARPITA DAS	Faculty Member
4.	DR. SABRINA IQBAL SIRCAR	Faculty Member
5.	SABNAM PATHAK	Student Representative (U.G. 5th Semester)
6.	BANANI KASHYAP	Student Representative (U.G. 3rd Semester)
7.	SABRIN HUSSAIN	Student Representative (U.G. 1st Semester)
8.	DEVOJIT TALUKDAR	Guardian Representative (U.G.)

### **SANSKRIT DEPARTMENT**

SL. NO.	NAME OF MEMBER	POSITION
1.	NIBEDITA DEVI	Head of the Department
2.	DR. ANJALI DEVI	Faculty Member
3.	DR. PALLABI DUTTA	Faculty Member
4.	NITUMONI MUDOI	Student Representative (U.G. 5 <sup>th</sup> Semester)
5.	GARGI BHARADWAJ	Student Representative (U.G. 3 <sup>rd</sup> Semester)
6.	DIMPI DEKA	Student Representative (U.G. 1 <sup>st</sup> Semester)
7.	BHABANI DUTTA	Guardian Representative (U.G.)

### **STATISTICS DEPARTMENT**

SL. NO.	NAME OF MEMBER	POSITION
1.	DR. PRANITA GOSWAMI	Head of the Department
2.	PULAK KALITA	Student Representative (U.G. 5th Semester)
3.	PRAKASH KUMAR HALOI	Student Representative (U.G. 3rd Semester)
4.	TAUFEEK ZAMAN	Student Representative (U.G. 1st Semester)
5.	DHIRAJ HALOI	Guardian Representative (U.G.)

### **TOURISM MANAGEMENT DEPARTMENT**

SL. NO.	NAME OF MEMBER	POSITION
1.	BARNALI MAHANTA	Head of the Department
2.	JUGASHREE KUMAR	Faculty Member
3.	DR. PULAMA DEKA	Faculty Member
4.	NITUSHREE SHARMA	Faculty Member
5.	PARAN JYOTI DOLEY	Student Representative (P.G. 3 <sup>rd</sup> Semester)
6.	VACANT	Student Representative (P.G. 1 <sup>st</sup> Semester)
7.	ROHITA DOLEY	Guardian Representative (P.G.)

### **ZOOLOGY DEPARTMENT**

SL. NO.	NAME OF MEMBER	POSITION
1.	SEEMA KAUR	Head of the Department
2.	DR. JAYANTA DEKA	Faculty Member
3.	DR. MAKIBUR RAHMAN	Faculty Member
4.	DR. SEEMASHRI BORA	Faculty Member
5.	LANGTUK TERANG	Faculty Member
6.	VACANT	Student Representative (P.G. 1 <sup>st</sup> Semester)
7.	KANGKAN TALUKDAR	Student Representative (U.G. 5th Semester)
8.	POMPY RABHA	Student Representative (U.G. 3rd Semester)

9.	LUNA SARMA	Student Representative (U.G. 1st Semester)
10.	VACANT	Guardian Representative (P.G.)
11.	ZULKAFIL ALI AHMED	Guardian Representative (U.G.)

### DISASTER MANAGEMENT CELL

The **Disaster Management Act, 2005** has been promulgated to provide for effective management of disasters in the country. The UGC has also notified **Guidelines on Safety of Students on and off Campuses of Higher Educational Institutions** in 2015, which emphasizes that educational institutions must consider planning for natural disasters and emergencies with a view towards minimizing possible losses and saving precious lives, if a disaster strikes. The DMC has been constituted with the following objectives –

- To create awareness from time to time through different programmes amongst all stakeholders on various forms of potential disasters
- To identify various hazards that may lead to loss of life and property
- To undertake measures inside the college campus to mitigate the effects of disasters as and when it strikes
- To organize periodical mock safety drills amongst all concerned so as to ensure a state of readiness and preparedness

Name	Designation	Capacity
Dr. Manoj Kumar Mahanta	Principal	Chairperson
Dr. Jyoti Prasad Das	Assistant Professor, Geography Dept.	Coordinator
Dr. Bidyut Bikash Baishya	Assistant Professor, Economics Dept.	Members
Dr. Makibur Rahman	Assistant Professor, Zoology Dept.	
Dr. Bhrigu Kumar Nath	Assistant Professor, Geography Dept.	
Uddipta Nayan Medhi	Contractual Faculty, Accountancy Dept.	
Bipasha Das	Contractual Faculty, Management Dept.	

### ENTREPRENEURSHIP DEVELOPMENT CELL

In consonance with the National Skill Development Mission, which was approved by the Union Cabinet on 01.07.2015, and launched by the Hon'ble Prime Minister on 15.07.2015 on the occasion of the World Youth Skills Day, it has been envisaged to rapidly scale up skill development efforts in India, providing opportunities for life-long learning. The SDC has been set up on the lines of NSDM objectives. It plans to carry forward the goals through various initiatives like –

- Organization of various awareness/ orientation programmes on a periodical basis
- Organization of various vocational skill development programmes for the students
- Collaboration with various external agencies to leverage its proposed programmes

Name	Designation	Capacity
Dr. Manoj Kumar Mahanta	Principal	Chairperson
Atanu Kumar Chowdhury	Associate Professor, Economics Dept.	Adviser
Dr. Bidyut Bikash Baishya	Assistant Professor, Economics Dept.	Coordinator
Dr. Avijit Kumar Dutta	Assistant Professor, English Dept.	Member

### ENVIRONMENT CELL

This cell has been constituted to execute various functions pertaining to environmental preservation, conservation and promotion. The terms of reference of this cell include –

- To raise environmental awareness amongst all stakeholders of the college in an appropriate manner

- To recommend policies for being adopted by the college in a phased manner
- To promote conservation, energy efficiency and sustainable use of various material resources
- To conduct environmental audit (if required with the assistance of external agencies) and implement the various recommendations advocated

Name	Designation	Capacity
<b>Dr. Manoj Kumar Mahanta</b>	Principal	Chairperson
<b>Dr. Jyoti Prasad Das</b>	Assistant Professor, Geography Dept.	Coordinator
<b>Dr. Chandra Kant Pawe</b>	Assistant Professor, Geography Dept.	Members
<b>Amit Kumar Pradhan</b>	Assistant Professor, Botany Dept.	
<b>Himadri Saikia</b>	Assistant Professor, Botany Dept.	
<b>Suman Saikia</b>	Assistant Professor, Geology Dept.	
<b>Dr. Seemashri Bora</b>	Assistant Professor, Zoology Dept.	
<b>Sourav Borah</b>	Social Service Secretary, PCSU	

### EXTENSION EDUCATION ADVISORY COMMITTEE

This committee functions on the core philosophy of institutional neighbourhood development, in terms of both socio-cultural as well as socio-economic aspects, with the involvement of teachers and students alike. The cell endeavours to –

- Organize various educational programs/ workshops/ lectures/ talks in the educational institutions located in the institutional vicinity and adopted villages
- Organize various awareness programs on cultural/ environmental/ socio-economic themes both in the neighbourhood as well as in the educational institutions located in the institutional vicinity and adopted villages
- Any other activity that has a bearing upon the institutional social responsibilities in the educational institutions located in the institutional vicinity and adopted villages

Name	Designation	Capacity
<b>Dr. Manoj Kumar Mahanta</b>	Principal	Chairperson
<b>Dr. Jayanta Deka</b>	Assistant Professor, Zoology Dept.	Coordinator
<b>Bishwajyoti Dev Mahanta</b>	Assistant Professor, History Dept.	Members
<b>Dr. Avijit Kumar Dutta</b>	Assistant Professor, English Dept.	
<b>Seema Kaur</b>	Assistant Professor & HoD i/c, Zoology Dept.	
<b>Dr. Gireen Chandra Das</b>	Assistant Professor, Mathematics Dept.	
<b>Dr. Amar Jyoti Dutta</b>	Assistant Professor, Mathematics Dept.	
<b>Gaurav Das</b>	Contractual Faculty, Management Dept.	
<b>Diganta Talukdar</b>	Contractual Faculty & HoD i/c, Bus. Admin. Dept.	
<b>Rabisankar Konwar</b>	President, PCSU	

### FINANCE MONITORING COMMITTEE

The former Finance Advisory Committee during the tenure of Principal in-charges has been renamed as Finance Monitoring Committee vide GB resolution. The primary tasks of this committee include –

- Monitoring of the financial control systems of the college
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Name	Designation	Capacity
<b>Dr. Manoj Kumar Mahanta</b>	Principal	Chairperson
<b>Dr. Jyotirmoy Sengupta</b>	Associate Professor & HoD, Bengali Dept.	Convener
<b>Atanu Kumar Chowdhury</b>	Associate Professor, Economics Dept.	Members
<b>Reena Barman Kalita</b>	Associate Professor, Botany Dept. & Convenor, Purchase Committee	
<b>Dr. Manjit Kumar Mazumdar</b>	Associate Professor, Geology Dept. & Coordinator IQAC	

Rabindra Thakuria	Head Assistant	
Nikunja Das	Accountant	

### GOVERNING BODY

The Governing Body (GB) of the college is responsible for the proper financial management, including the upkeep of the assets of the college and management of its academic affairs. The GB ensures that the teachers perform their duties in classes and examination and attend the college as per norms of the UGC. The following are some of the duties earmarked for GB in respect to colleges:

- To undertake financial management of the college
- To utilize the grants-in-aid received from the State Govt., UGC and any fund collected as authorized subscriptions and fund received as fees from the students for the academic purpose of the college, including payment of salary etc. to the teaching and non-teaching staff
- To arrange for the maintenance of the college buildings, furniture and equipment as required, including playground, auditorium, libraries, etc.
- To grant leave to the teaching and non-teaching staff subject to the existing leave rules to grant leave, other than casual leave
- To make arrangements to fill up the vacancies
- To appoint persons in connection with the affairs of the college against the posts sanctioned by the State Govt., with scrupulous compliance of the UGC guidelines and State Govt. instructions and policies
- To arrange for internal audit of college funds and reply to audit objections
- To arrange for verification of stocks, furniture and other assets
- To submit annual statistical reports on student enrolment, etc. to the Govt. and affiliating University
- To oversee the disbursement of stipend/ scholarships of students
- To strive for preservation of an excellent academic standard of the college

Dr. Jagadindra Ray Choudhury	<i>President</i>
Dr. Manoj Kumar Mahanta	<i>Principal &amp; Secretary</i>
Shri Ramendra Narayan Kalita	<i>Special Invitee (MLA, West Guwahati)</i>
Dr. Ranjita Deka	<i>Vice Principal (Member, Ex-Officio)</i>
Prof. Manab Deka	<i>Nominee of Affiliating University</i>
Dr. Satyendra Kumar Choudhury	<i>Nominee of Affiliating University</i>
Shri Binoy Kalita	<i>Guardian Member</i>
Shri Rabin Kakati	<i>Guardian Member</i>
Vacant	<i>Guardian Member</i>
Shri Saumar Rajkhowa	<i>Teacher Representative</i>
Shri Bishwajyoti Dev Mahanta	<i>Teacher Representative</i>
Shri Unindajyoti Choudhury	<i>Librarian</i>
Shri Rabindra Thakuria	<i>Representative, Non-Teaching Staff</i>

### GRIEVANCE REDRESSAL COMMITTEE

The core objective of the GRC is to put in place a democratic, responsive and accountable administrative system, for creating a harmonious teaching-learning environment in the college campus. The cell is intended to resolve different forms of grievances that may arise from time to time amongst the institutional stakeholders. It has been constituted in accordance with the **University Grants Commission (Redress of Grievances of Students) Regulations, 2019**. The members of GRC are nominated by the Principal in active consultation with the IQAC.

**LAI DOW N PROCEDURE FOR GRIEVANCE REDRESS:**

Various categories of grievances shall be redressed through a mechanism as stipulated below:

**1. Lodging of grievances:**

- (i) Grievances may be lodged by
  - (a) By using the institutional portal
  - (b) By using the drop-box facilities available in front of the Principal's Office and IQAC Office
- (ii) Grievances written/typed on plain paper and addressed to the Principal, may be dropped in any one of the two (2) boxes available.

**2. Deadline for grievance redressal:** Within 15 working days

**3. Mode of grievance redressal:**

• **For grievances related to academic issues:**

- (a) Grievances received shall be dealt by the GRC
- (b) Fair resolution of the matter shall be done through discussions with different stakeholders involved, viz. Principal, Vice Principal, Academic Head, Head of concerned Department, Departmental Advisory Committee, complainant, etc.

• **For grievances related to ragging:**

- (c) Grievances received shall be forwarded to the Convener of the Anti-Ragging Committee
- (d) Fair resolution of the matter shall be done by through discussions with different stakeholders involved

• **For grievances related to classroom and campus hygiene, drinking water, electrical problems, washrooms/ toilets:**

- (a) Grievances received shall be forwarded to the Estate Officer
- (b) Fair resolution of the matter shall be done by through discussions with different stakeholders involved

• **For grievances related to hostel, library, canteen, college office and any other grievances not listed above:**

- (a) Grievances shall be dealt by the GRC
- (b) Fair resolution of the matter shall be done by through discussions with different stakeholders involved

Name	Designation	Capacity
Dr. Manoj Kumar Mahanta	Principal	Chairperson
Atanu Kumar Chowdhury	Associate Professor, Economics Dept.	Convenor
Dr. Manjit Kumar Mazumdar	Coordinator, IQAC	Members
Dr. Reena Barman Kalita	Convenor, Hostel Advisory Committee	
Dr. Namita Das	Convenor, Canteen Monitoring Committee	
Dr. Avijit Kumar Dutta	Convenor, Office Orientation Committee	
Unindajyoti Choudhury	Librarian, PTNS Library	
Diuk Jyoti Handique	General Secretary, PCSU	

**HEALTH CARE MONITORING AND PROMOTION COMMITTEE**

The primary responsibilities of this committee are to:

- Plan and execute different types of programs/ initiatives for promoting the health and well-being of the institutional stakeholders
- To collaborate with other institutional stakeholders like NSS, NCC, YRCS, RRC, Extension Education Cell, etc. from time to time for organizing different promotional events on health and hygiene issues

The committee is also in charge of monitoring the operational aspects of five institutional facilities as outlined below:

1. **DAY CARE CENTRE CUM REST ROOM FOR DIFFERENTLY-ABLED (DCCRRD):** Inaugurated in 2012, this facility has been providing basic amenities to working mothers, especially lady teachers and women employees of the college, for taking care of their infants and minor children during working hours.

2. **SICK ROOM SR):** This particular facility is meant for providing a comfortable ambience for those students who are physically unwell at the time of appearing for the theory papers in different academic examinations. Students are allowed to sit inside this room and appear for the examination under supervision of designated supervisors.
3. **FIRST AID CENTRE (FAC):** This unit provides free first aid health facilities in cases of emergency to all students/staff/visitors of the college during working hours. It is equipped with the following infrastructural provisions, viz. *Semi Fowler Hospital Bed, Stretcher, Self Care Kit, Wheel Chair, Digital B.P. Apparatus (Automatic), Accu Check Instant, Saline Stand, etc.*
4. **GYMNASIUM HUB (GH):** The Gymnasium Hub was constructed from funds obtained from Rashtriya Uchchattar Shiksha Abhiyan (RUSA) and inaugurated on 03.05.2016 by Shri Paban Barthakur, IAS. The Gymnasium Hub caters to the needs of students, teaching staff, non-teaching staff and residents of the fringe localities. The Gymnasium Hub is equipped with the following infrastructural provisions, viz. *Treadmill (3 nos.), Cycle (1 no.), Multi-Machine (1 no.), Bench (3 nos.), Ball (2 nos.), Skipping Rope (4 nos.), Push-up Stand (8 nos.), Twisting Machine (1 no.), Cross Cable Machine (1 no.), Yoga Mats (4 nos.), Weight Plate (13kg x 2, 10kg x 2, 5kg x 4, 3kg x 4, 2kg x 4), Bar (7 nos.), Dumbbell (5kg x 6, 2.5kg x 2, 1kg x 2, 8kg x 2, 15kg x 2), Ab Roller (1 no.), Weight Machine (1 no.)*. The membership enrolment form can be downloaded from the college website from the **Downloads Section**. Terms and conditions for use of the Gymnasium Hub facility are detailed in the membership form. The Gymnasium Hub is under the supervision of a Gymnasium Instructor, who is in charge of collection of member subscription amounts as well as providing instruction to all members during workouts. Other terms and conditions for use of the Gymnasium Hub are detailed in the membership form.

Membership of the gymnasium is open to all subject to the payment of reasonable fees as detailed in the table below:

CATEGORIES	FEE RATES (in INR)		
	MONTHLY	HALF YEARLY	YEARLY
STUDENTS	100	500	1000
TEACHING STAFF (OTHERS)	200	1000	2000
TEACHING STAFF (REGULAR)	300	1500	3000
NON-TEACHING STAFF (NON-CAMPUS)	200	1000	2000
NON-TEACHING STAFF (CAMPUS)	300	1500	3000

ADMISSION FEE OF RS. 100/- APPLICABLE FOR ALL CATEGORIES

The timing schedule of the gymnasium is detailed in the table below:

CATEGORIES	TIME SLOTS
CAMPUS RESIDENTS (MALE)	06.00 A.M. – 07.00 A.M.
TEACHING STAFF & STUDENTS (MALE)	07.00 A.M. – 09.00 A.M.
TEACHING STAFF & NON-TEACHING STAFF (FEMALE)	12.00 NOON – 01.30 P.M.
TEACHING STAFF & NON-TEACHING STAFF (MALE)	01.30 P.M. – 03.00 P.M.
STUDENTS (FEMALE)	03.00 P.M. – 04.00 P.M.
STUDENTS (MALE)	04.00 P.M. – 05.00 P.M.
GIRLS' HOSTEL INMATES & CAMPUS RESIDENTS (FEMALE)	05.00 P.M. – 06.00 P.M.

5. **YOGA ARENA:** This facility is meant to provide yoga training to staff/students/neighbourhood community on a routine basis. A trained Yoga Instructor has been appointed to impart the trainings, through a drafted schedule suitable for the intended participants.

Name	Designation	Capacity
Dr. Manoj Kumar Mahanta	Principal	Chairperson
Priyanka Sarmah	Associate Professor & HoD, English Dept.	Convenor & I/C of all 5 facilities



		under HCMPC
<b>Arpita Das</b>	Assistant Professor, Political Science Dept.	Members
<b>Dr. Bagmita Bhagawati</b>	Assistant Professor, Chemistry Dept.	
<b>Dr. Jayanta Deka</b>	Assistant Professor, Zoology Dept.	
<b>Dr. Mridusmita Devi</b>	Assistant Professor, Education Dept.	

### **HOSTEL ADVISORY COMMITTEE**

This committee is in charge of monitoring the functioning of the Amalprabha Das Girls' Hostel, which was inaugurated on 30.08.2013, with funds obtained from the UGC. Seats in the hostel are allotted after admission on the basis of merit and first come first served basis. Caution money is refunded after a student completes her program of study in the college. However, it is not refunded if any student leaves the hostel in the midst of any semester. The seat and fees break-up of the hostel is detailed below:

<b>No. of available Seats</b>	<b>65</b>
<b>Admission Fees</b>	<b>Rs. 3000</b>
<b>Caution Deposit (Refundable)</b>	<b>Rs. 3000</b>
<b>Seat Rent</b>	<b>Rs. 2000 (per month)</b>

The broad responsibilities of the committee include:

- Coordinating the admission process of the girls' hostel
- Management and monitoring of day to day affairs of the hostel and maintenance of discipline amongst the boarders by a lady warden/ superintendent stationed in the hostel premises
- Coordination with the hostel warden/ superintendent on issues related to discipline and smooth functioning of the hostel
- Impose new regulation or modify existing regulations for the hostel boarders
- Make periodical visits to the hostel premises for taking stock of prevailing conditions of the boarders
- Decide upon any disciplinary or punitive action that might be necessitated as and when situation arises
- Forward to higher authorities any suggestions related to hostel development matters

#### **Code of Conduct for Girls' Hostel Boarders**

- RAGGING is STRICTLY PROHIBITED in the hostels. Reported cases of ragging incidents shall be dealt with a strong hand as per prescribed law
- Boarders must positively enter the hostel premises on or before 6.00 p.m. during the period April to October and 5.00 p.m. during the period November to March
- Boarders must be available/ present for evening assembly sharp at 6.00 p.m. (during April to October) and at 5.00 p.m. (during November to March)
- Every boarder must STRICTLY maintain the entry and exit register
- Visiting hours for guests is between 3.00 p.m. to 5.00 p.m.
- Compulsory study hour period for all boarders is 6.30 p.m. to 9.00 p.m.
- Meal timings must be STRICTLY maintained. If any boarder misses the meals during the scheduled timings, it will not be provided later
- Overnight stay outside the hostel is not permissible otherwise than on specific/ emergency circumstances and with prior permission of the Hostel Superintendent
- Any male person, even belonging to the family members of the boarders, is not permitted to enter the hostel premises
- Mess dues should be paid within 1<sup>st</sup> week of every calendar month. In case of late payment, an amount of Rs. 30.00 shall be charged for the first 15 days and thereafter Rs. 50.00 for every 15 days
- Mess dues for every month shall have to be paid as per rates fixed by the Hostel Superintendent. Boarders not staying in the hostel continuously for 15 days or less shall

have to pay full mess dues. Boarders not staying in the hostel continuously for 16 days or more shall have to pay one-fourth of the mess dues.

- Annual admission to the hostel is compulsory
- Fans and lights are to be switched off and water taps turned off when not in use
- Strict decorum must be ensured in the dining halls and other common areas
- Use of electrical appliances such as room heaters, immersion rods, iron, stove etc is STRICTLY PROHIBITED in the rooms. Any of these forbidden items if found, will be confiscated and appropriate fine realized from the users.
- Use of intoxicating substances like narcotic drugs, alcohol, cigarettes, pan masala, etc. by the boarders is STRICTLY PROHIBITED
- Clean and decent dresses must be worn within the hostel complex. Short/ vulgar dresses are NOT allowed outside the rooms.
- Cleanliness in the hostel premises is mandatory. Boarders shall keep their rooms neat and tidy and also dispose off garbage in a proper manner.
- Responsibility of keeping care of personal belongings lies with the individual boarders. Valuable items must be kept under proper lock and key. Hostel authorities shall not be responsible for any loss or damage of personal belongings.
- Hostel Warden/ Superintendent is authorized to check the belongings of any boarder without prior information, for ensuring the safety, security and overall well-being of the inmates
- Hostel properties subject to damage will have to be appropriately replaced at the earliest by the boarder causing the damage; otherwise, the damage amount will be realized from the caution deposit
- Violation of any of the stipulated rules and guidelines shall be treated as acts of misconduct and appropriate action shall be taken
- All forms of misconduct, misbehavior, disobedience, insubordination and violence shall invite appropriate disciplinary action which may amount to expulsion from the hostel or from even the institution
- Hostel Warden/ Superintendent may be approached anytime by any boarder for any sort of problem or guidance

Name	Designation	Capacity
Dr. Manoj Kumar Mahanta	Principal	Chairperson
Dr. Reena Barman Kalita	Associate Professor & HoD, Botany Dept.	Jt. Convenors
Dr. Pranita Goswami	Associate Professor & HoD, Statistics Dept.	
Niva Deka	Associate Professor, Philosophy Dept.	Members
Dr. Satya Sandha Das	Associate Professor, Chemistry Dept.	
Seema Kaur	Assistant Professor & HoD i/c, Zoology Dept.	
Arpana Kalita	Warden, Amalprabha Das Girls' Hostel	

### INFORMATION AND CAREER GUIDANCE CELL

The ICGC of the college was constituted in 2001 with the following aims and objectives:

- 1) To provide information regarding higher study options and careers
- 2) To create awareness about self-employment and entrepreneurship career options
- 3) To provide basic information about opportunities for self-employment and entrepreneurship and support system available
- 4) To provide assistance to students for recruitment in various organizations from time to time
- 5) To provide job-oriented training to students seeking jobs

The members of ICGC are nominated by the Principal in active consultation with the IQAC.

The primary focus of the ICGC is to provide guidance to the students in the matter of choosing a right career path. It endeavours to meet its goal through a variety of initiatives like –

- Organization of awareness programs on a periodical basis

- Collaboration with various external organizations to meet its objectives
- Providing information to the students through various modes like leaflets, posters, flyers etc displayed through the notice boards and other electronic mediums

Name	Designation	Capacity
Dr. Manoj Kumar Mahanta	Principal	Chairperson
Dipika Roy Medhi	Associate Professor & HoD, Philosophy Dept.	Coordinator
Dr. Satya Sandha Das	Associate Professor, Chemistry Dept.	Members
Dr. Amar Jyoti Dutta	Assistant Professor, Mathematics Dept.	
Dr. Jayanta Deka	Assistant Professor, Zoology Dept.	
Kabita Doloi	Assistant Professor, Philosophy Dept.	
Dr. Kalyani Devi	Assistant Professor, Philosophy Dept.	
Dr. Sabrina Iqbal Sircar	Assistant Professor, Political Science Dept.	
Ujjal Paul	AGS, PCSU	

### INNOVATION AND INCUBATION CENTRE (IIC)

The IIC is a recent addition to the list of in-house wings of the college, being established on 18.01.2021, with the broad objectives of helping ideas to translate into reality and upgrade them to the level of commercial value. The basic aim is to create value-added jobs and service for people in and around the Santipur locality. The centre shall basically focus upon receiving technical and business ideas from students and staff members, and to guide them at each stage for successful ventures. IIC shall attempt to collaborate with experts from different fields who can offer technical as well as other forms of guidance.

Name	Designation	Capacity
Dr. Jayanta Deka	Assistant Professor, Zoology Dept.	Coordinator
Dr. Makibur Rahman	Assistant Professor, Zoology Dept.	Members
Dr. Jyoti Prasad Das	Assistant Professor, Geography Dept.	
Dr. Saitanya Kumar Bharadwaj	Assistant Professor, Chemistry Dept.	

### INTERNAL COMPLAINTS COMMITTEE (ICC)

The ICC has been constituted in the college as per requirements of ***The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013*** and ***The UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulation, 2015***.

The primary responsibilities of the ICC includes –

- To address complaints from women students, teaching and non-teaching members on matters of sexual harassment
- To ensure support services to the victims and provide assistance to the victims in the matter of filing complaints with police
- To provide mechanisms of dispute redressal and dialogue to anticipate and address issue through just and fair conciliation
- To protect the safety of the complainant
- To ensure that victims and witnesses are not victimised or discriminated against while dealing with complaints of sexual harassment

The procedures for making complaints, conducting enquiry, interim redressal, punishment and compensation are detailed in the UGC Act of 2015.

Name	Designation	Capacity
Dr. Reena Barman Kalita	Associate Professor & HoD, Botany Dept.	Presiding Officer
Dipika Roy Medhi	Associate Professor & HoD, Philosophy Dept.	Faculty Members
Niva Deka	Associate Professor, Philosophy Dept.	
Unindajyoti Choudhury	Librarian	Staff Members
Nikunja Das	UDA	Members
Bhanita Devi	Vice President, PCSU	Student Members
Diuk Jyoti Handique	General Secretary, PCSU	Members

Jyotshna Hujuri	Debate & Symposium Secretary, PCSU	
Bibhashree Deka	Advocate	NGO Member

### **INTERNAL QUALITY ASSURANCE CELL**

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a quality sustenance measure. Since quality enhancement is a continuous process, the IQAC becomes a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation in all the constituents of the institution. It is a facilitative and participative voluntary system/unit/organ of the institution and has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies.

**Vision:** To ensure quality culture as the prime concern for the Higher Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support.

**Objectives:**

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices

**Strategies:** To evolve mechanisms and procedures for -

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks
- Ensuring relevant and quality academic/ research programmes
- Equitable access to and affordability of academic programmes for various sections of society
- Optimization and integration of modern methods of teaching and learning
- Ensuring credibility of assessment and evaluation process
- Ensuring the adequacy, maintenance and proper allocation of support structure and services
- Sharing of research findings and networking with other institutions in India and abroad

**Functions:**

- Development and application of quality benchmarks
- Parameters for various academic and administrative activities of the institution
- 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
- Collection and analysis of feedback from all stakeholders on quality-related institutional processes
- Dissemination of information on various quality parameters to all stakeholders
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- Documentation of the various programmes/activities leading to quality improvement
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices

- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality
- Periodical conduct of Academic and Administrative Audit and its follow-up
- Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC

Name	Designation	Capacity
<a href="#">Dr. Manoj Kumar Mahanta</a>	Principal	Chairperson
<a href="#">Dr. Manjit Kumar Mazumdar</a>	Associate Professor, Geology Dept.	Coordinator
<a href="#">Dr. Sabrina Iqbal Sircar</a>	Assistant Professor, Political Science Dept.	Asst. Coordinator
<a href="#">Dr. Shyamal Prasad Saikia</a>	Former Deputy Inspector General (DIG), Home Guards & Civil Defence, Assam Police	Senior Administrative Officers
<a href="#">Atanu Kumar Chowdhury</a>	Associate Professor, Economics Dept.	
<a href="#">Unindajyoti Choudhury</a>	Librarian	
<a href="#">Nikunja Das</a>	Accountant	
<a href="#">Bishwajyoti Dev Mahanta</a>	Associate Professor, English Dept.	Management Committee Member
<a href="#">Dr. Reena Barman Kalita</a>	Associate Professor, Botany Dept.	Teacher Members
<a href="#">Dr. Ira Das</a>	Associate Professor, Economics Dept.	
<a href="#">Arpita Das</a>	Assistant Professor, Political Science Dept.	
<a href="#">Nandita Rajbongshi</a>	Assistant Professor, Hindi Dept.	
<a href="#">Dr. Amar Jyoti Dutta</a>	Assistant Professor, Mathematics Dept.	
<a href="#">Rabisankar Konwar</a>	President, Pragjyotish College Students' Union	Nominee of Students
xxxxxxx	President, Pragjyotish College Guardians' Forum	Nominee of Guardians
<a href="#">Dr. Dayananda Pathak</a>	President, Pragjyotish College Retired Teachers' Forum	Nominee of Retired Teachers
<a href="#">Dewan Dhruvajyoti Maral</a>	President, Pragjyotish College Alumni Association	Nominee of Alumni
<a href="#">Dr. Tarakeswar Choudhury</a>	Retired College Teacher	Nominee of Local Society
<a href="#">Rasel Hussain</a>	Entrepreneur & Social Activist	Nominee of Industrialists
<a href="#">Chandan Nath</a>	Proprietor, C.N. Travels and Centre for Tourism Studies	Nominee of Employers

### JOINT COORDINATION COMMITTEE

The JCC has been constituted with the broad objectives of planning, execution and monitoring of various activities in collaborative mode amongst the institutional stakeholders.

Name	Designation	Capacity
<a href="#">Dr. Manoj Kumar Mahanta</a>	Principal	Chairperson
<a href="#">Dr. Ranjita Deka</a>	Vice Principal	Member Secretary
<a href="#">Dr. Avijit Kumar Dutta</a>	Assistant Professor, English Dept.	Joint Convenors
<a href="#">Dr. Jayanta Deka</a>	Assistant Professor, Zoology Dept.	
<a href="#">Dr. Amar Jyoti Dutta</a>	Assistant Professor & IQAC representative	Members
<a href="#">Unindajyoti Choudhury</a>	Librarian, PTNS Library	
<a href="#">Dr. Dayananda Pathak</a>	President, Pragjyotish College Retired Teachers' Forum	
<a href="#">Dr. Dipak Goswami</a>	President, Pragjyotish College Guardians' Forum	
<a href="#">Dewan Dhruva Jyoti Maral</a>	President, Pragjyotish College Alumni Association	
<a href="#">Rabisankar Konwar</a>	President, Pragjyotish College Students' Union	

### LABORATORIES AND OTHER FACILITIES

- **AIR QUALITY MONITORING STATION:** The State Pollution Control Board, Assam, under the National Air Monitoring Programme (NAMP) has set up this air quality monitoring station in November 2006. Since then, PCBA has been conducting monitoring of three air quality parameters viz. sulphur dioxide, oxides of nitrogen and particulate matter less than 10 microns.
- **DST-SERB LAB:** This facility has started functioning from 17.10.2014, with funds obtained from DST-SERB, Govt. of India. The lab is equipped with equipment like rotary evaporator, digital balance, magnetic stirrer, Schlenk line, etc.
- **GIS LAB:** This lab has started functioning from November 2015 and was constructed out of college development fund. The lab houses 11 nos. of computer sets, equipped with ArcGIS 9.3 software. Other equipment housed in this facility included hand-held GPS device, mirror stereoscope, etc.
- **GREEN HOUSE:** This unit has started functioning from 14.02.2017 and was constructed with college internal funds and funds obtained from BNRS (DAE) sponsored project. The primary aim of setting of this unit is to raise in-vitro cultured plantlets from irradiated orchid capsules.
- **INSTITUTIONAL BIO-TECH HUB:** An Institutional level Bio-tech Hub (IBT-hub) was established in the college in the year 2013 with some sophisticated instruments and apparatus necessary for enhancing hands-on-training skill and to make teaching/learning Biology, Biotechnology, Bioinformatics, Biochemistry etc. more attractive. The IBT-hub was sponsored by DBT, Govt. of India through BCIL and managed by North-East Biotechnology Programme Management Cell.
- **LANGUAGE LAB:** One of the latest additions is the Language Laboratory which has come into existence in 2017 to meet the growing demands of students who are keen to develop their speaking skills, soft skills and personality. Set up on the second floor of the C-Block, the language laboratory includes a hall and a studio-cum-observation room. The air-conditioned laboratory is equipped with 15 multi-media computer sets (provided by RUSA) with headphones. Six language departments viz. Assamese, Bengali, Bodo, English, Hindi and Sanskrit share this laboratory. Each department is free to design and conduct crash courses for improving the language skills, particularly the speaking skills of the students. Moreover, the language departments have plans to jointly conduct some programs and workshops on translation studies.
- **PH.D. RESEARCH LAB:** This lab was set up on 11.12.2012 under the Statistics Department. The laboratory is equipped with computers and other computational software packages.
- **PLANT TISSUE CULTURE LAB:** This laboratory started functioning from 14.02.2017 and was set up with joint pool of funds of college and BRNS (DAE). The primary activity in this laboratory includes tissue culture of orchids. Different units housed in this laboratory include an ozone generation unit, Photoperiodic Simulator, Laminar Air Flow, pH meters, etc.
- **SOPHISTICATED INSTRUMENTATION LAB:** This facility is equipped with a UV-Visible Spectrophotometer. The various activity outputs through this unit include estimation of nitrate and iron present in the Bharalu River water and recording UV-spectrum for various compounds synthesized. Some of the future activities planned include use of UV-spectroscopic methods in various research projects, quantitative estimation of metal and other ions present in water, food, medicines, etc.
- **TURTLE RESTORATION CENTRE:** The initiative to start this centre was taken in 2019. The centre basically functions through one of the big college ponds, where eight different turtle species are being conserved the species being Indian Tent Turtle (6 nos.), Indian Roofed Turtle (4 nos.), Indian Flapshell Turtle (5 nos.), Spotted Pond Turtle (5 nos.), Indian Softshell Turtle (5 nos.), Peacock Softshell Turtle (4 nos.), Black Softshell Turtle (4 nos.) and Assam Roofed Turtle (7 nos.). A Proposal has been forwarded to the Central Zoo Authority through the Chief

Wildlife Warden in December 2019, for registration of a Turtle Breeding Centre at Pragjyotish College.

Name	Designation	Capacity
Dr. Jayanta Deka	Assistant Professor, Zoology Dept.	Coordinator
Seema Kaur	Assistant Professor & HoD i/c, Zoology Dept.	Members
Dr. Makibur Rahman	Assistant Professor, Zoology Dept.	
Dr. Seemashri Bora	Assistant Professor, Zoology Dept.	
Langtuk Terang	Assistant Professor, Zoology Dept.	
Niti Das	Contractual Faculty & HoD i/c, Environmental Studies Dept	

### LIBRARY ADVISORY COMMITTEE

The primary responsibility of this committee is to decide upon all matters connected with the use and management of the library resources of the college. The broad functions of the committee includes –

- Take decisions on the purchase of various books/ journals/ newspapers etc. for the college central library
- Decide upon, approve and monitor all rules/ regulations/ guidelines related to the use of the library resources by various stakeholders
- Decide upon all major additions in other infrastructural aspects of the library

Name	Designation	Capacity
Dr. Manoj Kumar Mahanta	Principal	Chairperson
Unindajyoti Choudhury	Librarian	Member Secretary
Dr. Ranjita Deka	Vice Principal	Members
Atanu Kumar Chowdhury	Associate Professor, Economics Dept.	
Dr. Masih Saikia	Contractual Faculty & HoD i/c, Computer Science	
Mukunda Kalita	Contractual Faculty & i/c, Commerce Stream	
Diganta Talukdar	Contractual Faculty & HoD i/c, Bus. Admin. Dept.	
Barnali Mahanta	Contractual Faculty & HoD i/c, Tour. Man. Dept.	
Priyanka Gogoi	Editor, College Magazine	

### Code of Conduct for College Library

- All library visitors shall hand over their personal books, bags, sticks, umbrellas, parcels, attaches, portfolios, etc. to the library staff at the Property Counter, located at the main entrance; students and staff shall display their valid Library Card at the digital Library Attendance System
- Water bottles and other eatables are not allowed inside the reading room
- Valuable materials like currency, ornaments, mobile phones, electronic gadgets, etc. shall be separated before depositing the bags etc. at the Property Counter; if not separated, the Library Authority will not be held responsible for any subsequent loss of these items; the Property Counter is available to the *bonafide* members of the library and only during their stay within the library premises
- Wearing proper college uniform and possession of College Identity Card is mandatory to enter the library premises
- Complete silence must be maintained inside the library premises; mobile phones, and other audio and video devices should be kept in silent mode inside the library premises
- Class note books and other copy books may be allowed to be taken inside the library, subject to proper checking at the entry points; however, personal books are not allowed to be taken inside
- Books after use should be kept on the reading table; library staff on duty shall arrange these books properly in the respective shelves, stacks or almirahs
- Borrowers and readers are expected to check defects in any books (if any), before being issued in their name; if any such defects are noticed, it should be immediately brought to the notice of the staff on duty. The borrower shall be held responsible for any damage is detected at the time of return and shall be required to compensate for the defect noticed.
- Dog earring the pages, marking or writing, tearing of pages, etc., of books issued, is considered as injuries to the books, which is viewed as a serious offence

- Personal laptops will be allowed inside the library but the users will maintain an environment which shall not cause any disturbance to other users; internet access with necessary access permission through wi-fi mode will be provided to the laptop users; however, computers and internet shall be used only for academic purposes only; users can access the e-resources offered by the library
- Any individual walking out of the library with any book or other resource/ material, or if found to be involved in mutilating/ tampering with any book or other resource/ material, will face disciplinary action
- Violation of these rules may lead to withdrawal of library privileges from any user

### **MEDIA AND PUBLICITY CELL**

This cell has been set up with the following broad objectives:

- To share with the external world all important happenings pertaining to the college, through various forms of mass communication and media
- To regularly engage with various forms of media like newspapers, satellite television channels, Facebook, WhatsApp, Twitter, etc. for dissemination of institutional information
- To work in active coordination with the Website Updating & Maintenance Committee

Name	Designation	Capacity
Dr. Manoj Kumar Mahanta	Principal	Chairperson
Dr. Avijit Kumar Dutta	Assistant Professor, English Dept.	Coordinator
Dr. Jyotirmoy Sengupta	Associate Professor & HoD, Bengali Dept.	Advisers
Bishwajyoti Dev Mahanta	Associate Professor, History Dept.	
Dr. Baikuntha Rajbongshi	Associate Professor & HoD, Assamese Dept.	Members
Dr. Jayanta Deka	Assistant Professor, Zoology Dept.	
Dr. Parashmani Das	Assistant Professor, Chemistry Dept.	
Dr. Jyoti Prasad Das	Assistant Professor, Geography Dept.	
Dr. Karabi Kherkatary Boro	Assistant Professor, Assamese Dept.	
Dr. Saitanya Kumar Bharadwaj	Assistant Professor, Chemistry Dept.	

### **MINORITY CELL**

The various terms of reference for functioning of this committee includes –

- Ensure that no discrimination takes place against the minority populace
- Implementation of the reservation policy related to admission and other works
- Maintain a database of minority students and staff population of the college
- Dissemination of various information amongst the minority students and staff of the college, through proper awareness programs
- Providing requisite guidance on govt. reservation policies and schemes amongst the stakeholders
- Monitor remedial coaching classes (as and when organized)
- Function as a Grievance Redressal Cell for the grievances of minority students and staff of the college
- Undertake outreach activities amongst SC/ST population in the adopted villages/ communities residing within the vicinities of the college
- Looking after various other programmes/works related to SC/ST matters within institutional jurisdiction
- To prepare and despatch reports to any Govt. agency as and when required

Name	Designation	Capacity
Seema Kaur	Assistant Professor & HoD i/c, Zoology Dept.	Coordinator
Dr. Makibur Rahman	Assistant Professor, Zoology Dept.	Members
Dr. Karabi Kherkatary Boro	Assistant Professor, Assamese Dept.	
Laltlanzuol Khawbung	Assistant Professor, English Dept.	
Dr. Sabrina Iqbal Sircar	Assistant Professor, Political Science Dept.	



### **NATIONAL CADET CORPS (NCC) ADVISORY COMMITTEE**

The institutional NCC is full-fledged with all the four units, viz. ARMY WING (1 ASSAM BATTALION), NAVY WING (48 ASSAM NAVAL UNIT), AIR WING (50 ASSAM AIR SQUADRON-FLY) and GIRLS' WING (60 ASSAM GIRLS' BATTALION). Training of the cadets and other activities are conducted on a regular basis round the year under trained Associate NCC Officers (A.N.O). The NCC Advisory Committee coordinates and monitors the various activities undertaken by the four units.

Name	Designation	Capacity
Dr. Manoj Kumar Mahanta	Principal	Chairperson
Dr. Jyoti Prasad Das	Assistant Professor, Geography Dept.	C.T.O., 1 Assam Battalion
Sub. Lt. Dr. Bidyut Bikash Baishya	Assistant Professor, Economics Dept.	48 Assam Naval Unit
Dr. Karabi Kherkatary Boro	Assistant Professor, Assamese Dept.	C.T.O., 50 Assam Air Sqn. (Fly)
Upama Kalita	Contractual Faculty, Finance Dept.	C.T.O., 60 Assam Girls Battalion

### **NATIONAL SERVICE SCHEME (NSS) ADVISORY COMMITTEE**

The NSS provides opportunity to students to take part in various government led community service, activities and programs. This unit of the college as introduced in 1978 with financial aid from Govt. of India. The NSS Advisory Committee, constituted by the Principal in consultation with the IQAC, monitors the various activities of NSS.

Name	Designation	Capacity
Dr. Manoj Kumar Mahanta	Principal	Chairperson
Nandita Rajbangshi	Assistant Professor & HoD i/c, Hindi Dept.	Programme Officer
A.B. Md. Eunus, IAS (Retd.)	Social Worker	Members
Dr. Reena Barman Kalita	Associate Professor & HoD, Botany Dept.	
Atanu Kumar Chowdhury	Associate Professor, Economics Dept.	
Badan Chandra Mahanta	Associate Professor, History Dept.	
Pradip Chandra Kalita	Assistant Professor, Geography Dept.	
Dr. Chandana Sarma	Assistant Professor, Hindi Dept.	
Diuk Jyoti Handique	General Secretary, PCSU	

### **OBC CELL**

The various terms of reference for functioning of this committee includes –

- Ensure that no discrimination takes place against the OBC/MOBC populace
- Implementation of the reservation policy related to admission and other works
- Maintain a database of OBC/MOBC students and staff population of the college
- Dissemination of various information amongst the OBC/MOBC students and staff of the college, through proper awareness programs
- Providing requisite guidance on govt. reservation policies and schemes amongst the stakeholders
- Monitor remedial coaching classes (as and when organized)
- Function as a Grievance Redressal Cell for the grievances of OBC/MOBC students and staff of the college
- Undertake outreach activities amongst OBC/MOBC population in the adopted villages/ communities residing within the vicinities of the college
- Looking after various other programmes/works related to OBC/MOBC matters within institutional jurisdiction
- To prepare and despatch reports to any Govt. agency as and when required

Name	Designation	Capacity
Dr. Bimal Kumar Tamuli	Assistant Professor, Geology Dept.	Coordinator
Dr. Ira Das	Associate Professor, Economics Dept.	Members

### OFFICE ORIENTATION COMMITTEE

This committee works upon the following objectives:

- Reorient and streamline the functioning of the college office
- Classify and categorize all official files in proper order
- Take proper measures to set up the Office of the Estate Officer and Records Room
- Overall monitoring and smooth functioning of the above mentioned functioning machinery
- Initiate Administrative Audit as and when necessary
- Implement all recommendations envisaged through the audit mechanism

Name	Designation	Capacity
Dr. Manoj Kumar Mahanta	Principal	Chairperson
Dr. Avijit Kumar Dutta	Assistant Professor, English Dept.	Convenor
Dr. Manjit Kumar Mazumdar	Coordinator, IQAC	Adviser
Dr. Gireen Chandra Das	Assistant Professor, Mathematics Dept.	Members
Dr. Jayanta Deka	Assistant Professor, Zoology Dept.	
Dr. Amar Jyoti Dutta	Assistant Professor, Mathematics Dept.	
Diganta Talukdar	Contractual Faculty & HoD i/c, Bus. Admin. Dept.	
Rabindra Thakuria	Head Assistant	
Dibyajyoti Rajbongshi	Estate Officer	

### PRAGJYOTISH COLLEGE FILM SOCIETY

The PCFS was officially launched on 03.10.2019 with the objectives of screening films, movies and documentaries from time to time, for academic and entertainment purposes. The society also aims to invite eminent personalities associated with this medium.

### PRAGJYOTISH COLLEGE PUBLICATION HUB

Modalities for the functioning of PCPH are governed through this committee. Publications under the banner of PCPH are determined through resolutions adopted in the designated committee meetings. Funding for the publications is provided by the college authority subject to appropriate Governing Body resolutions. The functional domain of this committee includes:

- Plan and publish quality publications in a phased manner, subject to availability of funds
- Arrange to procure funds from external sources, both govt. and non-govt.
- Undertake the task of proper storage of the printed products in safe custody in the PCPH Store Room (located in the First Floor of the I-Block)
- Coordinate and monitor the sale of its publications
- Coordinate and monitor the sale of individual teachers' publications

Name	Designation	Capacity
Dr. Manoj Kumar Mahanta	Principal	Chairperson
Dr. Paramananda Rajbongshi	Former Principal, Pragjyotish College	Advisers
Dr. Paramananda Majumdar	Former Faculty Member, Geography Dept.	
Priyanka Sarmah	Associate Professor HoD, English Dept.	Convenor
Dr. Manjit Kumar Mazumdar	Coordinator, IQAC	Members
Dr. Ira Das	Associate Professor, Economics Dept.	
Dr. Parashmani Das	Assistant Professor, Chemistry Dept.	
Arpita Das	Assistant Professor, Political Science Dept.	
Dr. Avijit Kumar Dutta	Assistant Professor, English Dept.	
Unindajyoti Choudhury	Librarian, PTNS Library	

### PRAGJYOTISH COLLEGE RESEARCH COUNCIL

This in-house wing is meant to monitor and coordinate all in-house research activities. The broad functional domain of the PCRC includes issues related to:

- Publication of *Prag Consilience*, which is a multi-lingual, peer-reviewed annual research journal of humanities and social sciences, science and commerce
- Motivation of faculty members to carry out research activities (including Ph.D.) and bring out quality publications related thereto
- Conduct training programs/ workshops from time to time on research methodology through external experts/ resource persons
- Organizing various occasional in-house events to increase/ enhance research outlook and temper amongst the students
- Organize occasional familiarization visits of students to various research institutions so as to keeping them abreast of various advanced research innovations and techniques
- Facilitating submission of research proposals by faculty members to various external agencies
- Facilitating monetary support to faculty members from the college authority for undertaking small research projects and for attending academic meets
- Make provisions for good reference books in the college library that may be useful for research works

Name	Designation	Capacity
Dr. Manoj Kumar Mahanta	Principal	President
Dr. Paramananda Rajbongshi	Former Principal	Advisor
Dr. Priyam Barthakur	Associate Professor & HoD, Geology Dept.	Vice Presidents
Dr. Ranjan Kumar Bora	Associate Professor, Botany Dept.	
Dr. Jyotirmoy Sengupta	Associate Professor & HoD, Bengali Dept.	
Dr. Manjit Kumar Mazumdar	Associate Professor, Geology Dept.	Secretaries
Dr. Saitanya Kumar Bharadwaj	Assistant Professor, Chemistry Dept.	Members
Dr. Ranjita Deka	Associate Professor, Physics Dept.	
Dr. Ranjit Das	Associate Professor, Botany Dept.	
Dr. Ira Das	Associate Professor, Economics Dept.	
Dr. Avijit Kumar Dutta	Assistant Professor, English Dept.	
Dr. Kalpana Talukdar	Assistant Professor, Assamese Dept.	
Dr. Jayanta Deka	Assistant Professor, Zoology Dept.	
Dr. Parashmani Das	Assistant Professor, Chemistry Dept.	
Dr. Gargee Sharmah	Assistant Professor, History Dept.	

### PROJECT MONITORING COMMITTEE, RUSA

The various terms of references of this unit are:

- Procurement of goods, works and services out of the RUSA grants received by the institution
- Financial management of the grants received
- Implementation of faculty and staff development activities and programmes
- Monitoring implementation of the projects all throughout
- Achievement of targets for all indicators as proposed and keeping MIS updated
- Conduct performance audit of the various activities and projects implemented

Name	Designation	Capacity
Dr. Manoj Kumar Mahanta	Principal	Chairperson
Atanu Kumar Chowdhury	Associate Professor, Economics Dept.	Data Approver i/c

### PURCHASE COMMITTEE

This committee is assigned the task of looking after all major purchases that are being made in the college. Material requirements in different institutional departments are being placed in the committee meetings, which are then scrutinized. E-tenders are floated for purchase of major items and quotations are confirmed as per govt. norms. The committee makes recommendations for payments for different purchases that are being made, after

satisfaction of all concerned in the matter of quality of the materials that are being received.

Name	Designation	Capacity
Dr. Manoj Kumar Mahanta	Principal	Chairperson
Dr. Reena Barman Kalita	Associate Professor & HoD, Botany Dept.	Convenor
Atanu Kumar Chowdhury	Associate Professor, Economics Dept.	Members
Dr. Nandini Maral Sarma	Associate Professor & HoD, History Dept.	
Niva Deka	Associate Professor, Philosophy Dept.	
Pradip Chandra Kalita	Assistant Professor, Geography Dept.	
Rabindra Thakuria	Head Assistant	
Nikunja Das	Accountant	
Dibyajyoti Rajbongshi	Estate Officer	

### RED RIBBON CLUB (RRC)

Red Ribbon is an awareness ribbon and is used as the symbol for the solidarity of people living with HIV/ AIDS. The primary aim of RRC is to spread awareness through correct as well as adequate information about HIV/ AIDS related issues amongst one and all. The RRC of the college was set up in 2009 with financial aid from AIDS Control Society, Govt. of Assam.

Name	Designation	Capacity
Dr. Manoj Kumar Mahanta	Principal	Chairperson
Dr. Jayanta Deka	Assistant Professor, Zoology Dept.	Coordinator
Bishwajyoti Dev Mahanta	Associate Professor, History Dept.	Adviser
Seema Kaur	Assistant Professor & HoD i/c, Zoology Dept.	Members
Dr. Bidyut Bikash Baishya	Assistant Professor, Economics Dept.	
Dr. Makibur Rahman	Assistant Professor, Zoology Dept.	
Dr. Jyoti Prasad Das	Assistant Professor, Geography Dept.	

### ROUTINE COMMITTEE (2020-21 Session)

The various tasks undertaken by this committee include:

- Prepare a routine in every semester for smooth conduct of various classes in different programs and batches
- Monitor any inconveniences that might arise in midst of the academic sessions and undertake proper rectification measures

Name	Designation	Capacity
Dr. Manoj Kumar Mahanta	Principal	Chairperson
Dr. Priyam Barthakur	Associate Professor&HoD, Geology Dept.	Advisors
Dr. Jyotirmoy Sengupta	Associate Professor&HoD, Bengali Dept.	
Nabadeep Das	Associate Professor&HoD, Political Science Dept.	Convenor
Dr. Abhijit Dutta	Assistant Professor	Members
Dr. Jayanta Deka	Assistant Professor	
Dr. Amar Jyoti Dutta	Assistant Professor	
Manojit Kalita	Contractual Faculty	
Gaurav Das	Contractual Faculty	

### RTI CELL

This cell has been set up on the basis of the Right to Information Act, 2005, which is meant to provide a practical regime of right to information for citizens to secure information under the control of public authorities. The Act is sought to provide transparency and accountability in the working of every public authority. The setting up of the cell is a step forward to streamline the institutional mechanism towards provision of information requirements of the common public and hence serve as a communication medium between government-public interface.

Name	Designation	Capacity
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<b>Dr. Manoj Kumar Mahanta</b>	Principal	First Appellate Authority
<b>Atanu Kumar Chowdhury</b>	Associate Professor, Economics Dept.	First Information Officer
<b>Dr. Amar Jyoti Dutta</b>	Assistant Professor, Mathematics Dept.	Second Information Officer
<b>Dr. Gargee Sharmah</b>	Assistant Professor, History Dept.	Member

### **SPORTS AND GAMES PROMOTION COMMITTEE**

Monitoring of the functioning of sports and games activities is governed through a Sports and Games Promotion Committee, constituted by the Principal in consultation with the IQAC. This committee is also in charge of the Sports Library of the college.

Name	Designation	Capacity
<b>Dr. Manoj Kumar Mahanta</b>	Principal	Chairperson
<b>Dr. Amar Jyoti Dutta</b>	Assistant Professor, Mathematics Dept.	Convenor; I/C, Sports Library
<b>Dr. Parashmani Das</b>	Assistant Professor, Chemistry Dept.	Members
<b>Shashanka Barman</b>	General Sports Secretary	
<b>Sankar Saha</b>	Minor Sports Secretary	
<b>Rakesh Borah</b>	Cricket Secretary	

### **STUDENT ACTIVITY BODIES**

- **Bodo Literary Society:** This society was established in the year 1997 and functions under the Bodo Department as the nodal department. The mouth-piece of this society is *Pragjyotishani Sansri*, which is published on an annual basis.
- **Dhatu-The Chemical Forum:** This association came into existence on 11.03.2016 and functions under the Chemistry Department as the nodal department. Several in-house activities are organized annually under this forum.
- **Eco Club:** Established in the year 2019, the Eco Club has been formulated under the banner of National Green Corps Programme, which has been running since 2001-02 under the Ministry of Environment, Forests and Climate Change. In Assam, the Assam Science Technology and Environment Council (ASTEC) is the nodal agency. Some of the key activities of the chain of Eco Clubs include organization of various activities on environmental issues, organization of field visits to environmentally important sites, preparation of inventories of polluting sources and forward it to enforcement agencies, undertake case studies, creation of database on land use pattern etc., promotion of eco-friendly practices, acting as volunteers in national parks, botanical gardens, etc.
- **Economic Planning Forum:** It functions under the Economics Department as the nodal department. To carry out co-curricular and extra-curricular activities, and also on the directive of the then Central Government, an Economic Planning Forum was set up in 1964. Activities like memorial lectures, study tours, socio-economic surveys, popular talks, plant visits etc. are conducted under the aegis of the forum.
- **Geological Society of Pragjyotish College:** It functions under the Geology Department as the nodal department. The GSoPC came into existence on 10.03.2016, in a joint teacher-student initiative. It was brought forth with the motive to forge healthy ties and a feeling of togetherness among the youth belonging to the geological community. GSoPC aims to popularize the realm of geoscience and bridge the gap between the past and present students of the department.
- **Mathematical Society of Pragjyotish College:** It functions under the mathematics Department as the nodal department. The MSoPC officially came into being on 05.01.2021 with the broad objectives of popularizing the realm of Mathematics, forge healthy ties amongst members of mathematical fraternity and to bridge the gap between the students of different departments whose fields of works have some interconnections.
- **Pragjyotish College Geographical Society:** It functions under the Geography Department as the nodal department. The PCGS was established on 01.09.1954, aims at popularizing Geography as a subject. The vision of PCGS includes inculcating the member's mindset for thinking globally and acting locally; engaging

the members in the program 'From Lab to Land' thrusting on ecology and environment-related issues; exploring the economic opportunities and employment possibilities through the application of job-oriented market based on geographical knowledge and skill; creation of awareness and promotion of application of GIS and remote Sensing techniques in the field of geographical and its allied studies; etc.

- **Pragjyotish College Students' Union:** The PCSU has been mandated to undertake different activities like extending of cooperation to the college authority for maintaining peace, harmony and conducive academic atmosphere; engaging students in social works; encouraging students to participate in various student-related activities; encouraging cultural and literary activities amongst the students; participation in various competitions; etc. The 16 members of office bearers are elected on an annual basis, for which a teacher in-charge is also nominated to supervise and coordinate the tasks of the concerned office bearer.

Name of Office Bearers	Portfolios	Teacher In-Charges
Rabisankar Konwar	President	Dr. Ranjit Das
Bhanita Devi	Vice President	Dr. Ranjita Deka
Diuk Jyoti Handique	General Secretary	Pradip Chandra Kalita
Ujjal Paul	Assistant General Secretary	Niva Deka
Harsita Das	Assistant General Secretary (Girls)	Dr. Namita Das
Shashanka Barman	General Sports Secretary	Dr. Jyoti Prasad Das
Sankar Saha	Minor Sports Secretary	Dr. Amar Jyoti Dutta
Rakesh Borah	Cricket Secretary	Dr. Priyam Barthakur
Himanshu Baruah	Gymnasium Secretary	Dr. Mridul Rabha
Jyotshna Hujuri	Debate & Symposium Secretary	Dr. Nandini Sarma
Sabnam Pathak	Music Secretary	Bishwajyoti Dev Mahanta
Priyanka Gogoi	Editor, College Magazine	Dr. Baikuntha Rajbongshi
Chimi Choudhury	Social Service Secretary	Nandita Rajbangshi
Tribenee Teye	Girls' Common Room Secretary	Dr. Reena Barman Kalita
Koushik Uzir	Boys' Common Room Secretary	Nabadeep Das
Shubham Mallick	Cultural Secretary	Dr. Satya Sandha Das

- **Students' First:** It is a platform for sharing experiences and views of the faculty members and student, which was established on 02.06.2015. This forum has organized several talks, poster presentations, awareness programs, etc., totalling about ten till date.

Name	Designation	Capacity
Dr. Manoj Kumar Mahanta	Principal	Chairperson
Atanu Kumar Chowdhury	Associate Professor, Economics Dept.	Convenor
Dr. Avijit Kumar Dutta	Assistant Professor, English Dept.	Members
Dr. Jayanta Deka	Assistant Professor, Zoology Dept.	
Dr. Bidyut Bikash Baishya	Assistant Professor, Economics Dept.	
Dr. Makibur Rahman	Assistant Professor, Zoology Dept.	
Dr. Saitanya Kumar Bharadwaj	Assistant Professor, Chemistry Dept.	

- **Pragjyotish College Zoological Forum:** It functions under the Zoology Department as the nodal department. It has been formed with the objectives like promotion and advancing the cause of Zoology, promoting zoological education to college and school students around the college areas, dissemination of scientific knowledge through activities, popularization of biological sciences and its benefits, promotion of awareness of biodiversity and promotion of extension education.

### STUDENTS' COUNSELLING CELL (SCC)

The SCC is entrusted with the responsibility of undertaking personal counseling issues of the students with professional assistance wherever required. The SCC is also entrusted

with the task of coordinating and monitoring the departmental level student mentoring system. The members of SCC are nominated by the Principal in consultation with the IQAC.

Name	Designation	Capacity
Dr. Manoj Kumar Mahanta	Principal	Chairperson
Gauri Hazarika	Assistant Professor & HoD (i/c), Education Dept.	Coordinator
Dipika Roy Medhi	Associate Professor & HoD, Philosophy Dept.	Advisers
Dr. Jayanta Deka	Assistant Professor, Zoology Dept.	
Arpita Das	Assistant Professor, Political Science Dept.	Members
Dr. Bagmita Bhagawati	Assistant Professor, Chemistry Dept.	
Dr. Priti Baishya	Assistant Professor, Hindi Dept.	
Dr. Mridusmita Devi	Assistant Professor, Education Dept.	
Amit Kumar Pradhan	Assistant Professor, Botany Dept.	
Unindajyoti Choudhury	Librarian, PTNS Library	
Dr. Jayanta Das	Psychiatrist	
Diuk Jyoti Handique	General Secretary, PCSU	

### STUDENTS' DISCIPLINE MAINTENANCE COMMITTEE

The primary objective of this committee is to ensure the prevalence of a healthy academic atmosphere in the college campus. The committee shall seek to regulate all sorts of unruly behavior of students during college hours. All sorts of nuisance and menace caused due to unruly and improper behavior of the students shall be dealt with by this committee and appropriate disciplinary measures initiated considering the gravity of the offences. Matters pertaining to proper donning of the college uniform, proper use of student identity cards, decent behavior inside the classrooms and other places inside the campus etc shall also come within the jurisdictional ambit of this committee.

Name	Designation	Capacity
Dr. Manoj Kumar Mahanta	Principal	Chairperson
Dr. Bimal Kumar Tamuli	Assistant Professor, Geology Dept.	Convenor
Seema Kaur	Assistant Professor, Geology Dept.	Members
Dr. Mridul Rabha	Assistant Professor, Geology Dept.	
Dr. Jyoti Prasad Das	Assistant Professor, Geology Dept.	
Barnali Mahanta	Contractual Faculty & HoD i/c, Tourism Management Dept.	
Diganta Talukdar	Contractual Faculty & HoD i/c, Business Admin. Dept.	
Bipasha Das	Contractual Faculty & HoD i/c, Management Dept.	
Bhanita Devi	Vice President, PCSU	

### STUDY CENTRES

- Institute of Distance and Open Learning (G.U.):**

The GUIDOL Study Centre was approved on 2019 and permission accorded to offer programs like B.A. (Regular), B.Com. (Regular), PG, and PG (Diploma) other than PGDCA.

**Contact Info:**

Pradip Chandra Kalita (Coordinator)  
Assistant Professor, Geography Department  
Cell: 98640-42577; 60009-06912 (Office)

- Krishna Kanta Handiqui State Open University:**

The KKHSOU Study Centre offers programs like B.A., B.Com., B.B.A., B.C.A. and M.A.

**Contact Info:**

Badan Chandra Mahanta (Coordinator)  
Associate Professor, History Department  
Cell: 91010-90915

- Little Magazine Study and Research Centre:**

The primary objective of setting up of this centre was to collect and conduct comprehensive study of little magazines of North East India. No entry fee or subscription amount has to be borne by users of this facility. The Principal is the ex-officio President of LMSRC.

**Contact Info:**

Dr. Jyotirmoy Sengupta (Coordinator)  
Associate Professor & HoD, Bengali Department  
Cell: 94354-09853

• **Pragjyotish College Sakha Sahitya Sabha:**

It came into existence in 1998 through the endeavor of the Assamese Department, and with the objectives of creating a healthy atmosphere for the study of literature and inspire the upcoming new writers. The PCSSS has organized various activities and events over the years, with joint student-teacher participation.

**Contact Info:**

Dr. Indrani Kalita (President)  
Assistant Professor, Assamese Department  
Cell: 86380-88986

• **Pragjyotish College Women’s Study Centre:**

Established on 05.07.2002, the PCWSC aims to promote cordial relations between women and children organizations and to extend possible assistance in the economic, social, legal and cultural spheres; organize various gender-related activities and programs, including income-generating programs; efforts to improve the status of women; creation of awareness of the rights, obligations and responsibilities of women; amongst others.

**Contact Info:**

Dipika Roy Medhi (President)  
Associate Professor & HoD, Philosophy Department  
Cell: 95081-33336

Name	Designation	Capacity
<a href="#">Dr. Manoj Kumar Mahanta</a>	Principal	Advisors
<a href="#">Atanu Kumar Chowdhury</a>	Associate Professor, Economics Dept.	
<a href="#">Dr. Reena Barman Kalita</a>	Associate Professor & HoD, Botany Dept.	
<a href="#">Dipika Roy Medhi</a>	Associate Professor & HoD, Philosophy Dept.	President
<a href="#">Dr. Shampa Choudhury</a>	Associate Professor & HoD, Mathematics Dept.	Vice President
<a href="#">Priyanka Sarmah</a>	Associate Professor & HoD, English Dept.	General Secretary
<a href="#">Dr. Satyasandha Das</a>	Associate Professor, Chemistry Dept.	Assistant Secretary
<a href="#">Dr. Indrani Kalita</a>	Assistant Professor, Assamese Dept.	
<a href="#">Dr. Namita Das</a>	Associate Professor & HoD, Economics Dept.	Treasurer
<a href="#">Seema Kaur</a>	Assistant Professor & HoD i/c, Zoology Dept.	Assistant Treasurer
<a href="#">Niva Deka</a>	Associate Professor, Philosophy Dept.	Members
<a href="#">Dr. Nandini Moral Sarma</a>	Associate Professor & HoD, Geography Dept.	
<a href="#">Dr. Anjali Devi</a>	Assistant Professor, Sanskrit Dept.	
<a href="#">Dr. Priti Baishya</a>	Assistant Professor, Hindi Dept.	
<a href="#">Dr. Mridusmita Devi</a>	Assistant Professor, Education Dept.	
<a href="#">Suman Saikia</a>	Assistant Professor, Geology Dept.	
<a href="#">Dr. Sabrina Iqbal Sircar</a>	Assistant Professor, Political Science Dept.	
<a href="#">Sharmila Das</a>	Office Assistant	
<a href="#">Reema Saikia</a>	Office Assistant	

**UGC PLANNING COMMITTEE**

This has been constituted in accordance with the UGC XII Plan (2012-2017) Guidelines, the primary task of which is to prepare and monitor proposals submitted and sanctioned by the UGC under various schemes.



Name	Designation	Capacity
<a href="#">Dr. Manoj Kumar Mahanta</a>	Principal	Chairperson
<a href="#">Nilva Deka</a>	Associate Professor, Philosophy Dept.	Convenor
<a href="#">Saroj Sarma</a>	Associate Professor & HoD, Chemistry Dept.	Members
<a href="#">Dr. Dipali Barua</a>	Associate Professor & HoD, Geography Dept.	
<a href="#">Dr. Indrani Kalita</a>	Assistant Professor, Assamese Dept.	
<a href="#">Dr. Anjali Devi</a>	Assistant Professor, Sanskrit Dept.	
<a href="#">Dr. Bimal Kumar Tamuli</a>	Assistant Professor, Geology Dept.	
<a href="#">Dr. Amar Jyoti Dutta</a>	Assistant Professor, Mathematics Dept.	
<a href="#">Mukunda Kalita</a>	Contractual Faculty, Economics Dept.	
<a href="#">Uddipta Nayan Medhi</a>	Contractual Faculty & HoD i/c, Accountancy Dept.	

### VILLAGE ADOPTION COMMITTEE

This committee is entrusted with the task of identifying at the most five (5) numbers of villages (as per UGC guidelines) within a justifiable periphery of the college, where certain extension and welfare activities can be carried out with active participation of institutional stakeholders.

Name	Designation	Capacity
<a href="#">Dr. Manoj Kumar Mahanta</a>	Principal	Chairperson
<a href="#">Pradip Chandra Kalita</a>	Assistant Professor, Geography Dept.	Convenor
<a href="#">Dr. Jayanta Deka</a>	Assistant Professor, Zoology Dept.	Members
<a href="#">Mukunda Kalita</a>	Contractual Faculty, Economics Dept.	

### WEBSITE UPDATING AND MAINTENANCE COMMITTEE

The primary responsibility of this committee is to update and upgrade the institutional portal on a regular basis. The various tasks that are undertaken by the committee include

- Receiving all information from various stakeholders that are meant to be uploaded in the college portal
- Editing the information in an uploadable format after receipt from various stakeholders
- Provide training to various stakeholders for updating information in the portal through user facilities
- Constant monitoring of the portal and undertake development/ redesign of the webpages as and when required
- Initiate measures to undertake up-gradation measures as and when necessary

Name	Designation	Capacity
<a href="#">Dr. Manoj Kumar Mahanta</a>	Principal	Chairperson
<a href="#">Nayan Mahanta</a>	Contractual Faculty & In-Charge, BCA	Convenor
<a href="#">Dr. Amar Jyoti Dutta</a>	Assistant Professor, Mathematics Dept.	Advisers
<a href="#">Dr. Saitanya Kumar Bharadwaj</a>	Assistant Professor, Chemistry Dept.	
<a href="#">Dr. Masih Saikia</a>	Contractual Faculty & HoD i/c, Comp. Science Dept.	Members
<a href="#">Manoj Haloi</a>	Contractual Faculty, Comp. Science Dept.	
<a href="#">Manojit Kalita</a>	Contractual Faculty, Comp. Science Dept.	
<a href="#">Syeda Shamim Shabnam</a>	Contractual Faculty, Comp. Science Dept.	
<a href="#">Nibedita Das</a>	Contractual Faculty, Comp. Science Dept.	
<a href="#">Pinki Pathak</a>	Contractual Faculty, Comp. Science Dept.	

### YOUTH RED CROSS SOCIETY (YRCS), PRAGJYOTISH COLLEGE UNIT

The Youth Red Cross is a voluntary humanitarian organization, providing relief in times of disasters/ emergencies and promotes health and care of the vulnerable people and communities. The Pragjyotish College Unit of YRC was set up in 2019. The activities of YRC are coordinated by a designated committee constituted by the Principal in consultation with the IQAC.

Name	Designation	Capacity
<a href="#">Seema Kaur</a>	Assistant Professor & HoD i/c, Zoology Dept.	Jt. Coordinators

<b>Dr. Makibur Rahman</b>	Assistant Professor, Zoology Dept.	
<b>Atanu Kumar Chowdhury</b>	Associate Professor, Economics Dept.	Advisor
<b>Dr. Nandini Sarma</b>	Associate Professor & HoD, History Dept.	Members
<b>Nandita Rajbangshi</b>	Assistant Professor & HoD i/c, Hindi Dept.	
<b>Dr. Bidyut Bikash Baishya</b>	Assistant Professor, Economics Dept.	

## **MISCELLANEOUS BODIES**

**PRAGJYOTISH COLLEGE ALUMNI ASSOCIATION:** Apart from departmental level alumni associations, a centralized body of alumni members also exists in the college. All students who have undergone any academic programme in the college can become a *bonafide* member of PCAA upon payment of a nominal membership fees. The PCAA organizes different programmes from time to time with the active involvement of its members. The President of PCAA is the ex-officio member of the Internal Quality Assurance Cell of the college.

**Contact Info:**

**Dewan Dhruvajyoti Maral**

**President, PCAA**

**Phone: 86386-61449**

**E-mail: [alumni@pragjyotishcollege.ac.in](mailto:alumni@pragjyotishcollege.ac.in)**

**PRAGJYOTISH COLLEGE ANASHIKSHAK KARMACHARI SANSTHA**

It is an association of all the permanent non-teaching staff of Pragjyotish College. A senior member of the teaching staff officiates as the President of the association.

**Contact Info:**

**Badan Mahanta**

**President, PCAKS**

**Phone: 91010-90915**

**E-mail: [pcaks@pragjyotishcollege.ac.in](mailto:pcaks@pragjyotishcollege.ac.in)**

**PRAGJYOTISH COLLEGE GUARDIANS' FORUM**

The PCGF came into being on 09.03.2019 under active initiation of the Internal Quality Assurance Cell (IQAC) of the college. The PCGF Core Committee comprises of one guardian representative from every academic department. The PCGF takes active role in various academic and administrative matters of the college and also organizes different programmes from time to time with the active involvement of its members. The President of PCGF is the ex-officio member of the Internal Quality Assurance Cell of the college.

**Contact Info:**

**XXXXXXXXXXXXX**

**President, PCGF**

**Phone:**

**E-mail: [pcgf@pragjyotishcollege.ac.in](mailto:pcgf@pragjyotishcollege.ac.in)**

**PRAGJYOTISH COLLEGE RETIRED TEACHERS' FORUM**

The PCRTF was set up on 20.12.2017, under active initiation of a group of retired faculty members and Principals of the college. The PCRTF takes active role in various academic and administrative matters of the college and also organizes different programmes from time to time with the active involvement of its members. The President of PCRTF is the ex-officio member of the Internal Quality Assurance Cell of the college.

**Contact Info:**

**Dr. Dayananda Pathak**

**President, PCRTF**

**Phone: 98540-50947**

**E-mail: [pcrtf@pragjyotishcollege.ac.in](mailto:pcrtf@pragjyotishcollege.ac.in)**

## **PRAGJYOTISH COLLEGE SHIKSHAK SANCHAY SAMABAY SAMITI LIMITED**

The PCSSSS functions on cooperative basis and the members comprise all the permanent teachers of the college. Every member has to pay a fixed monthly contributory amount and is eligible for availing loans, subject to different terms and conditions.

Contact Info:

**Dr. Priyam Barthakur**

**President, PCSSSS**

**Phone : 98640-62115 E-mail:**

## **PRAGJYOTISH COLLEGE TEACHERS' UNIT**

It is the association of all permanent teachers of Pragjyotish College. It functions on the basis of a written Constitution, adopted in 2013, which merged with the then two existing associations, viz. Pragjyotish College Teachers' Council and the Pragjyotish College ACTA Unit. PCTU is affiliated to the Assam College Teachers' Association (ACTA).

Contact Info:

**Atanu Kumar Chowdhury**

**President, PCTU**

**Phone: 98640-34004 E-mail: [pctu@pragjyotishcollege.ac.in](mailto:pctu@pragjyotishcollege.ac.in)**

## **B. TERM-BOUND BODIES**

### **ACADEMIC AND ADMINISTRATIVE AUDIT COMMITTEE**

This is a term-bound committee which undertakes to conduct the audit preferably through the engagement of external agencies/ individuals having expertise in this field, and within a stipulated time frame. The audit exercise is undertaken through team visits to each and every academic department and using a pre-defined response mechanism. The objectives of the audit include:

- Assessment of the current systems in practice
- Improving upon the quality of the teaching-learning processes
- Assessment of the current administrative systems and procedures in practice, including policies, strategies and functions
- Improving upon the current system for ensuring greater administrative efficiency

<b>Name</b>	<b>Designation</b>	<b>Capacity</b>
<b>Dr. Manoj Kumar Mahanta</b>	Principal	Chairperson
<b>Dr. Jyotirmoy Sengupta</b>	Associate Professor & HoD, Bengali Dept.	Convenor
<b>Dr. Priyam Barthakur</b>	Associate Professor & HoD, Geology Dept.	Members
<b>Dr. Shampa Choudhury</b>	Associate Professor & HoD, Mathematics Dept.	
<b>Dr. Nandini Moral Sarma</b>	Associate Professor & HoD, History Dept.	
<b>Niva Deka</b>	Associate Professor, Philosophy Dept.	

### **ADMISSION COMMITTEE (2020-21 Session)**

This committee is constituted well ahead of the admission process every year. The Committee undertakes the following tasks, and remains operational until the admission process is closed:

- Formulate the general guidelines of admission into the different programs of study that are being offered by the college
- Make necessary changes in the admission procedure in contrast with the previous years admission process, keeping in view of the practical difficulties and inconveniences
- Coordinate with the Prospectus Committee and Website Updating and Maintenance Committee so that all relevant changes in the admission policy are being reflected in the College Prospectus and the college website
- Liaise/ coordinate with external agencies/ website developers for make necessary changes in the online admission procedure, as and when required/ necessary

- Initiate the form submission process
- Scrutinize the submitted applications
- Prepare various categories of merit lists
- Initiate the admission process through active coordination with the college office staff
- Resolve any disputes or mitigate any inconveniences that might arise during/ after the admission procedure

Name	Designation	Capacity
Dr. Manoj Kumar Mahanta	Principal	Chairperson
Dr. Ranjita Deka	Vice Principal	Advisory Members
Dr. Ranjit Das	Associate Professor, Botany Dept.	
Atanu Kr. Chowdhury	Associate Professor, Economics Dept.	Convenor
Dr. Shampa Choudhury	Associate Professor & HoD, Mathematics Dept.	Members
Dr. Reena Barman Kalita	Associate Professor & HoD, Botany Dept.	
Niva Deka	Associate Professor, Philosophy Dept.	
Dr. Jyotirmoy Sengupta	Associate Professor & HoD, Bengali Dept.	
Dr. Pranita Goswami	Associate Professor & HoD, Statistics Dept.	
Badan Chandra Mahanta	Associate Professor, History Dept.	
Dr. Baikuntha Rajbongshi	Associate Professor & HoD, Assamese Dept.	
Dr. Manjit Kr. Mazumdar	Associate Professor, Geology Dept.	
Dr. Satya Sandhya Das	Associate Professor, Chemistry Dept.	
Dr. Dipali Baruah	Associate Professor & HoD, Geography Dept.	
Seema Kaur	Assistant Professor & HoD i/c, Zoology Dept.	
Pradip Chandra Kalita	Assistant Professor, Geography Dept.	
Dr. Amar Jyoti Dutta	Assistant Professor, Mathematics Dept.	
Mukunda Kalita	Contractual Faculty, Economics (Com.)	
Manojit Kalita	Contractual Faculty, Accountancy Dept.	
Diganta Talukdar	Contractual Faculty & HoD i/c, Bus. Administration Dept.	
Nayan Mahanta	Contrac. Faculty & BCA i/c, Computer Science Dept.	

### BUDGET PREPARATION COMMITTEE

This primary task entrusted to this committee was to preparation of the budget of the college, so as to enable smooth functioning of all financial transactions as per budgetary allocations. The budget prepared is subject to approval of the Governing Body of the college.

Name	Designation	Capacity
Dr. Manoj Kumar Mahanta	Principal	Chairperson
Saumar Rajkhowa	Associate Professor & HoD, Physics Dept.	Convenor
Dr. Jyotirmoy Sengupta	Associate Professor & HoD, Bengali Dept.	Members
Dr. Namita Das	Associate Professor & HoD, Economics Dept.	

### EDITORIAL BOARDS (Department-wise)

These boards are constituted by the respective departments/ authorities as mentioned within brackets in the table below. The boards undertake the following tasks:

- Collect suitable printable materials from different sources by circulating notices and other such means
- Edit the collected materials into printable formats
- Design the layouts of the publication by integrating the edited materials
- Decide upon the number of copies to be printed, dates as well as modes of publication

SL.	NAME	PUBLISHING STAKEHOLDER
1	UNIGRATION	ANTHROPOLOGY
2	PALASH	ASSAMESE
3	ANUBAD	BENGALI

4	<b>NORTH EAST LITTLE MAGAZINE REVIEW</b>	BENGALI
5	<b>PLANTAE NEWSLETTER</b>	BOTANY
6	<b>PRAGJYOTISANI SANSRI</b>	BODO
7	<b>BOSON</b>	CHEMISTRY
8	<b>COMMUNION (e-magazine)</b>	COMMERCE
9	<b>ZETTA (e-magazine)</b>	COMPUTER SCIENCE
10	<b>ARTHABARTA</b>	ECONOMICS
11	<b>EDUCATUM</b>	EDUCATION
12	<b>LITERATIA (e-magazine)</b>	ENGLISH
13	<b>QUEST</b>	ENGLISH
14	<b>PRAGbhugol</b>	GEOGRAPHY
15	<b>PETRA</b>	GEOLOGY
16	<b>HISTORIA</b>	HISTORY
17	<b>MATHEMATICA</b>	MATHEMATICS
18	<b>DRISTI</b>	PHILOSOPHY
19	<b>fiziks</b>	PHYSICS
20	<b>PRACHI</b>	SANSKRIT
21	<b>MATHEMATICAL STATISTICS</b>	STATISTICS
22	<b>STATISTA (e-magazine)</b>	STATISTICS
23	<b>JATRA – A NEW HORIZON</b>	TOURISM MANAGEMENT
24	<b>PHOENIX</b>	ZOOLOGY
25	<b>PRAG CONSILIENCE</b>	PRAGJYOTISH COLLEGE RESEARCH COUNCIL
26	<b>PRAGJYOTISHIYA</b>	PRAGJYOTISH COLLEGE STUDENTS' UNION
27	<b>PRAG NEWSLETTER</b>	PRAGJYOTISH COLLEGE

### **ENERGY AUDIT COMMITTEE (2019-20 Session)**

The primary task of this committee was to arrange for conducting an Energy Audit of the various electrical installations inside the campus on consumption matters and to suggest certain measures that might be adopted in future for judicious usage of electrical energy and to cut down costs related thereto.

<b>Name</b>	<b>Designation</b>	<b>Capacity</b>
<b>Dr. Manoj Kumar Mahanta</b>	Principal	Chairperson
<b>Dr. Manjit Kumar Mazumdar</b>	Coordinator, IQAC	Convenor
<b>Arpita Das</b>	Convenor, Criterion VII	Member

### **EXAMINATION COMMITTEES**

These committees are constituted well ahead of the commencement of the respective Board/ University examinations. The Principal of the college is the Officer-in-Charge (OC) of these examinations whereas the Convenors acts as the Assistant Officer-In-Charges (AOC). The AOC is in charge of overall supervision of the entire process of conduct of the examinations, by way of constant coordination with the OC and other members of the respective committee in the matter of undertaking the following tasks:

- Subject-wise preparation of lists of candidates
- Allocation of examination halls date-wise and subject-wise
- Allocation of invigilators and other subordinate staff date-wise and subject-wise
- Maintaining all examination records date-wise and subject-wise and keeping all such official papers in proper and safe custody
- Collection of confidential papers and keeping all such official papers in proper and safe custody
- Collection of internal/ sessional examination marks from various departments and forwarding these to the Board/ University authorities
- Resolve any disputes or mitigate any inconveniences that might arise during the conduct of the examinations

- Final submission of all examination related materials/ documents/ reports to the Board/ University authorities/ Examination Zonal Centres within the stipulated time frames
- Keeping proper record of all examination related expenses

The guidelines for the usage of the Examination Control Room is detailed in the **Institutional Usage and Maintenance Policy for Physical, Academic and Support Facilities (Section – II)**

### **GENDER AUDIT COMMITTEE (2019-20 Session)**

This is a term-bound committee which undertakes to conduct the audit within a stipulated time frame. The audit is undertaken by a procedure which involves data collection of various aspects and integration of the collected data through a statistical analytical mechanism. The purpose of the audit are to:

- Assess and check the institutionalizing of gender equality programs into the college, which includes the policies, programs, projects and/or provisions of services, structures, proceedings and budgets
- Identify any critical gender gaps and challenges
- Suggest suitable measures for ensuring gender mainstreaming and remove all discriminatory mechanisms that might currently exist, though improvements and innovations

Name	Designation	Capacity
Dr. Manoj Kumar Mahanta	Principal	Chairperson
Priyanka Sarmah	Associate Professor & HoD, English Dept.	Convenor
Pradip Chandra Kalita	Assistant Professor, Geography Dept.	Member

### **GREEN AUDIT COMMITTEE (2019-20 Session)**

This is a term-bound committee which undertakes to conduct the audit preferably through the engagement of external agencies/ individuals having expertise in this field, and within a stipulated time frame The purpose of the audit include:

- Promotion of environment management and conservation in the college campus
- Determination of the performance levels of environmental management and equipment
- Minimize human exposure to environmental risks, health and safety problems
- Analyzing the pattern and extent of resource use of the campus
- Ensuring sustainability parameters and identification of corrective measures to attain all objectives as outlines above

Name	Designation	Capacity
Dr. Manoj Kumar Mahanta	Principal	Chairperson
Dr. Jyoti Prasad Das	Assistant Professor, Geography Dept.	Convenor
Amit Kumar Pradhan	Assistant Professor, Botany Dept.	Members
Himadri Saikia	Assistant Professor, Botany Dept.	

### **PROSPECTUS COMMITTEE (2020–21 Session)**

This committee is constituted before the start of admissions in every academic year. The committee collects all updated information and prepares the College Prospectus well ahead of the start of the application receiving process. It is ensured that all requirements as envisaged in the Section 4 of the **University Grants Commission (Redress of Grievances of Students) Regulations, 2019** are complied with as far as practicable.

Name	Designation	Capacity
Dr. Manoj Kumar Mahanta	Principal	Chairperson
Atanu Kumar Choudhury	Associate Professor, Economics Dept.	Advisors
Dr. Reena Barman Kalita	Associate Professor& HoD, Botany Dept.	
Badan Chandra Mahanta	Associate Professor, History Dept.	Convenor
Dr. Priyam Barthakur	Associate Professor& HoD, Geology Dept.	
Dr. Jyotirmoy Sengupta	Associate Professor& HoD, Bengali Dept.	

<b>Dr. Namita Das</b>	Associate Professor & HoD, Economics Dept.	Members
<b>Dr. Manjit Kumar Mazumdar</b>	Associate Professor, Geology Dept.	
<b>Nayan Mahanta</b>	Contractual Faculty & BCA i/c, Computer Science Dept.	

### **SERVICE RULE DRAFTING COMMITTEE FOR NON-SANCTIONED CONTRACTUAL STAFF**

This committee was specially constituted to draft in-house service rules and conditions for being applicable against the various categories of non-sanctioned/ contractual teaching and non-teaching staff of the college. The rules drafted/ amended are subject to approval of the Governing Body of the college.

Name	Designation	Capacity
<b>Dr. Manoj Kumar Mahanta</b>	Principal	Chairperson
<b>Dr. Jyotirmoy Sengupta</b>	Associate Professor & HoD, Bengali Dept.	Convenor
<b>Bishwajyoti Dev Mahanta</b>	Associate Professor, History Dept.	Members
<b>Dr. Baikuntha Rajbongshi</b>	Associate Professor & HoD, Assamese Dept.	
<b>Manab Deka</b>	Associate Professor, Physics Dept.	
<b>Dr. Ira Das</b>	Associate Professor, Economics Dept.	
<b>Nikunja Das</b>	UDA (Accountant)	



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**Pragjyotish College  
Guwahati – 781 009**