

INTERNAL COORDINATION

In order to conduct the day to day affairs of the college smoothly and to provide constructive suggestions to the authority in different fields of works, the college has a number of committees. These committees, apart from serving as inbuilt mechanism, uphold the democratic spirit of participation, consensus and accountability. Besides, there are a number of Committees and Sub- Committees which are specially constituted as per the guidelines of the NAAC the purpose of which are to ensure an egalitarian atmosphere within the campus and to provide moral and emotional support to the needy students. The different committees, the names of the members of these Committees and their functions are as follows:-

ACADEMIC COUNCIL

Principal : Chairman
Vice Principal : Convenor
All the H.O.Ds : Members

NAAC Related Committees / Cells: (Principal TNC is the ex-officio Chairman of all the NAAC related Committees and Cells)

1. IQAC Cell:

Kishore Basumatary : Co-ordinator
Babu Teron : Member
Bablu Basumatay : Member
Dr.A. K.Choudhury GM : Member
Dr. Lutfur Rahman Choudhury : Member
Dhaniram Tisso (G.B. Member) : Member
Madan Timung (Alumni Member) : Member

Responsibilities:

- To ensure the internal quality of the college in all respects.
- To assess the academic/institutional activities of the faculty.
- To act as a liaison agency between the UGC-NAAC/RUSA and the college.

2. SC/ST CELL :

Babu Teron- (Vice Principal) :Convenor
Mrs. Madhu Chanda Das – :Member
Mrs. Mausumi Terangpi- :Member
Utpal Khakhalary- :Member
Romen Engti(LDA) :Member

Responsibilities:-

- The SC/ST Cell takes special interest in facilitating financial support to students from these communities from government agencies and other sources.
- To organize and monitor special coaching/training/ remedial coaching scheme in the College for SC/ST students to prepare them for their End Semester exams and also for TET or other Competitive Examinations.
- To eliminate discrimination against the students and staff of the SC/ST

3. OBC CELL :

Arup Kumar Deb	: Convenor
Dr. Pankaj Deb	: Member
Saranga Samuah	: Member
Mrs. Shymoli Borah	: Member
Mantu Kakoti	: Member

Responsibilities:-

- To educate, enlighten and empower the students and staff of OBC categories in the college to make use of the facilities extended by the Govt. and other agencies for their educational & occupational career.
- To council and guide OBC students about various issues and help them to manage academic activities.
- To resolve problems related to OBC students.

4. MINORITY CELL:

Dr.Lutfur Rahman Choudhury	: Convenor
Mrs. Mili Bodo	: Member
Dr. Merylyn Killingpi	: Member
Mr. Muja Sig Timung (Library Asstt.)	: Member

Responsibilities:-

- To provide information about various government schemes/ scholarships relating to the students belonging to the religious minority communities such as Muslim, Christian, Jain and Buddhist etc. and counsel them about the process of availing such schemes.
- To provide information about various government schemes/ scholarships relating to the minority students and counsel them about the process of availing such schemes.
- The Minority Cell exclusively looks after the work related to Minorities matters only.

5. ANTI RAGGING COMMITTEE:

Bablu Basumatary	: Convenor
Rumi Saikia	: Member
Mongal Sing Ronghang (LDA)	: Member
President, TNCSU	: Member
GS, TSCSU	: Member

Responsibilities:

- To keep a continuous watch and vigil over ragging so as to prevent its occurrence and recurrence.
- To promptly and stringently deal with incidents of ragging brought to the notice of the committee.
- To generate an atmosphere of discipline by sending a clear message that no act of ragging shall be tolerated and any act of ragging shall not go unnoticed and unpunished.

6. GRIEVANCE REDRESSAL CELL :

Bhoben Ch. Koch	: Convenor
Babu Teron (Vice Principal)	: Member
Dr. A. K. Choudhury GM	: Member
Geeta Rongpipi	: Member
Boneswar Rongpi (UDA)	: Member

Responsibilities:

- Upholding the dignity of the College by ensuring a strife-free atmosphere in the College through promoting cordial Student-Student relationship and Student-teacher relationship etc.
- Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.

7. RIGHT TO INFORMATION (RTI) CELL :

Babu Teron (**Public Information Officer**)

Bablu Basumatery (**Assistant Public Information Officer**)

Boneswar Rongpi (**Assistant Public Information Officer**)

COMMITTEES ON SEVEN CRITERIA OF NAAC :

As there are 7 assessment criteria which the institution have to comply with in order to get a NAAC accreditation, the college has constituted to certain special committees which are assigned exclusive duties related to each of these 7 criteria. Such committees are as follows:

1. CURRICULAR ASPECTS (CRITERIA:-1) COMMITTEE:

Babu Teron : Convenor

Dr. Marilyn Killingpi : Member

Responsibilities:

- To suggest measures to all the faculty members for ensuring effective **curriculum delivery through a well planned and documented process.**
- To ensure that the institution integrates the different issues relevant to Professional ethics, gender, human values and environment in to the scholastic and non scholastic activities.

2. TEACHING, LEARNING & EVALUATION (CRITERIA:-2) COMMITTEE:

Rumi Saikia : Convenor

Dr. Pankaj Dev : Member

Responsibilities:

- To addresses the regular academic activities of the institution such as teaching-learning processes, students results, desired outcomes etc.

3. RESEARCH, CONSULTANCY & EXTENSION (CRITERIA:-3) COMMITTEE:

Dr. Alkafil Choudhury : Convenor
Mili Bodo : Member

Responsibilities:

- To work for the promotion research through mobilization of resources for research activities and also promote and other extra-curricular activities to improve the overall quality of the institution.

4. INFRASTRUCTURE AND LEARNING RESOURCES (CRITERIA-4) COMMITTEE:

Kishore Basumatary: Convenor
Arup Deb : Member

Responsibilities:

- To assess the needs and suggest measures for providing a good learning environment and necessary facilities such as Classrooms, labs, technology, ITC facilities etc. besides the facilities for physical fitness and sufficient reference materials.

5. STUDENT SUPPORT AND PROGRESSION (CRITERIA-5) COMMITTEE:

Bablu Basumatary- Convenor
Mantu Kakoti: Member

Responsibilities:

- To initiate measures for ensuring proper participation of students in academics and extra- curricular activities of the institution.
- Mentoring and providing guidance for the students in various aspects of education and their field of study.

6.GOVERNANCE, LEADERSHIP AND MANAGEMENT (CRITERIA-6) COMMITTEE:

Dr. Dhanjoy Narzary (Principal): Convenor

Responsibilities:

- To function as liaison between the institution and the Governing Body and to initiate measures for Internal quality assurance, faculty empowerment, financial resource management and strategy development for the betterment of the college.

7. INNOVATIONS AND BEST PRACTICES (CRITERIA-7) COMMITTEE:

Dr. Lutfur Rahman Choudhury: Convenor

Responsibilities:

- To initiate measures for ensuring a greener , eco friendly campus and energy conservation in the institution.
- To initiate measures for the achievement of institutional vision and inculcate leadership quality among the students on the institution.
- To suggest measures relating to faculty empowerment strategies and internal quality assurance system of the institution.