

অধ্যক্ষৰ কাৰ্যালয়
Office Of the Principal

পশ্চিম গুৱাহাটী মহাবিদ্যালয়
 অমৃত ভড়ালী পথ, ধৰাপুৰ, গুৱাহাটী- ৭৮১০১৭, অসম
PASCHIM GUWAHATI MAHAVIDYALAYA
 Amrit Bharali Path, Dharapur, P.O : Azara
 Guwahati- 781017, Kamrup(M), Assam



URL : <http://www.pgmdharapur.ac.in>
 E-mail : pgm17dharapur@gmail.com
pgmahavidyalaya@rediffmail.com
 Tel. : 0361-2845021/2845821 (Office)
 Fax : 0361-2845021

From : **Dr. Rana Sarmah., M.Sc., Ph.D., Principal, ড° ৰাণা শৰ্মা, এম.এছচি., পিএইছ.ডি., অধ্যক্ষ**

No.....No:PGM/Notice/2019/50/160

Date.....30.04.2022

Notice-37

COMMITTEE/CELLS/CENTERS/COUNCIL/BOARD/CLUB CONSTITUTED
 TO WORK FROM THE DATE OF ISSUE OF THIS NOTICE OR AS PER RULE OF THE
 GOVT./NAAC/COUNCIL/ETC AND COLLEGE G.B. DECISION

Approved vide G.B. resolution No.6 of the meeting held on 30.04.2022

w.e.f. 01.05.2022 until further notice

In supersession of earlier notice-15 issued on 05.05.2020, the Teaching Staff, Non-Teaching staff and the students are hereby informed that the following Committee/Cells/Centers/Council/Board/Club have been reconstituted and approved by the Governing Body. All concerned are requested to discharge their duties sincerely in the Committee/Cells/Centers/Council/Board/Club where their names are appeared. The Coordinators/Conveners are requested to go through the powers and duties of the respective Cells/Centers/Council/Board/Club and work accordingly. The undersigned is aware of the fact that all concerned are committed to the corporate life of the college in its very spirit and heart. In addition to the prime duty of teaching and evaluation, all should come forward to extend their helping hands to transform the college to a state of Center of Excellence. All we know that a little bit of sincere and devoted effort will bring better result to the college and thereby joy, happiness and pride to everyone.

Expecting a desired and prestigious outcome the next NAAC assessment the Coordinators/Conveners of the Committee/Cells/Centers/Council/Board/Club are requested to be more serious and responsible in preparing the proceedings of all events/works/meetings in well represented form considering everything at national angle and submit the same to the Coordinator, IQAC in the same day or next day of holding the events/works/meetings.

Contribution to corporate life is a mandatory assignment which has to be performed within the official time limit of 6 hours 40 minutes per day. Documentary evidence of participation in the corporate life of the college is necessary for promotion and for annual confidential report. The undersigned will verify the records to be authenticated jointly by the Chairperson and Coordinator of the particulars Cells/Centers/Council/Board/Club at the time of issuing the Certificate of Participation in the corporate life of the college and preparing the Annual Confidential Report.

The undersigned expects that all the respected teachers and non-teaching staff will be involved in more activities in additional to the duties defined herewith in the interest of the students in particulars and the college and the society in general.

Rana Sarmah
 30.4.2022
 Principal

Paschim Guwahati Mahavidyalaya
 Dharapur, Guwahati- 17

Principal
 Paschim Guwahati Mahavidyalaya
 P.O.- Dharapur, Guwahati-17

COMMITTEE/CELLS/CENTERS/COUNCIL/BOARD/CLUB CONSTITUTED
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GOVT./NAAC/COUNCIL/ETC AND COLLEGE G.B. DECISION

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w.e.f. 01.05.2022 until further notice

1. ACADEMIC COUNCIL

A. Powers and Duties

The Academic Council shall have the following powers and duties:

- i) To consider matters of academic interest either on its own initiative or at the conferment and imposition of the Principal or these proposed by the departments,
- ii) To make general supervision of the academic work of the institution and to give suggestions to the Principal regarding methods of instruction, evaluation and improvements in academic standards,
- iii) To suggest measures of inter-disciplinary coordination,
- iv) To prepare Time Table
- v) To prepare the Prospectus
- v) To make arrangement for remedial classes and monitor the same
- vi) To make recommendation to the Principal on:
 - (a) measures of improvement of standards of teaching, research and training,
 - (b) establishment or abolition of academic departments/centers
 - (c) frame rules regarding academic functioning of the college, admission, examination, attendance etc. in conformity of the govt. rules.
 - (d) constitution of sub-committee to advise on such specific academic matters as may be referred to it by the Principal
 - (e) taking periodical review of the activities of the Departments/Centers and to suggest the Principal for appropriate action with a view to maintaining and improving academic standards,
- vii) To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Principal,
- viii) The committee must hold at least four meetings in one year
- ix) The Coordinator is to execute the decisions of the Academic Council after having approval of the Principal.

B. Term of office of the members of the Academic Council: The term of office of the members of the Council is initially one (1) years and on satisfactory performance the term may be extended to another two years or till further notice whichever is earlier.

C. Composition:

All the members of the Academic Council are to be nominated by the Principal and it shall have the approval of the Governing Body.

- | | | |
|---------------|-----|---|
| Chairman | 1. | Principal, Paschim Guwahati Mahavidyalaya |
| Vice Chairman | 2. | Vice-Principal |
| Convener | 3. | Dr. Marie Kalita |
| Members | 4. | HOD, Assamese |
| | 5. | HOD, Commerce Stream |
| | 6. | HOD, Economics |
| | 7. | HOD, Education |
| | 8. | HOD, English |
| | 9. | HOD, Hindi |
| | 10. | HOD, History |
| | 11. | HOD, Philosophy |
| | 12. | HOD, Political Science |
| | 13. | Librarian |
| | 14. | Coordinator, Environmental Studies |
| | 15. | Coordinator, IQAC |
| | 16. | Coordinator, Student Discipline Committee |
| | 17. | General Secretary, PGMSU |
| | 18. | Mr. Tilok Baruah, Non-teaching representative |

Handwritten signature
30.4.2022

Principal

Paschim Guwahati Mahavidyalaya
P.O. Charanpur, Guwahati-17



2. ACADEMIC AND ADMINISTRATIVE AUDIT PREPARATION COMMITTEE

A Powers and Duties: The Academic and Administrative Audit Preparation Committee shall have the following powers and duties:

- To consider the Academic and Administrative Audit Preparation Committee matters conferred upon by the Principal,
- To make arrangement for making Academic and Administrative Audit on yearly basis by external experts/agencies
- To collect and submit documents to external experts/agencies for academic and administrative audit and receive reports thereof for necessary action
- To keep proceedings of the meetings
- To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Principal
- The committee must hold at least four meetings in one year
- The Coordinator is to execute the decisions of the Committee after having approval of the Principal.

B. Term of office of the members of the Academic and Administrative Audit Preparation Committee: The term of office of the members of the Committee is initially one (1) year and on satisfactory performance the term may be extended to another two years or till further notice whichever is earlier.

C. Composition: All the members of the Academic and Administrative Audit Preparation Committee are to be nominated by the Principal and it shall have the approval of the Governing Body.

Chairperson
Coordinator
Convener, Institution Research and Innovation Council
Coordinator, Academic Research, Consultancy and Patent
Coordinator, Innovation & Collaboration matters
Coordinator, Internship matters
Coordinator, IPR and HR matters
Coordinator, Institution extension activity

- Principal
- Dr. Yashodhara Medhi
- Dr. Gaganjyoti Bora
- Dr. Madhuleema Chaliha
- Dr. Moinul Haque Choudhury
- Dr. Hemanta Kalita
- Dr. Marie Kalita
- Mr. Bhupen Das

3. COLLEGE DEVELOPMENT & CONSTRUCTION COMMITTEE

A Powers and Duties:

The college Development and Construction Committee shall have the following powers and duties:

- To consider the developmental and construction matters on its own initiatives or conferred upon it by the Principal,
- To make periodical survey of infrastructural needs of the college and to make suggestions to the Principal for proper action;
- To look after the exiting infrastructures if there is anything for repairing or replacement and enlist those for further necessary action,
- To look after the cleanliness of the college, campus and plan and act for beautification of the campus.
- To suggest the Principal for auction of the items identified as not fit for use,
- To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Principal,
- The committee shall hold meetings as per requirement in one year
- The Coordinator is to execute the decisions of the Committee after having approval of the Principal.

B. Term of office of the Members of the College Development and Construction Committee: The term of office of the members of the Committee is initially one (1) year and on satisfactory performance the term may be extended to another two years or till further notice whichever is earlier.

C. Composition: All the members of the College Development and Construction Committee are to be nominated by the Principal and it shall have the approval of the Governing Body.

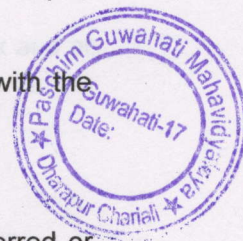
Chairperson
Member Secretary
Engineer
G.B. Representative
Teacher Representative
Non-Teaching Staff Representative

- President, Governing Body
- Principal
- Arct./Er. Phakan Basumatary
- Ms. Parul Baishya
- Mr. Achyut Talukdar
- Secretary, Teacher Unit
- Dr. Hazarat Ali
- Mr. Saiful Haque
- Tilok Baruah

4. COLLEGE WEBSITE & DOCUMENTATION AND COMPUTER EDUCATION COMMITTEE

A. Powers and Duties: The College website and Documentation Committee shall have the following powers and duties:

- (i) To consider the matters to be uploaded in the college website received from the Principal, other committees.
- (ii) To upload the matters after having permission from the Principal
- (iii) To evolve innovative ideas for development of college website and to consult with the Coordinators of various committees or the teachers if required
- (iv) To evolve an effective mechanism of centralized documentation
- (v) To collect the names and address of the alumni of the college
- (vi) The committee must hold at least four meetings in one year
- (vii) To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Principal

**B. Term of office of the members of the college Website & Documentation Committee**

The term of office of the members of the Committee is initially one (1) year and on satisfactory performance the term may be extended to another two years or till further notice whichever is earlier.

C. Composition: All the members of the college Website & Documentation Committee are to be nominated by the Principal and it shall have the approval of the Governing Body.

Chairperson
Convener
Members
[Signature]
Principal

1. Principal
2. Mr. Biswajit Sarma
3. Dr. Prabalika Sarma
4. Ms. Nirmali Bora
5. Sofiul Islam Khan
6. Bikash Dutta

Paschim Guwahati Mahavidyalaya
P.O.- Dharapur, Guwahati-17

5. ELECTION COMMITTEE (To be constituted in due course)**6. EXAMINATION COMMITTEE (To be constituted in due courses)****7. PRESS & PUBLICATION CELL****(A) Powers and Duties**

The Press and Publication Committee shall have the following powers and duties:

- (i) To consider the matters for publication in the newspaper and electronic media
- (ii) To apply for ISBN and ISSN to the appropriate authority
- (iii) To take measures for publication, printing of college matters to be published
- (iv) To publish a phone book incorporating the phone numbers and E-mail of the teachers and non-teaching staff
- (v) To maintain proceeding register of all events/meetings
- (vi) The coordinator shall execute the decisions of the Board with due approval of the Principal.
- (vii) The committee must hold at least four meetings in one year
- (viii) To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Principal.

B. Term of office of the Members of the Press & Publication Committee:

The term of office of the members of the Committee is initially one (1) year and on satisfactory performance the term may be extended to another two years or till further notice whichever is earlier.

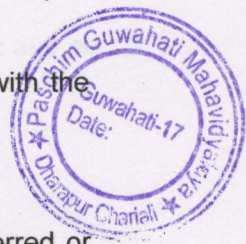
C. Composition: All the members of the Press & Publication' Committee are to be nominated by the Principal and it shall have the approval of the Governing Body.

- | | | |
|----------------------|----|---------------------|
| Chairperson | 1. | Dr. Rana Sarmah |
| Convener | 2. | Dr. Purabi Kalita |
| Publication convener | 3. | Dr. Prabalika Sarma |
| Members | 4. | Dr. Hazarat Ali |
| | 5. | Ms. Marie Kalita |

4. COLLEGE WEBSITE & DOCUMENTATION AND COMPUTER EDUCATION COMMITTEE

A. Powers and Duties: The College website and Documentation Committee shall have the following powers and duties:

- (i) To consider the matters to be uploaded in the college website received from the Principal, other committees.
- (ii) To upload the matters after having permission from the Principal
- (iii) To evolve innovative ideas for development of college website and to consult with the Coordinators of various committees or the teachers if required
- (iv) To evolve an effective mechanism of centralized documentation
- (v) To collect the names and address of the alumni of the college
- (vi) The committee must hold at least four meetings in one year
- (vii) To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Principal

**B. Term of office of the members of the college Website & Documentation Committee**

The term of office of the members of the Committee is initially one (1) year and on satisfactory performance the term may be extended to another two years or till further notice whichever is earlier.

C. Composition: All the members of the college Website & Documentation Committee are to be nominated by the Principal and it shall have the approval of the Governing Body.

Chairperson
Convener
Members

1. Principal
2. Mr. Biswajit Sarma
3. Dr. Prabalika Sarma
4. Ms. Nirmali Bora
5. Sofiul Islam Khan
6. Bikash Dutta

[Signature]
Principal
Paschim Guwahati Mahavidyalaya,
P.O.- Dharapur, Guwahati-17

5. ELECTION COMMITTEE (To be constituted in due course)**6. EXAMINATION COMMITTEE (To be constituted in due courses)****7. PRESS & PUBLICATION CELL****(A) Powers and Duties**

The Press and Publication Committee shall have the following powers and duties:

- (i) To consider the matters for publication in the newspaper and electronic media
- (ii) To apply for ISBN and ISSN to the appropriate authority
- (iii) To take measures for publication, printing of college matters to be published
- (iv) To publish a phone book incorporating the phone numbers and E-mail of the teachers and non-teaching staff
- (v) To maintain proceeding register of all events/meetings
- (vi) The coordinator shall execute the decisions of the Board with due approval of the Principal.
- (vii) The committee must hold at least four meetings in one year
- (viii) To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Principal.

B. Term of office of the Members of the Press & Publication Committee:

The term of office of the members of the Committee is initially one (1) year and on satisfactory performance the term may be extended to another two years or till further notice whichever is earlier.

C. Composition: All the members of the Press & Publication' Committee are to be nominated by the Principal and it shall have the approval of the Governing Body.

- | | | |
|----------------------|----|---------------------|
| Chairperson | 1. | Dr. Rana Sarmah |
| Convener | 2. | Dr. Purabi Kalita |
| Publication convener | 3. | Dr. Prabalika Sarma |
| Members | 4. | Dr. Hazarat Ali |
| | 5. | Ms. Marie Kalita |

8. CULTURAL DEVELOPMENT COMMITTEE

A. Powers and Duties: The Cultural Development Committee shall have the following powers and duties:

- (i) To consider the matters in connection with the cultural development of the students of the college either on its own initiatives or conferred upon it by the Principal
- (ii) To introduce the students with the state's variety of culture
- (iii) To frame rules and regulations for all cultural events/competitions of the college week and at inter-college level organised time to time
- (iv) To plan for promotion and development of unity among the students in spite of cultural diversity.
- (v) To develop an Archive in the College,
- (vi) To arrange some identified special events in memory of renowned artist
- (vii) To promote national cultural relations first and then international
- (viii) The committee must hold at least four meetings in one year
- (ix) The coordinator shall execute the decisions of the committee with due approval of the Principal
- (x) To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Principal.

B. Term of office of the Members of the Cultural Development Committee:

The term of office of the members of the Committee is initially one (1) years and on satisfactory performance the term may be extended to another two years or till further notice whichever is earlier.

C. Composition: All the members of the Cultural Development Committee are to be nominated by the Principal and it shall have the approval of the Governing Body.

- | | |
|-------------|------------------------------|
| Chairperson | 1. Dr. Gagan Jyoti Bora |
| Coordinator | 2. Dr. Nripendra Nath Medhi |
| | 3. Dr. Prabalika Sarma |
| | 4. Ms. Saraswati Rajbongshi |
| | 5. Dr. Namita Devi |
| | 6. Cultural Secretary, PGMSU |

Dr. B. K. Bora
30.4.22
Principal
Paschim Guwahati Mahavidyalaya
P.O.- Dharapur, Guwahati-17

9. SPORTS DEVELOPMENT BOARD

A. Powers and Duties: The Sports Development Board shall have the following powers and duties:

- (i) To consider all the matters relating to development of sports in the college
- (ii) To identify the talents of the students in respect of sports and encourage them to go ahead by providing necessary facilities,
- (iii) To plan to fulfill the minimum requirement for upgradation of sports for the students.
- (iv) To deal with both the central govt. and state govt. for financial assistance for construction of the proposed indoor stadium,
- (v) To frame rules and regulations for all sport events/competitions of the college week and at inter-college level organised time to time
- (vi) To arrange for introducing certificate / diploma course of sports for the students:
- (vii) To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Principal,
- (viii) The committee must hold at least four meetings in one year
- (ix) The Coordinator is to execute the decisions of the Academic Council after having approval of the Principal.

B. Term of office of the Members of the Sports Development Board: The term of office of the members of the Board is initially one (1) year and on satisfactory performance the term may be extended to another two years or till further notice whichever is earlier.

C. Composition: All the members of the Sports Development Board are to be nominated by the Principal and it shall have the approval of the Governing Body.

- | | |
|-------------|-----------------------------|
| Chairperson | 1. Mr. Bhudev Das |
| Coordinator | 2. Dr. Hazarat Ali |
| Members | 3. Mr. Saiful Haque |
| | 4. Mr. Niranjana Sarma |
| | 5. Mr. Phanindra Medhi |
| | 6. Mr. Jayanta Prasad Kumar |
| | 7. Mr. Aswini Kalita |
| | 8. Games Secretary, PGMSU |



10. HOSTEL SUPERVISION COMMITTEE

A. Powers and Duties:

The Hostel Supervision Committee shall have the following powers and duties:

- (i) To consider the matters of development of the women's hostel on its own initiatives or conferred upon it by the Principal and to suggest the Principal for further necessary action
- (ii) To ensure an environmental condition under which the boarders can feel home away from home
- (iii) To frame rules and regulations for all borders in connection with admission, administration, leave, etc.
- (iv) To ensure the complete stop of ragging (if any)
- (v) To ensure the regular study of the boarders and their intellectual upliftment
- (vi) The coordinator shall execute the decisions of the committee with due approval of the Principal
- (vii) The committee must hold at least six meetings in one year
- (viii) To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Principal

B. Term of office of the Members of the Hostel Supervision Committee: The term of office of the members of the Committee is initially one (1) year and on satisfactory performance the term may be extended to another two years or till further notice whichever is earlier.

C. Composition:

All the members of the hostel Supervision Committee are to be nominated by the Principal and it shall have the approval of the Governing Body.

Chairperson

1. Principal

Coordinator, Policy matters

2. Vice Principal

Superintendent, Execution

3. Nishamoni Das

Members

4. Dr. Ira Choudhury

5. Dr. Gaganjyoti Bora

6. Dr. Namita Devi

7. Ms. Saraswati Rajbongshi

8. Mrs. Nirmali Borah

9. Mr. Niren Kalita

[Signature]
30.4.22
Principal
Paschim Guwahati Mahavidyalaya
P.O.- Dharapur, Guwahati-17

Sl. No.	Designation	Name of the member
1	Chairperson	Dr. Rana Samah, Principal
2	Coordinator, NIRP	Ms. Nirmali Bora
3	Coordinator, AISHE & UGC Schemes	Mr. Biswaji Samah
4	Member	Dr. Mona Kalita
		Ms. Madhura Chaliha
		Dr. Hamana Kalita
		Mr. Sourav Jyoti Goswami

11. INTERNAL COMPLAIN COMMITTEE

As per the guidelines from the University Grants Commission, the Grievance Redressal and Anti-Sexual Harassment and Anti Ragging Committee has been reconstituted as **Internal Complaints Committee** with approval from the Governing Body.

A. Powers and Duties : Following are the powers and duties of the committee:

- (i) To be committed to create an environment free from any type of gender discrimination among the students and employees of the institution. To organise workshops and seminars and display posters, documents and notices to generate awareness regularly.
- (ii) Create awareness about what constitutes sexual harassment and inform employees and students of the recourse available to them in case they become victims.
- (iii) Provide assistance to the victim to lodge a complaint with the police if wished so.
- (iv) Initiation of enquiry at the earliest.
- (v) To make arrangement for appropriate psychological, emotional and physical support (in the form of counseling, security and other assistance) to the victim if desires,
- (vi) Provide an opportunity for reconciliation wherever possible.
- (vii) Redress the complaints in a judicious manner.
- (viii) Wherever required, forward the complaint to the police with enquiry report along with recommendations.
- (ix) Maintain confidentiality in regard to the proceedings.
- (x) Submit a detailed annual report including number of cases filed, resolved and still pending.
- (xi) The Committee would be following the guidelines under POSH Act 2013.
- (xii) To advice the Principal to issue warnings or take the help of law to stop the harasser, if the complainant consents
- (xiii) The Cell will exercise such powers and perform such other duties as assigned by the Principal,
- (xiv) The committee must hold at least four meetings in one year
- (xv) The Coordinator will execute the decisions of the Cell after having due approval of the Principal.

B. Term of Office: The term of office for the members of the Internal Complaint Committee (ICC) will be not more than 3 years or till further notice whichever is earlier.**C. Composition:** The committee shall have the following composition

Sl. No.	Name of the member	Designation
1	Ms. Parul Baishya	Chairperson /Presiding Officer
2	Dr. Prabalika Kalita	Coordinator
3	Mr. Saiful Haque, M.Com., L.L.B	Member
4	Ms. Saraswati Rajbangshi	Member
5	Ms. Nishamoni Das (Warden, Girls' Hostel).	Member
6	Mr. Manik Ch. Roy Pradhani (Non-teaching)	Member
7	Ms. Gita Mani Das Baishya L.L.B (Advocate, Guwahati High Court).	Member
8	Secretary, Boys' Common Room, PGMSU	Member
9	Secretary, Girls' Common Room, PGMSU	Member

12. NIRF, AISHE AND UGC SCHEME/WORKS MONITORING COMMITTEE

A. Powers and Duties: National Institution Ranking Framework (NIRF), All India Survey on Higher Education (AISHE) and UGC guideline. The committee must held at least four meetings in one year

B. Term of office of the members of the National Institution Ranking Framework (NIRF), All India Survey on Higher Education (AISHE) and UGC Scheme/Works monitoring committee: The term of office of the members of the Committee is initially three (3) years and may be extended to another three years or till further notice whichever is earlier.

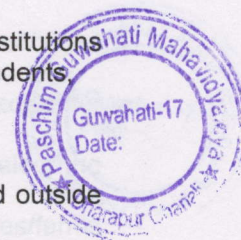
C. Composition: All the members of the National Institution Ranking Framework (NIRF) and UGC Scheme/Works monitoring committee are to be nominated by the Principal and it shall have the approval of the Governing Body.

Sl. No.	Designation	Name of the member
1	Chairperson	Dr. Rana Sarmah, Principal
2	Coordinator, NIRF	Ms. Nirmali Bora
3	Coordinator, AISHE & UGC Schemes	Mr. Biswajit Sarmah
4	Member	Dr. Marie Kalita
5		Ms. Madhuleema Chaliha
6		Dr. Hemanta Kalita
7		Mr. Sourav Jyoti Goswami

13. INFORMATION, CAREER GUIDANCE AND PLACEMENT CELL (ICGPC)

A. Powers and Duties: The Information and Career Guidance and Placement Cell shall have the following powers and duties:

- (i) To gather and disseminate information on job avenues and placement in different institutions /companies and concerns related to the courses that the college offers to interested students.
- (ii) To facilitate the actual recruitment procedure
- (iii) To maintain record of the all activities and the outcome of each of them.
- (iv) To maintain the records of students who need guidance, training to augment their skills
- (v) To provide information regarding professional courses, higher studies available in and outside the country
- (vi) To refer the students desiring training on skills to the center for Skill Education and Entrepreneurship Studies of the College
- (vii) To prepare the database of the graduating students giving details about their educational qualification, career choices etc.
- (viii) To maintain catalog of job proforma of various professions.
- (ix) The coordinator shall execute the decisions of the Board with due approval of the Principal
- (x) The committee must hold at least six meetings in one year
- (xi) To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Principal



B. Term of office of the Members of the Information, Career Guidance and Placement Cell (ICGPC): The term of office of the members of the Committee is initially one (1) years and on satisfactory performance the term may be extended to another one year or till further notice whichever is earlier.

C. Composition: All the members of the Information and Career Guidance Cell (ICGC) are to be nominated by the Principal and it shall have the approval of the Governing Body.

Chairperson

1. Mr. Saiful Haque

Coordinator

2. Dr. Marie Kalita

Members

3. Dr. Namita Devi

4. Dr. Madhuleema Chaliha

5. Dr. Purabi Kalita

6. Mr. Bhudev Das

7. Mr. Dhrubajyoti Kakati

8. Vice President, PGMSU

[Signature]
Principal

Paschim Guwahati Mahavidyalaya
P.O.- Dharapur, Guwahati-17

14. LIBRARY AUGMENTATION AND MANAGEMENT COMMITTEE

A. Powers and Duties: The Library Development Committee shall have the following powers and duties.

- (i) To enunciate consistent policies in matters of library augmentation and management
- (ii) To prepare budget for library augmentation and management
- (iii) To rationalize the purchase of books and journals so that it can cater the needs of the students in particulars and the teachers in general
- (iv) To develop mechanism for downloading and digital storage of the books and journals published periodically and use of them by students and teachers
- (v) To advice the Principal on all matters pertaining to augmentation and management of the library system of the college.
- (vi) To verify and scrutinize stock of the library on all matters
- (vii) The coordinator shall execute the decisions of the committee with due approval of the Principal
- (viii) The committee must hold at least four meetings in one year
- (ix) To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Principal.

B. Term of office of the members of the Library Augmentation And Management Committee:

The term of office of the members of the committee is initially one (1) year and on satisfactory performance the term may be extended to another two years

C. Composition: All the members of the library augmentation and management are to be nominated by the Principal and it shall have the approval of the Governing Body.

Chairperson

1. Principal

Coordinator

2. Mr. Manik Ch. Roy Pradhani, Librarian

Members

3. Dr. Moinul Haque Choudhury

4. Dr. Prabalika Sarma

5. Mr. Saiful Haque

6. Mr. Biswajit Sarmah

7. Mr. Phanindra Medhi

15. ASSET AUGMENTATION, REPAIRING & PURCHASE COMMITTEE

A. Powers and Duties: The asset augmentation, repairing & purchase committee will have the following powers and duties:

- (i) To frame policies for floating Tenders/Quotations along with the Notices for Procurement of books and goods,
- (ii) To inspect assets under complain for augmentation/repairing/new purchase and decide for floating quotation/estimate on augmentation/repairing works
- (iii) To check, verify and compare the tenders/quotations submitted by the parties and select the tenders/quotations preferably the lowest one on new purchase and repairing works
- (iv) To receive/check/inspect assets on delivery by suppliers/bidders/contractors /companies/farms for augmentation/repairing/new purchase
- (v) To check the brands of goods carefully by always keeping the interest of the college in view.
- (vi) To suggest the Principal on such other matters connected with the purchase of goods as may be assigned by the Principal,
- (vii) The committee shall hold meetings as per requirement
- (viii) The Coordinator will execute the decisions of the committee after having approval of the Principal.

B. Term of office of the Members of the Purchase Committee: The term of office of the members of the committee is initially one year term which may be extended to another one year.

C. Composition: All the matters of the asset augmentation, repairing & purchase committee are to be nominated by the Principal and it shall have the approval of the Governing Body.

- | | |
|-------------|-----------------------------|
| Chairperson | 1. Principal |
| Coordinator | 2. Mrs. Parul Baishya |
| Members | 3. Dr. Hemanta Kalita |
| | 4. Ms. Saraswati Rajbongshi |
| | 5. Mr. Niren Kalita |

Donal
30.4.22
Principal
Paschim Guwahati Mahavidyalaya
P.O.- Dharapur, Guwahati-17

16. INSTITUTION RESEARCH, EXTENSION AND INNOVATION COUNCIL (IRIC)

A. Powers and Duties: The Institution Research and Innovation Council shall have the following powers and duties:

- (i) To consider the matters for monitoring of research, innovation, consultancy, internship, Intellectual Property Right (IPR) and Human Right (HR) at institutional level
- (ii) To scrutinize the research proposal to be proposed by the teachers for its submission to the respective funding agency and recommend in black and white to the Principal for further necessary action
- (iii) To ensure that the research proposal has been prepared as per guidelines of the respective funding agency
- (iv) To explore and execute innovation strategies in academic (subject related) and social front of all academic departments in consultation with faculties
- (v) To explore and execute internship strategies among academic departments in consultation with faculties
- (vi) To promote institution extension activities independently and in association with GOs/NGOs
- (vii) To organise online/offline seminars/workshop/webinar etc. on Intellectual Property Right
- (viii) To encourage every department to prepare for publication of journals, books research papers, bulletins, e-bulletins, etc.
- (ix) To advise to the Principal on such other matters connected with the monitoring of research, innovation, consultancy, internship, Intellectual Property Right (IPR) and Human Right (HR) at institutional level
The committee must held at least four meetings in one year
- (x) The committee must hold at least six meetings in one year
- (xi) The coordinators will execute the decisions of the council after having approval of the Principal

B. Term of office of the members of the Institution Research and Innovation Council: The term of office of the members of the council is initially one (1) year and on satisfactory performance the term may be extended to another two years.

C. Composition: All the members of the Research and Institution Innovation Council are to be nominated by the Principal and it shall have the approval of the Governing Body.

- | | |
|--|-------------------------------|
| Chairperson | 1. Dr. Yashodhara Medhi |
| Convener | 2. Dr. Gaganjyoti Bora |
| Coordinator, Academic Research, Consultancy and Patent | 3. Dr. Madhuleema Chaliha |
| Coordinator, Innovation & Collaboration matters | 4. Dr. Moinul Haque Choudhury |
| Coordinator, Internship matters | 5. Dr. Hemanta Kalita |
| Coordinator, IPR and HR matters | 6. Dr. Marie Kalita |
| Coordinator, Institution extension activity | 7. Mr. Bhupen Das |
| Coordinator, Village adoption matters | 8. Mr. Saiful Haque |
| Members | 9. Dr. Namita Devi |
| | 10. Dr. Nripendra Nath Medhi |

17. STUDENTS WELFARE AND SELF-EMPOWERMENT COMMITTEE

A. Powers and Duties: The Students' Welfare Society of the college shall have the following powers and duties:

- (i) To consider all the matters leading to the welfare of the students on its own initiatives or conferred upon it by the Principal
- (ii) To select the students on the basis of their application for financial assistance from the Students' Aid Fund
- (iii) To decide the uniform for the students
- (iv) The Coordinator shall execute the decisions of the committee with due approval of the Principal
- (v) The committee must held at least four meetings in one year
- (vi) The committee must hold at least four meetings in one year
- (vii) To exercise such other powers and perform such other duties as may be conferred or impose upon it by the Principal

B. Term of office of the Members of the Students' Welfare and Self-Empowerment Committee: The term of office of the members of the Committee is initially one (1) year and which may be extended to another one year.

C. Composition: All the members of the Students' Welfare Committee are to be nominated by the Principal and it shall have the approval of the Governing Body

- | | |
|-------------|------------------------------------|
| Chairperson | 1. Mr. Saiful Haque |
| Coordinator | 2. Mr. Phanindra Medhi |
| | 3. Dr. Marie Kalita |
| | 4. Dr. Mamata Thakuria |
| | 5. Dr. Nripendra Nath Medhi |
| | 6. Mr. Jayanta Prased Kumar |
| | 7. Mrs. Ira Choudhury |
| | 8. Mr. Niren Kalita |
| | 9. Social Service Secretary, PGMSU |

18. RUSA PROJECT MONITORING (PMO) COMMITTEE

A. Powers and Duties: (As per RUSA Guidelines)

B Term of Office: (As per RUSA Guideline)

B. Composition: All the members of PMO, RUSA are to be nominated by the Principal and it shall have the approval of the Governing Body

C.

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|-------------|-----------------------------|
| Chairman | Principal |
| Coordinator | Mr. Biswajit Sarma |
| Members | Dr. Gagajyoti Bora |
| | Dr. Mrinmoyee Bhattacharyya |
| | Dr. Yashodhara Medhi |
| | Mr. Phanindra Medhi |
| | Arct./Er. Phakan Basumatary |
| | Mr. Tilok Baruah |

Done
30.4.22
Principal

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P.O.- Dharapur, Guwahati-17

19. STUDENTS DISCIPLINE AND MENTORING COMMITTEE

A. Powers and Duties: The students' discipline and mentoring committee of the college shall have the following powers and duties

- (i) To consider all the matters leading to the students' discipline and mentoring committee on its own initiatives or conferred upon it by the Principal
- (ii) To allot number of students against each teacher for mentoring at particular date and time
- (iii) To frame matters to be discussed during mentoring
- (iv) To address all matters related individual students which are common in nature
- (v) To address all matters related to holding of the mentoring related events
- (vi) The coordinator shall execute the decisions of the committee with due approval of the principal
- (vii) The committee must hold at least four meetings in one year
- (viii) To exercise such other powers and perform such other duties as may be conferred or impose upon it by the principal



B. Term of office of the Members of the Students' Discipline and Mentoring Committee: The term of office of the members of the Committee is initially one (1) year and on satisfactory performance the term may be extended to another two years.

C. Composition: The committee shall have the following composition

Chairperson	1. Mr. Achyut Talukdar
Coordinator, Students' Discipline	2. Dr. Hazarat Ali
Coordinator, Mentoring	3. Dr. Purabi Kalita
Members	4. Mr. Saiful Haque
	5. Dr. Nripendra Nath Medhi
	6. Dr. Niranjana Sarma
	7. Mr. Bhupen Das
	8. Dr. Hemanta Kalita
	8. Mr. Amrit Kalita
	9. President, PGMSU

20. NATIONAL SERVICE SCHEME (NSS)

Programme Offices : Mr. Saiful Haque

21. NATIONAL CADET CORPS (NCC)

Coordinator / ANO : Dr. Sofiul Islam Khan

22. ENVIRONMENT, ENVIRONMENTAL STUDIES, CAMPUS BEAUTIFICATION AND DEVELOPMENT COMMITTEE

A. Powers and Duties: The environment, environmental studies, campus beautification and development committee of the college shall have the following powers and duties:

- (i) To consider all the matters leading to the environment beautification and campus development on its own initiatives or conferred upon it by the Principal
- (ii) To uphold Green Campus, Green Audit and Energy Audit concepts in the college periodically and monitor flora and fauna in the campus including induction of the new species and rare species
- (iii) To maintain proceedings of the meeting of the committee
- (iv) To frame, monitor and execute classes of environmental studies
- (v) To allot classes to the environmental studies teacher and execute matters of environmental studies such as admission, examination, etc.
- (vi) To intimate the Principal about the construction and dismantling of built-up structures
- (vii) To suggest the Principal for renovation of the movable and immovable assets of the college
- (viii) The Coordinator shall execute the decisions of the committee with due approval of the Principal
- (ix) The committee must held at least four meetings in one year
- (x) To exercise such other powers and perform such other duties as may be conferred or impose upon it by the Principal

B. Term of office of the members of the Environment, environmental studies, campus beautification and development Committee: The term of office of the members of the Environment, Environmental Studies, Campus Beautification and Development Committee is initially one (1) year and on satisfactory performance the term may be extended to another two years.

C. Composition: The committee shall have the following composition

Chairperson	1. Dr. Ira Choudhury
Convener	2. Dr. Moinul Hoque Choudhury
Coordinator, Environmental Studies	3. Mr. Bhupen Das
Members	4. Dr. Hemanta Kalita
	5. Mr. Jayanta Kumar
	6. Ms. Nirmali Borah
	7. Mr. Niren Kalita
	8. Mr. Aswani Kalita

23. INTERNAL QUALITY ASSURANCE CELL (IQAC)**A. Powers and Duties: (As per NAAC Guidelines)****B Term of Office: (As per NAAC Guidelines)****D. Composition*: To be constituted and notified in due course**

Chairman
Coordinator
Teacher Representatives

[Signature]
Principal

Paschim Guwahati Mahavidyalay:
P.O.- Dharapur, Guwahati-17

Principal
Dr. Mrinmoyee Bhattacharyya
Mr. Achyut Talukdar
Dr. Moinul Haque Choudhury
Dr. Madhuleema Chaliha
Mr. Biswajit Sarmah
Dr. Hemanta Kalita
Dr. Marie Kalita
Mr. Phanindra Medhi
Mr. Saiful Haque
Vice Principal
Librarian
~~Mr. Umed Ali~~ *President. DP*
General Secretary
Mr. Paresh Baruah
Senior most UDA

Management Member (G.B. Member)
Senior Administrative Officer
Nominee from local Society
Student Representative
Alumni Member
Nominee from Stakeholder (Donor Member)

* The composition may change as per NAAC guideline and G.B. decision time to time

24. RED RIBBON CLUB**A. Powers and Duties:**

The Red Ribbon Club shall have the following powers and duties:

- (i) To arrange meetings/competitions/debates as per guideline of the State Aids Cell, Govt. of Assam
- (ii) To award prizes to winners as per guideline of the State Aids Cell, Govt. of Assam,
- (iii) To make arrangement for submission of UC to State Aids Cell, Govt. of Assam, as per guideline
- (iv) The coordinator will execute the decisions of the center after having due approval of the Principal. The committee must hold at least four meetings in one year
- (v) The committee must hold at least two meetings in one year
- (vi) The Club will exercise such powers and perform such duties as assigned by the Principal,

B. Term of office of the members of the Red Ribbon Club: The term of office of the members of the club is initially one (1) year and on satisfactory performance the term may be extended to another two years.

C. Composition: All the members of the club are to be nominated by the Principal and it shall have the approval of the Governing Body.

- | | |
|-------------|-----------------------------|
| Chairperson | 1. Vice Principal |
| Coordinator | 2. Dr. Ira Choudhury |
| Members | 3. Dr. Mamata Thakuria |
| | 4. Mr. Saiful Haque |
| | 5. Dr. Nripendra Nath Medhi |

25. GRIEVANCE AND ANTI-RAGGING COMMITTEE

A. Powers and Duties: The Grievance and Anti-Ragging Committee of the college shall have the following powers and duties:

- (i) To consider all the matters pertaining to the Grievance and Anti-Ragging issues on its own initiatives or conferred upon it by the Principal
- (ii) To study notices, OMs, orders, etc. issued by the government ministries/departments/agencies, etc. on Grievance and Anti-Ragging issues and take appropriate action
- (iii) To make appropriate arrangement for making complains on Grievance and Anti-Ragging issues
- (iv) To periodically monitor the Grievances lodged by students and other stakeholders
- (v) To periodically monitor the Ragging complains lodged by students and other stakeholders
- (vi) To maintain proceedings of the meeting of the committee
- (vii) The Coordinator shall execute the decisions of the committee with due approval of the Principal
- (viii) The committee must hold at least four meetings in one year
- (ix) To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Principal

B. Term of office of the members of the Grievance and Anti-Ragging Committee: The term of office of the members of the Grievance and Anti-Ragging Committee is initially one (1) year and on satisfactory performance the term may be extended to another two years.

C. Composition: The committee shall have the following composition

- | | |
|-------------|------------------------|
| Chairperson | 1. Vice Principal |
| Convener | 2. Mr. Nirajan Sarma |
| Members | 3. Mr. Achyut Talukdar |
| | 4. Dr. Hazarat Ali |
| | 5. Mr. Jayanta Kumar |
| | 6. Ms. Nirmali Borah |
| | 7. Mr. Aswani Kalita |

30.4.22
Principal
Paschim Guwahati Mahavidyalaya,
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CELL

26. CENTRE FOR SKILL EDUCATION & ENTREPRENEURSHIP DEVELOPMENT STUDIES (C-SEEDS)**A. Powers and Duties:**

The Centre for Skill Education & Entrepreneurship Development Studies (C-SEEDS) Shall have the following powers and duties:

- (i) To arrange to meet the challenges of skilling the students with standard,
- (ii) To discuss with the existing departments for introducing new skill-based courses in relation to their subjects,
- (iii) To deal with the Ministry of Skill Development and Entrepreneurship Govt. of India for both financial and intellectual assistance,
- (iv) To deal with the State Govt. for both financial and intellectual assistance,
- (v) To deal with National Skill Development Corporation (NSDC) for introducing skill based courses,
- (vi) To deal with the UGC and other funding agencies for introducing skill-based courses
- (vii) To formulate new proposal/courses by experts in the respective field and to place in the same in the Academic Council for approval The committee must held at least four meetings in one year
- (viii) The coordinator will execute the decisions of the center after having due approval of the Principal.
- (ix) The committee must hold at least four meetings in one year
- (x) The Cell will exercise such powers and perform such duties as assigned by the Principal,

B. Term of office of the Members of the Center for skill Education and Entrepreneurship Development Studies (C-SEEDS): The term of office of the members of the Cell is initially one (1) year and on satisfactory performance the term may be extended to another two years.

C. Composition: All the members of the Center for skill Education and Entrepreneurship Development Studies (C-SEEDS) are to be nominated by the Principal and it shall have the approval of the Governing Body.

- | | |
|-------------|-------------------------------|
| Chairperson | 1. Principal |
| Coordinator | 2. Dr. Yashodhara Medhi |
| Members | 3. Dr. Mamata Thakuria |
| | 4. Dr. Moinul Hoque Choudhury |
| | 5. Mr. Saiful Haque |
| | 6. Dr. Nripendra Nath Medhi |
| | 7. Dr. Hazarat Ali |
| | 8. Dr. Hemanta Kalita |
| | 9. Mr. Bikash Dutta |

27. WOMEN CELL**A. Powers and Duties:** The Women Cell shall have the following powers and duties:

- (i) To make awareness on the concept of women empowerment at global, national and regional level
- (ii) To study issues related to women empowerment,
- (iii) To organise seminars/workshops/talks on women empowerment in collaboration with GOs/NGOs
- (iv) To observe Women's Day
- (v) To aware/inform/assist girl students to take part in government schemes on girls' student,
- (vi) To aware/inform/assist single girl students to take part in UGC and other funding agencies scholarship schemes,
- (vii) To deal with girls' student self defense related matters and organisation of training thereof
- (viii) The coordinator will execute the decisions of the center after having due approval of the Principal.
- (ix) The committee must held at least four meetings in one year
- (x) The cell will exercise such powers and perform such duties as assigned by the Principal,

B. Term of office of the Members of the Women Cell: The term of office of the members of the Cell is initially one (1) year and on satisfactory performance the term may be extended to another two years.**C. Composition:** All the members of the Women Cell are to be nominated by the Principal and it shall have the approval of the Governing Body.

Chairperson

1. Dr. Yashodhara Medhi

Coordinator

2. Dr. Purabi Kalita

Members

3. Dr. Gaganjyoti Bora

4. Dr. Ira Choudhury

5. Ms. Saraswati Rajbongshi

6. Dr. Jayanta Kumar

7. Dr. Nirmali Bora

[Signature]
Principal
Paschim Guwahati Mahavidyalaya,
P.O.- Dharapur, Guwahati-17

28. STUDENTS UNION ADVISORY COMMITTEE**A. Powers and Duties:** (As per PGMSU Constitution)**B. Term of Office:** (As per PGMSU Constitution)**C. Composition:** (To be constituted in due course)**29. COLLEGE CANTEN SUPERVISORY COMMITTEE****A. Powers and Duties:**

The canteen supervisory committee shall have the following powers and duties:

- (i) To make necessary arrangement for set-up, development, normal functioning of the canteen at par essential standard,
- (ii) To suggest Principal for canteen related tenders/quotations
- (iii) To prepare tender/quotation and agreement related legal papers for the canteen time to time
- (iv) To monitor all aspects pertaining to the students' givenness, development and normal functioning of the canteen
- (v) To monitor arrangement, food quality, etc. in the canteen time to time
- (vi) To scrutinize the new proposal received from stakeholders and address accordingly
- (vii) To address any other matter which may arise in favour or against the canteen at any time
- (viii) The Coordinator will execute the decisions of the Center after having due approval of the Principal,
- (ix) The committee must hold at least four meetings in one year
- (x) The Cell will exercise such powers and perform such duties as assigned by the

B. Term of office of the members of the Canteen Committee: The term of office of the members of the Canteen Committee is initially one (1) year and on satisfactory performance the term may be extended to another two years.**C. Composition:** The committee shall have the following composition

Chairperson

1. Principal

Coordinator

2. Dr. Hemanta Kalita

Members

3. Mr. Niranjana Sarma

4. Mr. Bhupen Das

5. Mr. Amrit Kalita

6. Mr. Mrigen Kalita

30. MOVABLE ASSET AUCTION AND RECYCLING COMMITTEE**A. Powers and Duties:**

The Asset Auction and Recycling Committee shall have the following powers and duties:

- (i) To monitor and make necessary arrangement for keeping obsolete/unused movable assets,
- (ii) To monitor and make necessary arrangement for competitive auction with wide publication and disposal of obsolete/unused movable assets time to time
- (iii) To maintain proceedings of auction and recycling of obsolete/unused movable assets meetings
- (iv) To make arrangement for recycling of obsolete/unused movable assets
- (v) To manage/collect/store scrap materials of the college
- (vi) To manage/collect/store E-wastes and electrical waste of the college
- (vii) To use/reuse and utilize fish resources of the college tank and execute competitive auction with wide publication
- (viii) The Coordinator will execute the decisions of the Center after having due approval of the Principal,
- (ix) The committee must hold at least four meetings in one year
- (x) The committee will exercise such other powers and perform such duties as assigned by the Principal

B. Term of office of the members of the Canteen Committee: The term of office of the members of the Canteen Committee is initially one (1) year and on satisfactory performance the term may be extended to another two years.

C. Composition: The committee shall have the following composition

Chairperson	1. Principal
Coordinator	2. Dr. Nripendra Nath Medhi
Members	3. Mr. Niranjana Sarma
	4. Mr. Bhupen Das
	5. Mr. Dhruvajyoti Kakati
	6. Mr. Amrit Kalita
	7. Mr. Mrigen Kalita

Dr. Nripendra Nath Medhi
30.4.22
Principal

Paschim Guwahati Mahavidyalaya
P.O.- Dharapur, Guwahati-17

