

COMMITTEE LIST 2020

Committee	Members	Terms of reference
Internal Quality Assurance Cell	<ul style="list-style-type: none"> ❖ Principal <ul style="list-style-type: none"> ▪ (Ex-Officio Chairperson, Administrative Officer) ❖ Smt. Mayashree B. Das, <ul style="list-style-type: none"> ▪ (Co-Ordinator) ❖ Smt. Ruma Das <ul style="list-style-type: none"> ▪ (Member) ❖ Dr Sumana Paul <ul style="list-style-type: none"> ▪ (Member) ❖ Dr. Angira Kar <ul style="list-style-type: none"> ▪ (Member) ❖ Dr. Sunanda Bhattacharya <ul style="list-style-type: none"> ▪ (Member) ❖ Dr Sangeeta Das Gupta <ul style="list-style-type: none"> ▪ (Alumni Representative) ❖ Prof. P Nayak <ul style="list-style-type: none"> ▪ (G B Representative) ❖ Prof. Jayanta Choudhury <ul style="list-style-type: none"> ▪ (Community Representative) ❖ Mr. Jagat Nandi <ul style="list-style-type: none"> ▪ (Technical Assistant) ❖ Ms Ankita Sharma <ul style="list-style-type: none"> ▪ (Students Representative) ❖ Ms Rachel Niengneihkim <ul style="list-style-type: none"> ▪ (Students Representative) 	<ul style="list-style-type: none"> ➤ To oversee matters relating to maintenance and improvement in quality of services offered ➤ To prepare the AQAR of the college ➤ Frequency of Sittings: At least twice in a year or as may be required.
Admission Cell (for the year) & Designing College Prospectus (for the year 2020)	<p>Convenor</p> <ul style="list-style-type: none"> ❖ Dr. Nila Dutta <p>Member(s)</p> <ul style="list-style-type: none"> ❖ Ms. Rita K. Devi ❖ Ms. Alethea G. Rane ❖ Mr. Debsakti Dutta ❖ (to assist the college office during admissions) ❖ Mr. Shaiborlang Kharsynteng ❖ Dr. Sangeeta Dasgupta 	<ul style="list-style-type: none"> ➤ To draw guidelines for admission related matters ➤ To monitor the entire admission process ➤ To design the College Prospectus
Alumni	<ul style="list-style-type: none"> ❖ Dr. Sangeeta Dasgupta ❖ Dr. Peacefully Kharkongor ❖ Dr. Sanchuila Shangrei 	<ul style="list-style-type: none"> ➤ To maintain records of the registered alumni ➤ To organise events for alumni from time to time

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Campus Maintenance Committee	Convenor ❖ Dr. Angira Kar Member(s) ❖ Dr. Rajkumar Jha ❖ Dr. Asui Nsarangbe ❖ Two students	➤ To oversee maintenance and upkeep of the premises ➤ To help maintain cleanliness. To monitor the cleaning staff members and gardener ➤ To keep check on usage of water , electricity
Canteen	Convenor ❖ Dr. Sonali Roy Member(s) ❖ Ms. Ameeta Roy ❖ Ms.Sima Nath ❖ Two Students	➤ To oversee all canteen and food related matters ➤ To routinely monitor price, quality and cleanliness
ICC	Convenor ❖ Ms. Haimanti Choudhury Member(s) ❖ Mr. Variepam Muivah ❖ Ms. Banusha Rymbai External Expert ❖ Ms. Suparna Shyam	➤ To oversee and address harassment at work place
Cultural Affairs	Convenor ❖ Dr. Preetinicha Barman Prodhani Member(s) ❖ Olisha Warjri ❖ Dr. Peacefully Kharkongor ❖ Mr. Roluahpuia Solo ❖ Dr. Aparna Chakraborty ❖	➤ To oversee cultural matters including organising cultural events ➤ To encourage and ensure participation of students in quality cultural activities
Debating Cell	Convenor ❖ Dr. Sunanda Bhattacharya Members ❖ Ms. Parijat Biswas ❖ Mr. Ayushman Dutta ❖ Mr. Variepam Muivah	➤ To encourage and prepare students for participation in debate, quiz and other literary activities within and outside the college
Disaster Management	Convenor Ms. Ibansara Myllemngap Member ❖ Ms. Haimanti Choudhury ❖ Two students – one each from NCC and NSS	➤ To prepare staff and students of the college regarding situation which can be disastrous

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Discipline Cell	<p>Convenor Dr. Chandana Bhattacharjee</p> <p>Members</p> <ul style="list-style-type: none"> ❖ Ms. Mayashree B. Das ❖ Dr. Sumana Paul ❖ Ms. K. Rita Devi ❖ Ms. Phioshua Kharkongor ❖ Dr. Monalisa Dey Banik ❖ Ms. Ruma Das ❖ Dr. Nila Dutta ❖ Mrs. Parkordor Kharkongor ❖ Mr. Cosmas Rynshon ❖ Mr. Debsakti Dutta ❖ Mr. Roluahpuia Solo ❖ Dr. Rajkumar Jha ❖ Student Monitors 	<ul style="list-style-type: none"> ➤ To monitor discipline in the campus
Events Management Cell	<p>Convenor</p> <ul style="list-style-type: none"> ❖ Dr. Devjani Kar <p>Member(s)</p> <ul style="list-style-type: none"> ❖ Dr. Eunice Lalpiengzo Neitham ❖ Mr. Nehemaiah Nongpluh ❖ Mr. Mathew Ma Hanah ❖ Dr Sarnali Saikia 	<ul style="list-style-type: none"> ➤ To manage all the events that shall be held in the college ➤ To help other committees co-ordinating their events ➤ To issue press notes of the events organised at the college for public information
Anti-ragging Cell	<p>Convenor</p> <ul style="list-style-type: none"> ❖ Ms Rosemary Debbarma <p>Member</p> <ul style="list-style-type: none"> ❖ Mr Mathew Ma Hanah 	<ul style="list-style-type: none"> ➤ To attend to grievances of students and recommend measures to redress
Examination Cell	<p>Convenor</p> <ul style="list-style-type: none"> ❖ Ms. K. Rita Devi <p>Member(s)</p> <ul style="list-style-type: none"> ❖ Dr. Monalisa Dey Banik ❖ Mr Elim Hmar 	<ul style="list-style-type: none"> ➤ To oversee all matters relating to conduct of all internal, MBOSE and NEHU examinations
Library Committee	<p>Prof-in-charge</p> <ul style="list-style-type: none"> ❖ Mr Nehemaiah Nongpluh <p>Member(s)</p> <ul style="list-style-type: none"> ❖ Ms. Sima Nath ❖ Dr. Jayati Bhattacharjee ❖ Two students 	<ul style="list-style-type: none"> ➤ To oversee all matters relating to improvement in the Library services ➤ To recommend purchase of books, journals &c ➤ To maintain usage record

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Literary Cell	Convenor ❖ Mr. Ayshhman Dutta Member(s) ❖ Ms. Parijat Biswas ❖ Ms. Enguhtrey N. Pyrtuh ❖ Two Students	<ul style="list-style-type: none"> ➤ To oversee matters relating to wall magazine to encourage students for creative writing ➤ To oversee publication of annual college journal Aureole ➤ To oversee, Students' seminar and Faculty Colloquium
Research Cell	Convenor ❖ Dr. Nila Dutta Member ❖ Dr. Jayati Bhattacharjee ❖ Ms. Parkordor Kharkongor	<ul style="list-style-type: none"> ➤ To actively support, encourage and provide guidance as may be necessary to Faculty and Students in all matters relating to projects, seminars, workshops. Also to conduct workshops/seminars, etc. To maintain related records.
Sports Affairs	Convenor ❖ Mr. Elim Hmar Member(s) ❖ Mr. Vareipam Muivah ❖ Mr. Nehenaiah Nongpluh ❖ Mr. Justin K. Pariong ❖ Ms. Ibansara Myllemngap ❖ Two Students	<ul style="list-style-type: none"> ➤ To arrange and organise regular sporting events for the students in and outside the college
Women's Cell	Convenor ❖ Ms. Parkordor Kharkongor Member(s) ❖ Dr. Shanchuila Shangrei ❖ Ms. Enguhtrey N. Pyrtuh	<ul style="list-style-type: none"> ➤ To aware students and teachers concerning women issues
Counselling and Guidance Cell	Convenor ❖ Dr. Sonali Paul Member ❖ Ms. Fatima Tariang	<ul style="list-style-type: none"> ➤ To arrange regular counselling and career guidance sessions in the campus
Remedial Coaching	Convenor ❖ Dr. Madhuchhanda Dasgupta Member ❖ Mr Shaiborlang Kharsynteng	<ul style="list-style-type: none"> ➤ To arrange remedial classes ➤ To maintain relevant records regarding remedial classes ➤ To monitor the regularity of the classes

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Service Entry Level Coaching	Convenor ❖ Mr. Vareipam Muivah Member ❖ Dr. Shanchuila Shangrei	➤ To arrange and co-ordinate career coaching sessions ➤ To maintain records of the number of students, teachers and classes taken ➤ To do the needful for the efficient conduct of the programme
NCC Affairs	ANO ❖ Ms. Ibansara Myllemngap	➤ To oversee all matters related to NCC unit ➤ To undertake training from time to time to fulfil requirements
NSS Affairs	Programme Officer ❖ Mr. Cosmas Rynshon ❖ Mr. Debsakti Datta	➤ To co-ordinate and oversee the college NSS cell by undertaking various NSS activities ➤ To lay emphasis on community outreach programmes
Internal Committee for Specially Abled students	Convenor ❖ Dr. Sarnali Saikia Member(s) ❖ Phioshua Kharkongor ❖ Ms. Ivoreen Manih ❖ Ms. Ankita Sharma (Student's Representative) ❖ Ms. Dodereh Narzary (Student's Representative)	➤ To take care of the specially abled students