



OFFICE OF THE PRINCIPAL CACHAR COLLEGE

TRUNK ROAD, SILCHAR-788001 (ASSAM)

ESTD: 1960

AFFILIATED TO: ASSAM UNIVERSITY, SILCHAR

Phone: 03842-246953 (Office)
03842-247077 (Principal)
Fax: 03842-261842

URL: <http://www.cacharcollege.ac.in>
E-mail: cacharcollege60@gmail.com

Ref. CC/Cell-Committee/2024/ 5

Date: 2 April 2024


NOTIFICATION

The undersigned is pleased to notify various Committees / Teams / Cells / Panels for the session 2024-25 (Annexure) in the interest of smooth functioning of both academic and administrative wings of the College, constituted vide Resolution No. 1 adopted in the meeting of the Cachar College Teachers' Council (CCTC) on 19/03/2024 held under his presidency.

A brief description of the functions of each of the Committees / Teams / Cells / Panels so constituted and notified is appended as Terms of Reference wherever necessary. However, the functions specified herein are indicative only and not exhaustive. In case of any exigency on future occasion the same may be modified in the interest of the College.


Further, the member assigned with the responsibility of data archival shall ensure that a back office copy of all data pertaining to the particular Cells/Committees/Panels etc. Here 'data' shall include information, statistics, history, figures, tables, graphs, graphics, pictures, audio and visual items and all other such items relating to any aspect of the College, stored and purported to be digitized and stored in soft formats which can be retrieved digitally at any point of time along with the existing hard copies.

This Notification shall come into force with immediate effect.


(Dr. Bibhas Deb)
Principal i/c
Cachar College
Silchar

Principal-in-charge
Cachar College, Silchar-1
Copy to

1. The President/Secretary, CCTC for kind information
2. All faculty members for information and needful
3. All members of the Non-Teaching Staff for information and needful
4. SA, for information and follow up. He is requested to serve a hard copy of this Notification to each of the regular members of the Teaching and Non-Teaching Staff and obtain receipt for the same.
5. The Web Administrator for uploading the Notification on the College Website.


Dr. Bibhas Deb)
Principal i/c
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Principal-in-charge
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ANNEXURE

(Cells, Committees, Panels for 2024-25 notified by the Principal, Cachar College on 1/4/2024)

Discipline Committee

1. Md. Samsuddin (Convenor)
2. Dr. Swadesh Ranjan Das
3. Kajen Basumatary
4. Dr. Merina Islam
5. Dr. Padmashree Chakraborty
6. Dr. Soma Acharjee
7. Dr. Sankar Sharma
8. Dr. L Anupama Singha
9. Dr. L. Nipamacha Singha
10. Hemanta Kumar Bora
11. Kamal Kanti Das

Terms of Reference


The Discipline Committee oversees the review and revision of the College's disciplinary policies. It enforces the code of conduct of the students of the College, investigates incidents or complaints related to student misconduct, violation of disciplinary rules and norms, ascertains and recommends appropriate disciplinary actions to the Principal on a case by case basis.

Grievance Redress Cell

1. Dr. Sudip Kumar Das (Convenor)
2. Dr. Paramita Das
3. Dr. Joydeep Biswas
4. Dr. Nilam Basumatary
5. Dr. Smriti Paul
6. Dr. Padmashree Chakraborty
7. Dr. Shankar Sharma
8. Dr. Ananda Chandra Ghosh
9. Sri Moin Uddin Ahmed

Terms of Reference

The role of this cell is to provide a mechanism for students, teaching, and non-teaching staff to address their grievances, complaints or concerns in a fair, equitable, inclusive and time-bound manner. This Cell typically investigates complaints, facilitates communication between parties involved, and works towards resolving issues to maintain a conducive learning and working environment.


Principal-in-charge
Cachar College, Silchar-1
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Anti- Ragging Committee

1. Md. Shams Uddin
2. **Sri Ratan Kumar Das (Convenor)**
3. Dr. Swadesh Ranjan Das
4. Dr. Smriti Paul
5. Dr. Bahnisikha Debroy
6. Dr. Nipamacha Singha
7. Dr. Rumi Rani Laskar
8. **Dr. Biswajit Deb Roy (Data Archival)**
9. Sri Moin Uddin Ahmed

Terms of Reference

The Anti-Ragging Committee plays a crucial role in fostering a safe and supportive learning environment where all students can thrive without fear of harassment, bullying by seniors or any College mate or intimidation of any kind from any quarters inside the College. By promoting awareness, enforcing policies, and providing support to victims, the Committee helps to maintain a ragging free campus. The Committee shall ensure Zero tolerance to ragging both on campus and in the Hostel as mandated by the UGC and other regulatory authorities from time to time.

Cultural Committee

1. Ratan Kumar Das
2. **Dr. Paramita Das (Convenor)**
3. Dr. Sucharita Choudhury
4. Dr. Nitu Debnath
5. Dr. Rumi Rani Laskar
6. **Dr. Sulekha Singha (Data Archival)**
7. Dr. Parthajit Bhowal
8. Nayana Goswami
9. Nabarupa Dhar
10. Birupakshya Paul Choudhury
11. Dr. Maitri Manna

Terms of Reference

The primary responsibility of the Cultural Committee is to plan, coordinate and manage various cultural events throughout the academic year. These events may include cultural festivals, food fairs, music and dance performances, art exhibitions, and other activities that highlight diverse cultural signature of College.

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24/4/24



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Canteen Committee

1. Dr. Joydeep Biswas (Convenor)
2. Dr. Nilam Basumatary
3. Raju Brahma
4. Dr. Padmashree Chakraborty
5. Dr. A. Pushpalata Singha
6. Dr. L Anupama Singha
7. Dr. Joyobrato Nath
8. Arpita Roy

Terms of Reference

The committee will look after the various aspects of the College Canteen, including its overall functioning and maintenance of hygiene standards, and find out areas of improvement by conducting routine inspections and gathering feedback from canteen users.

Library Committee (Including Digital Library)

1. Dr. Smriti Paul (Convenor)
2. Dr. Soma Acharjee
3. Dr. Sucharita Choudhury
4. Dr. L Anupama Singha
5. Dr. L Nipamacha Singha
6. Sri Kamal Kanti Das
7. Smt Nayana Goswami
8. Smt Arpita Roy
9. Dr. Deepshikha Sen, Librarian and Member Secretary (Data Archival)

Terms of Reference

The Library Committee will develop policies related to library services, resources and cater to overall improvement in access, and formalize usage guidelines. The Committee will also assess the needs of students and faculty and recommend, accordingly, materials for acquisition to enhance the Library's resources through purchase of books, journals etc. Additionally, the Committee will organize events/workshops/orientation sessions in **each Academic Session preferably after admission** to promote awareness on use of library resources and services among students and faculty.


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Enrollment and Result Analysis Committee

1. Dr. Avinoy Paul (Convenor)
2. Dr. Sulekha Singha
3. Georgina Khakhlari
4. Dr. Shwetosmita Nath
5. Smt Kalyani Chakravorty
6. Dr. Birupakshya Paul Choudhury (Data Archival)
7. Smt Rupjily Beypi

Terms of Reference


Enrollment and Results Analysis Cell plays a pivotal role in supporting data-informed decision-making processes. This committee is tasked with analyzing students' enrollment and results data and presenting a comprehensive report to the Internal Quality Assurance Cell (IQAC) by **August of each Academic Session.**

Sports Committee

1. Sri Kajen Basumatary (Convenor)
2. Dr. Nilam Basumatary
3. Dr. Sankar Sharma
4. Dr. Sulekha Singha
5. Georgina Khakhlari (Data Archival)
6. Dr. Sandhya Rani Singha
7. Smt Bidintha Narzary
8. Sri Hunasing Engti

Terms of Reference

The Committee will organize intra-college sports competitions to celebrate days of significance and also encourage students to participate in various inter-college sports competitions every academic year, providing motivation and guidance as required.


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Co-Curricular and Extension Activity Cell

1. Raju Brahma
2. **Dr. Merina Islam (Convenor)**
3. Dr. Ananda Chandra Ghosh
4. Dr. Rahul Kanti Nath
5. Dr. Joyobrato Nath
6. Smt Georgina Khakhlari
7. **Smt Nayana Goswami (Data Archival)**
8. Dr. Dipyaman Mohanta

Terms of Reference

This Cell is constituted to enhance students' holistic development and fostering community engagement by organizing co-curricular activities, promoting community engagement, honing and nurturing innovative faculty among students, etc.

Aid and Awards Committee

1. **Dr. Sudip Kumar Das (Convenor)**
2. Dr. Bahnishikha Dev Roy
3. Dr. Sucharita Choudhury
4. Dr. Rumi Rani Laskar
5. Dr. A. Pushpalata Singha
6. Moin Uddin Ahmed
7. **Dr. Shabana Anjum (Data Archival)**
8. Dr. Maitri Manna

Terms of Reference

This Committee strives to ensure equity and fairness in the distribution of financial aid and awards provided to students of the College. The Committee will also educate students about financial aid opportunities/ scholarships and application procedures by organizing workshops, seminars, or counseling sessions.

Principal-in-charge
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24/4/24



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Media Cell

1. Dr. Joydeep Biswas (Convenor)
2. Dr. Ananda Chandra Ghosh
3. Sri Hemanta Kumar Bora (Data Archival)

Terms of Reference


The Media Cell will maintain regular relationship with local, regional and national media outlets, journalists, bloggers, and influencers to facilitate media coverage of college events, achievements, initiatives, programs, workshops, seminars, conferences, etc. The primary task of this cell is to manage public image of Cachar College through effective PR exercise.

UDISE and Shiksha Setu

1. Biswajit Deb Roy (Convenor)
2. Dr. Debasish Deb
3. Sri Duhuidi Terang (Nodal Officer, Shiksha Setu)
4. Smt Kalyani Chakravorty
5. Smt Arpita Roy (Data Archival)
6. Dr. Jahirul Islam
7. Sri Bijit Kumar Biswas
8. Sri Subhabrata Das

Terms of Reference

This Committee will look after the official communications received from the Govt/ DHE and feed data in the two databases (UDISE & Shiksha Setu) periodically.


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Clean and Green Campus Audit Committee

1. Dr. Nitu Debnath (Convenor)
2. Dr. Shwetosmita Nath
3. Duhuidi Terang
4. Dr. Birupakshya Paul Choudhury (Data Archival)
5. Smt Rupjily Beypi
6. Dr. Dipyaman Mohanta

Terms of Reference

The role of the clean and green campus audit committee in a college is to oversee and ensure the implementation of sustainable practices for maintaining a clean and environment-friendly campus. This Committee typically conducts regular audits to assess the campus's cleanliness, waste management systems, energy consumption, water usage, and adherence to environmental regulations. It identifies areas for improvement, recommends eco-friendly initiatives, and monitors their implementation. In each academic session, this Committee must furnish a detailed audit report on clean and green campus to the Internal Quality Assurance Cell (IQAC) by the **month of May**.

Routine Committee including Practical Grouping

1. Sri Kiriti Bhusan Dey
2. Dr. Mukul Kumar Baruah (Convenor)
3. Dr. Shankar Sharma
4. Smt Ankita Ghosh (Data Archival)
5. Sri Hunasing Engti
6. Dr. Sandhya Rani Singha (Data Archival)

Terms of Reference

The Committee is tasked with framing the Cass Routine, which will be submitted to the undersigned in the month of **June in each academic session**. Furthermore, the Committee will arrange practical groupings at the commencement of academic session for the smooth execution of practical classes. The Committee shall see to it that maximum class hours can be ensured (both theory and practical) by optimum utilization of the College infrastructure and human resources.

Principal-in-charge
Cachar College, Silchar-1
22/04/24



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Feedback Analysis Committee

1. Hunasing Engti (Convenor)
2. Dr. Parthajit Bhowal
3. Nabarupa Dhar
4. Debasish Deb (Data Archival)
5. Dr. Shabana Anjum

Terms of Reference


This Committee will conduct survey to assess the satisfaction levels of stakeholders-students, parents/guardians, alumni, and teachers on teaching-learning facilities, infrastructure, curriculum, and other pertinent aspects in the **month of March** in each Academic session. The committee will analyse and submit a detailed report highlighting the actionable recommendations for addressing issues raised in the feedback.

Career Counseling, Placement and Students' Progression Monitoring Cell

1. Dr. Bahnishikha Dev Roy (Convenor)
2. Raju Brahma
3. Nabarupa Dhar (Data Archival, Commerce)
4. Dr. Parthajit Bhowal
5. Sri Duhuidi Terang
6. Dr. Debasish Deb
7. Smt Rupjily Beypi (Data Archival, Science)
8. Smt Bidintha Narzary (Data Archival, Arts)
9. Dr. Jahirul Islam

Terms of Reference

The responsibility of the Career Counseling/Placement and Students' Progression Monitoring Cell includes organizing career counseling sessions, coordinating placement activities, and maintaining records of students' progress in various aspects such as higher education, job placements, services, entrepreneurship, etc. Additionally, the Cell may organize workshops, seminars, and skill development programs to enhance students' employability and career prospects. The Committee will submit a comprehensive report on counseling sessions, placements, and student progress to the Internal Quality Assurance Cell (IQAC) by **May of each academic session**.


Principal in charge
Cachar College, Silchar-1
21/4/23



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Admission Committee (HS and FYUGP)

1. Nodal Officer of SAMARTH- (Admission Convenor)
2. Kiriti Bhusan Dey (Coordinator, Science)
3. Dr. Sudip Kumar Das (Coordinator, Arts)
4. Ratan Kumar Das (Coordinator, Commerce)
5. Head of all Departments – Member
6. Head Assistant- Member

Terms of Reference


The Committee is tasked with ensuring the seamless admission process for both the Higher Secondary (HS) and Four Year Undergraduate (FYUG) programs in strict adherence to the guidelines of the regulatory authorities like AHSEC, AUS, DHE and the Government of Assam in the Higher Education Department from time to time. As needed, it will recommend formation of subcommittees to the Principal to address specific requirements related to admissions.

Research and Development Cell

1. Dr. Mukul Kumar Baruah
2. Dr. Merina Islam
3. **Dr. Nitu Debnath (Convenor)**
4. Dr. Avinoy Paul
5. Kamal Kanti Das
6. **Ankita Ghosh (Data Archival, Commerce)**
7. Biswajit Deb Roy
8. **Dr. Shwetosmita Nath (Data Archival, Science)**
9. **Kalyani Chakravorty (Data Archival, Arts)**
10. Dr. Shabana Anjum
11. Dr. Sandhya Rani Singha
12. Dr. Dipyaman Mohanta
13. Bidintha Narzary
14. Dr. Maitri Manna

Terms of Reference

The Research and Development (R&D) Cell in a college serves as a vital hub for fostering a culture of innovation, inquiry, and scholarly excellence among faculty and students. Its role encompasses a wide range of activities, including promotion of research culture by organizing workshops, seminars, conferences, and symposiums, collaboration and partnerships between the College and industry, monitoring and recording of research outputs, promoting research ethics and integrity, assistance in research initiatives, etc.


Principal-in-charge
Cachar College, Silchar-1
2024/4/24