

**Rules, Regulations and Guidelines**  
**of different committees of Kokrajhar Govt. College**  
**(Revised edition)**



**KOKRAJHAR GOVT. COLLEGE**  
**KOKRAJHAR**

## PREFACE

College administrative system requires some target-orientated rules and regulations for smooth and effective functioning. The college has introduced many rules and regulations considering the benefit of the institution. Since its establishment in 1959 the college has travelled a long distance in its existence as well as in experience. And this has given the institution a number of rules and regulations which have proved to be effective and beneficial to the institution. In order to achieve its goals, the college has formed many sub-committees covering all the areas related to students' welfare and the quality of their learning. This booklet also contains all the sub-committees which are existent in the college. Every sub-committee is assigned with a specific task that contributes to the achievement of the vision of the institution. There are certain sub-committees which have been introduced recently considering the needs of the time and the possibility of better result.

Principal

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## **1. PLANNING BOARD**

The College Authority shall, by notification, constitute a "Planning Board" hereinafter called "Kokrajhar Govt. College Planning Board" with a view to preparing a flawless plan and scheme for the proper implementation of the Master Plan and also for the fullest realization of the College vision.

### **Composition:**

The Board shall consist of 12 (twelve) members comprising of the Principal as the Chairperson and eleven other members as the College Authority may notify.

Unless otherwise provided, the following shall be the mode of composition of the Board:

- (i) Principal as the Chairperson,
- (ii) Vice-Principal as the Deputy Chairperson,
- (iii) A Senior faculty member as the Member Secretary,
- (iv) 6 (six) other members from the teaching staff of the College
- (v) Secretary, K.G.C.T.A. as ex-officio member,
- (vi) Coordinator, Internal Quality Assurance Cell as ex-officio member and
- (vii) Librarian, Kokrajhar Govt. College, as ex-officio member.

In case of any vacancy that may arise in the office of the Board due to death, resignation, removal or otherwise, it shall be filled up by the Chairperson, in, consultation with the other members of the Board with immediate effect.

### **Tenure of office:**

The Board shall function for a period of three consecutive academic sessions.

**Meeting:**

The Board shall meet at least thrice in every single academic session and also may sit as and when necessary:

Provided that the meeting/meetings of the Board shall be convened by the Member Secretary, and

Provided further that the first meeting of the Board shall be convened before the beginning of each academic session.

**Power and Functions:**

- i. The Planning Board shall have the power to invite proposals and schemes from all concerned of the college.
- ii. The Board shall frame policies on verification of the plans and schemes as will be submitted for the purpose
- iii. The Board shall have the power to prepare both short term and long-term plans depending on the resources available on priority basis.
- iv. The Board shall entertain proposals, schemes, plans etc. for the college sponsored by the Govt. and Non-Govt. organizations subject to its approval.
- v. The Board shall prepare plans and schemes in coordination with the Budget Committee of the College in all cases other than the proposals, schemes, plans etc. sponsored by the Govt. & NGO's. etc.
- vi. The convener of the committee should submit a report on the activities of the committee yearly.

## **2. ACADEMIC COUNCIL**

Whereas it has been considered expedient to form an "Academic Council" in the College with a view to enabling the College Authority to function more effectively in the management, regulation and control of academic affairs and other related matters in this regard and to devise ways and means to improve the standard of teaching and tone of discipline in the College and to foster mutual goodwill and understanding among the teachers and students and staff of the College an "Academic Council" be provided as under:

### **Title:**

The council shall be known after the style and title as the Kokrajhar Govt. College Academic Council.

The College Authority, by notification, shall constitute an "Academic Council" for each Academic session within a reasonable period of time before the beginning of each academic session.

### **Composition:**

Until otherwise provided, the Academic Council shall consist of

- a) Principal as Chairperson.
- b) Vice-Principal as Convenor.
- c) All Heads of the Depts. as members.
- d) Prof.-in-charges of all sections of KGCSU
- e) Secretary, KGCTA
- f) General Secretary of KGCSU as student representative
- g) Librarian, Kokrajhar Govt. College
- h) Three other members from the teaching staff as desired by the Chairperson.

**Jurisdiction:**

The academic council's jurisdiction shall include all matters pertaining to the academic affairs of the college.

**Execution of Policies:**

The policies of the Academic Council shall be executed by the College Authority.

**Duration of the Council:**

The Academic Council as constituted by the College Authority shall continue to work for one Academic session and shall cease to operate on the expiry of the session.

**Meetings & Quorum:**

Vice-Principal shall from time to time summon the Council at such time and place with the prior permission of the Chairman (Principal) of the Council.

The meetings of the council shall be presided over by the principal and in his absence by anyone of the senior members of the council present in the meeting.

For any meeting of the council, unless otherwise provided, attendance of one-third of the total number of members shall constitute the quorum to transact the business of the council.

**Powers, functions and responsibilities:**

Subject to the rules that may be made by the College Authority in this behalf, it shall be within the powers, functions and responsibilities of the Academic Council to advise, assist and co-operate the College Administration and undertake measures in all spheres as provided herein after:

**A. In the sphere of maintenance of efficiency of Administration in academic matters:**

The Academic Council shall have the power in taking such steps and drawing up of such programmes, from time to time, as may be necessary for the promotion and sustenance of academic interest of the College. in doing so the council shall be responsible to

- i. Prepare and maintain an “Academic Calendar” for each academic session.

Provided, that the Principal shall well ahead of the beginning of each academic session, constitute a “Calendar Preparation Committee” with the members at his discretion as he may notify.

- ii. Take steps for the preparation and publication of the “College Prospectus” under the direction, guidance and control of the College Authority. Provided that a “Prospectus preparation Committee” shall be constituted by the College Authority at its discretion within a reasonable period of time before the beginning of each Academic Session provided further that the committee, while preparing “Prospectus”, shall follow the guidelines of “Admission Committee” for admission of students in the College.

- iii. Render assistance to the College Authority in the constitution, regulation and functioning of “Routine Preparation Committee” to be constituted by the Principal every year for the preparation of Daily Class Routine of the College for each Academic session.

Provided that the “Routine Preparation Committee” shall be constituted for each Academic session with the members the "Prospectus Making Committee" and such other

members as the College Authority may notify at its discretion.

- iv. Hold the examinations in, time as per Academic Calendar and an Examination Conduct shall be constituted by the Principal at his discretion.

**B. In the Sphere of effective class-room teaching & better academic scenario in the institutions:**

The Academic Council shall

- i. Aid and advise the Principal in asking from all Heads of the Depts. unit-wise splitting of course contents for all classes to be taught in an academic session in order to speed up course coverage and review the same from time to time.
- ii. Stick to holding of seminars, weekly internal assessment, tutorials, group discussions and setting of questions with accountability for effective class room teaching.
- iii. Decide on the date of holding term/pre-final examinations for selection of candidates to appear at the Final Examinations of AHSEC/GU in compliance with the guidelines framed for this purpose by the Prospectus Committee/Examination Committee.
- iv. Supervise the conduct of term/pre-final examinations to be held and conducted by "Examination Conduct Committee" subject to the approval of the College Authority and also as per guidelines laid down by the Examination Committee.
- v. Insist on the following to derive maximum benefit out of the term/pre-final examinations:
  - a. Scripts examined should be returned to the students with notations as and where necessary so examinees know their weaknesses

- b. Mark sheet must be submitted to the office within one week of each test for compilation of marks in the Marks Register.
  - c. Allowing the students to be made known about the courses to be covered and types of probable questions before each test.
  - d. Taking responsibility by the HODs in submitting question papers for any Test of their respective department to the Principal I Vice-Principal at least a week before the scheduled date.
  - e. HODs to review the teaching progress of their respective departments for necessary corrective measures with information to the Principal of the measures adopted.
  - f. Undertaking examination / test/ evaluation/invigilation work, general assistance to students in removing their academic difficulties and participating in extra-curricular and institutional support activities as required in addition to Participating in teaching.
- vi. Decide on sending up a student for the Final Exam. of the AHSEC/GU on the basis of percentage of attendance in individual subject (class-wise) as per the norms of the AHSEC/GU.
- Provided that usually of the total classes held 60% of it must be attended by the students to be eligible to sit in the Council/GU examinations.
- Provided further, that cumulative marks of term/pre-final examination shall be counted along with the percentage of attendance for allowing a candidate to appear at the AFISEC/GU examination.
- vii. Take decisions in determining the criteria for sending candidates to sit for the final exam. of the Council/GU in case of their failure to appear in the Term/Pre-final

examinations either on medical ground or otherwise as per the rules so framed in this regard by the Prospectus Committee/ Examination Committee/ Admission Committee.

- (viii) Deal with students' problems like poor scholastic performance, aggressive behaviour, Chronic absenteeism, drug abuse, smoking etc. Provided that the parents/guardians should be made aware of the activities of their children inside the college campus. They should be made known about the progress reports of their children.
- (ix) Insist on creating intense desire among teachers to teach well by staffing each department duly.
- (x) Take such other steps and measures necessary to foster healthy co-operation among the teachers, students and staff members of the college.
- (xi) Strict implementation of the rules of class attendance of the students.
- (xii) Suggest remedies for comparatively less attendance of students in the late hours.
- (xiii) Regulate admission of students.
- (xiv) Supervise strictly the co-curricular activities of students.
- (xv) Implement strictly the UGC guide.

### **3. BUDGET AND AUDIT COMMITTEE**

The College Authority by notification shall constitute the "Budget and Audit Committee" with a view to deal with all types of financial matters of the College annually

#### **Composition of the Budget and Audit Committee:**

Unless otherwise provided, the Committee shall consist of a minimum of 5 (five) members from among the teaching staff of the College having sound knowledge of Audit and Accounts with the following ex-officio members and portfolios:

1. Principal as the Chairperson
2. One of the five members as the Convenor
3. Four more teachers (in the minimum) as members
4. Coordinator, IQAC, as ex-officio member
5. Secretary, KGCTA, as ex-officio member
6. Librarian, KGC, as ex-officio member

The members shall be chosen by the College Authority at its discretion. The College Authority shall choose one Convenor from among the members of the Committee.

The Committee so constituted shall continue to work for a financial year commencing from April 1<sup>st</sup> and ending on 31<sup>st</sup> March as per the financial Rules of the Govt.

#### **Powers and functions of the Committee:**

The Committee shall:

- i. Prepare the Annual Budget of the College head wise for a financial year on the recommendations of the Planning Board,
- ii. Look into the College Accounts including the grants from the Govt., U.G.C., N.G.O.s, fees collected from students

and any other sources as per budget provisions,

- iii. Audit the Accounts of the College at the end of each financial year,
- iv. Supervise all kinds of income and expenditure of the college from time to time
- v. Hold meetings as and when necessary.
- vi. Monitor the expenditure met within the budget provisions.
- vii. Look into the unauthorised expenditure and any sort of financial irregularities and
- viii. Report to the concerned authority of the college about all kinds of financial irregularities for necessary action.
- ix. The convener of the committee should submit a report on the activities of the committee yearly.

#### **4. LIBRARY COMMITTEE**

There shall be a Library Committee to be constituted by the College Authority, by notification with the aims and objectives to disseminate knowledge and information to the learners and to bring about an all round improvement in the standard of education in the College. It shall also work for the welfare of the students and shall endeavour to inculcate a sense of better academic-pursuit in the minds of the learners.

The committee so constituted by the College authority shall hereinafter be called "The Kokrajhar Govt. College Library Committee"

#### **Composition:**

Until otherwise provided, the Committee shall consist of 7 (Seven) members in the manner stated below:

- i. Principal as Chairman,
- ii. Vice-Principal as Vice-Chairman,
- iii. Librarian as Convenor,
- iv. Secretary, K.G.C.T.A. as member,
- v. One teacher representative from the Science stream,
- vi. One teacher representative from Arts stream and
- vii. One representative from the office staff
- viii. Coordinator, IQAC, as ex-officio member

#### **Tenure of office:**

The Committee shall remain in office for one academic session of the College

**Meeting:**

The Committee shall meet twice in a year. If necessary, the Committee may meet as it deems fit.

The meetings shall be convened by the Librarian as Convenor and the meetings shall be presided by the Principal as Chairman and in his absence by the Vice-Principal as Vice-Chairman. In the absence of both, the meetings shall be presided over by anyone from among the members chosen by them.

**Quorum:**

The presence of 2/3rd of the members shall form the quorum.

**Power and functions:**

The Committee shall

- i. Frame rules and adopt policies for proper functioning of the Library,
- ii. Undertake necessary steps to provide suitable facilities to the readers,
- iii. Take appropriate measures to ensure safety and security of the Library property,
- iv. Make endeavour to maintain discipline, decency, decorum and sanctity of the College Library,
- v. Have the power to take necessary action against any indiscipline and rowdy student/students subject to the approval of the College Authority,
- vi. Take initiatives to apprise the students of its rules and regulation in respect of borrowing and lending of books,
- vii. Be responsible for the proper maintenance of the Library Building so as to ensure it to be functional and modular,

- (viii) Make necessary arrangements for the preservation and conservation of books, journals, periodicals etc.
- (ix) Make arrangement for proper accommodation for reading, research and other academic pursuit in the Library with proper lighting and air facilities,
- (x) Also look into hygienic condition of the Library.
- (xi) The convener of the committee should submit a report on the activities of the committee yearly.

### **Book Bank:**

The Committee shall have the power to look after the management, regulation and control of the Book Bank of the College Library.

### **Finance and Accounts:**

There shall be a fund for the College Library known as Library Fund. All money received by the College in the form of Library fees from the students and grants from the Govt. and aids and donations from the donors, N.G.O.s etc. for the Library shall be credited to the Library fund and shall be appropriated for the purposes in the manner as may be provided by policies so framed by the Committee thereof.

Provided that all expenditures proposed to be met out of the Library Fund shall be subject to the approval of the College Authority.

Provided further that the College Authority by notification shall establish a Contingency Fund of Rs 5000/- (Rupees five thousand) only for the College Library and the same shall be placed at the disposal of the Librarian to make advances out of it for the purpose of meeting unforeseen expenditures pending the authorisation of expenditures

by College Authority.

All expenditures met out of the Library Fund as well as the Contingency Fund of the Library shall be subject to Audit as per Govt. Rules.

Until otherwise provided, the Library Committee shall allocate fluid from the Library Fund to the different heads for the purchase of books, furniture and other necessary items for the Central Library and Departmental Libraries.

The Library Committee shall sit in the 3rd week of April of each year with all the Heads of the Departments of the College prior to the meeting of the Budget Committee to review and discuss matters relating to needs and problems of the College Library and the Departmental Libraries.

## **5. EXAMINATION COMMITTEE:**

The College Authority by notification shall provide for the constitution of an Examination Committee in order to look after, conduct and supervise all other matters in connection with the College Examinations as well as all final examinations of AHSEC/GU.

The committee so constituted shall hereinafter be named after the style and title "Kokrajhar Govt. College Examination Committee."

### **Composition:**

Until otherwise provided, the Examination Committee shall consist of minimum 8 (eight) members as stated under:

- a. Principal as Chairman,
- b. Vice-Principal as Convenor
- c. 6 (six) other members to be chosen from the teaching staff having at least 5 years experience, by the Principal at his discretion.

### **Tenure of office:**

The Committee shall remain in office for one academic session.

In case of any vacancy in the membership of the Committee, the post/posts so fall vacant shall be filled up by the Authority concerned immediately.

### **Meeting of the Committee:**

The Committee shall meet as and when necessary. And all meeting shall be convened by the Vice-Principal as and when he deems fit.

Usually, the meetings shall be presided by the Principal as Chairman and in his absence by anyone from among the members of the Committee.

### **Powers and functions:**

The Committee shall have the power;

- i. To chalk out the programmes of the internal examinations of the College (Terminal/Unit Test/Sessional examinations).
- ii. To decide on the date of holding of all College examinations in consistence with the provisions of the Academic Calendar.
- iii. To take decision on the mode of setting of question papers and the hours of the Terminal/Unit Test/Sessional examinations of the College.
- iv. To issue instructions to the Heads of Depts. in connection with examination matters.
- v. To regulate and control all sums required to meet the expenses in connection with the conduct of all types of exams. Until otherwise provided, the Committee shall discharge the following duties and responsibilities.
  - i. The committee shall abide by the examination policy framed by the College Authority and the rules and guidelines of Assam Higher Secondary Education Council and Gauhati University.
  - ii. The Committee shall insist on the distribution of the examined scripts of the first terminal examination to the students within a reasonable time frame.
  - iii. The Committee shall undertake measures for early receipt of the mark sheet of the terminal/Unit Test/Sessional<sup>1</sup> examinations for timely record in the Mark Register.
  - iv. The Committee shall instruct the Heads of the Depts. from time to time to be vigilant in computing the percentage

- of attendance of the students and to submit the finalised list of percentage to the concerned authority.
- v. The Committee shall be responsible in preparing the results of the candidates to qualify them to sit in the final exams. of AHSEC/GU.
  - vi. The Committee shall be responsible for conducting the HS and TDC (Arts and Science) Final/Semester Examinations in accordance with the schedules, rules and regulations received from the Assam Higher Secondary Education Council and Gauhati University.
  - vii. The convener of the committee should submit a report on the activities of the committee yearly.

## **6. BUILDING CONSTRUCTION COMMITTEE:**

The College shall have a “Construction Committee” with a view to executing all types of construction works according to Master Plan of the college as and when necessary, depending on desire of the funding agency/authority.

### **Composition:**

Until otherwise provided, the committee shall consist of:

1. Chairman: President of the Advisory Committee or a person designated by the funding agency/authority.
2. Member Secretary: Principal
3. One technical person as member and
4. Six other members from the college including the vice principal.

### **Tenure of office:**

The Construction Committee so constituted shall remain in office for a period of 3 (three) years from the date of its constitution. The casual vacancies in the Committee due to death, resignation or removal of the member shall be filled up by the college authority at its discretion for the rest of the term.

The committee shall hold its meeting as and when necessary.

The presence of six members of the committee shall form the quorum.

### **Powers and functions:**

The Committee shall have the following powers subject to the approval of the concerned authorities.

1. To formulate scheme for all types of construction work, such as construction of new building, repairing, renovation, extension etc.
2. To frame policies for execution of plan and estimate of the construction work.
3. To maintain official proceedings with concerned authorities.
4. To mobilize resources, if necessary, for the purpose.
5. To execute/monitor construction work.
6. To invite tender /tenders for the purpose if necessary.
7. To accept/reject the tender.
8. To approve the expenses incurred in connection with construction work.
9. To look into the matter of financial irregularities and refer the same to the concerned authorities for necessary action.
10. The convener of the committee should submit a report on the activities of the committee yearly.

Provided further that the Committee shall discharge the following duties and responsibilities.

The Committee shall

- a. Maintain proper accounts, records, vouchers and relevant papers etc.
- b. Get the accounts duly audited by the Budget and Accounts Committee of the College.
- c. Submit the progress report of the work to the concerned authority from time to time.
- d. Abide by the decision of the concerned authorities.

Provided further that the fund of the Committee shall be operated by the President and Secretary of the Committee jointly.

## **7. PURCHASE COMMITTEE**

There shall be a Purchase Committee with a nomenclature 'The Kokrajhar Govt. College Purchase Committee' to be constituted by College Authority at its discretion.

### **Composition:**

The Purchase Committee Shall consist of

1. The Principal as Chairman
2. One Secretary and
3. Three other members.

Until otherwise provided, the office bearers of the Committee shall be appointed/nominated by the College Authority by notification.

### **Duration:**

The term of office of the Purchase Committee shall be one year from the date of its formation.

### **Powers and functions:**

The Committee shall have the power:

1. To purchase necessary items required for the College subject to the recommendation of the concerned Authorities.
2. To invite tenders for purchase if necessary.
3. To enter / reject tenders if necessary.
4. To enter into terms, agreements and contract etc. for purchase as and when necessary.
5. To verify the quality of items supplied by the contracting party and take decisions accordingly.
6. The convener of the committee should submit a report

on the activities of the committee yearly.

**Duties and Responsibilities:**

The Committee shall

1. Maintain proper records, voucher of the items purchased.
2. Not entertain any Bill for payment without submission of proper voucher (s) and other relevant document.
3. Be responsible for the maintenance of transparency in respect of the expenses incurred in purchasing necessary materials.

## **8. GARDEN COMMITTEE**

There shall be a "Garden Maintenance Committee" in the College after the name and style "The Kokrajhar Govt. College Garden Committee" for the maintenance and improvement of the College garden.

### **Composition:**

The College authority, by notification, shall constitute the Garden Committee with a minimum of three members apart from the chairperson, convenor and ex-officio members. The following shall be the composition of the committee:

1. Principal as the Chairperson
2. One faculty member as the convenor
3. Minimum three teachers with at least one from the dept. of Botany and one woman teacher as Members.
4. Coordinator, IQAC, as ex-officio member
5. Secretary, KGCTA, as ex-officio member
6. Librarian, KGC, as ex-officio member

### **Duration of the Committee:**

Unless otherwise provided, the duration of the Committee shall be not more than 2 (two) years.

The Committee shall meet at least twice in a semester session to review the maintenance and improvement of the garden.

### **Powers and functions:**

The "Garden Committee" shall exercise such powers and perform such duties as may be provided by the College Authority at its discretion.

Unless otherwise provided, the Committee shall have the power:

- (i) To frame rules for the maintenance, improvement and beautification of the College garden.
- (ii) To take necessary action against the person responsible for any damage caused to the garden.
- (iii) To issue necessary instructions to the gardener (Mali) for the proper maintenance of the garden.
- (iv) Take necessary action against the gardener (Mali) for negligence of his duty and non-compliance with the instructions of the committee.
- (v) To seek financial assistance from the College Authority to meet the necessary expenses for the maintenance and related activities of the garden.
- (vi) To decide on controversial issues subject to the approval of the College Authority.
- (vii) The convener of the committee should submit a report on the activities of the committee yearly.

Further, the Committee shall have the overall responsibility for the maintenance, improvement, beautification etc. of the garden.

Provided further, that the Committee shall seek for suggestions from all quarters for the proper maintenance Improvement of the garden.

## **9. CANTEEN COMMITTEE**

There shall be a Canteen Committee in the College after the name and style “The Kokrajhar Govt. College Canteen Committee” to look after the management, regulation, supervision and control of the Canteen.

Unless otherwise provided, the following guidelines shall be binding on the owner/proprietors in respect of the management of the Canteen.

To man and regulate the activities of the Canteen the “Canteen Committee” shall be constituted by the College Authority in the manner as provided under-

### **Composition:**

The Canteen Committee shall consist of:

- a. Two members from teaching staff.
- b. Two members from non-teaching staff.
- c. Two members from students' Union.

Provided further, that there shall be a convenor in the committee as the college authority may notify.

### **Powers and functions:**

The 'Canteen Committee' shall exercise such powers and perform such duties as may be provided by the College Authority in this regard:

Unless otherwise provided, the Canteen Committee shall frame such rules and regulations and accordingly issue necessary instructions to the owner(s)/proprietor(s) of the Canteen.

- a. For the maintenance of discipline and proper atmosphere in the Canteen.
- b. For taking special care for the maintenance of quality food items.

- c. For taking special care to discourage unwanted and unnecessary gathering in the canteen.
- d. For selling of the food items at a reasonable rate.
- e. The convener of the committee should submit a report on the activities of the committee yearly.

Further the Canteen Committee shall have the power:

- i. To take necessary action against any untoward/ unpleasant incident taking place in the Canteen.
- ii. To hold meeting at least once in a month to resolve on issues for proper functioning of the Canteen.
- iii. To accept/reject the tender for the lease of the Canteen.
- iv. To seek for suggestions and comments from all quarters for the overall improvement of the Canteen.

## **10. GRIEVANCE & REDRESSAL CELL**

The college authority provides a Grievance Redressal Cell to redress all kinds of grievances of the students and employees of the college in connection with the academic and other related matters of the college and to secure civil liberties for everybody in the college.

### **Composition:**

Subject to increase in the number of members, the following is the composition and portfolios of the cell.

- a. Principal as Chairman
- b. One Senior Teacher as the convener
- c. Minimum three teachers as members
- d. Coordinator, IQAC, as ex-officio member
- e. Secretary, KGCTA, as ex-officio member
- f. Librarian, KGC, as ex-officio member

### **Duration:**

The Cell shall remain in office for a period of one year. Provided that if any vacancy occurs due to resignation / termination retirement, such vacancy shall be filled up by the College Authority as may be notified. The members so chosen shall remain in office for the rest of the term of office.

### **Meeting:**

The cell shall meet as and when it receives a complain. The convener shall convene the meeting and the meeting shall be presided over by the Principal. Special meeting may be

convened subject to the approval of the Principal/Chairman as and when necessary.

**Powers & functions:**

Subject to the approval of the College Authority the Grievance and Redressal Cell shall exercise such powers and perform such duties as stated hereinafter:

The Cell shall:

- i. Entertain complaints from students, employees, guardians, Public etc. about their grievances.
- ii. Receive complaints only in written form.
- iii. Hear and consider the genuine complaints only.
- iv. Recommend suggestions for the redressal of the grievances of the students to the College Authority,
- v. The convener of the committee should submit a report on the activities of the committee yearly.

Provided that all complaints shall be addressed to the Principal.

Complainant(s) shall clearly write his/her name, class, year and Roll No. properly

Provided further that, the complainants shall insert their complaints into the Complaint Box as meant for.

## **11. EXTENSION EDUCATION CELL**

There shall be an Advisory Committee for Extension Education in the College to be hereinafter known as the "Kokrajhar Govt. College Advisory Committee for Extension Education" in order to carry out and perform various research and educational works, ideas and applications beyond the campus of the college and shall strive to achieve its targeted goals of the extension education.

### **Composition:**

Until otherwise provided, the Advisory Committee for Extension Education shall be constituted by the College Authority with the following members:

- (i) Principal as Chairman
- (ii) One convener
- (iii) 4 (four) other members
- (iv) Coordinator, IQAC, as ex-officio member
- (v) Secretary, KGCTA, as ex-officio member
- (vi) Librarian, KGC, as ex-officio member
- (vii) Convener, Consultancy and Career Counselling Cell

Provided that the coordinator and the four other members shall be appointed by the College Authority.

Provided further that of the four members so appointed by the Chairman, one of them shall be an educationist not employed in the College.

**Tenure of office:**

The Committee shall remain in office for a period of 3 (three) years from the day of its constitution.

Vacancy/vacancies in the membership occurred due to death, resignation and removal etc. shall be filled up by the Chairman as early as possible.

**Meetings:**

The Committee shall meet at least once in a month and if necessary, shall also meet at any time. The meeting shall be presided over by the Chairman and in his absence by the vice-Chairman of the Committee. In case of the absence of both anyone from among the members chosen by themselves shall preside over the meeting.

**Quorum:**

The presence of 2/3rd members shall form the quorum.

**Powers and functions:**

- a. The EEC shall work for the growth of awareness and development of general interest in contemporary affairs,
- b. The Committee shall try to impart and improve professional skills through special training,
- c. The EEC shall also impart functional literacy and numeracy, post literacy and supplementary education through non-formal programme,
- d. With a view to gaining insights from the contact between knowledge resources and socio-cultural realities, the EEC shall try to bring out cultural development of the society

by extending the knowledge and other institutional resources to the community and vice versa, using information obtained and assembled from research studies all over the world, from experience wherever it can be found and utilized for the welfare of the people.

e. The EEC shall pay home visits, conduct seminars, workshops, excursions, meetings etc. for implementing its programmes. Besides, some audio-visual method shall also be applied such as Extension Lecture, Demonstrations, use of slides, T.V. camera, Chart etc. and also circulation of various leaflets, bulletins and demonstration of folk-festivals to motivate the learners-both children and adults. Some institutional extension programmes may also be undertaken such as short and long term certificate, diploma, degree courses etc.,

f. The Committee shall consider following points while implementing the programmes of Extension Education:

- (i) To ensure careful consideration of what is to be done and why,
- (ii) To present in written form a statement for public use,
- (iii) To furnish a guide against which new proposals are to be judged,
- (iv) To establish objectives with which progress can be measured and evaluated,
- (v) To aid in the development of leadership,
- (vi) To Co-ordinate the efforts of the different people working for community development.
- (vii) The convener of the committee should submit a report on the activities of the committee yearly.

Provided that the Committee shall maintains its own office within the College Campus in order to realize the aims and objectives of EEC as slated above.

**Definitions:**

The term 'Culture' used in (No. iv) above shall mean the socially standardised way of feeling, thinking and acting which an individual acquires as a member of the society.

- (ii) The phrase 'Welfare Programme' as above in (No. iv) s hall mean any work of the AGEE which may, directly and indirectly contribute to the deprived people's knowledge about the modem techniques of agriculture, diary firming, animal husbandry, the different vocations, improved standard of living, new innovations for better family living, leadership development, community development and improving public affairs for all-round development of the society.

## **12. CONSULTANCY AND CAREER COUNSELLING CELL:**

There shall be a committee on Consultancy and career counselling in the College to be hereinafter called the "Kokrajhar Govt. College Consultancy and Career Counselling Centre Committee" with an end in view to provide information on career development and employment opportunities to the student community.

### **Objectives:**

The main objectives of the Consultancy and Career Counselling Committee shall be:

- (i) To create an awareness about self-employment and career option among the students.
- (ii) To provide basic information about opportunities for self-reliance and support system.
- (iii) To convert the job seekers into job creators.

### **Composition:**

The College Authority shall constitute the Committee at its discretion and until otherwise provided, the Committee shall consist of 9 (nine) members in the manner as provided herein under.

- (i) Principal as Chairman
- (ii) One Convener from the teaching, staff
- (iii) Three other members
- (iv) Coordinator, IQAC, as ex-officio member
- (v) Secretary, KGCTA, as ex-officio member
- (vi) Librarian, KGC, as ex-officio member

Provided that the Co-Ordinator, the Asstt. Co-Ordinator and the 5 (five) other members shall be appointed by the College Authority. In case of any vacancy occurred in the membership

due to death, resignation, removal etc. shall be filled up by the College Authority as early as possible.

**Tenure of office:**

The Committee shall remain in office for one academic session of the College.

**Meetings:**

The Committee shall hold its meeting every forth nightly and may also meet if and when necessary.

The meetings of the Committee shall be presided over by the Chair-man and in his absence by the Vice-Principal of the Committee. In case of the absence of both, the meeting shall be presided over by anyone from among the members chosen by themselves.

**Quorum:**

The presence of 2/3rd of the members shall form the quorum. The committee shall have its own office in the college premises and the coordinator shall be responsible for the maintenance of the office.

**Powers and Functions:**

Subject to the approval of the College Authority, the Committee shall have such powers and discharge such responsibilities as stated under:

- (i) The Committee shall make endeavour to take necessary steps to fulfil its objectives.
- (ii) It shall create an awareness among the students for their career building by organizing counselling sessions.

- (iii) It shall organize and hold quiz competition, debate competition, extempore. speech competition and departmental and other exhibition etc. preferably career oriented.
- (iv) It shall collect all kinds of relevant information relating to career building and convey those to the students from time to time.
- (v) It shall afford to build an understanding and co-operation among the students, parents, guardians and other related agencies.
- (vi) It shall encourage the student Community for regular visit to the counselling Centre for their better future career.
- (vii) It shall be the duty of the committee to maintain a proper Register to record the visit of counselling seekers on regular basis.
- (viii) It shall undertake positive steps to build confidence among the parents about a successful self-employed career of their wards.
- (ix) The committee shall maintain a sign board bearing the name of the office of the Committee to be erected in front of the office. Besides, one Notice Board shall be conveniently placed in front of the office for the display of notices, leaflets, charts and other form of informative posters of career building.
- (x) The Committee shall have the power to undertake measures for the wider publicity of its programmes and policies.
- (xi) It shall publish brochure, booklet, handbill, type note entailing career building counsel.
- (xii) The convener of the committee should submit a report on the activities of the committee yearly.

Provided that the college authority shall make it convenient to provide the Counselling Cell with the following infrastructures for the furtherance of its aims and objectives-

- a. One room of moderate size to accommodate 10 to 15 students at a time for conferencing and counselling.
- b. Necessary furniture to run the office such as Almirah, Filing Cabinet or shelf and one Black Board etc.
- c. Some essential stationary items for office use such as Register Book, foolscap papers, Ball pen, Gums, Stapler, Lock and Key, Chalk Pencils etc.

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