



# The Rangapara College Management Policy Guidelines, 2020



**Rangapara College, Rangapara**  
**Sonitpur, Assam**  
(Affiliated to Gauhati University)

*Charu Saharia*  
(Dr. Charu Saharia Nath)  
President  
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Rangapara College

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Principal  
Rangapara College



In exercise of the powers conferred under provision of rules 6 of the **Assam Provincialised Colleges and Non Government College Management Rules, 2001** (as amended up to date) the Governing body of Rangapara College is hereby pleased to make the following policy guideline for advance institutional preparedness of NEP, 2020 and regulating the management of Rangapara College namely **The Rangapara College Management Policy Guideline, 2020**

## 1. ACADEMIC COUNCIL

A. The **Rangapara College Academic Council (RCAC)** shall primarily be concerned with all the academic affairs of the college, academic planning, instructional issues, students, co-curricular activities, and discipline and so on. It is the responsibility of Academic Council to endeavor and ensure the best practices are implemented and standards are maintained.


The Academic Council shall exercise the following functions:

- i. Making the curriculum implementing policy of each academic program of the college (As per affiliating university norms).
- ii. Arranging teaching requirements for completing academic programs.
- iii. Making arrangements for conducting examinations, as required.
- iv. Supervising the functioning of the Central Library of the college.
- v. Promoting research activity within the college.
- vi. Collaborating with other academic institutes, organization and industry.
- vii. Suggesting to the college hostel management.
- viii. Ensuring discipline amongst the students
- ix. Facilitating and supervising the co-curricular activities for the students.
- x. Encouraging students with awards, stipends, scholarships, medals and prizes and so on.
- xi. Motivating and guiding students in order to utilize the placement and training activities.
- xii. Planning and executing the overall academic growth of the college including approval of Syllabus of Diploma & Certificate courses.

## B. COMPOSITION OF ACADEMIC COUNCIL

The Academic Council shall consist of the following members, namely:--

- (i) Principal of the College- **Chairperson**
- (ii) Vice Principal of the College- **ex-officio member**
- (iii) University Nominees to the Governing Body- **ex-officio member**
- (iv) Co-ordinator, IQAC- **ex-officio member**
- (v) All Head of the Departments (**ex-officio**)
- (vi) The Librarian (**ex-officio**)
- (vii) Admission & Examination Officer (**ex officio**)
- (viii) Students Welfare Officer (**ex officio**)
- (ix) Three persons (**at least one female**), who are not teachers/employees of Rangapara College, co-opted by the Academic Council for their special knowledge including representatives of industries, trade and commerce, cultural, literary, health, academic and professional organizations, and media fields

  
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- (x) Three teachers (at least one **female** teacher) other than HoD to be elected by the teachers.
  - (xi) **Member Secretary** (One senior teacher to be appointed by Governing Body for period of three years)
- C. The members of the Academic Council, other than the ex-officio members, shall hold office for a term of three years from the date of their election, appointment or cooption, as the case may be or as specified otherwise.
- D. Annual meeting of the Academic Council shall be held during the month of August in each year and one third members of the Academic Council shall form the quorum for a meeting.

### 1. THE ADMISSION PLANNING COMMITTEE

The Admission Planning Committee shall design and formulate appropriate plans for academic development and expansion of the College, and it shall, in addition, have the right to advise the Governing Body and the Academic Council on any matter which it may deem necessary for the fulfillment of the Vision & Mission of the Institution.

(i) The Admission Planning Committee shall consist of the Principal, Vice Principal and not more **Nine Members (at least three female)** to be nominated by the Governing Body.

(ii) Admission & Examination Officer (Member-Secretary)

(iii) All the members of the Planning Committee, other than the Principal, Vice Principal and AEO, shall hold office for a term of three years.

(iv) The President & General Secretary of **Students' Union** (ex officio)

#### DUTIES:

(i) To collect proposals / materials from the Departments, different committees and teachers to draft Annual plan of activities for the year for publication in the Prospectus.

(ii) To draft the Annual Plan of activities for each academic year and to incorporate the same in the Prospectus.

(iii) To finalize College Prospectus & Admission Form for each academic year.

(iv) To assist the students and to interact with the parents during admissions period.

(v) To provide proper College Identity Cards to the students after the reopening of the College.

(vi) To file and maintain the records of the admissions and Annual Plan.

(vii) To submit the enrollment records to the IQAC.

### 3. THE FINANCE COMMITTEE

(1) The Finance Committee shall consist of the following:--

(i) The Principal (Chair Person)

(ii) The Vice Principal (ex officio)

(iii) The Treasury Officer or his/her nominee (not below rank of Sr. Accountant)

(iv) One person (preferably Chartered Accountant) to be appointed by the Governing Body from its members other than an employee of the college.

(v) Two teachers (one each from the Department Economic & Commerce) to be nominated by the Principal

(vi) The IQAC Coordinator, the SWO, the Head Assistant and the GS, RCSU (ex-Officio)



- (2) The Accountant of the college shall be the Member Secretary of the Finance Committee.
- (3) A member of the Finance Committee, other than the Principal & ex officio members shall hold office for a term of three years from the date on which he becomes a member of the Committee.
- (4) Five members of the Finance Committee shall form a quorum for a meeting of the Committee.
- (5) The Finance Committee shall meet at least thrice a year to examine the accounts and scrutinize the expenditure statement prepared by the Accounts Branch.
- (6) All proposals relating to up gradation of the pay of Adhoc employees and those items which are not included in the budget, shall be examined by the Finance Committee before they are considered by the Governing Body.
- (7) The annual budget of the college will be prepared by the Finance Committee and be submitted to Governing Body for Approval.

#### 4. CLASS ROUTINE & ATTENDANCE MONITORING COMMITTEE

- (1) The Committee shall consist of the following:--
  - (i) Chairperson – Vice- Principal (ex-officio)
  - (ii) Convener –AEO (ex officio)
  - (iii) Three Members (at least one **Female Teacher**) to be nominated by the Principal (one from each stream)
  - (iv) **President & General Secretary, RCSU** (ex officio)All the members, (other than ex officio) shall hold office for a term of three years.

#### DUTIES

- (i) To frame a suitable, clash free time-table for conducting Theory/Practical classes as per UGC/University rules.
- (ii) To attend to various complaints of clashes in the time-table and make necessary adjustments.
- (iii) To scrutinize the work load of the individual faculty members/teachers and the Departments as per UGC rules.
- (iv) To maintain the records of the Time-Table framed and submit the same to the IQAC Committee.

#### 5. LIBRARY COMMITTEE

- (1) The Committee shall consist of the following:--
  - (i) Chairperson – Principal (ex officio)
  - (ii) Member Secretary –Librarian (ex officio)
  - (iii) Members:Vice Principal (ex officio), one teacher from each stream (at least one Female) , Head Assistant, Library Assistant and Magazine Editor of the Students' Union (ex officio)All the members of the Library Service Committee, other than the ex officio members, shall hold office for a term of three years.

#### DUTIES:

- (i) To take stock of the existing, newly added and total number of books.
- (ii) To introduce bar coding system.
- (iii) To see that autolib/SOUL/KOHA software is used for automation.



- (iv) To see that the library is computerized/Digitalized.
- (v) To arrange talks for students to motivate them to cultivate reading habits.
- (vi) To organise book week, books display's on special occasions.
- (vii) To provide digital library facilities with National and International online journals.
- (viii) To see that Library building is enabled with Wi-fi facility.
- (ix) To see that library issue/ return of books are maintained through software.
- (x). To facilitate the services of National Digital Library an initiative by HRD Ministry.
- (xi) To acquire books for the book bank and distribute to the deserving students.
- (xii) To ensure that a Suggestion Box is installed in the Library and the reader's grievances are attended to and measures suggested.
- (xiii) To maintain the sanctity of the Library.
- (xiv) To maintain a record of the services rendered/ activities conducted and submit the same to the IQAC Committee.

## 6. PURCHASE AND GRANT UTILIZATION / INFRASTRUCTURE & DEVELOPMENT COMMITTEE

(1) The Committee shall consist of the following:--

(i) **Chairperson:** Principal (Ex-officio)

(ii) **Member Secretary** (to be nominated by the Governing Body on recommendation of the Principal for Three Years)

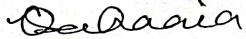
(iii) **Members:** Vice Principal, CO-IQAC, Librarian, AEO, Students Welfare Officer, T R to GB, Head Assistant, Accountant, **President & GS, Students Union** (All are ex officio)


### DUTIES:.

- (i) To scrutinise the indents put forth by the Depts./ Labs /Committees/and various sections of the College from time to time.
- (ii) To supervise the process of finding out the suppliers, inviting quotations, preparation of comparative statements, placing of orders and settlement of bills following relevant rules.
- (iii) To fix the responsibility on erroneous payments, orders and issue warnings to improper suppliers.
- (iv) To suggest measures for the safety, development and maintenance of Old College building infrastructure.
- (v) To ensure optimal use of the College resources, get defective gadgets repaired.
- (vi) To suggest measures to dispose off outdated and unusable items.
- (vii) To be in charge of the AV systems, LCD, Copier Machines, Laptops etc.
- (viii) To ensure Computerization /Automation of Library and Administration/Technology up gradation.
- (ix) To provide internet facility with Wi-Fi connectivity.
- (x). To provide details of infrastructure facilities to the IQAC Committee.
- (xi). To maintain the records of the purchase and grant utilization and submit the same to the IQAC Committee.

## 7. Board of Students' Welfare

The Board of Students' Welfare (BSW) looks after the protection of rights and supervises the welfare activities of the students of Constituent Units of the institution. BSW promotes and co-ordinates the different students' activities for better corporate life. BSW tries to nurture students' mental, physical, cultural growth with various

  
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activities to improve their overall personality development and to make them civilized Indian citizens to compete in the globalized world.

Board of Students' Welfare undertakes the following prominent activities:

- Annual Prize Distribution (Culture /Sports/Literature)
- Anti-ragging Cell
- Nirbhay Kanya Abhiyan (Fearless Girl Campaign)
- Soft Skills Programme
- Career Guidance Cell
- Students Health
- Students Group Insurance
- Student-related Seminar/Conferences/Workshops/Camps etc.
- Youth Festivals

• **The Board of Students' Welfare shall consist --**

- (i) Chairperson: Principal (Ex-officio)
- (ii) Member Secretary : Students' Welfare Officer (Ex-officio)
- (iii) Ex Officio Members: Vice Principal, AEO, Sports Officer, Cultural Officer, Health Officer.
- (iv) Invitee Members: Convener: Nirbhoy Kanya Abhiyan, Anti Ragging Cell, Career Guidance Cell, Grievances & Redressal Cell, Professor in Charges of RCSU
- (v) Students' Members: **All Office bearers of RCSU**
- (v) President/ Secretary, Alumni Association
- (vi) President Secretary, Rangapara Sports Association

## 8. HOSTEL MANAGEMENT COMMITTEE

### (1) The Committee shall consist-

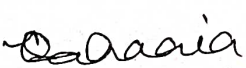
- (i) Chairperson: Principal (Ex-officio)
- (ii) Member Secretary : Chief warden of Hostels (Ex-officio)
- (iii) Ex Officio Members: Vice Principal, All Hostel Wardens.
- (iv) One Member Nominated by GB
- (v) **One Senior Female Faculty**
- (vi) **One Senior Male Faculty**
- (v) One Medical Officer
- (vi) **Social Service Secretary, RCSU**

### DUTIES:

- (i) To look on the facilities and prepare annual planning for housekeeping and ensures an enriching stay at the campus.
- (ii) To ensure the follow-up of hostel rules
- (iii) To facilitates the grievance of boarders and communicates the same to the concerned authorities.

## 9. Anti-ragging Committee

There will be an Anti Ragging Committee headed by the Vice Principal/Senior Faculty of the Institution. If the committee finds that prima facie there is a case of ragging on the Complaint it received, the committee will take immediate action including the filing of FIR with the local police depending on the seriousness of the case. Any student of

  
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Rangapara College found indulging and / or abetting any form of ragging shall be meted out with exemplary and justifiably harsh punishment including debarring such students from taking admissions in any institutions of higher learning in the state.

**(1) The Committee shall consist-**

- (i) Chairperson: Vice Principal (Ex-officio)
- (ii) Conveners : One Male & One Female faculty
- (iii) Ex Officio Members: AEO, SWO, All Hostel Wardens.
- (iv) **President & Secretary of RCSU**
- (v) Guardian Members to GB, Rangapara College

**10 Nirbhoy Kanya Abhiyan (Fearless Girl Campaign)**

The main objectives of this campaign includes development of self confidence how to defend oneself in any situation, training in self defense and finally make them fearless and be ready to face any unwanted situation. The scheme is open to all girl students of constituent Units of the college. The college makes available requisite funds for undertaking this activity.

**(1) The Committee shall consist-**

- (i) Chairperson: Presiding Officer, ICC (Ex-officio)
- (ii) Convener : One Female faculty
- (iii) Ex Officio Members:, SWO, All Girls Hostel Wardens.
- (iv) **Social Service Secretary & Girls' Common Room Secretary of RCSU**
- (v) Two Faculty Members (One Male & One Female)

**11. College Officers**


The Governing Body shall appoint following offices from faculty members for a period of two or three years and shall be designated as **COLLEGE OFFICER**

- A. **Vice Principal:** An existing senior faculty member may be designated as **Vice-Principal** by the Governing Body of the College on the recommendation of the Principal, for a tenure of two years, who can be assigned specific activities, in addition to his/her existing responsibilities. During the absence of the Principal, for any reason, the Vice Principal shall exercise the powers of the Principal. (4.1.6 UGC Regulation, 2018)

The experience of IQAC Coordinator, AEO, SWO may be considered as Academic & Administrative Experience for the post of vice principal.

- B. **Students Welfare Officer cum Chief Warden of Hostels:** An existing senior faculty member may be appointed as **Students Welfare Officer cum Chief Warden of Hostels** by the Governing Body of the College on the recommendation of the Principal, for tenure of three years. The Students' Welfare Officer is the head of all student extra-curricular and co-curricular activities of the college and the chief warden of hostels. S/he acts as an interface between the administration and the students to sort out matters concerning student welfare. Other wardens also be appointed by Governing Body for a period of three years from faculty members. Preference will be given to female teachers for the post of warden of Girls' Hostels.

  
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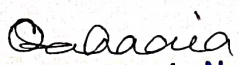



- C. **Admission & Examination Officer:** An existing faculty member may be appointed as **Admission & Examination Officer** by the Governing Body of the College on the recommendation of the Principal, for tenure of three years. S/he evaluates application forms for admission and prepare merit list as per Govt rules. S/he will prepare precise and lucid instructions regarding (a) pattern of question paper (b) types of questions (c) rational marks allotted to different types of questions (d) language of instruction etc.
- D. **Sports Officer:** An existing faculty member having knowledge in the field of sports may be appointed as **Sports Officer** by the Governing Body of the College on the recommendation of the Principal, for tenure of three years. The sports officer will plan and organize sports events, trainings and campaigns in order to get more students involved. S/he work towards making sport more accessible to everyone and aim to get student living a healthier lifestyle.
- E. **Cultural Officer:** An existing faculty member having adequate knowledge in the field of culture may be appointed as **Cultural Officer** by the Governing Body of the College on the recommendation of the Principal, for tenure of three years. The culture officer is responsible for maintaining an organization of cultural events and workshops. Cultural diversity makes the college better places to learn.
- F. **Health Officer:** An existing faculty member may be appointed as **Health Officer** by the Governing Body of the College on the recommendation of the Principal, for tenure of three years. The primary role of health officer is to **protect the health and safety of the students from any harmful exposures that they may encounter**. It includes ensuring that college campus, classrooms and other infrastructures are safe, hygienic and healthy.

**12. Removal from Office/Membership:** An Officer or Member of any Committee may be removed from office by the Governing Body on conviction by a Court of Law, or involvement of activities against the spirit of Vision & Mission of the College, or unable to handle assigned duty and responsibility, or resignation, by a notification that the officer/member has been removed, by the appointment of another person to the same office/committee.

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