

MANDIA ANCHALIK COLLEGE

Mandia, Barpeta, Assam-781308

RULES AND REGULATIONS OF ALL SUB-COMMITTEES

GENERAL RULES APPLICABLE TO ALL COMMITTEES

1. Every committee shall function under the overall supervision and administrative control of the Principal/I/C Principal of the College.
2. Each committee shall perform its functions in accordance with applicable Government of Assam rules, UGC regulations, affiliating university regulations, statutory provisions and decisions of the Governing Body.
3. The Convener shall be responsible for convening meetings, preparing agendas, coordinating activities and maintaining committee records.
4. Members shall attend meetings regularly and actively participate in the activities of the committee.
5. Every committee shall maintain proper records of meetings, minutes, attendance, notices, reports, photographs, correspondence and other relevant documents.
6. Decisions of a committee shall be implemented only within the authority delegated to it and, where necessary, after approval of the Principal or competent authority.
7. No committee shall incur expenditure without prior approval and adherence to the prescribed financial and procurement procedures of the College.
8. Committee members shall maintain institutional discipline, confidentiality and professional ethics.
9. Any conflict of interest shall be disclosed by the concerned member.
10. Committees dealing with complaints or personal information shall maintain confidentiality and ensure fair treatment to all concerned.
11. Each committee shall prepare an annual/periodic report of its activities, achievements and recommendations.
12. Important decisions shall be followed by an Action Taken Report (ATR), wherever applicable.
13. Committee composition and functions may be reviewed and revised by the competent authority whenever required.

A. GOVERNING AND ADMINISTRATIVE COMMITTEES

Governing Body (G.B.)

1. The Governing Body shall exercise the powers and responsibilities assigned to it under applicable university, Government and institutional regulations.
2. It shall provide overall policy direction for the academic, administrative and developmental affairs of the College.
3. It shall consider and approve institutional plans, budgets, major developmental proposals and other matters placed before it.
4. It shall ensure proper utilization of institutional resources.
5. It shall review the academic and administrative performance of the College.
6. It shall promote transparency, accountability and institutional development.
7. Meetings shall be conducted according to applicable rules and proper minutes shall be maintained.
8. Decisions of the Governing Body shall be communicated to concerned authorities for implementation.

Internal Quality Assurance Cell (IQAC)

1. The IQAC shall function as the principal internal mechanism for quality enhancement and sustenance.
2. It shall develop a quality-oriented institutional environment.
3. It shall prepare and monitor quality assurance plans.
4. It shall coordinate AQAR preparation and accreditation-related documentation.
5. It shall monitor academic, administrative and student-support processes.
6. It shall promote best practices and innovative initiatives.
7. It shall collect feedback and evidence for quality improvement.
8. It shall maintain minutes, ATRs, reports and supporting documentary evidence.
9. It shall periodically review institutional performance and recommend corrective measures.
10. It shall coordinate with all departments and committees for quality-related activities.

College Development Committee (CDC)

1. The CDC shall identify institutional developmental priorities.
2. It shall prepare and review proposals relating to infrastructure and institutional facilities.
3. It shall assist in long-term and short-term institutional planning.
4. It shall monitor approved development activities.
5. It shall recommend measures for improvement of academic and physical infrastructure.
6. It shall encourage community and stakeholder participation in institutional development.
7. It shall maintain records of development proposals and progress.
8. It shall submit recommendations to the competent authority.

Purchase Committee (PC)

1. The Purchase Committee shall examine purchase requirements of the College.
2. It shall ensure transparency, fairness and economy in procurement.
3. It shall follow prescribed procurement and financial rules.
4. Quotations/tenders shall be examined wherever applicable.
5. Specifications and quality of materials shall be properly assessed.
6. The Committee shall ensure that purchased materials are received and recorded properly.
7. All procurement records shall be maintained.
8. Recommendations shall be submitted to the competent authority for approval.

Academic and Admission Committee (AAC)

1. The Committee shall coordinate admission-related activities.
2. Admissions shall be conducted according to Government, university and College rules.
3. Admission procedures shall be transparent, fair and non-discriminatory.
4. Admission notices, schedules and guidelines shall be properly communicated.
5. Required documents shall be verified according to prescribed procedures.
6. Admission-related grievances shall be examined promptly.
7. Proper admission records shall be maintained.
8. The Committee shall prepare an annual admission report.

Examination Board (EB)

1. The Examination Board shall coordinate institutional examination activities.
2. It shall prepare examination schedules and related arrangements.
3. Confidentiality of question papers and examination materials shall be strictly maintained.
4. Invigilation and examination duties shall be assigned fairly.
5. Examination procedures shall comply with university and College rules.
6. Examination-related grievances shall be dealt with through proper procedures.
7. Examination records shall be securely maintained.
8. The Board shall prepare reports whenever required.

Prospectus Committee (PC)

1. The Committee shall prepare and update the College prospectus.
2. All information published shall be accurate and officially verified.
3. Details of courses, admission, facilities, committees and student services shall be checked before publication.
4. The prospectus shall follow approved institutional guidelines.
5. Any change in academic or administrative information shall be incorporated after verification.
6. The final prospectus shall be approved by the competent authority.

7. Copies/electronic versions of the approved prospectus shall be preserved.

B. ACADEMIC COMMITTEES

Research & Development Committee (RDC)

1. The Committee shall promote research and innovation in the College.
2. It shall encourage faculty and students to undertake research activities.
3. It shall organize seminars, workshops, conferences and research-oriented programmes.
4. It shall promote research publications and academic collaboration.
5. It shall encourage awareness of research ethics and plagiarism prevention.
6. It shall facilitate research proposals and project-related activities.
7. Research achievements and publications shall be documented.
8. The Committee shall recommend measures for strengthening research facilities.

Library Management Committee (LMC)

1. The Committee shall assist in the effective management and development of library services.
2. It shall assess requirements for books, journals, e-resources and other learning materials.
3. It shall promote optimum utilization of library resources.
4. It shall review students' and teachers' library requirements.
5. It shall encourage digital and e-learning resources.
6. It shall review library feedback and service quality.
7. Library development proposals shall be submitted to the competent authority.
8. Proper records of library development activities shall be maintained.

Mentor-Mentee Committee (MMC)

1. The Committee shall establish an effective mentor-mentee system.
2. Students shall be assigned mentors appropriately.
3. Mentors shall monitor students' academic and general educational progress.
4. Students requiring additional support shall be identified and guided.
5. Mentoring records shall be maintained confidentially.
6. Mentors shall encourage regular interaction with mentees.
7. Serious academic or welfare issues shall be referred to the appropriate authority.
8. The Committee shall review the effectiveness of the mentoring system periodically.

Remedial Teaching Committee (RTC)

1. The Committee shall identify students requiring additional academic support.
2. Remedial classes shall be organized according to identified needs.

3. Suitable teaching-learning materials and methods shall be used.
4. Student attendance in remedial classes shall be recorded.
5. Academic progress shall be periodically assessed.
6. Feedback from beneficiaries shall be obtained wherever appropriate.
7. Records of remedial classes and outcomes shall be maintained.
8. An annual report shall be submitted to the competent authority.

Career Guidance and Placement Cell (CGPC)

1. The Cell shall provide career guidance and employment-related support to students.
2. It shall organize career counselling programmes.
3. It shall facilitate interaction with employers and training agencies.
4. It may organize placement drives, internships and skill-development programmes.
5. Students shall be informed about employment, competitive examinations and higher education opportunities.
6. Placement procedures shall be transparent and inclusive.
7. Records of students participating in placement activities shall be maintained.
8. Placement and career-related outcomes shall be documented.

Alumni Association (AA)

1. The Association shall maintain constructive relations with former students.
2. Alumni records shall be maintained and updated periodically.
3. Alumni shall be encouraged to participate in institutional development.
4. Alumni interaction programmes shall be organized where feasible.
5. Alumni may contribute through mentoring, lectures, career guidance and other approved activities.
6. Alumni achievements shall be documented.
7. Contributions received from alumni shall be handled according to institutional financial procedures.
8. An annual report of alumni activities shall be maintained.

Parents-Teacher Association (PTA)

1. The PTA shall promote communication between teachers and parents/guardians.
2. It shall discuss broad academic and developmental issues concerning students.
3. Parents shall be encouraged to provide constructive feedback.
4. Attendance, academic performance, discipline and welfare may be discussed at a general level.
5. Individual student matters shall be handled confidentially.
6. The PTA shall encourage cooperation between parents and the College.
7. Meetings shall be documented through minutes and attendance records.
8. Recommendations shall be forwarded to the competent authority.

C. STUDENT SUPPORT COMMITTEES

Anti-Ragging Committee (ARC)

1. The College shall maintain a strict zero-tolerance policy towards ragging.
2. Students shall be informed about the prohibition and consequences of ragging.
3. Awareness programmes shall be organized regularly.
4. Complaints relating to ragging shall be received and dealt with promptly.
5. The Committee shall follow applicable anti-ragging laws, regulations and prescribed procedures.
6. The identity and dignity of complainants shall be protected as far as practicable.
7. Necessary action shall be recommended to the competent authority after following due process.
8. Records of complaints, actions and awareness programmes shall be maintained.

Anti-Sexual Harassment Committee

1. The Committee shall promote a safe and respectful campus environment.
2. Awareness programmes on prevention of sexual harassment shall be organized.
3. Complaints shall be handled according to applicable law and institutional/statutory procedures.
4. Confidentiality shall be maintained throughout the complaint process.
5. Both complainant and respondent shall be treated fairly and respectfully.
6. The Committee shall ensure that due process is followed.
7. Retaliation or intimidation against complainants or witnesses shall not be tolerated.
8. Records shall be securely maintained and reports submitted as prescribed.

Grievance Redressal Cell (GRC)

1. The Cell shall provide an accessible mechanism for addressing eligible grievances.
2. Grievances shall be received and registered systematically.
3. Complaints shall be examined objectively and impartially.
4. Confidentiality shall be maintained wherever required.
5. The Cell shall endeavour to resolve grievances within the prescribed/appropriate timeframe.
6. Matters beyond its jurisdiction shall be referred to the competent authority.
7. The complainant shall be informed of the outcome wherever appropriate.
8. A grievance register and disposal record shall be maintained.

Students Welfare Committee (SWC)

1. The Committee shall promote the overall welfare of students.
2. It shall identify student-support requirements.
3. It shall coordinate welfare-oriented programmes and initiatives.

4. It shall support inclusive participation of students.
5. Special attention may be given to students requiring additional institutional support.
6. The Committee shall coordinate with other support cells where necessary.
7. Student feedback shall be considered for improvement.
8. Welfare activities shall be properly documented.

Women Cell (WC)

1. The Women Cell shall promote gender equality, dignity and empowerment.
2. It shall organize gender-sensitization programmes.
3. It shall promote awareness of women's rights and legal provisions.
4. It shall organize programmes relating to health, safety, education and empowerment.
5. Women-related concerns shall be addressed sensitively and confidentially.
6. Matters requiring statutory intervention shall be referred to the appropriate mechanism.
7. The Cell shall encourage equal opportunities and non-discrimination.
8. Annual activities shall be documented.

Extension and Outreach Committee (EOC)

1. The Committee shall promote community engagement and extension activities.
2. It shall organize awareness and social-development programmes.
3. It shall encourage student participation in community service.
4. It shall coordinate with schools, NGOs, government agencies and community organizations where appropriate.
5. Activities shall be planned according to identified community needs.
6. Beneficiaries and outcomes shall be documented.
7. Activities shall be conducted with dignity, inclusiveness and respect for local communities.
8. An annual outreach report shall be prepared.

NSS Advisory Committee

1. The Committee shall guide NSS activities according to applicable NSS guidelines.
2. It shall prepare an annual NSS action plan.
3. It shall encourage student participation in community service.
4. Activities may include sanitation, health awareness, literacy, environment and social awareness.
5. Special camps shall be conducted according to prescribed guidelines.
6. Coordination with local authorities and community organizations shall be encouraged.
7. Volunteer attendance and activity records shall be maintained.
8. Reports and photographs of NSS activities shall be preserved.

NCC Committee

1. NCC activities shall be conducted according to applicable NCC rules and instructions.
2. The Committee shall promote discipline, leadership and national integration.
3. Cadets shall participate in training, parade, camps and approved community activities.
4. Safety and discipline shall be maintained during NCC activities.
5. Participation and training records shall be maintained.
6. Cadets shall follow instructions of the authorized NCC officers.
7. NCC achievements shall be documented.
8. The Committee shall coordinate with relevant NCC authorities.

Red Ribbon Club (RRC)

1. The RRC shall promote awareness regarding HIV/AIDS and related health concerns.
2. It shall organize awareness campaigns and educational programmes.
3. Programmes shall be based on scientifically accurate information.
4. The Club shall discourage stigma and discrimination.
5. Students shall be encouraged to act as peer educators where appropriate.
6. Collaboration with health authorities may be undertaken.
7. Programme attendance and reports shall be maintained.
8. Awareness outcomes shall be periodically reviewed.

Eco Club/Green Campus Committee (EC/GCC)

1. The Committee shall promote environmental sustainability.
2. It shall organize plantation and environmental awareness programmes.
3. It shall promote waste reduction and segregation.
4. Energy and water conservation shall be encouraged.
5. Biodiversity and green-campus initiatives shall be promoted.
6. Students and staff shall be encouraged to participate in environmental activities.
7. Environmental audits/assessments may be undertaken where applicable.
8. Green initiatives shall be properly documented.

Village and School Adoption Committee (VSAC)

1. The Committee shall coordinate approved village and school adoption initiatives.
2. Needs assessment shall be conducted before planning interventions.
3. Educational, health, environmental and awareness activities may be undertaken.
4. Local communities and schools shall be involved in planning and implementation.
5. Activities shall be inclusive and need-based.
6. Coordination with local authorities shall be maintained where required.
7. Beneficiary and activity records shall be preserved.
8. The Committee shall evaluate outcomes and prepare reports.

Legal Aid Cell (LAC)

1. The Cell shall promote awareness of basic legal rights and responsibilities.
2. Legal literacy programmes may be organized.
3. Qualified legal professionals or appropriate legal authorities may be invited for awareness programmes.
4. Students may be guided towards competent legal-aid institutions where professional assistance is required.
5. The Cell shall not undertake unauthorized legal representation.
6. Confidentiality of sensitive matters shall be maintained.
7. Legal awareness activities shall be properly documented.
8. Periodic reports shall be submitted to the competent authority.

D. NAAC AND QUALITY ASSURANCE CELL

NAAC Steering Committee

1. The Committee shall coordinate institutional preparation for accreditation.
2. It shall work in coordination with the IQAC and Principal.
3. Criterion-wise responsibilities may be assigned to members.
4. Data and documents shall be collected systematically.
5. Information shall be verified against authentic institutional records.
6. Accreditation timelines shall be monitored.
7. Gaps identified during accreditation preparation shall be reported to the competent authority.
8. All accreditation-related evidence shall be systematically preserved.

Teaching-Learning and Evaluation Committee (TLE)

1. The Committee shall promote effective teaching-learning practices.
2. It shall encourage student-centred and participatory teaching.
3. ICT-enabled teaching may be promoted.
4. Internal assessment and evaluation practices shall be reviewed.
5. Learning outcomes and academic performance may be analysed.
6. Innovative teaching practices shall be encouraged.
7. Feedback from students may be considered for improvement.
8. Evidence of teaching-learning initiatives shall be maintained.

Institutional Values and Best Practices Committee (IVBP)

1. The Committee shall promote institutional values and ethical practices.
2. It shall identify and document institutional best practices.
3. Programmes promoting social responsibility, inclusion and environmental consciousness shall be encouraged.
4. Constitutional and human values shall be promoted through institutional activities.
5. Best practices shall be assessed for effectiveness and sustainability.

6. Case studies may be prepared for institutional documentation.
7. The Committee shall coordinate with IQAC for quality documentation.
8. Annual reports shall be maintained.

Documentation and Data Committee (DDC)

1. The Committee shall coordinate systematic collection of institutional data.
2. Data shall be collected from authentic primary records.
3. Information shall be verified before official submission.
4. Documents shall be classified and preserved systematically.
5. Digital and physical records shall be maintained securely.
6. Data consistency shall be checked across different institutional records.
7. Required data shall be supplied to IQAC and other authorized bodies within prescribed timelines.
8. Accreditation and quality-related evidence shall be properly archived.

Website Committee (WC)

1. The Committee shall maintain the official College website.
2. Only verified and approved institutional information shall be uploaded.
3. Notices, reports, committee details, academic information and achievements shall be updated regularly.
4. Information received from departments/committees shall be verified before publication.
5. Personal and sensitive information shall be handled responsibly.
6. Website content shall be clear, accurate and accessible.
7. Outdated information shall be reviewed and updated.
8. Website updates shall be documented where required.

Attendance and Feedback Analysis Committee (AFAC)

1. The Committee shall collect and analyse attendance and feedback data as assigned.
2. Data shall be collected using approved formats.
3. Accuracy and confidentiality of data shall be maintained.
4. Attendance trends shall be analysed to identify academic concerns.
5. Feedback shall be analysed objectively.
6. Findings shall be communicated to appropriate authorities/committees.
7. Corrective measures may be recommended based on findings.
8. Analytical reports shall be preserved for quality-assurance purposes.

E. DISCIPLINE AND CAMPUS MANAGEMENT

Waste Management Committee (WMC)

1. The Committee shall promote scientific and responsible waste management.
2. Waste segregation at source shall be encouraged.
3. Reduction, reuse and recycling shall be promoted.
4. Cleanliness of the campus shall be monitored.
5. Awareness programmes on waste management shall be organized.
6. Plastic waste reduction shall be encouraged.
7. Waste shall be disposed of through appropriate approved mechanisms.
8. Waste-management activities shall be documented.

Canteen Management Committee (NMC)

1. The Committee shall monitor general cleanliness and hygiene of the College canteen.
2. Food quality and safe food-handling practices shall be encouraged.
3. The canteen premises shall be maintained in hygienic condition.
4. Student and staff feedback may be considered.
5. The Committee may conduct periodic inspections.
6. Deficiencies shall be brought to the notice of the canteen operator/competent authority.
7. Applicable food-safety requirements shall be observed.
8. Inspection and meeting records shall be maintained.

Safety, Security and Medical Cell (SSCMC)

1. The Cell shall promote safety and security on campus.
2. Safety hazards shall be identified and reported.
3. Basic emergency and first-aid arrangements shall be encouraged.
4. The Cell shall coordinate with appropriate medical/emergency services when required.
5. Special events shall be reviewed for safety requirements.
6. Emergency contact information shall be made available where appropriate.
7. Incidents shall be documented and reviewed.
8. Preventive safety measures shall be recommended to the administration.

Disaster Management Committee (DMC)

1. The Committee shall promote institutional disaster preparedness.
2. Emergency response plans shall be developed and periodically reviewed.
3. Students and staff shall be made aware of emergency procedures.
4. Mock drills may be conducted where feasible.
5. Emergency exits and assembly areas shall be identified.
6. Coordination with local disaster-management and emergency agencies shall be encouraged.
7. Lessons from drills/incidents shall be documented.
8. Corrective measures shall be recommended after review.

Health and Hygiene Committee (HHC)

1. The Committee shall promote health and hygiene on campus.
2. Cleanliness of classrooms, common areas and sanitation facilities shall be encouraged.
3. Safe drinking water and hygienic practices shall be promoted.
4. Health-awareness programmes may be organized.
5. Coordination with qualified health professionals may be undertaken.
6. Students and staff shall be encouraged to follow healthy practices.
7. Hygiene-related deficiencies shall be reported to the administration.
8. Health and hygiene activities shall be documented.

F. CULTURAL AND SPORTS COMMITTEES

Cultural Committee (CC)

1. The Committee shall promote cultural activities among students.
2. It shall organize approved cultural programmes and competitions.
3. Equal and inclusive opportunities shall be provided to students.
4. Local, regional, national and diverse cultural traditions shall be respected.
5. Programmes shall maintain institutional discipline and dignity.
6. Participation and achievements shall be documented.
7. Selection for competitions shall be fair and transparent.
8. An annual cultural activity report shall be prepared.

Sports and Athletics Committee (SAC)

1. The Committee shall promote physical fitness and sportsmanship.
2. It shall organize sports and athletic activities.
3. Students shall be encouraged to participate in internal and external competitions.
4. Selection of participants shall be fair and transparent.
5. Safety during sports activities shall be given due importance.
6. Sports equipment shall be maintained properly.
7. Participation and achievements shall be recorded.
8. The Committee shall prepare an annual sports report.

Magazine Publication Committee (MPC)

1. The Committee shall coordinate publication of the College magazine.
2. Articles, poems, creative works and reports shall be invited according to approved guidelines.
3. Submitted materials shall be edited and proofread.
4. Originality and academic integrity shall be respected.
5. Copyright and attribution requirements shall be followed.

6. Content shall maintain institutional dignity and avoid discriminatory or defamatory material.
7. The final publication shall receive appropriate approval before printing/publication.
8. Copies and source materials shall be preserved.

Celebration Committee (Days & Important Events)

1. The Committee shall coordinate observance of important national and international days.
2. Programmes shall be planned in consultation with the Principal and relevant authorities.
3. Activities shall be educational, meaningful and inclusive.
4. Responsibilities shall be assigned to concerned members/committees.
5. Necessary logistical arrangements shall be coordinated.
6. Student participation shall be encouraged.
7. Photographs, attendance and reports shall be preserved.
8. A report of major celebrations shall be submitted to the competent authority.

Report Writing Committee (RWC)

1. The Committee shall prepare official reports of College programmes and events.
2. Reports shall be factually accurate and based on verified information.
3. Relevant dates, venue, participants, objectives, proceedings and outcomes shall be recorded.
4. Photographs and supporting documents shall be collected where applicable.
5. Reports shall follow a standard institutional format.
6. Reports shall be submitted within the prescribed timeline.
7. Final approved reports shall be archived systematically.
8. Reports required for IQAC/NAAC documentation shall be submitted to the concerned authority.

Photography and Media Committee (PMC)

1. The Committee shall document approved College events through photographs and other media.
2. Photographs shall accurately represent institutional activities.
3. Appropriate dignity and privacy shall be maintained.
4. Consent/permission shall be obtained wherever required.
5. Photographs and media files shall be properly labelled and archived.
6. Relevant photographs shall be supplied to the Website and Report Writing Committees.
7. Sensitive or inappropriate material shall not be published.
8. Digital media shall be stored securely.

Event Management and Refreshment Committee (EMRC)

1. The Committee shall coordinate logistical arrangements for approved College events.
2. Venue, seating, stage, registration and other arrangements shall be planned in advance.
3. Refreshments shall be arranged according to approved requirements.
4. Hygiene and food safety shall be given due importance.
5. The Committee shall coordinate with other committees and service providers.
6. Expenditure shall follow approved financial procedures.
7. Event arrangements shall be completed in a timely and orderly manner.
8. Necessary records and a brief completion report shall be maintained.



Principal

Mandia Anchalik College, Mandia
I/C Principal
Mandia Anchalik College