

Letter No: JCK/Notification/2023/172

Date: 24/06/2023

From: Dr. Debasish Paul, MA (Triple), Ph.D.  
Principal cum Secretary,  
Janata College, Kabuganj, Cachar, Assam

### **NOTIFICATION**

For the ease of administration and executing various academic as well as co-curricular activities towards quality improving and benchmarking best practices, various internal as well external Committees are constituted for the session 2023-24 following a staff meeting resolution dated 17<sup>th</sup> June 2023. The Committees so constituted and its members are as follows:

#### **1. COLLEGE DEVELOPMENT (PLANNING) COMMITTEE**

- b. Chairman: President, GB
- c. Convener: Principal
- d. Members: Coordinator, IQAC
- e. Member: Sr. Assistant
- f. Member: All Heads of Department
- g. Member: Registered Engineer/ Architect
- h. Member: DHE Representative
- i. Member: University Representative

#### **2. INTERNAL QUALITY ASSURANCE CELL**

- a. Chairman: Principal
- b. Coordinator: Shri Pradip Kumar Singha
- c. Asst. Coordinator: Shri Sanjit Muchahary
- d. Member: Smt. Sujata Palit
- e. Member: Smt. Gayatri Singha
- f. Member: Dr. Munni Deb Mazumdar

#### **3. ALL INDIA SURVEY ON HIGHER EDUCATION:**

- a. Nodal Officer: Smt. Gayatri Singha

#### **4. ADMISSION COMMITTEE**

- a. Chairman: Principal
- b. Convenor: IQAC Coordinator
- c. Members: Dr. H. Nirendra Singha
- d. Members: All Heads of Department

#### **5. ANNUAL ACADEMIC PLANNING CELL**

- a. Convenor: Sri Y. Prafulla Singha
- b. Member: Dr. Sudipta Khersa
- c. Member: Dr. Usha Rani Sharma
- d. Member: Dr. H. Nirendra Singha
- e. Member: Smt. Gayotri Singha/ Dr. Munni Deb Mazumdar

**6. ANTI RAGGING AND DISCIPLINE CELL**

- a. Convener: Shri Y. Prafulla Singha  
b. Member: Dr. Usha Rani Sharma  
c. Member: Dr. Shirtaz Begam Laskar

**7. INFORMATION ON CAREER GUIDANCE AND PLACEMENT CELL**

- a. Convener: Dr. Lalzawmlien  
b. Member: Dr. Shirtaz Begam Laskar  
c. Member: Shri Sanjit Muchahary  
d. Member: Dr. Dwaipayan Dutta Biswas (Guest Member)  
e. Member: Dr. Satyajit Kumar (Guest Member)

**8. FINANCE COMMITTEE**

- a. Chairman: Principal  
b. Member: Vice Principal  
c. Member: Coordinator, IQAC  
d. Member Secy.: Sr. Assistant

**9. PURCHASE COMMITTEE**

- a. Convener: Dr. Sudipta Khersa  
b. Member: Dr. Gayotri Singha  
c. Member: Smt. Soma Bhattacharjee

**10. CLEANLINESS AND SENSITIZATION CELL**

- a. Convener: Dr. Usha Rani Sharma  
b. Member: Dr. Rabindra Singha  
c. Member: Smt. Pinky Mishra (Guest Member)  
d. Member: Deepa Sinha (Guest Member)  
e. Member: L. Amrit Singha (Guest Member)

**11. RESEARCH, DEVELOPMENT AND PUBLICATION CELL**

- a. Chairman: Principal  
b. Member: Dr. Sudipta Khersa  
c. Member: Dr. Shirtaz Begam Laskar  
d. Member: Dr. H. Nirendra Singha  
e. Member: Dr. Munni Deb Mazumdar  
f. Member: Srima Nath Mazumdar

**12. INTERNAL COMPLAINTS COMMITTEE (FOR WOMEN)**

- a. Convener: Smt. Sujata Palit  
b. Member: Dr. Usha Rani Sharma  
c. Member: Dr. Pinaki Das  
d. Member: Dr. Shirtaz Begam Laskar  
e. Member: Smt. Sanalembi Singha (External Member/ Advocate)

**13. NATIONAL SERVICE SCHEME (NSS) AND EXTENSION SERVICE CELL**

- a. Convener: Dr. H. Nirendra Singha (Programme Officer)  
b. Member: Dr. Sudipta Khersa  
c. Member: Shri L Amrit Singha (Guest Member)  
d. Member: Dr. Satyajit Kumar (Guest Member)  
e. Member: Smt. Deepa Sinha

**14. NATIONAL CADET CORPS**

- a. 62 Assam Battalion NCC (Girls): Smt. Deepa Sinha  
b. 3 Assam Battalion NCC (Boys): Shri Kush Mohan Koiri

**15. CULTURAL CELL**

- a. Convener: Dr. Pinaki Das  
b. Member: Smt. Puja Das  
c. Member: Cultural Secretary (Students Union)

**16. DEBATING CELL**

- a. Convener: Shri Prafulla Kumar Singha  
b. Member: Dr. Rabindra Singha  
c. Member: Debating Secretary (Students Union)

**17. JC LITERARY ACADEMIA**

- a. Convener: Dr. Sudipta Khersa  
b. Member: Dr. Rume Das  
c. Member: Smt. Pinky Mishra (Guest Member)  
d. Member: Smt. Ananya Burman (Guest Member)

**18. NEP CELL**

- a. Chairman: Principal  
b. Convener: Dr. Munni Deb Mazumdar  
c. Member: Dr. H. Nirendra Singha  
d. Member: Dr. Shirtaz Begam Laskar

**19. Krishna Kanta Handique State Open University (KKHSOU)**

- a. Chairman: Principal  
b. Convener: Coordinator, KKHSOU  
c. Member: Sr. Assistant  
d. Member: Shri Sanjit Muchahari  
e. Member: Dr. Usha Rani Sharma

**20. LIBRARY COMMITTEE**

- a. Chairman: Principal  
b. Convener: Librarian  
c. Member: Vice Principal  
d. Member: Dr. Munni Deb Mazumdar  
e. Member: Dr. Robindra Singha

**21. DIGITAL LEARNING CELL**

- a. Nodal Officer: Pradip Kumar Singha  
b. Member: Sri Sanjit Muchahary  
c. Member: Dr. Pinaki Das

**22. STUDENTS GRIEVANCES REDRESSAL COMMITTEE (SGRC)**

- a. Chairperson: Dr. Shirtaz Begam Laskar  
b. Member: Dr. Lalzawmlien  
c. Member: Dr. Sudipta Khersa  
d. Member: Dr. Rume Das  
e. Member: Animesh Roy (Student Representative)

**23. EXAMINATION CELL**

- a. Convener: Dr. Kh. Mani Sana Singha
- b. Member: Dr. Rabindro Singha
- c. Member: Shri Sanjit Muchahary
- d. Member: Dr. Bandana Dutta Choudhury

**24. DARPAN**

- a. Nodal Officer: Shri Pradip Kumar Singha
- b. Member: Shri Nirupam Nath
- c. Member: Shri S Hironmoy Singha

**25. SAMARTH**

- a. Nodal Officer: Shri Pradip Kumar Singha
- b. HRM Modules: Shri Jhoni Nath
- c. Accounts and Finance: Shri Sumit Nath Choudhury
- d. Governance: Shri Y. Prafulla Singha
- e. Academics and SLC Modules: Shri Sanjit Muchahary
- f. University Facility: Dr. Sudipta Khersa
- g. Estate Management: Dr. Usha Rani Sharma
- h. Administration: Smt. Sujata Palit
- i. Data Management: Dr. Munki Deb Mazumdar

**26. DIGITAL HALL MANAGEMENT COMMITTEE**

- a. Principal's Office
- b. Dr. Bandana Dutta Choudhury
- c. Dr. Dwaipayana Dutta Biswas

**27. NATIONAL SCHOLARSHIP PORTAL**

- a. Chairman: Principal
- b. Nodal Officer: Dr. H. Nirendra Singha

**28. SKILL HUB COORDINATOR:** Shri Pradip Kumar Singha (Librarian)

**29. YUVA TOURISM CLUB:**

- a. Faculty in-charge: Dr. H. Nirendra Singha
- b. Student Coordinator: Smt. Shraddha Devi (V Sem.)

The Committees are so constituted shall remain valid till 31<sup>st</sup> March 2024 or until further order.

(Dr. DEBASISH PAUL)  
Chairman