

Letter No: JCK/30/Misc/ 103

Date: 26.03.2025

From: **Dr. DEBASISH PAUL**
Principal cum Secretary,
Janata College, Kabuganj, Cachar, Assam

NOTIFICATION

Subject to the approval of the Governing Body, the following in house committees and cells of Janata College are hereby constituted following the Staff Meeting held on 26.03.2025 vide Resolution No. 2. These committees are constituted for the period from 2025 to 2028 for the ease of administration and executing various academic as well as co-curricular activities towards quality improving and benchmarking best practices. The Committees so constituted and its members are as follows:

1. 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: Dr. H Nirendra Singha

2. ACADEMIC MONITORING COMMITTEE

- a. Chairperson: Principal
- b. Convenor: Smt. Sujata Palit, Vice Principal
- c. Member: Coordinator; IQAC
- d. Member: All Heads of the Department

3. All India Survey on Higher Education:

- a. Nodal Officer: Dr. Shirtaz Begam Laskar

4. ADMISSION COMMITTEE

- a. Chairman: Principal
- b. Convenor: Dr. H. Nirendra Singha
- c. Members: Dr. Kh Mani Sana Singha
- d. Members: All Heads of Department

5. ANNUAL ACADEMIC PLANNING COMMITTEE

- a. Convenor: Dr. Muni Deb Mazumder
- b. Member: Dr. Usha Rani Sharma
- c. Member: Smt. Soma Bhattacharjee



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. SKILL HUB cum CAREER GUIDANCE AND PLACEMENT CELL

- a. Convener: Dr. Md Sahanwaz Sanu

8. CLEANLINESS AND SENSITIZATION CELL

- a. Convener: Dr. Usha Rani Sharma
- b. Member: Dr. Rabindra Singha
- c. Member: Smt. Sangita Das

9. RESEARCH, DEVELOPMENT AND PUBLICATION CELL

- a. Chairperson: Principal
- b. Convenor: Dr. Sudipta Khersa
- c. Member: Dr. H. Nirendra Singha
- d. Member: Dr. Munni Deb Mazumdar
- e. Member: Srma Nath Mazumdar

10. 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)

11. NATIONAL SERVICE SCHEME (NSS) AND EXTENSION SERVICE CELL

- a. Convener: Dr. Kh Mani Sana Singha (Programme Officer)
- b. Member: Smt. Soma Bhattacharjee
- c. Member: Dr. Usha Rani Sharma

12. NATIONAL CADET CORPS

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

13. CULTURAL CELL

- a. Convener: Dr. Pinaki Das
- b. Member: Dr. Munni Deb Mazumder
- c. Member: Cultural Secretary (Students Union)



14. DEBATING CELL

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

15. NEP CELL

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

16. Krishna Kanta Handique State Open University (KKHSOU)

- a. Chairperson: Principal
- b. Convener: Coordinator, KKHSOU
- c. Member: Vice Principal
- d. Member: Sr. Assistant
- e. Member: Dr. Shirtaz Begam Laskar
- f. Member: Smt. Gayatri Singha
- g. Member: One invited GB Member

17. LIBRARY COMMITTEE

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

18. STUDENTS GRIEVANCES REDRESSAL COMMITTEE (SGRC)

- a. Convenor: Y Prafulla Singha
- b. Member: Dr. Shirtaz begam Laskar
- c. Member: Dr. Usha Rani Sharma
- d. Member: Dr. Rume Das
- e. Member: Sayan Shyam 2nd Sem (Student Representative)

19. EXAMINATION CELL

- a. Convener: Dr. H. Nirendra Singha
- b. Member: Dr. Kh Mani Sana Singha
- c. Member: Dr. Soma Bhattacharjee
- d. Member: Dr. Pinaki Das

20. DARPAN Nodal Officer: Vice Principal



21. SAMARTH

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| a. Coordinator: | Principal |
| 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: | Sangita Das |

22. NATIONAL SCHOLARSHIP PORTAL

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

23. ELECTION LITERACY CLUB

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| a. Nodal Officer: | Y Prafulla Singha |
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24. EQUAL OPPORTUNITY CELL

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| a. Nodal Officer: | Dr. Sudipta Khersa |
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25. YUVA TOURISM CLUB

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| a. Nodal Officer: | Dr. S Rabindra Singha |
| b. Student Coordinator: | Bablu Roy 4 th Sem. |

26. Women Cell

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| a. Coordinator: | Smt. Gayatri Singha |
| b. All Women faculties and non-teaching staff of the College | |

27. Gender Audit Committee

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| a. Convenor: | Dr. Shirtaz Begam Laskar |
| b. | Dr. Usha Rani Sharma |
| c. | Smt. Soma Bhattacharjee |
| d. | Smt. Gayotri Singha |
| e. | Dr. Rabindra Singha |
| f. | Mr. Pradip Kumar Singha |



28. House Mentors

- a. Bir Lachit Barphukan House:
 - i. Sri Sanjit Muchahary and
 - ii. Smt. Soma Bhattacharjee
- b. Bir Tikendra Singh House
 - i. Dr. Usha Rani Sharma and
 - ii. Dr. S. Rabindra Singha
- c. Shaheed Kanaklata Barua House
 - i. Dr. Sudipta Khersa and
 - ii. Dr. Pinak Das
- d. Bhasha Shaheed Kamala Bhattacharjee House
 - i. Smt. Gayatri Singha and
 - ii. Smt. Sangita Das
- e. Rani Gaidinliu House
 - i. Dr. Munni Deb Mazumder and
 - ii. Dr. Kinshuk Chakraborty
- f. Biplabi Ullaskar Dutta House
 - i. Dr. Shirtaz Begam Laskar and
 - ii. Dr. Srima Nath Mazumder

The members of each committee are expected to submit the action taken report annually and submit the same to the IQAC for record. They are also requested to submit a tentative budget for each financial year starting from 2025-26 within 15th of every March (15th April 2025 in case of 2025-26 only).

Effective from 01-04-2025.




(Dr. DEBASISH PAUL)
Principal
Principal/Secretary
Janata College
Kabuganj, Cachar