

# L.T.K. COLLEGE

Azad, Lakhimpur

## GENERAL GUIDELINE FOR FORMATION OF VARIOUS COMMITTEES

LTK College has evolved and implemented an internal mechanism for smooth conduct of the different functions of the college. The college governing body is the immediate authority of the college. Under the college authority there are several other committees under its supervision and the general guidelines of these committees are outlined below:-

General Terms of Reference :

- i. The different Committees, cells and sub committees shall discharge the responsibilities defined in the terms of reference. In addition a committee shall undertake any additional responsibility that is assigned to it by the Principal.
- ii. All committees, cells and sub committees shall function in a collaborative manner to assist the Principal in the conduct of the different functions of the college.
- iii. They shall suggest and help the college administration in implementing the changes that contribute to the betterment of quality education being provided by the Institution.
- iv. All the conveners and the members of the committees shall be recommended by the LTKCTU and shall be appointed by the Principal.
- v. The committees shall hold the office for a period of one (1) year w.e.f. 1<sup>st</sup> January and shall report directly to the Principal.
- vi. The Principal with consultation with LTKCTU may, at any time during the tenure of a committee, shall reconstitute the committee for reasons of functional efficiency. The reasons for reconstitution shall be intimated to the committee in writing.
- vii. To achieve functional efficiency all committees shall work in close co-ordination with each other and the administration.

The committees shall prepare an action plan and tentative expenditure estimate for a financial year at the beginning of a calendar year and submit it to the coordinator, IQAC on or before 7<sup>th</sup> January for approval. Then the coordinator shall pass it to the Principal and the Principal, in consultation with the coordinator, IQAC and other conveners shall prepare an action plan and schedule with necessary budget allotment.

At the end of the calendar year, the committees shall submit the reports of their actions to the coordinator, IQAC and submit the utilization to the Vice-Principal to check and then forward to the Principal.

All the teaching and non-teaching staff members shall be informed about these committees, term of reference and approach accordingly.

General Guidelines for committees and sub committees:

1. **The IQAC:** The IQAC consists of the principal as the chair person and a senior teacher as the coordinator and 8 (eight) other teachers as its members and two external members.
  - i. It shall be responsible for sending the annual report to the concerned authorities.
  - ii. It shall monitor and keep records of all the committees, cells and sub committees.
  - iii. It shall recommend the proposals submitted by different committees and cells.
  - iv. It shall maintain the records of the actions carried out by different committees and the records of admission, examination and results.



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- v. It shall keep records of faculty development programmes to be undergone by teachers and ongoing research works by faculty members.

2. **The UGC Construction Committee:** All the committees except construction committee shall consist of 8 (eight) members. However, the size of the UGC construction committee shall be as per the UGC guidelines, the other general construction committee / college development committee shall consist of 10 (ten) members owing to its border spectrum of works.

Overall the structure of the committees will be as follows:

President	:	Principal
Vice President	:	Vice-Principal
Convener	:	Teacher Member.
Members	:	a. Teacher Member b. Teacher Member c. Teacher Member d. Teacher Member e. Teacher Member

- The sub committees shall consist of 8 (eight) members with a convener to be selected from amongst them and a senior member of the subcommittee shall preside over the meeting and the decisions of such meetings shall have to be reported to the Principal and the coordinator, IQAC.
- At the end of the complete tenure of a committee, half (50%) of the members including the convener of the existing committee may be replaced by a new set of members. However, the position of the president and the vice president would remain the same in case of committees and cells.
- The convener of the committee shall be selected from among the members of the existing committee.
- A committee of any kind should not accommodate more than two members from a particular department. However, every faculty member of each department may be a member of different committees, cells, and sub committees of the college.

3. **The College Construction/Development Committee:** The construction committee shall be responsible for supervising all infrastructure development and maintenance work undertaken in the College.

The construction Committee shall be a 10 (ten) member committee. The structure of the committee will be as follows-

President	:	Principal
Vice President	:	Vice Principal
Convener	:	May be selected from teachers.
	:	1. One member from GB
	:	2. Member from University
	:	3. Technical Expert
	:	4. Teacher Member



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5. Teacher Member

6. Supervising Assistant

7. Accountant.

The construction committee shall be responsible for any renovation, new construction and maintenance of all types of college infrastructures (electrical and electronic equipments, class rooms, civil works and maintenance) including the hostels.

The committee shall evaluate the need and offer technical advice on the above mentioned matters.

The committee shall be responsible for selection of parties/contractors for construction as well as annual repairing/maintenance of infrastructure of the college following proper official procedures as and when framed by the authority (like preparation of plan and estimate, quotation / tender invitation and allotment of work etc.).

However, based on the urgency of the situation for e.g. Leakage in water connection, short circuit in electrical connections, etc, the college Authority in consultation with the Convener may take decision.

The committee shall be responsible for overall supervision of work for ensuring the quality of work.

The committee shall always be in touch with the finance committee for allocation of fund for various works.

The committee shall select or renew the consultancy engineering firm.

- i. Ensure that all development activities undertaken within the College's academic and hostel campuses are planned and executed in a manner which is cost effective and uncompromising on quality.
- ii. Ensure timely and cost effective maintenance of infrastructure.
- iii. Evaluate the priority of infrastructure addition.

#### 4. The Examination Committee:

The Examination Committee shall henceforth be named as the Examination Branch.

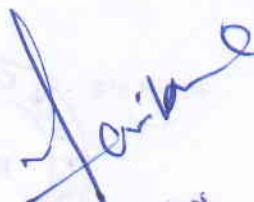
Constitution of the Examination Branch

Total No. of Members

- The total no. of members will be 08 (Principal + Seven teacher members) including the Principal as the ex officio Head of the Branch. The seven teacher members are to be nominated by the Principal in consultation with the Teachers' Unit.
- One senior member, well versed in examination procedures, shall be in-charge of the Branch.

Tenure



  
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- Each member (except the Principal) will be selected for tenure of 01 (one) year.
- After 01 year, three of the teacher members should be replaced by new ones. In that case the in-charge should be selected from amongst the older members.
- In case some members seriously expresses his / her inability to continue within the tenure, it has to be intimated to the Principal through the in-charge. The Principal may replace him / her.

#### Office of the Branch

- The Branch shall have a full-fledged office with one permanent employee having computer knowledge and one regular 4<sup>th</sup> grade employee.
- The in-charge shall run the office with the help of the Principal.
- At least two computers (with printers) and a Xerox machine have to be provided by the Principal.
- Besides other activities, the permanent employees shall prepare computerized pass certificates with the help of the members of the branch.
- The in-charge should ensure that at least one member (teacher) attend the office every day (one rotation basis) during college hours. Under no circumstances the office should be left unattended.

#### Functions of the Examination Branch

- The Branch shall maintain the complete record of all the students. The list of students admitted to the College may be collected from the Admission Committee. The list of students has to be finalized in consultation with the Admission Committee and / or the Departments. The Principal will serve notice to the Departments to provide the Branch with the necessary information.
- The Branch shall fix the dates of unit tests, test examination and / or other college examinations in consultation with the Academic Committee. This has to be notified in the Academic Calendar of the College. The routine for college examinations shall also be prepared by the Branch.
- The Branch shall take the responsibilities of filling up forms for AHSEC and DU examinations. For this, a systematic and well planned procedure has to be chalked out so that the classes are not suffered and the students loose minimum time.
- The Branch shall conduct all the College, AHSEC and DU examinations.
- Only the members of the Examination Branch should conduct all the AHSEC and DU examinations for the session, other teachers should not be involved except for invigilation duty.
- The Branch shall take the responsibility of preparing and printing the question papers and answer scripts of the college examinations.
- The Branch shall conduct entrance examinations (like JAT, AIEEE etc.) and other examinations held for interviews in different departments (if the Principal is approached by the concerned authority).
- The Branch shall also conduct any other examination subject to the condition that
  - i. The Principal must be officially approached by the concerned authority.
  - ii. Prescribed venue charge must be deposited in advance to the College fund through cheque (A/C Payee).
  - iii. Number of examinees in each of such examinations should not exceed 400.
  - iv. Such examinations should not hamper the regularity of the classes.
  - v. Proper accounts of examination related matters such as the number of students and expenditure must be maintained by the incharge.
- The Branch shall maintain the records of results of all students in all examinations (the college, AHSEC, DU).



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- The Branch shall arrange for the declaration of results and issue of mark-sheets of all the examinations (the college, AHSEC, DU).
- The Branch shall issue HS, TDC pass certificates duly signed by the Principal. Certificates are to be issued within one week from the declaration of results.

#### Fund of the Examination Branch

- A separate Bank Account has to be maintained. Students' annual examination fees have to be transferred to this Account every year soon after collection without fail.
- Centre fees collected in connection with AHSEC and DU examinations must be deposited to this fund.
- The Branch has to prepare surplus budget every year for spending students' annual contributions to meet the expenditure in holding the College examinations.
- The Branch has to prepare budgets every year for spending centre fees in conducting AHSEC and DU Examinations as well as internal examinations.
- Each budget has to be approved by the centre committee. The Principal must ensure the formation of the centre committee much earlier to the related examinations.
- The college office shall maintain a ledger for these funds.
- The account of the examination branch (Centre fees etc.) must be audited within a stipulated time every year.

5. **The Canteen Committee:** The Canteen Committee shall be responsible for the supervision of the functioning of the College Canteen. It shall have two student representatives. It shall:-

- Help in establishing a permanent canteen.
- Decide on the menu keeping an eye on the affordability of items.
- Carry out periodic inspections to ensure the nutritional quality and hygiene of the food served.
- Ensure the availability of canteen services whenever the college is in session.
- Help in the selection of the canteen contractor.

6. **The Hostel Committee:** The hostel committee shall be responsible for supervising the functioning of the college hostels. The committee shall:-

- Evaluate the existing rules for boarders and revise the same as and when necessary.
- Work in close co-ordination with the hostel wardens who shall be members of the committee.
- Carry out regular inspections of the hostel facilities including the living, dining and recreational facilities.
- Interact with the boarders and guardians at suitable intervals to know their problems.
- Ensure the availability of emergency health care facilities in the hostel campus and keep contact with the nearest health center.

7. **The ICT Facilities Committee:** The committee shall be responsible for the acquisition and maintenance of all the ICT facilities of the college. It shall:-

- Evaluate the need and offer technical advice on acquisition of both computer hardware and software.
- Ensure the serviceability of all computers in the college and also of the equipments like LCD and DLP projectors, audio equipments and TV and CD/DVD players.
- Proper advice on the maintenance requirements of all these classes of equipments.
- Ensure the maintenance of the college LAN.
- Requirements by the different departments or centres or committees should come through the convener of the ICT Facilities committee.



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- vi. Any form for repairing, purchasing should be decided by this ICT committee with the help of the purchase committee at the beginning of the year and the contract should be made for at least 2 years.
- vii. Ensure the maintenance and regular updating of the College's website with the help of the Vice-Principal.

8. **The Publication Cell:** The publication committee shall be known as LTK College Publication Cell.

- i. It shall be responsible for all publications published on behalf of the college.
- ii. It shall publish at least one book having academic interest with ISBN every year.
- iii. It shall have a different fund to meet the expenditure of its publications and the income generated through marketing of its publications shall be deposited in the fund.
- iv. The fund shall be exclusively utilized for publication work only.
- v. It shall select a suitable press keeping in view the need to keep down costs without compromising printing quality.

9. **The Career Guidance & Placement Cell :** The head and the teachers of a department shall guide the students. They shall:-

- i. Interact with students on a regular basis to know their career preferences so that they can be helped out with appropriate information and guidance.
- ii. Arrange for the regular and timely dissemination of Career Information.
- iii. Invite experts to inform students on available career options and also guide them in their choice.
- iv. Communication with potential employers and organize placement meets in the institution.
- v. Arrange for Summer Placements/Short-term Work Assignments through which students can gain an exposure to the world of work. Moreover, there will be a career guidance and placement cell in the college for all the students who will be responsible for providing career guidance and facilitating placement of the college students as a whole. The head of the departments and the conveners of the cell shall report the programme undertaken to the coordinator, IQAC at the end of the academic year.

10. **The Students' Grievance Redressal Cell:** The cell consists of the Principal as the chairperson and 9 (nine) senior teachers of the college with at least two women faculty members and three student representatives two of which must necessarily be woman students. It shall interact with the students and take steps for redressing their grievance.

- i. Develop a mechanism whereby students can easily communicate their grievances.
- ii. Ensure that all grievances are addressed within a reasonable frame of time.
- iii. Obtain information on the level of relief/satisfaction resulting from the redressal measures.

The convener of the cell shall report about their actions to the coordinator, IQAC with its outcome immediately after resolving such matters. The convener of the committee shall maintain a proceeding of such cases and produce to the college authority when necessary.

11. **The Student Counseling Cell:** The head and the teachers of a department shall provide counseling services to the students to help them to adjust to the academic and social life of the institution. The faculty enrichment cell shall:-

- i. Arrange for the training of willing teachers as student counselors.
- ii. Make available counseling services whenever sought by students.



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- iii. Arrange for professional counseling help wherever such a need is perceived.

The HoDs will report about the counseling to the coordinator, IQAC at the end of the calendar year.

12. **The Sports Development Committee:** The sports development committee shall be responsible for developing the culture of sports into the institution. It shall have two student representatives.

- i. Create and maintain sporting facilities in the Institution.
- ii. Develop the college teams in Athletics, Badminton, Table Tennis, Cricket, Basketball, Volleyball and other sports.
- iii. Arrange for practice sessions and suitable coaching facilities.
- iv. Organize and ensure participation in sports meets.
- v. The sports officer shall look after and maintain the Gymnasium and other sports facilities.

13. **The Committee for Extension Activities:** The committee for extension activities Viz (a) Health awareness Committee; (b) NSS, (C) NCC, (d) School adoption Committee, (e) Village development Committee shall be responsible for the planning and execution of all extension activities undertaken by the College. The committee shall:

- i. Develop proposals for participation in community development activities.
- ii. Plan the involvement of the maximum number of the college students in such activities.

14. **The Library Advisory Committee:** The Library Advisory Committee shall be responsible for all matters related to the development and maintenance of the College Library. It shall:

- i. Prepare all Library acquisitions
- ii. Monitor the students' use of the library facilities and suggest measures to make the library services more user-friendly
- iii. Ensure proper maintenance of all library facilities

15. **The Academic Committee:** the Principal shall be the chairperson and the vice Principal shall be the convener of the committee. It shall be responsible for all academic matters. It shall :

- i. Plan and prepare the academic calendar and the college prospectus for each academic session.
- ii. Monitor the implementation of the lesson / unit plan
- iii. Monitor the working of tutorial group by HoDs and send the report to the academic committee
- iv. Assess the need for remedial teaching and recommend for implementation of the same where necessary by HoDs and send the report to the academic committee
- v. Elicit and evaluate students' feedback on the courses offered, teaching and the overall learning environment by HoDs and send the report to the academic committee
- vi. Recommend measures to address deficiencies in the education delivery system.
- vii. Monitor the inter-disciplinary teaching-by the HoDs and send the report to academic committee

16. **The Faculty Development Cell :** The faculty development cell shall be responsible for the implementation of sustained long term faculty development strategies. It shall:

- i. Plan and execute programs that address instructional development, professional development, career development and personal development of faculty members.
- ii. Organize new skill development opportunities and also where the scope exists, for re-specialization.
- iii. Put in place a system that recognizes performance to prepare Bio-data as prepared during last NAAC Visit with the help of HoDs.



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17. **The Research Committee:** The research activities committee shall be responsible for facilitating research activities by the faculty members of the college. It shall:

- i. Gather and disseminate information about the availability of various research grants.
- ii. Provide help, where sought, with the writing of proposals.
- iii. Organize workshops on research methodology for faculty members undertaking research.

18. **The Health Cell :** The health cell shall be responsible for ensuring adequate health care facilities for students within the Campus. It will:

- i. Arrange for periodic medical checkups by health care professionals.
- ii. Organize and maintain a first-aid station within the campus.
- iii. Organize first-aid training for students.
- iv. Prepare a detailed proposal for establishment of a fitness centre in the campus which will be accessible to both students and faculty members.

19. **The Admission Committee:**

- i. The committee shall look after matters relating to admission into the college.
- ii. It shall frame rules and policies for admission and implement the same.
- iii. It shall maintain all records relating to admission and submit a copy of the updated records to the coordinator, IQAC and examination branch.

20. **The Non-teaching staff development Programme:** The Principal shall arrange for professional development and extracurricular development of the non-teaching staff from time to time.

21. **The Routine Committee:** The routine committee shall prepare the routine and allot the rooms for different purposes of the college with the vice principal as its chair person.

- i. The Committee shall meet all the necessary requirements for monitoring of the classes in a disciplined manner.
- ii. The committee may alter any allotment of class rooms to departments and where necessary.
- iii. The Committee while framing the class routine must consult with the Admission and the Examination Committees.

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