

# DIBRUGARH HANUMANBAX SURAJMALL KANOI COLLEGE (AUTONOMOUS)

**REGULATIONS, 2025** 

Preamble: The First Draft of the Regulations was prepared by a team consisting of the following coordinator/members:

- 1. Mr Abhijit Boruah, Vice-Principal (Coordinator)
- 2. Dr Jyoti Prashad Phukan (Member)
- 3. Dr Nitumoni Saikia (Member)
- 4. Dr Mridul Sarma (Member)
- 5. Dr Dipankoj Gogoi (Member)

The Draft was placed in the First Academic Council Meeting of the college held on the 21<sup>st</sup> of June, 2025. As advised and recommended by the Council, an Editing and Modification Committee was designated the task of incorporate suggestions and rectifications indicated by the esteemed members present in the meeting. The present draft is the final version incorporating all possible suggestions and changes, and a comprehensive document of D.H.S.K. College (Autonomous) Rules and Regulations. Members of the Editing and Modification Committee

- Dr Sashi Kanta Saikia, Principal (Advisor)
- 2. Prof. Mukut Hazarika (Advisor)
- 3. Mr Abhimanyu Boruah (Advisor)
- 4. Dr Madhumita Purkayastha (Chairperson)
- 5. Dr Nitumoni Saikia (Coordinator)
- Dr Jyoti Prashad Phukan (Member)
- 7. Dr Dipankoj Gogoi (Member)
- 8. Mr Angshuman Borthakur (Member)

(\*Attachments: Annexure-I and Annexure-II)

Principal
D.H.S.K. College

Autonomous)

(Autonomous)

(Autonomous)

Dibrugarh-786001 (Assam)

# OFFICE OF THE PRINCIPAL

# DIBRUGARH H.S. KANOI COLLEGE

(AUTONOMOUS)

P.O. Dibrugarh-786001

Accredited by NAAC: A Grade

Estd: 1945

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Ref. No. DHSK/

**Draft Committee** 

/2025/11965 (A)

Date: 28.05.2025

From: Dr. Sashi Kanta Saikia,

Principal/ DDO

DHSK College (Autonomous) (Ph. No. 0373-2324105)

To

Mr. Abhijit Baruah, Vice-Principal, (Coordinator)

Dr. Jyoti Prasad Phukan (Member)

Dr. Nitumoni Saikia (Member)

Dr. Mridul Sarma (Member)

Dr. Dipankoj Gogoi (Member)

Sub: Committee for preparation of the Draft of the D. H. S. K. College (Autonomous) Regulations.

Sir/Madam,

With reference to the subject cited above, you are hereby appointed as the Coordinator/Member to prepare the Draft of the Regulations of D. H. S. K. College (Autonomous) to place the same in forthcoming meeting of the Academic Council of the College which will be held on 21st June 2025.

Your help and cooperation in this regard is highly solicited.

Thanking you.

(Dr. S. K. Saikia)

Principal

DHSK College (Autonomous),

Dibrugarh

Copy to:

1. All persons concerned

2. Vice Principal

3. H.A.

4. Office file.

Dibrugarh-786001 (Assam)

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# Estd: 1945

#### OFFICE OF THE PRINCIPAL

## DIBRUGARH H.S. KANOI COLLEGE

#### (AUTONOMOUS)

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No. DHSK/ Editing & Modification

/2025/16128 (A)

Date: 21.06.2025

From: Dr. Sashi Kanta Saikia,

Principal/ DDO

DHSK College (Autonomous) (Ph. No. 0373-2324105)

To

Prof. Mukut Hazarika (Advisor)

Mr. Abhimanyu Baruah (Advisor)

Dr. Madhumita Purkayastha (Chairperson)

Dr. Nitumoni Saikia (Coordinator)

Dr. Jyoti Prasad Phukan (Member)

Dr. Mridul Sarma (Member)

Dr. Dipankoj Gogoi (Member)

Mr. Anshuman Borthakur (Member)

Committee for Editing and Modification of the First Draft of the D. H. S. K. College Sub: (Autonomous) Regulations.

Sir/Madam,

With reference to the subject cited above, you are hereby appointed as a Member of the Committee constituted for Editing and Modification of the First Draft of the D. H. S. K. College (Autonomous) Regulations vide Resolution No. 01 of the First Meeting of the Academic Council held on 21st June, 2025.

Your help and cooperation in this regard is highly solicited.

Thanking you.

(Dr. S. K. Saikia)

Principal

DHSK College (Autonomous),

Dibrugarh Principal

D.H.S.K. College (Autonomous)

Dibrugarh-786001 (Assam)

Copy to:

1. All persons concerned

2. Vice Principal

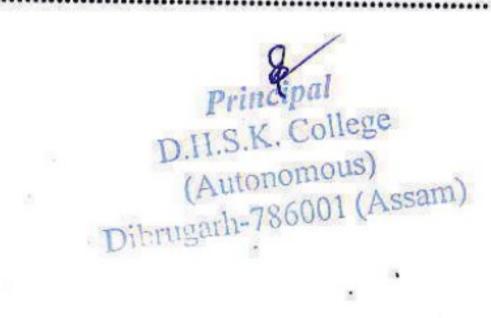
3. H.A.

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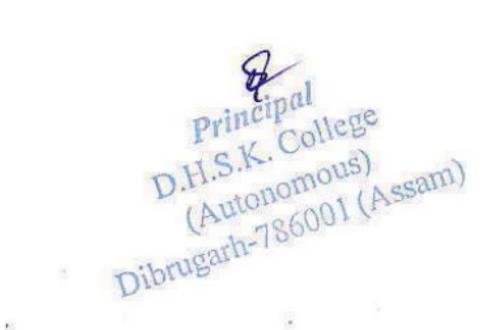


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	786001 (ASSAULT)
	Principal  D.H.S.K. College  (Autonomous)  Dibrugarh-786001 (Assam)

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# DIBRUGARH HANUMANBAX SURAJMALL KANOI COLLEGE (AUTONOMOUS) REGULATIONS, 2025

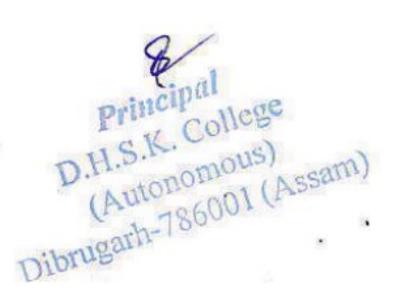
#### 1. SHORT TITLE, COMMENCEMENT AND APPLICABILITY

- 1.1. These Regulations shall be called the D.H.S.K. College (Autonomous) Regulations- 2025, framed as per the guidelines of the University Grants Commission (UGC-2023), as well as with the approval of the Governing Body of the College. These regulations shall be effective and applicable for the functioning of the College, including running the Undergraduate and Postgraduate Academic Programmes in various subjects of Social Sciences, Humanities, Science, Education and Computer Applications, as well as other disciplines which may be henceforth incorporated. All the diploma and certificate courses would also be covered under the said regulations.
- 1.2. And these regulations shall be called the D.H.S.K. College (Autonomous) Regulations-2025.
- 1.3. These Regulations shall come into effect from the Academic Session 2025-2026.

#### 2. OBJECTIVES

The objectives of the D.H.S.K. College (Autonomous) Regulations, 2025 are-

- 2.1 To constitute the statutory bodies and committees, i.e. the Governing Body, the Academic Council, the Board of Studies and the Finance Committee.
- 2.2 To constitute non-statutory cells/committees such as Examination Committee and Cell, Internal Quality Assurance Cell, Research Council, Planning and Development Committee, Grievance Redressal Committee, Admission Committee, Library Committee, Student Welfare Committee, Internal Complaints' Committee (ICC, for Prevention, Prohibition and Redressal of Sexual Harassment at Work Place), Co-Curricular and Holistic Development Committee, SC, ST, OBC and Minority Development Committee, Information, Career



Guidance and Placement Center (ICGPC), Student Affairs Committee, Intern-ship Cell, College Website Management Cell, Anti-Ragging and Disciplinary Action Committee, Purchase Committee, Construction Committee, RUSA PMU, Online Learning Management Committee, Hostel Management Committee and any other committee that may be required to be formed for the functioning of the Academic and Administrative affairs of the college from time to time.

- 2.3 To formulate the powers/functions/responsibilities of the administrative head and other functionaries, adjunct (Contractual) Faculties and also Grade III and Grade IV staff (both regular and contractual).
- 2.4 To prescribe the procedure and process for framing rules, regulations, curriculum etc. for designing/starting new programmes.
- 2.5 To formulate the policy of service conditions of all officials and staff, framing regulations of academic programmes, working & teaching days, holidays, the code of conduct, reservation, constitution of temporary/need-based committees/work-groups, assets, funds, grants and their operation and revision and amendment of the Statutes and Ordinances.
- 2.6 Further, as and when required, suitable amendments may be made following the prescribed procedure as per UGC Guidelines and the Government of Assam Rules and Regulations for Autonomous Colleges.

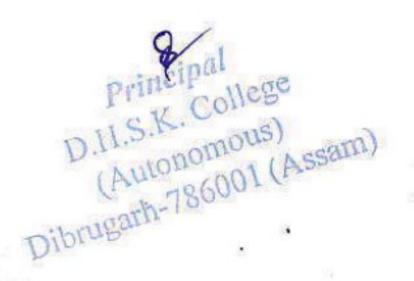
#### 3. DEFINITIONS:

In these Statutes, unless the context otherwise requires:

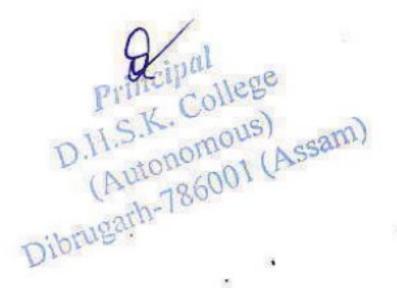
- 3.1 'College' means Dibrugarh Hanumanbax Surajmall Kanoi College (Autonomous), (D.H.S.K. College, Autonomous), particularly unless otherwise stated differently.
- 3.2 'Parent University' means Dibrugarh University.
- 3.3 'Stream/Discipline' means a group consisting of similar kinds of subjects, viz. English, Economics, Political Science and others as 'Arts & Humanities Stream' and Physics, Chemistry, Botany, Zoology, Mathematics and others as 'Science Stream'
- 3.4 A Subject means a branch of knowledge/field of study, e.g. Assamese, Education, Chemistry, Computer Science, etc.



- 3.5 Programme refers to a structured and organised set of learning experiences designed to achieve specific educational goals in a particular subject.
- 3.6 An Undergraduate Programme refers to the first stage of higher education, basically leading to a bachelor's degree. A Postgraduate Programme refers to an advanced academic or professional programme pursued after completing a bachelor's degree leading to a master's degree.
- 3.7 A Course/Paper is a unit of instruction or a segment of a subject area under any programme.
- 3.8 Diploma Course is a type of educational programme typically shorter than a degree, that focuses on providing practical skills and knowledge in a specific field.
- 3.9 Certificate course is a short-term focused programme designed to equip individuals with specific skills and knowledge in a particular field.
- 3.10 'Academic Year' means twelve months consisting of two semesters.
- 3.11 'Semester' means a half-yearly term of studies which includes examinations, vacations, and semester breaks as well. A semester normally has a period of a) 15-16 weeks for teaching-learning, each week having a minimum of 24 hours of class periods for a student;
  b) 4 weeks for the examination and evaluation process; c) 4 weeks as the Semester break.
- 3.12 'Teaching days' means the actual days of a semester on which teaching-learning activities in terms of classroom teaching, online teaching, laboratory works, conduct of seminar/group discussion, and field work are performed.
- 3.13 'Working days' means the actual days of a semester on which, besides teaching, the activities like conduct of admission, examination, evaluation, etc., are performed.
- 3.14 'Governing Body' is the supreme statutory body of the College, being formed and functioning as per guidelines and norms of the University Grants Commission (UGC).
- 3.15 'Academic Council' is the statutory body of the College, being formed and functioning as per the guidelines and norms of UGC:
- 3.16 'Board of Studies' are the statutory body of the College, being formed for every discipline/subject, and functions as per the guidelines and norms of UGC.



- 3.17 Finance Committee' is the statutory body of the College to act as an advisory body to the Governing Body in matters of finance, accounts and audit.
- 3.18'Internal Quality Assurance Cell (IQAC)' means the statutory cell of the College which is responsible for monitoring internal quality of the College, performing its assessment-related activities and recommending developmental initiatives.
- 3.19 'Principal' means the Head of the College.
- 3.20 'Vice Principal' means the Senior-most Academic Staff of the College who acts as the Deputy of the Principal and is responsible for supporting him/her in all the administrative and academic work.
- 3.21 'Head of the Department (HoD)' means the Head of an Academic Department who is responsible for all the academic and administrative activities of the department.
- 3.22 'Faculty Member' means the Academic Staff of the College responsible for all matters related to teaching, learning and evaluation.
- 3.23 'Member Secretary of Academic Council' means the Academic Staff who is responsible for all the activities of the Academic Council of the college, including organising and conducting Academic Council Meetings.
- 3.24'Academic Coordinator' of the college is the Member Secretary of the Academic Council who will coordinate the various teaching departments of the College in preparation of the Academic Calendar, Preparation of the time table, Annual Activity Calendar, etc. and all the academic affairs of the College.
- 3.25 'Chief Controller of Examinations (CCoE)' is the overall authority of all activities relating to the conduct and operation of the Examinations. The Principal of the College acts as the Chief Controller of Examinations (CCoE).
- 3.26 'Controller of Examinations (CoE)' means the Academic Staff of the College who is responsible for undertaking all examination-related works under the guidance of the CCoE.
- 3.27 'Deputy Controller of Examinations (DCoE)' means the Academic Staff of the College who is responsible for supporting all the examination-related activities under CoE.

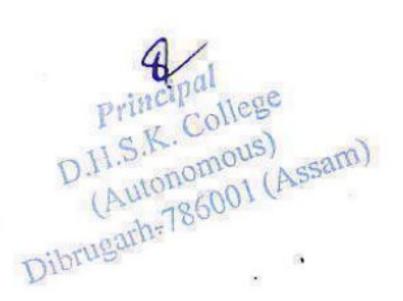


- 3.28 'Member Secretary of Finance Committee' means the Academic Staff of the college who is responsible for coordinating all the activities of the Finance Committee of the College.
- 3.29 'Assistant Member Secretary of Academic Council' will be an Academic Staff of the college appointed by the principal responsible for assisting the activities of the Academic Council of the college.
- 3.30 Officer In-Charge (OC) of all Examinations of all Semesters (Even or Odd) for all the programmes will be the CCoE.
- 3.31 Assistant Officer-In-Charge (AOC) will be an Academic Staff of the college appointed by the OC, responsible for conducting end semester examinations (Theory and practical) of a particular semester.
- 3.32 The Supervisor of Examination and Evaluation means the HoD of a particular department responsible for coordinating all the examination and evaluation-related works (In-Semester and End Semester).
- 3.33 'Librarian' means the appointed staff member who officiates over the library affairs of the College.
- 3.34 'Non-teaching staff' means the employees of the College other than the Principal, Vice-Principal, Teacher and Librarian who are responsible for supporting the academic and administrative activities of the College.
- 3.35 'Student' means a bona fide person enrolled as a learner of the College.

#### 4. GOVERNING BODY:

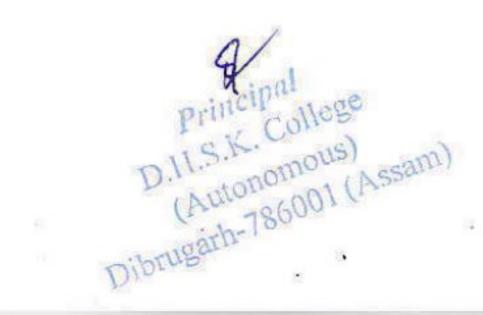
The Governing Body shall be the supreme statutory body of the College.

- 4.1 Functions and Responsibilities: In compliance with the existing provisions in the Rules and Regulations of the Government of Assam and UGC, the Governing Body shall:
  - 4.1.1 Approve all academic, administrative and financial policies and regulations for the betterment of the college as per the UGC and the State Government Guidelines.
  - 4.1.2 Grant leave to the faculty members and the non-teaching staff as applicable vide service rules of the UGC and the State Government.



- 4.1.3 Guide the autonomous college while fulfilling the objectives for which the college has been granted autonomous status.
- 4.1.4 Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendation of the Academic Council.
- 4.1.5 Approve new programmes of study leading to degrees and/or diplomas.
- 4.1.6 Recruit Teaching Faculty/Principal/Official Staff as applicable by the policies laid down by the UGC and the State Government from time to time.
- 4.1.7 Approve the annual budget of the college before submitting the same to the UGC or the other funding organisations as required.
- 4.1.8 Perform such other functions and institute committees as may be necessary and deemed fit for the proper development of the autonomous college.
- 4.1.9 Define and approve any disciplinary and punitive actions/measures to be taken in the case of misconduct on the part of the employees or the students.
- 4.2 Formation: The Governing Body of the College shall be formed by the Government of Assam as per the guidelines of the UGC, as cited in the tabular format below.

Number	Category	Nature
3 (three) Members, one of them to be Chairperson	Educationist, Industrialist, Professional	Nominated by the State Government, persons of proven academic interest with at least a PG level qualification
2 (02) Members	Teachers of the College	Nominated by the Principal on seniority by rotation.
1 (01) Member	Administrative Staff of the College	Administrative Officer/Senior Administrative Staff.
1 (01) Member	Educationist or Industrialist	Nominated by the Principal for two years.
1 (01) Member	State Government nominee	Nominated by the State Government
1 (01) Member	University Professor	Nominated by the University
1 (01) Member	Principal of the College	Member Secretary

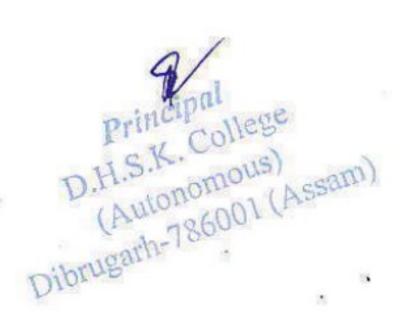


- 4.3 Term: The tenure of the Governing Body shall be of be 5 (five) years in general. In case of exceptional circumstances, the term of the Governing Body may be extended or curtailed as per the rules of the UGC and the Government of Assam.
- 4.4 Meetings: Meetings of the Governing Body shall be held at least once every six months.
  - 4.4.1 **Quorum**: 50% of the total members of the Governing Body will be the necessary quorum for holding a meeting.
  - 4.4.2 Budget: The budget for holding Governing Body meetings and any other related activities shall be prepared by the Budget Committee in consideration with the rates for different heads and remunerations as fixed by the Finance Committee in the approval of the Governing Body.

#### 5. ACADEMIC COUNCIL:

The Academic Council shall be a statutory body of the College.

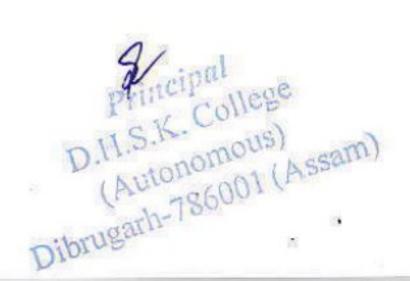
- 5.1 Functions and Responsibilities: In compliance with the existing provisions in the Rules and Regulations of the UGC and the Government of Assam, the Academic Council shall function as follows:
  - 5.1.1 Scrutinise and approve the proposals recommended by the Boards of Studies (BoS) about courses of study, academic regulations, curricula, syllabi, instructional and evaluation arrangements, methods, procedures relevant there to and modifications thereof. The Academic Council shall have the right to recommend any proposal submitted for approval by the BoS or reject the same under special circumstances.
  - 5.1.2 Make regulations regarding the admission of students to different programmes of study in the college in compliance with the UGC and the State Government rules and regulations.
  - 5.1.3 Make regulations for Extra-curricular activities, Diploma and Certificate Courses.
  - 5.1.4 Offer recommendation to the Governing Body regarding adoption of new programmes in the college.



- 5.1.5 Offer recommendation to the Governing Body regarding scholarships, studentships, fellowships, prizes, and medals, and to frame regulations for the award of the same.
- 5.1.6 Offer suggestions to the Governing Body on academic affairs.
- 5.1.7 Prepare and adopt the Academic Calendar of the College and holiday list.
- 5.1.8 Perform such other functions as may be assigned by the Governing Body.
- 5.2 Formation: The Academic Council of the College shall be formed by the Governing Body as per the guidelines of the UGC, with the following functionaries:
  - 5.2.1 The Principal (Chairperson)
  - 5.2.2 All the Heads of the Sanction Departments and the Permanent faculties in charge of self-financing departments of the college.
  - 5.2.3 Four (04) teachers of the college representing different categories of teaching staff, by rotation based on seniority of service in a sanctioned post in the college.
  - 5.2.4 Not less than four (04) experts/academicians from outside the college, representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences, etc., to be nominated by the Governing Body.
  - 5.2.5 Three university nominees, not less than the rank of a Professor.
  - 5.2.6 The Controller of Examinations of the college.
  - 5.2.7 A faculty member nominated by the Principal as the Member Secretary.
  - 5.2.8 The Coordinator, IQAC.
  - 5.2.9 One member from the Academic Council may be appointed as the Assistant Member Secretary if so required.
- 5.3 Term: The term of the nominated members of the Academic Council shall be three (03) years or till he/she assume the respective post, whichever is earlier.
- 5.4 Meetings: Meetings of the Academic Council shall be held at least once every six months.
  - 5.4.1 Quorum: 50% of the total members of the Academic Council will be the necessary quorum for holding a meeting.



- 5.4.2 Budget: The budget for holding Academic Council meetings and any other related activities shall be prepared by the Budget Committee in consideration of the rates for different heads and remunerations as fixed by the Finance Committee, in approval of the Governing Body.
- BOARD OF STUDIES: Board of Studies shall be a statutory body of the College, which shall be created for each UG & PG Department.
- 6.1 Functions and Responsibilities: In compliance with the existing provision in the Rules and Regulations of the Government of Assam and the UGC, the Board of Studies shall function as follows and recommend the same to the Academic Council:
  - 6.1.1 Prepare syllabi for various courses, keeping in view the objectives of the college, the interest of the stakeholders and national requirements.
  - 6.1.2 Suggest methodologies for innovative teaching and evaluation techniques.
  - 6.1.3 Suggest a panel of names to the Academic Council for the appointment as paper setters, moderators and examiners.
  - 6.1.4 Suggest different activities in research, teaching, extension and other academic areas of the department /college.
- 6.2 Formation: Each Board of Studies of the College shall be constituted by the Governing Body as per the guidelines of the UGC, with the following functionaries:
  - 6.2.1 Head of the Department concerned (Chairperson).
  - 6.2.2 The entire faculty of the Department concerned (the Chairperson may nominate a Member Secretary from the faculty members if deemed necessary).
  - 6.2.3 Two subject experts from outside the Parent University to be nominated by the Academic Council.
  - 6.2.4 One expert to be nominated by the Vice-Chancellor from a panel of six recommended by the college Principal.
  - 6.2.5 One representative from the industry/corporate sector/allied areas to be nominated by the Principal.
  - 6.2.6 One member of the college alumni to be nominated by the Principal.



- 6.2.7 Experts from outside the college, whenever special courses of study are to be formulated to be nominated by the Principal.
- 6.3 Term: The term of the nominated members of each Board of Studies shall be three (03) years.
- 6.4 Meetings: Meetings of the Board of Studies shall be held at least once every six months.
  - 6.4.1 Quorum: 50% of the total members of the BoS will be the necessary quorum for holding a meeting.
  - 6.4.2 Budget: The budget for holding BoS meetings and any other related activities shall be prepared by the Budget Committee in consideration of the rates for different heads and remunerations as fixed by the Finance Committee, with the approval of the Governing Body.

#### 7. FINANCE COMMITTEE:

The Finance Committee shall be a statutory committee of the College to look after all financial matters.

- 7.1 Functions and Responsibilities: In compliance with the existing provisions in the Rules and Regulations of the UGC and the Government of Assam, the Finance Committee shall act as an advisory body to the Governing Body, and it has to consider the following:
  - 7.1.1 Preparing Budget Estimates relating to the grant received/receivable from UGC, Govt. Depts/Funding Agencies, etc.; and income from fees (Admission and examination), etc., collected for the activities to undertake the scheme of autonomy.
  - 7.1.2 Planning and organising the External and Internal Audit of accounts for the above.
  - 7.1.3 Framing purchase policy, rules, and procedures of the College.
  - 7.1.4 Fixing rates of remuneration of various officials and staff engaged in various remunerative responsibilities and other expenditures incurred in the functioning of all academic and administrative affairs of the college.
- 7.2 Formation: The Finance Committee shall be constituted by the Governing Body as per the guidelines of the UGC, with the following functionaries:
  - 7.2.1 The Principal (Chairperson).

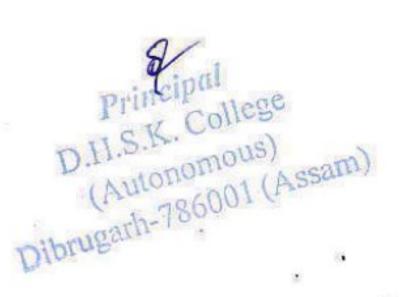
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- 7.2.2 The Vice-Principal (Vice-Chairperson).
- 7.2.3 One (01) external member, who may preferably be a financial expert, to be nominated for a period of three (03) years by the Governing Body of the college.
- 7.2.4 Four (04) senior-most academic staff (date of joining/date of promotion as applicable) of the college to be nominated in rotation by the Principal for a period of 3 (three) years, one of whom shall be the Member Secretary.
- 7.2.5 One (01) senior non-teaching staff member having experience in dealing with matters relating to finance, accounts, and audit.
- 7.3 Term: The term of the Finance Committee shall be three (03) years.
- 7.4 Meetings: Meetings of the Finance Committee shall be held at least once in every quarter.
  - 7.4.1 Quorum: 50% of the total members of the Financial Committee will be the necessary quorum for holding a meeting.
  - 7.4.2 Budget: The budget for holding Finance Committee meetings and any other related activities shall be prepared by the Budget Committee in consideration with the rates for different heads and remunerations as fixed by the Finance Committee in approval of the Governing Body.

#### 8. BUDGET COMMITTEE:

The **Budget Committee** of DHSK College (Autonomous) is a statutory body entrusted with the responsibility of preparing, reviewing, and overseeing the financial planning and budgeting processes of the institution.

- 8.1 Functions and Responsibilities: The Budget Committee shall function as follows:
  - 8.1.1 To formulate the institutional annual budget in consultation with heads of departments and other administrative units. Ensure alignment of budget proposals with the academic calendar, development plans, and institutional goals.
  - 8.1.2 To recommend allocation of financial resources for teaching-learning, research, infrastructure, student support, and other activities. Prioritise needs based on institutional objectives and availability of funds.



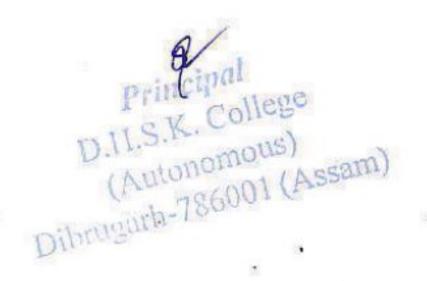
- 8.1.3 To periodically review actual expenditure against the approved budget to ensure financial discipline. Recommend mid-year revisions or reallocations if required.
- 8.1.4 To ensure adherence to financial regulations and guidelines issued by statutory bodies like UGC, RUSA, and the affiliating university. Facilitate internal and external audits by preparing and providing the required documentation.
- 8.1.5 To assist in long-term financial planning for the growth and sustainability of the institution. Propose mechanisms for revenue generation, cost control, and financial risk management.
- 8.1.6 To submit budget proposals, utilisation certificates, and financial performance reports to the Governing Body and other stakeholders. Maintain financial transparency by documenting and disseminating key decisions and financial outcomes.
- 8.1.7 To ensure financial independence and decentralisation in tune with the autonomous status of the college. Encourage participatory budgeting involving faculty, departments, and committees.
- 8.2 Formation: The Budget Committee shall be constituted with the following functionaries:
  - 8.2.1 The Principal (Chairperson).
  - 8.2.2 The Vice-Principal (member coordinator)
  - 8.2.3 Three (03) senior faculty members.
  - 8.2.4 The SA/ the person dealing with finance, accounts and audit
- 8.3 Term: The term of the Budget Committee shall be 3 (three) years.
- 8.4 Meetings: Meetings of the Budget Committee shall be held at least once in three months.
  - 8.4.1 Quorum: 50% of the total members of the Financial Committee will be the necessary quorum for holding a meeting.
  - 8.4.2 Budget: The budget for holding meetings and any other related activities shall be prepared by the Budget Committee in consideration of the rates for different heads and remunerations as fixed by the Finance Committee with approval of the Governing Body.



#### **9. PURCHASE COMMITTEE:**

The Purchase Committee shall be a non-statutory committee that shall be constituted by the Principal subject to approval of the Governing Body.

- 9.1 Functions and Responsibilities: The Purchase Committee shall function as follows:
  - 9.1.1 To consider and approve the proposals of purchase on every item except those that fall under the purview of the construction committee.
  - 9.1.2 Taking part in the entire purchasing process of any items of the College checking and verifying price quotation and relevant submitted documents of the supplying vendor/firm/dealer/company, etc.
  - 9.1.3 Fixing and approving the rate, quantity, quality, etc. of the items to be purchased.
  - 9.1.4 Approving a panel of the supplying firm/dealer/company, etc.
  - 9.1.5 Preparing terms and conditions for the bidders/suppliers, as a whole, as well as on case basis. If required, drafting of Memorandum of Association (MoA).
  - 9.1.6 Checking and verification of quantity and quality of supplied items.
  - 9.1.7 Approving bills of vendor/contractor/firm/dealer/company for payment
  - 9.1.8 The functions mentioned in Point Nos. 17.1.1–17.1.9 are exclusive of those functions which fall under the purview of the Construction Committee (General), RUSA PMU (Point No. 31), and any other specifically constituted committee/cell.
- 9.2 Formation: The Purchase Committee shall be constituted with the following functionaries:
  - 9.2.1 The Principal (Chairperson).
  - 9.2.2 The Vice-Principal (vice-Chairperson)
  - 9.2.3 The President and Secretary of ACTA, DHSK College Unit.
  - 9.2.4 Four (04) senior faculty members, one of whom shall be the member coordinator.
  - 9.2.5 Two (02) Non-teaching staff, one of whom must be the person dealing with finance, accounts and audit
  - 9.2.6 The S.A./H.A.



- 9.2.7 One (01) representative from the Students' Union.
- 9.2.8 A stakeholder from the user Department/Committee/Cell, etc., as Special Invitee whenever needed
- 9.3 Term: The term of the Purchase Committee shall be two years.
- 9.4 Meetings: Meetings of the Purchase Committee shall be held as and when required.
  - 9.4.1 Quorum: 50% of the total members of the Financial Committee will be the necessary quorum for holding a meeting.
  - 9.4.2 Budget: The budget for holding meetings and any other related activities shall be prepared by the Budget Committee in consideration of the rates for different heads and remunerations as fixed by the Finance Committee with approval of the Governing Body.

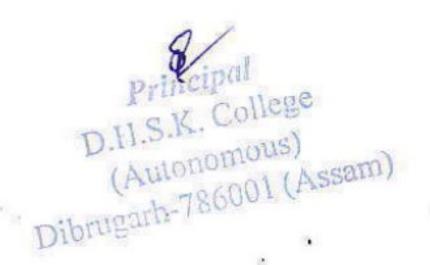
#### 10. EXAMINATION COMMITTEE:

In compliance with the existing provision in the Rules and Regulations of the UGC and the Government of Assam, the Examination Committee of D. H. S. K. College (Autonomous) is structured for effective and smooth conduct of academic functions by means of taking necessary decisions and actions for conducting examinations, evaluation, and declaration of results, etc. The Examination Committee is meant for strategic planning and decision-making for the effective conduct of examinations of the college, subject to the approval of the Governing Body.

- 10.1 Functions and Responsibilities: The Examination Committee shall be responsible for the following activities:
  - 10.1.1. In compliance with the existing provisions in the Rules and Regulations of the UGC and the Government of Assam, the committee may take the urgent decision to alter the date of the Examination/declaration of result, cancel the examination/declaration of result, postpone the examination/declaration of result, or re-conduct the examination if necessary.
  - 10.1.2 It shall monitor the functions of the Examination Cell formed under the autonomous system.
  - 10.1.3 It shall discuss and recommend the policies framed by the Examination Cell related to Examination and Evaluation.



- 10.1.4 It shall discuss and formally approve all the formats of letters and instruction sheets formulated by the Examination Cell for Examinations.
- 10.1.5 It shall discuss and suggest appropriate measures regarding the Examination and Evaluation mechanism, financial assistance, appointment of office staff, procurement of equipment, as well as settle any anomaly or dispute that may arise during the entire examination process.
- 10.1.6 It shall adopt resolutions for restructuring the policy and system related to Examinations.
- 10.1.7 It shall formulate innovative ideas to improve the examination system comprehensively.
- 10.2 Formation: The Examination Committee shall be constituted with the following functionaries:
  - 10.2.1 The Principal (Chairperson).
  - 10.2.2 The Vice-Principal (Vice-Chairperson)
  - 10.2.3 The Controller of Examinations (Member Convenor)
  - 10.2.4 The Member Secretary of the Academic Council
  - 10.2.5 The Coordinator, Internal Quality Assurance Cell
  - 10.2.6 Four HoDs (two from Arts and two from Science Streams)
  - 10.2.7 Two Deputy Controllers of Examinations
- 10.3 Term: The term of the nominated members of the Examination Committee shall be three (03) years or till he/she assume the respective post, whichever is earlier.
- 10.4 Meetings: Meetings of the Examination Committee shall be held at least once in every three (03) months.
  - 10.4.1 Quorum: 50% of the total members of the Examination Committee will be the necessary quorum for holding a meeting.
  - 10.4.2 Budget: The budget for holding Examination Committee meetings and any other related activities shall be prepared by the Budget Committee in consideration of the

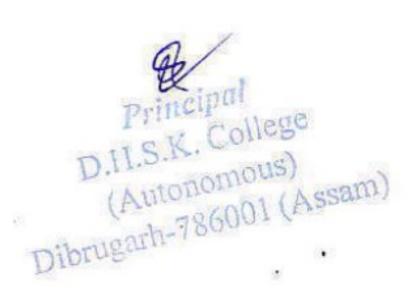


rates for different heads and remunerations as fixed by the Finance Committee with the approval of the Governing Body.

#### 11. THE EXAMINATION CELL:

There shall be an Examination Cell for the smooth running of all pre-, during, and post-examination activities of the College. The Examination Cell shall be a non-statutory committee that shall be constituted by the Principal, subject to approval of the Governing Body. The Controller of Examinations shall be the Head of the Examination Cell of the College and shall function as per the Examination Ordinance of the College.

- 11.1 Functions and Responsibilities: In compliance with the existing provisions in the Rules and Regulations of the UGC and the Government of Assam, the Examination Committee shall function as follows:
  - 11.1.1 Conduct of In-Semester Examinations (Session Tests) preparation of schedule/routine, fixing maximum marks as per Regulations/Curricula and their notification, etc.
  - 11.1.2 Helping and coordinating with Departments in conducting In-semester examinations –setting and printing of question papers, providing answer scripts, providing support staff and logistics, etc.
  - 11.1.3 Conduct of End-Semester examinations recommending AOCs, recommending staff for marks entry (IA and End-Semester), and declaration of results, etc.
  - 11.1.4 To appoint the paper setters, moderators, examiners, scrutinizers, and tabulators from the panels recommended by the BoS of the respective departments.
  - 11.1.5 It shall be responsible for making necessary infrastructural arrangements for confidential examination works.
  - 11.1.6 It shall supervise the overall fair conduct of the examination and address any kind of grievances or misconduct during the examination.
  - 11.1.7 It shall arrange a pre-examination motivational session for the students.
  - 11.1.8 It shall arrange the necessary briefing session for the faculty invigilators before the commencement of any examination.



- 11.1.9 All examination-related RTI queries shall be discussed and resolved in consultation with the examination Committee. A Proper mechanism of receiving and processing RTI queries shall be maintained by the cell and committee.
- 11.1.10 Any other matter related or connected with the examination as required.
- 11.2 Formation: The Examination Cell shall be constituted with the following functionaries:
  - 11.2.1. The Principal (Chief Controller of Examinations, CCoE).
  - 11.2.2. The Controller of Examinations
  - 11.2.3. Two Deputy Controllers of Examinations (Preferably one from Arts and one from Science)
  - 11.2.4. Two (02) members from non-teaching staff.
  - 11.2.5. Any other person engaged in the Cell by the Principal from time to time as per requirement.
- 11.3 Term: The term of the nominated members of the Examination Cell shall be three (03) years or till he/she assume the respective post, whichever is earlier.
- 11.4 Meetings: Meetings of the Examination Cell shall be held as and when required and as deemed fit.
  - 11.4.1 Quorum: 50% of the total members of the Cell will be the necessary quorum for holding a meeting.
  - 11.4.2 **Budget**: The budget for holding meetings and any other related activities shall be prepared by the Budget Committee in consideration of the rates for different heads and remunerations as fixed by the Finance Committee with the approval of the Governing Body.

#### 12. INTERNAL QUALITY ASSURANCE CELL (IQAC):

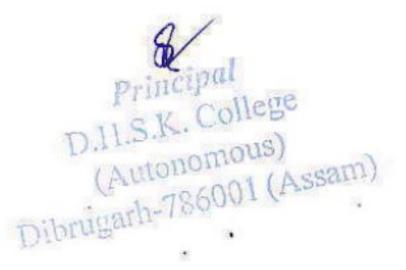
The Internal Quality Assurance Cell (IQAC) shall be a non-statutory cell of the College that serves as the pivotal body committed to fostering a culture of excellence, continuous improvement, and quality enhancement in all academic and administrative activities of the College.

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- 12.1 Functions and Responsibilities: In compliance with the existing provisions in the Rules and Regulations of the UGC and the Government. of Assam, the IQAC shall perform the following functions:
  - 12.1.1 Development, implementation and documentation of quality benchmarks as laid down by the National Assessment and Accreditation Council (NAAC).
  - 12.1.2 Setting and formulation of parameters for various academic and administrative activities of the College.
  - 12.1.3 Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge, skills, and technology for the participatory teaching and learning process.
  - 12.1.4 Collection and analysis of feedback from all stakeholders on quality-related institutional processes.
  - 12.1.5 Dissemination of information on various quality parameters to all stakeholders.
  - 12.1.6 Organisation of inter and intra-institutional workshops, seminars on quality-related themes, and promotion of quality circles.
  - 12.1.7 Documentation of the various programmes/activities leading to quality improvement. Maintenance of a digital Archive for the storage and access of all received information.
  - 12.1.8 Acting as a nodal agency of the college for coordinating quality-related activities, including the adoption and dissemination of best practices.
  - 12.1.9 Development and maintenance of institutional database through Learning Management System (LMS) to maintain/enhance the institutional quality.
  - 12.1.10 Periodical conduct of Academic and Administrative Audit and its follow-up and submission of the same to the Principal.
  - 12.1.11 Preparation and submission of the Annual Quality Assurance Report (AQAR), Self Study Report (SSR), and timely completion of NAAC accreditation process, etc., as per guidelines and parameters of NAAC.



- 12.1.12 Preparation, submission, and participation in any other quality-related assessment processes as directed by the UGC and the Government of Assam.
- 12.1.13 Monitoring of preparation of the Academic Calendar, assessment and analysis of examination results, and dissemination of the same to the stakeholders.
- 12.1.14 Organising green audit, energy audit, and any other activities relevant to the NAAC accreditation and any other quality assurance process.
- 12.1.15 To maintain a database of all employees and to facilitate their career advancement in terms of scrutinising all documents related to promotion, assisting the process of departmental promotions, etc.
- 12.2 Formation: The IQAC shall be constituted by the Principal, subject to approval of the Governing Body, with the following functionaries:
  - 12.2.1 The Principal (Chairperson)
  - 12.2.2 The Vice Principal (Vice-chairperson)
  - 12.2.3 The Coordinator (One of the regular academic staff having experience not least 10 years of service in this College).
  - 12.2.4 Four (04) academic staff (two from Arts and two from Science), two (02) of whom may officiate as assistant coordinators.
  - 12.2.5 One (01) external member (a prominent academician who is also a Governing Body member of the college).
  - 12.2.6 One (01) member from the non-teaching staff of the College.
  - 12.2.7 The Librarian.
  - 12.2.8 One (01) nominee each from the local society and stakeholders, preferably an academician.
  - 12.2.9 One (01) nominee from Employers /Industrialists/Social Works/ Stakeholders.
  - 12.2.10 One remunerative technical person to manage the database of the IQAC.
- 12.3 Term: The term of the IQAC shall be 5 (five) years in general. In case of exceptional circumstances, the term of the IQAC Cell may be extended or curtailed in consultation



with the Governing Body of the College. But the is to be reconstituted after completion of each NAAC Cycle.

- 12.4 Meetings: Meetings of the IQAC shall be held at least once in 3 (three) months in every year, or as and when required.
  - 12.4.1 Quorum: 50% of the total members of the IQAC Cell will be the necessary quorum for holding a meeting.
  - 12.4.2 Budget: The budget for holding IQAC meetings and any other related activities shall be prepared by the Budget Committee in consideration of the rates for different heads and remunerations as fixed by the Finance Committee, with the approval of the Governing Body.

#### 13. RESEARCH COUNCIL:

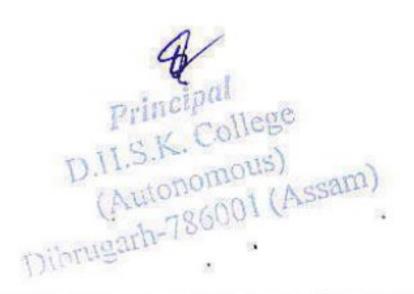
There shall be a Research Council, constituted by the Principal, subject to the recommendation of the academic council and approval of the Governing Body.

- 13.1 Functions and Responsibilities: In compliance with the existing provisions in the Rules and Regulations of the UGC and the Government of Assam, the Research Council of DHSK College (Autonomous) shall serve as the principal advisory and regulatory body to promote, monitor, and enhance the research culture within the institution. The Council shall function under the guidance of the Principal and in alignment with the vision and academic goals of the college.
  - 13.1.1 To develop and implement institutional policies and guidelines related to research, publications, consultancy, and innovation. Facilitate alignment of research activities with national and international standards and regulatory frameworks.
  - 13.1.2 To encourage faculty, scholars, and students to undertake quality research activities across disciplines. Organise seminars, workshops, conferences, and training programs on research methodologies and ethics.
  - 13.1.3 To scrutinise and approve research proposals submitted by faculty and students.
    Monitor progress and ensure timely completion and submission of research projects and reports.



- 13.1.4 To identify funding opportunities from government, non-government, and industry bodies. Assist researchers in preparing and submitting proposals for external funding.
- 13.1.5 To promote publication of research work in peer-reviewed journals and recognised platforms. Encourage and guide the process of filing patents and protecting intellectual property rights.
- 13.1.6 To promote collaborative research with other academic institutions, research organisations, and industry partners. Encourage interdisciplinary research projects and initiatives.
- 13.1.7. To ensure adherence to ethical standards and practices in all research activities.
  Establish mechanisms to deal with research misconduct, plagiarism, and related issues.
- 13.1.8 To encourage undergraduate and postgraduate students to participate in research projects and internships. Facilitate student research presentations and publications.
- 13.1.9 To maintain a comprehensive database of research activities, publications, and funded projects. Submit annual reports on research achievements and activities to the Academic Council/IQAC.
- 13.1.10 To periodically review research policies and practices for quality enhancement.

  Recommend improvements based on emerging trends and feedback from stakeholders.
- 13.1.11 To take the initiative for the generation of a corpus fund and to manage and utilise the same for encouraging in-house research
- 13.1.12 To facilitate a plagiarism check in the institution.
- 13.2 Formation: The Research Council shall be formed with the following functionaries as cited below.
  - 13.2.1 The Vice Principal (Chairperson).
  - 13.2.2 On senior academic staff of the college nominated by the Principal as Coordinator.
  - 13.2.3 Head/Senior faculty having PhD guideship (1 member from each Department)



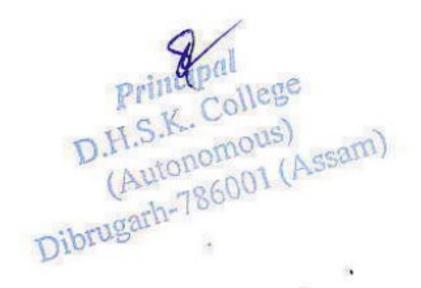
- 13.2.4 The Co-ordinator IQAC
- 13.2.5 The Member Secretary Academic Council
- 13.2.6. The Controller of Examinations
- 13.3 Term: The term of the Research Council shall be 3 (three) years or till he/she assumes the respective post, whichever is earlier.
- 13.4 Meetings: Meetings of the Research Council shall be held at least once in 3 (three) months.
  - 13.4.1 Quorum: 50% of the total members of the IQAC Cell will be the necessary quorum for holding a meeting.
  - 13.4.2 Budget: The budget for holding meetings and any other related activities shall be prepared by the Budget Committee in consideration of the rates for different heads and remunerations as fixed by the Finance Committee, in approval of the Governing Body.
- 14. Undergraduate BOARD (UG Board): The UG Board shall be a non-statutory body of the College, which shall be a general body for all the Undergraduate Departments.
- 14.1 Functions and Responsibilities: In compliance with the existing provisions in the Rules and Regulations of the UGC and the Government of Assam, the UG Board of DHSK College (Autonomous) shall serve as the principal advisory and regulatory body to manage and supervise the matters related to the UG Programmes of the institution. The Board shall function as follows and recommend the same to the Academic Council:
  - 14.1.1 To oversee the development and implementation of the curriculum for various UG Programmes.
  - 14.1.2 To ensure that the curriculum aligns with the guidelines set by the UGC.
  - 14.1.3 To monitor and ensure the preparation of syllabi for various UG courses.
  - 14.1.4 To adopt contemporary methods, policies and guidelines related to the academic activities of the UG Programmes under the purview of the guidelines of the UGC, which are subject to approval of the Academic Council.
  - 14.1.5 Monitor and ensure the proper implementation of the FYUGP in the institution.

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- 14.1.6 Work to raise academic standards and governance by ensuring the programmes align with the guidelines of the UGC, NAAC, and other regulatory bodies.
- 14.1.7 Any other academic matter related to the UG Programme.
- 14.2 Formation: The UG Board of the College shall be constituted by the Principal, subject to approval of the Governing Body, with the following functionaries:
  - 14.2.1 The Principal (Chairperson).
  - 14.2.2 Vice Principal (Member Secretary)
  - 14.2.3 HoDs of all Departments having UG courses
  - 14.2.4 One Professor from the parent university
  - 14.2.5 One expert from the industrial and allied sector
  - 14.2.6 The Member Secretary of the Academic Council
  - 14.2.7 The Controller of Examinations
  - 14.2.8 The Coordinator of IQAC
  - 14.2.9 The Assistant Member Secretary of the Academic Council (If appointed)
- 14.3 Term: The term of the nominated members of the UG Board of the college shall be three (03) years.
- 14.4 Meetings: Meetings of the UG Board of the college shall be held at least once every six months.
  - 14.4.1 Quorum: 50% of the total members of the UG Board of the college will be the necessary quorum for holding a meeting.
  - 14.4.2 Budget: The budget for holding meetings of the UG Board of the college shall be prepared by the Budget Committee in consideration of the rates for different heads and remunerations as fixed by the Finance Committee, with the approval of the Governing Body.
- 15. Postgraduate BOARD (PG Board): The PG Board shall be a non-statutory body of the College, which shall be a general body for all the Postgraduate Departments.

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- Functions and Responsibilities: In compliance with the existing provisions in the Rules and Regulations of the UGC and the Government of Assam, the PG Board of DHSK College (Autonomous) shall serve as the principal advisory and regulatory body to manage and supervise the matters related to the PG programmes of the institution. The Board shall function as follows and recommend the same to the Academic Council:
  - 15.1.1 To oversee the development and implementation of the curriculum for various PG Programmes.
  - 15.1.2 To ensure that the curriculum aligns with the guidelines set by the UGC.
  - 15.1.3 To monitor and ensure the preparation of syllabi for various PG courses.
  - 15.1.4 To adopt contemporary methods, policies and guidelines related to the academic activities of the PG Programmes under the purview of the guidelines of the UGC, which are subject to approval of the Academic Council.
  - 15.1.5 Monitor and ensure the proper implementation of the PG Programmes in the institution.
  - 15.1.6 Work to raise academic standards and governance by ensuring the programmes align with the guidelines of the UGC, NAAC, and other regulatory bodies.
- 15.2 Formation: The PG Board of the College shall be constituted by the Principal, subject to approval of the Governing Body, with the following functionaries:
  - 15.2.1 The Principal (Chairperson).
  - 15.2.2 The Vice Principal (Member Secretary)
  - 15.2.3 HoDs of all Departments having PG Programme
  - 15.2.4 One Professor from the parent university
  - 15.2.5 One expert from the industrial and allied sector
  - 15.2.6 The Member Secretary of the Academic Council
  - 15.2.7 The Controller of Examinations
  - 15.2.8 The Coordinator of IQAC

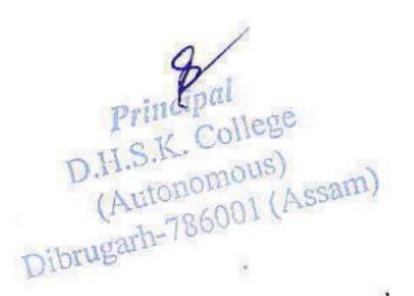


- 15.2.9 The Assistant Member Secretary of the Academic Council (If appointed)
- 15.3 Term: The term of the nominated members of the PG Board of the college shall be three (03) years.
- 15.4 Meetings: Meetings of the PG Board of the college shall be held at least once every six months.
  - 15.4.1 Quorum: 50% of the total members of the PG Board of the college will be the necessary quorum for holding a meeting.
  - 15.4.2 Budget: The budget for holding meetings of the PG Board of the college shall be prepared by the Budget Committee in consideration of the rates for different heads and remunerations as fixed by the Finance Committee, with the approval of the Governing Body.

#### 16. PLANNING AND DEVELOPMENT COMMITTEE:

The Planning and Development Committee shall be a non-statutory committee that shall be constituted by the Principal, subject to approval of the Governing Body.

- 16.1 Functions and Responsibilities: In compliance with the existing provision in the Rules and Regulations of the UGC and the Government of Assam, the Planning and Development Committee shall act as an advisory/recommendatory body to the Governing Body and the Principal of the College, and it shall function as follows:
  - 16.1.1 It shall formulate a development plan for the College in matters of academics, infrastructure, outreach programmes, important events, collaborations, etc.
  - 16.1.2 It shall prepare advisory notes as and when asked by the Principal and the Governing Body.
- 16.2 Formation: The Planning and Development Committee shall be constituted by the Principal, subject to approval of the Governing Body, with the following functionaries:
  - 16.2.1 The Principal (Chairperson).
  - 16.2.2 Vice Principal (Member Secretary)



- 16.2.3 Two Senior Teachers from the Arts, Humanities and Social Sciences (Seniority of service: Date of joining/date of Promotion as applicable)
- 16.2.4 Two Senior Teachers from the Science (Seniority of service: Date of joining/date of Promotion as applicable)
- 16.2.5 HoDs of all Departments
- 16.2.6 The Coordinator of IQAC
- 16.2.7 Two experts/educationists from outside the College to be nominated by the Governing Body of the College.
- 16.2.8 One/two prominent alumnus/alumni as special invitees.
- 16.3 Term: The term of the Planning and Development Committee shall be 2(two) years or till he/she assumes the respective post, whichever is earlier.
- 16.4 Meetings: Meetings of the Planning and Development Committee shall be held once every six months.
  - 16.4.1 Quorum: 50% of the total members of the Committee will be the necessary quorum for holding a meeting.
  - 16.4.2 Budget: The budget for holding Planning and Development Committee meetings and any other related activities shall be prepared by the Budget Committee in consideration of the rates for different heads and remunerations as fixed by the Finance Committee with the approval of the Governing Body.

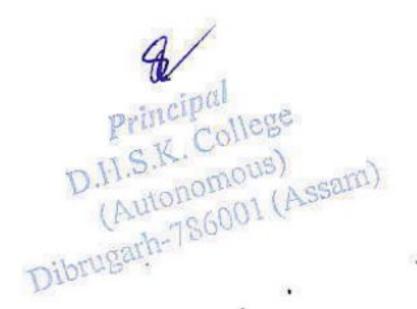
#### 17. CONSTRUCTION COMMITTEE (GENERAL):

The Construction Committee (General) shall be a non-statutory committee which shall be constituted by the Principal, subject to approval of the Governing Body.

- 17.1 Functions and Responsibilities: In compliance with the existing provisions in the Rules and Regulations of the UGC and the Government of Assam, the Construction Committee (General) shall function as follows:
  - 17.1.1 To consider and approve the plan and proposals of construction.



- 17.1.2 Taking part in the entire construction work allotting process to the vendor/contractor (preferably Govt. registered) of any work to be performed in the College, whether construction work with construction materials or labour contract only checking and verifying the price quotation and relevant submitted documents of the vendors/contractors.
- 17.1.3 Fixing and approving the rate, quantity, quality, etc. of the construction items to be purchased.
- 17.1.4 Fixing and approving the rate, volume, standardisation, etc. of the work to be performed.
- 17.1.5 Scrutinising and approving the panel of the supplying vendor/ contractor/ firm/ dealer/company, etc.
- 17.1.6 Preparing terms and conditions for the vendor/contractor/firm/dealer/company, as a whole, as well as on a case basis. If required, drafting of Memorandum of Association (MoA).
- 17.1.7 Constant and intensive monitoring of construction work as well as the quality of supplied items.
- 17.1.8 Approving bills of vendor/contractor/firm/dealer/company, etc. for payment after verification and intensive scrutiny of the works undertaken.
- 17.1.9 The functions mentioned in Point Nos. 23.4.1 23.4.7 above are exclusive of those functions which fall under the purview of the RUSA PMU (Point No. 24) and any other specifically constituted committee/cell.
- 17.2 Formation: The Construction Committee (General) shall be constituted with the following functionaries as cited below.
  - 17.2.1 The Principal (Chairperson).
  - 17.2.2 Six (06) senior faculty members, one of whom shall be the member coordinator.
  - 17.2.3 Two (02) non-teaching staff, one of whom must be the person dealing with finance, accounts and audit
  - 17.2.4 The Senior Assistant/Head Assistant



- 17.2.5 One (01) representative from the Students' Union.
- 17.2.6 A stakeholder from the user Department/Committee/Cell, etc., as Special Invitee
- 17.2.7 One (01) external member, preferably a former govt. employee having experience in the field of construction (Civil engineer/Asstt. Engineer, Civil)
- Term: The term of the Construction Committee (General) shall be three (03) years or till he/she assumes the respective post, whichever is earlier.
- 17.4 Meetings: Meetings of the Construction Committee (General) shall be held as and when needed.
  - 17.4.1 Quorum: 50% of the total members of the Committee will be the necessary quorum for holding a meeting.
  - 17.4.2 **Budget**: The budget for holding meetings and any other related activities shall be prepared by the Budget Committee in consideration of the rates for different heads and remunerations as fixed by the Finance Committee, with the approval of the Governing Body.

# 18. GRIEVANCE REDRESSAL COMMITTEE:

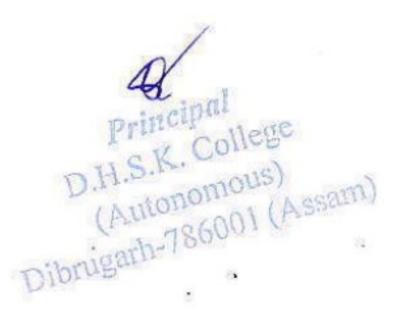
The Grievance Redressal Committee shall be a non-statutory committee which shall be constituted by the Principal, subject to approval of the Governing Body and handle all the grievances/complaints other than those related to examination and sexual harassment at work workplace.

- 18.1 Functions and Responsibilities: In compliance with the existing provisions in the Rules and Regulations of the UGC and the Government of Assam, the Grievance Redressal Committee shall perform the following functions:
  - 18.1.1 Promptly receiving written or oral grievances from the students.
  - 18.1.2 Holding meetings to review the case(s)
  - 18.1.3 Taking hearing of aggrieved party(s)
  - 18.1.4 Adopting remedial measures/actions for the removal of grievances

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- 18.1.5 Preparing an annual report to be submitted to the appropriate authority and maintaining proper documentation about the number of cases received, heard, and resolved.
- 18.1.6 Attending to the pending cases, if any, which require direction and guidance from the higher authorities.
- 18.1.7 All RTI queries other than examination-related RTIs shall be discussed and resolved. A Proper mechanism of receiving and processing RTI must be maintained.
- 18.2 Formation: The Grievance Redressal Committee shall be constituted with the following functionaries:
  - 18.2.1 The Principal (Chairperson).
  - 18.2.2 The Vice-Principal (Vice-Chairperson).
  - 18.2.3 One (01) senior teacher (Seniority of service: Date of joining/date of Promotion as applicable) of the college to be nominated by the Principal as Member Coordinator.
  - 18.2.4 Four (04) faculty members (two from Arts and two from Science Streams), among whom at least two (02) must be female.
  - 18.2.5 One (01) member from Non-teaching staff
  - 18.2.6 Two (02) students, of whom one must be a female
- 18.3 Term: The term of the Grievance Redressal Committee shall be two (02) years or till he/she assumes the respective post, whichever is earlier.
- 18.4 Meetings: Meetings of the Grievance Redressal Committee shall be normally held at least twice a year, but should be held emergently depending on the arising of issues/situations.
  - 18.4.1 Quorum: 50% of the total members of the Committee will be the necessary quorum for holding a meeting.
  - 18.4.2 Budget: The budget for holding meetings and any other related expenditure shall be prepared by the Budget Committee in consideration of the rates for different heads and remunerations as fixed by the Finance Committee, with the approval of the Governing Body.



#### 19. ADMISSION COMMITTEE:

The Admission Committee shall be a non-statutory committee which shall be constituted by the Principal for performing all activities relating to admission of pupils to various programmes except for self-financing two (02) years PG programmes.

- 19.1 Functions and Responsibilities: In compliance with the existing provisions in the Rules and Regulations of the UGC and the Government of Assam, the Admission Committee shall function as follows:
  - 19.1.1 Issuing admission notification,
  - 19.1.2 Fixing the dates of admission,
  - 19.1.3 Determining the admission criteria and number of seats in various programmes of study.
  - 19.1.4 Fixing admission fees as per the UGC and the Government of Assam guidelines,
  - 19.1.5 Providing software and web-based support,
  - 19.1.6 Preparing merit and reject lists following merit credentials and reservation rules, etc., as per the UGC and the Government of Assam guidelines,
  - 19.1.7 Conducting all affairs on the days of admission
  - 19.1.8 To attend to and resolve any kind of discrepancies and related grievances during admission.
  - 19.1.9 To prepare and submit a report of the entire admission process, including caste and gender disaggregated data of enrolment to the Principal immediately after the completion of the admission process.
  - 19.1.10 Selection of a working team by the Chairperson in consultation with the committee.
- 19.2 Formation: The Admission Committee shall be constituted with the following functionaries:
  - 19.2.1 The Vice-Principal (Chairperson)

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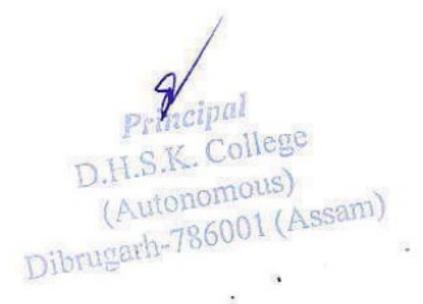
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- 19.2.2 Two Coordinators to be nominated by the Principal (one from Arts and one from Science)
- 19.2.3 All HoDs of the sanction departments and the respective faculties in charge of the self-financing departments.
- 19.2.4 Four (04) Senior faculty members, at least one of whom should be female and at least one should be from the SC/ST community.
- 19.2.5 The Nodal Officer, SAMARTH.
- 19.2.6 Two (02) from non-teaching staff.
- 19. 3 Term: The term of the Admission Committee shall be one (01) year.
- 19.4 Meetings: Meetings of the Admission Committee shall be held as and when required.
  - 19.4.1 Quorum: 50% of the total members of the Committee will be the necessary quorum for holding a meeting.
  - 19.4.2 Budget: The budget for holding meetings and any other related expenditure shall be prepared by the Budget Committee in consideration of the rates for different heads and remunerations as fixed by the Finance Committee, with the approval of the Governing Body.

#### 20. LIBRARY COMMITTEE:

The Library Committee shall be a non-statutory committee that shall be constituted by the Principal.

- 20.1 Functions and Responsibilities: In compliance with the existing provisions in the Rules and Regulations of the UGC and the Government of Assam, the Library Committee shall function the follows.
  - 20.1.1 Conducting the entire process of procurement of books, journals, periodicals, newspapers, e-journals, e-resources, furniture, gadgets, equipment, etc. for the library.
  - 20.1.2 Providing/updating software and web-based support for the library.
  - 20.1.3 Monitoring facilitation to library users.



- 20.1.4 Monitoring stock of library resources.
- 20.1.5 Arranging and monitoring maintenance and preservation works in the library.
- 20.1.6 Drafting/framing rules for library users.
- 20.2 Formation: The Library Committee shall be constituted with the following functionaries:
  - 20.2.1 The Principal (Chairperson).
  - 20.2.2 The Vice Principal (Vice-Chairperson)
  - 20.2.3 The Librarian (Member Secretary)
  - 20.2.4 Six (06) Senior faculty members (three from Arts and three from Science Streams), of whom one must be a female
  - 20.2.5 Two (02) from the Non-teaching staff, of whom one should be from the library staff.
  - 20.2.6 Two (02) students (one from Arts and one from Science)
- 20.3 Term: The term of the Library Committee shall be three (03) years.
- 20.4 Meetings: Meetings of the Library Committee shall be held at least once in every six months.
  - 20.4.1 Quorum: 50% of the total members of the Committee will be the necessary quorum for holding a meeting.
  - 20.4.2 Budget: The budget for holding meetings and any other related expenditure shall be prepared by the Budget Committee in consideration of the rates for different heads and remunerations as fixed by the Finance Committee with the approval of the Governing Body.

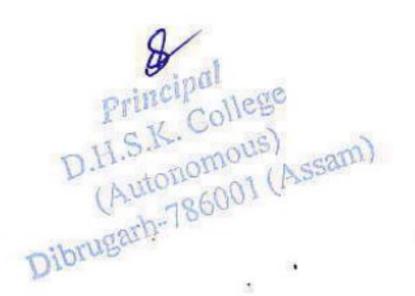
#### 21. COMMITTEE FOR STUDENTS' AFFAIRS:

The Committee for Students' Affairs shall be a non-statutory committee that shall be constituted by the Principal.

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- Functions and Responsibilities: In compliance with the existing provision in the Rules and Regulations of the UGC and the Government of Assam, the Committee for Students' Affairs shall function as follows:
  - 21.1.1 Conducting the entire process of scholarship/freeship to the students
  - 21.1.2 Drafting/framing rules for Students' Welfare activities.
  - 21.1.3 Organising seminar/workshop, health awareness, mental health awareness programmes, etc.
  - 21.1.4 To facilitate necessary arrangements for students' activities throughout the year, including College Week, Youth Festival, Intra and Inter State, National and International Competition and so forth.
  - 21.1.5 To facilitate the fair conduct of the Students' Union Election as per the UGC Guidelines.
  - 21.1.6 Any other students' related activities.
- 21.2 Formation: The Committee for Students' Affairs shall be constituted with the following functionaries:
  - 21.2.1 The Principal (Chairperson).
  - 21.2.2 One (01) Senior academic staff as Member Coordinator
  - 21.2.3 Four (04) faculty members (two from Arts and two from Science Streams) of whom one must be a female
  - 21.2.4 The Librarian
  - 21.2.5 The Coordinator IQAC
  - 21.2.6 One (01) non-teaching staff member
  - 21.2.7 Two (02) students (one male and one female).
- 21.3 Term: The term of the Committee for Students' Affairs shall be one (01) year.
- 21.4 Meetings: Meetings of the Committee for Students' Affairs shall be held at least once in every six months.

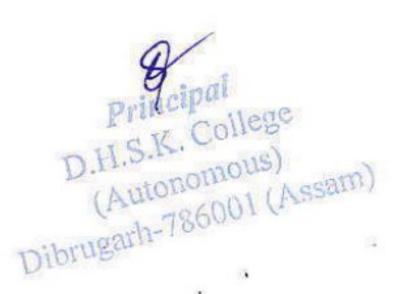


- 21.4.1 Quorum: 50% of the total members of the Committee will be the necessary quorum for holding a meeting.
- 21.4.2 Budget: The budget for holding meetings and any other related expenditure shall be prepared by the Budget Committee in consideration of the rates for different heads and remunerations as fixed by the Finance Committee with the approval of the Governing Body.

#### **INTERNAL COMPLAINTS' COMMITTEE (ICC):**

Internal Complaints' Committee (ICC) for Prevention, Prohibition and Redressal of Sexual massment at Workplace shall be constituted by the Principal, duly approved by the Governing Body of the College.

- Functions and Responsibilities: In compliance with the existing provision in the Rules and Regulations of the UGC and the Government of Assam and in pursuance of the mandatory guidelines provided by the Prevention, Prohibition and Redressal of Sexual Harassment at Work Place Act, 2013, of the Government of India, the Committee shall function as follows:
  - 22.1.1 To promptly receive written or oral complaints from the students, teachers, and nonteaching staff.
  - 22.1.2 In the case of written/registered complaints, the committee shall hold enquiries according to the procedure laid down by the Act. If required, an enquiry committee shall be constituted by the ICC in case of a prolonged investigation.
  - 22.1.3 Giving a recommendation to a higher authority for taking action
  - 22.1.4 Preparing and submitting annual reports to the authority.
  - 22.1.5 It shall be the responsibility of the Committee to hold gender sensitisation and awareness programmes for the prevention of sexual harassment in the college premises.
  - 22.1.6 The committee shall hold in-house workshops and dissemination programmes in order to promote a gender equitable and gender friendly environment in the workplace.



- 22.1.7 The committee shall be responsible for prominently displaying rules, provided by the Acts, on notice boards, in the students' common room, teachers' common room, staff common room, hostels, and places of public assembly.
- 22.1.8 Preparation of a policy document in compliance with the Prevention, Prohibition and Redressal of Sexual Harassment at Workplace Act, 2013, of the Government of India, to be approved and adopted by the Governing Body of the College as a statutory policy.
- Formation: The Internal Complaints Committee (ICC) shall be formed with the following functionaries, which must be headed by a woman, and at least half of the members must be women.
  - 22.2.1 Chairperson: One (01) senior woman academic staff member of the college nominated by the Principal.
  - 22.2.2 Four (04) senior members of the academic staff
  - 22.2.3 Two (02) senior non-teaching employees
  - 22.2.4 Two (02) students' representatives
  - 22.2.5 A third-party member, well-versed with the issues of sexual harassment in the workplace (social worker/activist or legal expert).
- \*Note: The committee shall keep ready a panel of external experts to deal with complaints of sexual harassment at the workplace in the event of an enquiry as per availability, willingness and requirement.
- 22.3 Term: The term of the Internal Complaints' Committee (ICC) shall be three (03) years or till he/she assumes the respective post, whichever is earlier.
- 22.4 Meetings: Meetings of the Committee shall be held as and when required.
  - 22.4.1 Quorum: 50% of the total members of the Committee will be the necessary quorum for holding a meeting.
  - 22.4.2 Budget: The budget for holding meetings and any other related expenditure shall be prepared by the Budget Committee in consideration of the rates for different

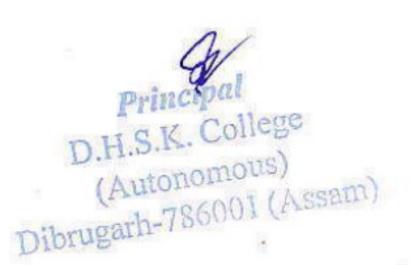
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(Autonomous)
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heads and remunerations as fixed by the Finance Committee, with the approval of the Governing Body.

## 23. CELL FOR WOMEN STUDIES AND DEVELOPMENT (CWSD):

The Cell for Women's Studies and Development at DHSK College (Autonomous) is committed promoting gender equity, women's empowerment, and inclusive development through academic, research, and outreach activities.

- 23.1 Functions and Responsibilities: In compliance with the existing provision in the Rules and Regulations of the UGC, the cell shall function as follows:
  - 23.1.1 To conduct workshops, seminars, and campaigns on gender equality, women's rights, and social justice.
  - 23.1.2 To promote gender-related research and integrate women's studies into academic discourse.
  - 23.1.3 To provide a safe space and referral support for female students facing genderbased challenges.
  - 23.1.4 To liaise with NGOs, government bodies, and other academic institutions on women-centric issues and development.
  - 23.1.5 To organise gender sensitisation and advocacy programmes.
- 23.2 Formation: The Cell shall be formed with the following functionaries, who must be headed by a woman, and at least half of the members must be women.
  - 23.2.1 Chairperson: One (01) of the senior-most woman academic staff of the college
  - 23.2.2 The Convener of the cell
  - 23.2.3 The coordinator (s) from the academic staff
  - 23.2.4 Two (02) academic staff
  - 23.2.5 One (01) academic staff member as treasurer
  - 23.2.6 Member (both teaching and non-teaching staff)
  - 23.2.7 One (01) external member (social worker/activist or legal expert).

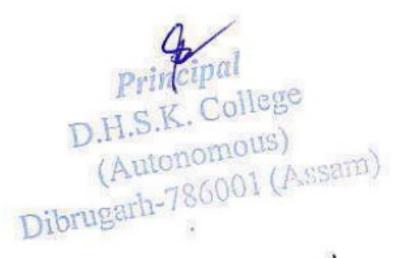


- Term: The term of the Cell for Women Studies and Development (CWSD) shall be three (03) years.
- Meetings: Meetings of the Committee shall be held at least once in 3(three) months.
  - 23.4.1 Quorum: 50% of the total members of the Committee will be the necessary quorum for holding a meeting.
  - 23.4.2 Budget: The budget for holding meetings and any other related expenditure shall be prepared by the Budget Committee in consideration of the rates for different heads and remunerations as fixed by the Finance Committee, with the approval of the Governing Body.

#### 24. CO-CURRICULAR AND HOLISTIC DEVELOPMENT COMMITTEE:

The Co-curricular and Holistic Development Committee shall be a non-statutory committee that the shall be constituted by the Principal.

- 24.1 Functions and Responsibilities: In compliance with the existing provision in the Rules and Regulations of the UGC and the Government of Assam, the Co-curricular and Holistic Development Committee shall function as follows:
  - 24.1.1 Recommending inputs to be incorporated in the Academic Calendar of the College about co-curricular events
  - 24.1.2 Monitoring the functioning of every Society, relating to keeping attendance of students' participation by the respective Teacher-in-charge of the concerned Society.
  - 24.1.3 Assessment of participation of students in co-curricular events through Societies in respect of validating students' mandatory requirement and eligibility for award of a Bachelor's Degree.
  - 24.1.4 Preparation and submission of Annual Report with statistical and graphical analysis, feedback, etc., on performance-based Co-curricular and Holistic Development of the students.
  - 24.1.5 Drafting/framing rules for Co-curricular and Holistic Development Societies and their activities



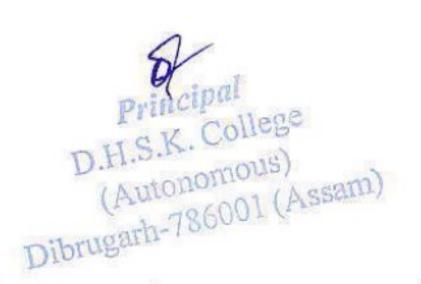
- 24. 2 Formation: The Co-curricular and Holistic Development Committee shall be constituted with the following functionaries:
  - 24.2.1 The Principal (Chairperson).
  - 24.2.2 The Academic Coordinator (Member Secretary of Academic Council)
  - 24.2.3 The Member Coordinator of Students' Affairs
  - 24.2.4 Two (02) senior academic staff, one of whom shall be the Member Coordinator
  - 24.2.5 Each Teacher-in-charge of NCC, NSS, and the Societies that are constituted in the College by the Principal from time to time.
  - 24.2.6 The Librarian
  - 24.2.7 The Deputy Controller of Examination (anyone)
  - 24.2.8 Two (02) from non-teaching staff
  - 24.2.9 Four (04) student representatives
- 24.3 Term: The term of the Co-curricular and Holistic Development Committee shall be three (03) years.
- 24.4 Meetings: Meetings of the Co-curricular and Holistic Development Committee shall be held at least twice a year, or more than that as needed.
  - 24.4.1 Quorum: 50% of the total members of the Committee will be the necessary quorum for holding a meeting.
  - 24.4.2 Budget: The budget for holding meetings and any other related expenditure shall be prepared by the Budget Committee in consideration of the rates for different heads and remunerations as fixed by the Finance Committee, with the approval of the Governing Body.

### 25. SC, ST, OBC AND MINORITY DEVELOPMENT COMMITTEE:

The SC, ST, OBC and Minority Development Committee shall be a non-statutory committee which shall be constituted by the Principal.



- 25.1 Functions and Responsibilities: In compliance with the existing provisions in the Rules and Regulations of the UGC and the Government of Assam, the SC, ST, OBC, and Minority Development Committee shall function as follows:
  - 25.1.1 Formulating and recommending developmental strategies for reserved categories of students.
  - 25.1.2 Monitoring maintenance of the reservation policy and principle in the College during Admission.
  - 25.1.3 Monitoring the process of scholarship/freeships to be awarded to reserved categories of students.
  - 25.1.4 Receiving grievances from reserved categories of students on various matters and their resolution.
  - 25.1.5 Drafting/framing rules for reserved categories of students as per UGC/Govt guidelines
  - 25.1.6 Displaying of reservation policy and guidelines at prominent places.
  - 25.2 Formation: The SC, ST, OBC and Minority Development Committee shall be constituted with the following functionaries:
    - 25.2.1 The Vice Principal (Chairperson).
    - 25.2.2 One (01) faculty member from each reserved community SC, ST, OBC, and Minority.
    - 25.2.3 Two (02) from non-teaching staff representing SC/ST/OBC/Minority community.
    - 25.2.4 Two (02) students, of whom one must be a female representing SC/ST/OBC/Minority community.
    - 25.2.5 One (01) external member from a govt. recognized association representing reserved communities.
  - 25.3 Term: The term of the SC, ST, OBC and Minority Development Committee shall be two years.

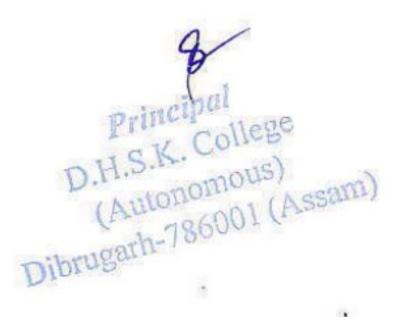


- 25.4 Meetings: Meetings of the SC, ST, OBC and Minority Development Committee shall be held at least once every six months or more as per need.
  - 25.4.1 Quorum: 50% of the total members of the Committee will be the necessary quorum for holding a meeting.
  - 25.4.2 Budget: The budget for holding meetings and any other related expenditure shall be prepared by the Budget Committee in consideration of the rates for different heads and remunerations as fixed by the Finance Committee, with the approval of the Governing Body.

## 26. INFORMATION, CAREER GUIDANCE AND PLACEMENT CENTRE (ICGPC):

ICGPC shall be a non-statutory committee that shall be constituted by the Principal.

- 26.1 Functions and Responsibilities: In compliance with the existing provisions in the Rules and Regulations of the UGC and the Government of Assam, the ICGPC shall function as follows.
  - 26.1.1 Collection of information from various sources about prospective career opportunities for the students.
  - 26.1.2 Dissemination of such information promptly to the students.
  - 26.1.3 Organising awareness sessions on career and placement matters and counselling, especially for the final year students.
  - 26.1.4 Organising enrichment and empowerment sessions on skill/personality/leadership development by inviting experts from the respective field.
  - 26.1.5 Organising coaching on important/relevant subjects/themes to compete in various competitive/entrance examinations for the students.
  - 26.1.6 Arranging campus placement drives.
  - 26.1.7 Maintaining and updating the database of beneficiaries.
  - 26.1.8 Preparation and submission of Annual Report on activities of Career counselling and Placement.



- 26.1.9 Drafting/framing career and placement-related guidelines as per the UGC/ Government rules and regulations.
- 26.1.10 To arrange counselling involving all stockholders (parents/alumni/students).
- 26.1.11 To coordinate with the District employment exchange in order to facilitate the employment of students.
- 26.2 Formation: The Centre shall be formed with the following functionaries:
  - 26.2.1 One senior faculty member (Chairperson/Director).
  - 26.2.2 Four faculty members (two from Arts and two from Science Streams), of whom one must be a female. One of them shall be the Member Coordinator.
  - 26.2.3 The Librarian
  - 26.2.4 One non-teaching staff member
- 26.3 Term: The term of the Office bearer of the centre shall be three years.
- 26.4 Meetings: Meetings of the Career Guidance, Training and Placement Cell shall be held at least once in six months or as and when required.
  - 26.4.1 Quorum: 50% of the total members of the Committee will be the necessary quorum for holding a meeting.
  - 26.4.2 **Budget**: The budget for holding meetings and any other related expenditure shall be prepared by the Budget Committee in consideration of the rates for different heads and remunerations as fixed by the Finance Committee, with the approval of the Governing Body.

#### 27. INTERNSHIP CELL:

The Internship Cell of the college has been constituted with a primary objective of offering an intern first-hand experience of the way of working in an organisation and engaging in community activities in order to strengthen social cohesion, address shared challenges, and improve the well-being of the community as a whole. This cell shall function in coordination with the ICGPC.



- 27.1 Functions and Responsibilities: The cell shall function as per the guidelines adopted by the college in compliance with the policy requirement of NEP 2020. The function and the responsibilities of the cell are as follows:
  - 27.1.1 To establish and maintain strong linkages with industry, academic institutions, research organisations, NGOs, and government bodies to secure internship opportunities for students.
  - 27.1.2 To coordinate with departments to identify suitable internship modules aligned with the curriculum and ensure smooth execution of internship programs.
  - 27.1.3 To facilitate the registration of students for internships, including the maintenance of a structured database of interns, mentors, and host organisations. Ensure timely collection and preservation of internship reports, completion certificates, and feedback forms.
  - 27.1.4 To review and approve internship proposals submitted by students. Monitor internship progress through regular check-ins, mentor reports, and student feedback.
  - 27.1.5 To provide guidance to students in choosing appropriate internships, preparing proposals, and developing essential professional skills.
  - 27.1.6 To organise pre-internship orientation programs, soft skills training, and post-internship reflection sessions to enhance student preparedness and learning outcomes.
  - 27.1.7 To facilitate the integration of internship learning with academic evaluation wherever applicable, and recommend appropriate credits or grades as per regulations.
  - 27.1.8 To encourage and support student participation in community-based internships, outreach programs, and social impact projects in collaboration with local bodies or NGOs.
  - 27.1.9 To prepare and submit periodic reports on internship activities, achievements, and future action plans to the Academic Council, IQAC, and other statutory bodies.



- 27.1.10 To collect structured feedback from stakeholders (students, mentors, and host organisations) to evaluate the effectiveness of the internship programs and continuously improve the process.
- 27.2 Formation: The cell shall be constituted with the following functionaries:
  - 27.2.1 The Nodal Office, which shall be the member coordinator of ICGPC.
  - 27.2.2 Four (04) faculty members as coordinators of different disciplines.
  - 27.2.3 The HoDs of all Departments
  - 27.2.4 The Librarian
  - 27.2.5 One (01) non-teaching staff member
  - 27.2.6 Five (05) student representatives
- 27.3 Term: The term of the Office bearer of the cell shall be two (02) years.
- 27.4 Meetings: Meetings of the Cell shall be held as and when required.
  - 27.4.1 Quorum: 50% of the total members of the Committee will be the necessary quorum for holding a meeting.
  - 27.4.2 Budget: The budget for holding meetings and any other related expenditure shall be prepared by the Budget Committee in consideration of the rates for different heads and remunerations as fixed by the Finance Committee, with the approval of the Governing Body.

#### 28. COLLEGE WEBSITE MANAGEMENT CELL:

The College Website and Management Cell shall be a non-statutory body which shall be constituted by the Principal in consultation with GB.

- 28.1 Functions and Responsibilities: The Cell shall function as follows:
  - 28.1.1 Selection of ERP/LMS for management, maintenance and updating of the college website and web-portals.
  - 28.1.2 Monitoring of maintenance works and updating of the college website and webportals by authorised ERP/LMS and web administrators.



- 28.1.3 Monitoring of continuous usage of the college website and web-portals by users.
- 28.1.4 Intensive monitoring of the college's website and web-portals during admission form fill-up and examination form fill-up periods and resolution of crisis, if any.
- 28.1.5 Formulation of future development plan for college website.
- 28.1.6 Drafting/framing policy, guidelines and rules for the college website and webportals as per the Information Technology Act of the Government of India.
- 28.2 Formation: The College Website and Management Cell shall be constituted with the following functionaries:
  - 28.2.1 The IQAC Coordinator (Chairperson).
  - 28.2.2 Four faculty members having ideas on web and software management (two from Arts and two from Science Streams), of whom one shall be the Member Coordinator.
  - 28.2.3 The Librarian
  - 28.2.4 One non-teaching staff member
  - 28.2.5 One designated remunerative technical staff member who shall be responsible for regular monitoring, maintenance and upgradation of the website.
- 28.3 Term: The term of the College Website and Management Cell shall be two years.
- 28.4 Meetings: Meetings of the College Website and Management Cell shall be held as and when required.
  - 28.4.1 Quorum: 50% of the total members of the Committee will be the necessary quorum for holding a meeting.
  - 28.4.2 Budget: The budget for holding meetings and any other related expenditure shall be prepared by the Budget Committee in consideration of the rates for different heads and remunerations as fixed by the Finance Committee, with the approval of the Governing Body.
- 29. ANTI-RAGGING AND DISCIPLINARY ACTION COMMITTEE:

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The Anti-Ragging and Disciplinary Action Committee shall be a non-statutory committee that shall be constituted by the Principal, subject to approval of the Governing Body.

- 29.1 Functions and Responsibilities: In compliance with the existing provisions in the Rules and Regulations of the UGC and the Government of Assam, the Anti-Ragging and Disciplinary Action Committee shall function as follows:
  - 29.1.1 Taking initiative for displaying the Code of Conduct of the College on the College website.
  - 29.1.2 Holding an awareness programme for the maintenance of the Code of Conduct of the College.
  - 29.1.3 Monitoring and ensuring maintenance of the Code of Conduct of the College.
  - 29.1.4 Ensuring the prevalence of discipline in the college premises.
  - 29.1.5 Promptly receiving written or oral complaints from the students.
  - 29.1.6 Facilitating enquiry in the event of a complaint, recommending appropriate punitive measures, and ensuring redressal. In case of serious allegations, a separate committee should be formed to deal with the investigation and redressal.
  - 29.1.7 The committee is to urge exemplary disciplinary action to the appropriate authority.
  - 29.1.8 Preparing an annual report about the number of cases received, heard and resolved.
  - 29.2 Formation: The Anti-Ragging and Disciplinary Action Committee shall be constituted by the Principal with the following functionaries:
    - 29.2.1 The Principal (Chairperson).
    - 29.2.2 Member Coordinator of Student Affairs
    - 29.2.3 The Chief Superintendent
    - 29.2.4 Hostel superintendents (Boys and Girls Hostels)
    - 29.2.5 Four (04) senior faculty members (two from Arts and two from Science Streams), of whom one shall be female. One of them shall be the Member Coordinator of this cell.



- 29.2.6 Two (02) non-teaching staff members, one of whom shall be female.
- 29.2.7 Two (02) representatives of the students' union or Hostel, as per the circumstances, one of whom shall be a female.
- 29.3 Term: The term of the Anti-Ragging and Disciplinary Action Committee shall be two (02) years.
- 29.4 Meetings: Meetings of the Anti-Ragging and Disciplinary Action Committee shall be held as and when required.
  - 29.4.1 Quorum: 50% of the total members of the Committee will be the necessary quorum for holding a meeting.
  - 29.4.2 Budget: The budget for holding meetings and any other related expenditure shall be prepared by the Budget Committee in consideration with the rates for different heads and remunerations as fixed by the Finance Committee with the approval of the Governing Body.

#### 30. RUSA BOARD OF GOVERNORS:

The RUSA Board of Governors (BoG) of DHSK College (Autonomous) is the apex body constituted under the guidelines of the Rashtriya Uchchatar Shiksha Abhiyan (RUSA).

- 30.1 Functions and Responsibilities: In compliance with the existing provision in the Rules and Regulations of the RUSA and Government of Assam, the BoG shall function as follows:
  - 30.1.1 To approve institutional development plans (IDPs), project proposals, and funding utilisation under RUSA. Ensure alignment of projects with national and state-level RUSA objectives.
  - 30.1.2 To oversee the proper utilisation of RUSA grants and ensure compliance with funding norms and guidelines. Review financial progress and approve the Annual Work Plan and Budget (AWPB).
  - 30.1.3 To monitor the progress of infrastructure development, academic reform, faculty development, and research enhancement projects funded under RUSA. Guide the timely and effective implementation of approved projects.



- 30.1.4 To encourage academic and administrative reforms as envisaged under RUSA, including choice-based credit systems, outcome-based education, and ICT integration. Promote internal quality assurance mechanisms in coordination with IQAC.
- 30.1.5 To approve major procurement, civil works, hiring of consultants, or any structural reform initiatives undertaken with RUSA support. Ratify the decisions and recommendations of project management committees and implementation teams.
- 30.1.6 To promote faculty training, skill development programs, and stakeholder engagement activities funded through RUSA. Foster collaborations with academic, industry, and research organisations.
- 30.1.7 To periodically review institutional performance against RUSA targets. Ensure timely submission of reports to the State Project Directorate and MHRD (now MoE).
- 30.1.8 To devise strategies for the sustainability of initiatives post-RUSA funding.

  Recommend future developmental projects and institutional priorities.
- 30.2 Formation: The RUSA BoG shall be constituted by the Principal with the following functionaries:
  - 30.2.1 One (01) eminent person, preferably an alumnus of this college, to be nominated as the Chairperson.
  - 30.2.2 Four (04) senior faculty members, not less than the rank of an associate professor.
  - 30.2.3 The RUSA PMU coordinator as the member coordinator
  - 30.2.4 Four (04) eminent experts from the fields of law/health/industry/PSU/Govt. employee/ stockholders, etc.
- 30.3 Term: The term of the RUSA BoG shall be three years.
- 30.4 Meetings: Meetings of the RUSA BoG shall be held once in six months.
  - 30.4.1 Quorum: 50% of the total members of the Committee will be the necessary quorum for holding a meeting.



30.4.2 **Budget**: The budget for holding meetings and any other related expenditure shall be prepared by the Budget Committee in consideration with the rates for different heads and remunerations as fixed by the Finance Committee with the approval of the Governing Body.

#### 31. RUSA PMU:

The RUSA PMU, i.e. Rastriya Uchchatar Madhyamik Abhiyan Project Monitoring Unit, shall be a non-statutory committee that shall be constituted by the Principal as per the guidelines of RUSA, subject to approval of the Governing Body.

- 31.1 Functions and Responsibilities: In compliance with the existing provision in the Rules and Regulations of the RUSA and the Government of Assam, the RUSA PMU shall function the follows.
  - 31.1.1 Taking overall responsibility for the development works to be carried out at the College from the RUSA fund.
  - 31.1.2 Preparing and submission of proposal and other relevant documents to RUSA.
  - 31.1.3Taking part in the entire construction work allotting process to the vendor/contractor of any work to be performed in the College, whether construction work, with construction materials or labour contract only checking and verifying the price quotation and relevant submitted documents of the vendor/contractor.
  - 31.1.4 Fixing and approving the rate, volume, standardisation, etc. of the work to be performed in consultation with RUSA BoG
  - 31.1.5 Approving the panel of the vendor/contractor/firm/dealer/company, etc., in consultation with RUSA BoG.
  - 31.1.6 Preparing terms and conditions for the vendor/contractor/firm/dealer/company, as a whole, as well as on a case basis. If required, drafting of the MoA.
  - 31.1.7 Constant and intensive monitoring of construction work in progress, as well as the quality of supplied items, is performed under the RUSA fund.
  - 31.1.8 Recommending payment bills of vendor/contractor/firm/dealer/company, etc., for approval.

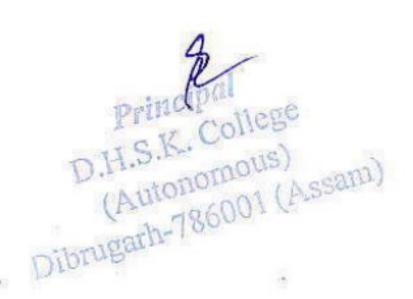


- 31.1.9 Payment of bills of vendor/contractor/firm/dealer/company through PFMS (to be done under the strict monitoring/vigilance of the Coordinator and Chairperson)
- 31.1.10 Making online entry and uploading of documents/photographs in the RUSA web portal.
- 31.1.11 Submission of Utilisation documents to RUSA.
- 31.2 Formation: The RUSA PMU shall be constituted with the following functionaries:
  - 31.2.1 The Principal (Chairperson).
  - 31.2.2 Six (06) Senior faculty members, one of whom to be nominated as the member coordinator.
  - 31.2.3 The non-teaching staff dealing with accounts.
  - 31.2.4 One (01) representative from the Students' Union.
  - 31.2.5 One (01) stakeholder from the user Department/Committee/Cell, etc., as Special Invitee
- 31.3 Term: The term of the RUSA PMU shall be three (03) years.
- 31.4 Meetings: Meetings of the RUSA PMU shall be held as and when required.
  - 31.4.1 Quorum: 50% of the total members of the Committee will be the necessary quorum for holding a meeting.
  - 31.4.2 **Budget**: The budget for holding meetings and any other related expenditure shall be prepared by the Budget Committee in consideration of the rates for different heads and remunerations as fixed by the Finance Committee with the approval of the Governing Body.
- 32. INDIAN KNOWLEDGE SYSTEM (IKS) CELL:



The Indian Knowledge System (IKS) Cell shall be a non-statutory body of the institution, that shall be constituted by the principal as per the guidelines of the UGC, subject to approval of the Governing Body.

- 32.1 Functions and Responsibilities: The Cell shall perform the following functions:
  - 32.1.1 To promote interdisciplinary/multidisciplinary study and disseminate knowledge of Indian heritage.
  - 32.1.2 To promote research and societal applications of IKS across various fields, and to ensure students meet IKS credit requirements.
  - 32.1.3 To promote interdisciplinary collaboration and innovation by blending indigenous practices with emerging technologies.
  - 32.1.4 The Cell is responsible for developing faculty training and creating courses related to IKS.
  - 32.1.5 To monitor and encourage the departments to develop and offer more IKS credit courses if students are interested.
- 32.2 Formation: The IKS Cell of the college shall be constituted with the following functionaries:
  - 32.2.1 The Principal (Chairperson).
  - 32.2.2 The Vice Principal (Vice-Chairperson)
  - 32.2.3 The HoDs of Assamese, Anthropology, Bengali, English, Hindi, Philosophy, Sanskrit, and allied disciplines, etc.
  - 32.2.4 The Member Secretary of the Academic Council
  - 32.2.5 The Coordinator of IQAC
  - 32.2.6 The Assistant Member Secretary of the Academic Council (If appointed)
  - 32.2.7 A faculty member from the stated departments nominated by the Principal as the Member Secretary.



- 32.3 Term: The term of the IKS Cell of the college shall be three (03) years.
- 32.4 Meetings: Meetings of the Cell shall be held as and when required.
  - 32.4.1 Quorum: 50% of the total members of the Cell will be the necessary quorum for holding a meeting.
  - 32.4.2 **Budget**: The budget for holding meetings and any other related expenditure shall be prepared by the Budget Committee in consideration of the rates for different heads and remunerations as fixed by the Finance Committee with the approval of the Governing Body.

# 33. INTERNAL FACILITY MANAGEMENT COMMITTEE:

The Internal Facility Management Committee shall be a non-statutory committee for managing facilities like Auditorium, Gymnasium, Canteen, Conference Halls, Guest Room, Teachers' common Room, staff quarters, etc., which shall be constituted by the principal.

- 33.1 Functions and Responsibilities: The committee shall perform the following functions:
  - 33.1.1 Looking after the Facilities maintenance and upgrading, renovation, allocation as and when required, as per the requisition, etc.
  - 33.1.2 Making proposals to the respective funding agencies for developing the Facilities.
  - 33.1.3 Monitoring of works at the Facilities
  - 33.1.4 Engagement of staff/vendor at the Facilities as per college rules.
  - 33.1.5 Monitoring usage of the facilities by stakeholders of the College students, teachers and nonteaching staff formulating terms and conditions for usage of the facilities.
  - 33.1.6 Fixing rent/charges for outside users and keeping records of income earned through renting out facilities.
  - 33.1.7 Keeping a record of income earned through selling produce harvested on college premises.
  - 33.1.8 Allotment to outside user after verification of application and submitted documents.



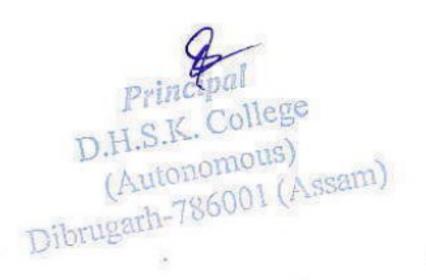
- 33.1.9 Drafting/framing rules and regulations for the usage of the Facilities by outsiders.
- 33.1.10 The maintenance and management of all electrification-related works shall fall under the purview of this committee.
- 33.1.11 The committee shall keep track and record of all earnings acquired through movable and immovable properties of the college.
- 33.2 Formation: The Internal Facility Management Committee shall be constituted with the following functionaries:
  - 33.2.1 The Principal (Chairperson).
  - 33.2.2 The Vice Principal (Vice-Chairperson)
  - 33.2.3 The SA to be nominated as the Member Coordinator
  - 33.2.4 Six (06) Senior academic staff
  - 33.2.5 One (01) Non-teaching staff
  - 33.2.6 Representatives from the Students' Union (sports secretaries).
- 33.3 Term: The term of the Internal Facility Management Committee shall be three (03) years.
- 33.4 Meetings: Meetings of the Committee shall be held as and when required.
  - 33.4.1 Quorum: 50% of the total members of the Committee will be the necessary quorum for holding a meeting.
  - 33.4.2 Budget: The budget for holding meetings and any other related expenditure shall be prepared by the Budget Committee in consideration of the rates for different heads and remunerations as fixed by the Finance Committee with approval of the Governing Body.

#### 34. ONLINE LEARNING MANAGEMENT COMMITTEE:

The Online Learning Management Committee shall be a non-statutory committee that shall be constituted by the Principal.



- 34.1 Functions and Responsibilities: In compliance with the existing provisions in the Rules and Regulations of the UGC and the Government of Assam, the Online Learning Management Committee shall perform the following functions:
  - 34.1.1 Exploring the learning opportunities through the platform of MOOCs, SWAYAM/NPTEL/DIKSHA/e-PATHSALA, etc.
  - 34.1.2 Making the students aware of learning opportunities through the MOOCs platform of SWAYAM/NPTEL/DIKSHA/e-PATHSALA etc.
  - 34.1.3 Facilitating the students to avail of these opportunities and earn and transfer credits from SWAYAM and related online platforms and other HEIs that have registered on the Government of India's portal <a href="https://www.abc.gov.in/">https://www.abc.gov.in/</a>, subject to the recommendation of BoS and approval of the Academic Council.
  - 34.1.4 Management of credit earning by the students and coordinating with HoDs and CoE to incorporate these in the grade sheet of the end-of-semester examination.
  - 34.1.5 Drafting/framing rules and regulations for the management of the online learning system in the College, like LMS.
  - 34.1.6 To address and resolve grievances related to credit transfer anomalies and discrepancies.
  - 34.2 Formation: The Online Learning Management Committee shall be constituted with the following functionaries:
    - 34.2.1 The Vice Principal (Chairperson).
    - 34.2.2 Six (06) faculty members, of whom one shall be the Member coordinator who shall also act as the coordinator of MOOCs/SWAYAM, etc.
    - 34.2.3 The IQAC Coordinator
    - 34.2.4 Two (02) from Non-teaching staff.
  - 34.3 Term: The term of the Online Learning Management Committee shall be three years.
  - 34.4 Meetings: Meetings of the Online Learning Management Committee shall be held at least once every six months.



- 34.4.1 Quorum: 50% of the total members of the Committee will be the necessary quorum for holding a meeting.
- 34.4.2 Budget: The budget for holding meetings and any other related expenditure shall be prepared by the Budget Committee in consideration with the rates for different heads and remunerations as fixed by the Finance Committee, in approval of the Governing Body.

#### 35. HOSTEL MANAGEMENT COMMITTEE:

The Hostel Management Committee shall be a non-statutory committee that shall be constituted by the Principal.

- 35.1 Functions and Responsibilities: In compliance with the existing provisions in the Rules and Regulations of the UGC and the Government of Assam, the Hostel Management Committee shall perform all activities relating to the functioning of hostels. They are -
  - 35.1.1 Monitoring the hostel admission process.
  - 35.1.2 Monitoring the facilities of hostels and recommendations to be given for continuous improvement.
  - 35.1.3 Monitoring the performance of the boarders in academic as well as co-curricular activities.
  - 35.1.4 Ensuring zero tolerance to ragging in hostels.
  - 35.1.5 Drafting/framing rules and regulations for management of the hostels in matters of admission, day-to-day functions, responsibilities of boarders, facilities, user policy, etc.
  - 35.1.6 To ensure a gender friendly environment in both Boys' and Girls' hostels.
  - 35.1.7 To ensure disturbance-free study hours in the Hostels.
- 35.2 Formation: The Hostel Management Committee shall be constituted with the following functionaries:
  - 35.2.1 The Principal (Chairperson).
  - 35.2.2 The Chief Superintendent.

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- 35.2.3 Superintendents of Boys' Hostel and Girls' Hostel (Joint Secretaries).
- 35.2.4 Four (04) faculty members
- 35.2.5 One (01) from non-teaching staff.
- 35.2.6 Four (04) borders (two from Boys' Hostel and two from Girls' Hostel).
- 35.3 Term: The term of the Hostel Management Committee shall be three years.
- 35.4 Meetings: Meetings of the Hostel Management Committee shall be held at least once every three (03) months.
  - 35.4.1 Quorum: 50% of the total members of the Committee will be the necessary quorum for holding a meeting.
  - 35.4.2 Budget: The budget for holding meetings and any other related expenditure shall be prepared by the Budget Committee in consideration of the rates for different heads and remunerations as fixed by the Finance Committee with the approval of the Governing Body.

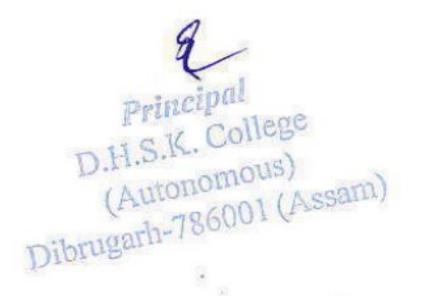
#### **36. DEPARTMENT MANAGEMENT COMMITTEES:**

The Department Management Committees shall be those non-statutory committees which shall be constituted in each of the Departments of the College, subject to approval of the Governing Body.

#### 36.1 Functions and Responsibilities:

The Department Management Committee shall perform all activities relating to the functioning of the Department. They are -

- 36.1.1 Coordinating the Admission Committee in the admission process.
- 36.1.2 Monitoring day-to-day functions in the Department.
- 36.1.3 Coordinating with Mentor Mentee Forums of the Department.
- 36.1.4 Monitoring/performing all teaching-learning, assessment and evaluation processes.
- 36.1.5 Ensuring discipline in the Department.



- 36.1.6 Monitoring the facilities available in the Department and recommendations to be given for continuous improvement and resultant additions.
- 36.1.7 Addressing and redressing of departmental issues and grievances.
- 36.1.8 To prepare the Departmental budget for all-around annual departmental activities and submit the same to the budget committee.
- 36.1.9 To monitor relations with stockholders and take decisions regarding parent-teacher meetings and students' counselling.
- 36.2 Formation: Each Department Management Committee shall be constituted with the following functionaries:
  - 36.2.1 The HoD (Chairperson). In case of Non-sanctioned/self-financing departments, the respective sanctioned faculty in charge shall be the chairperson
  - 36.2.2 All faculty members of the Department.
- 36.3 Term: The Department Management Committee is a permanent body. The tenure of the HoD is three (03) years or till he/she assumes the respective post, whichever is earlier.
- 36.4 Meetings: Meetings of the Department Management Committee shall be held as needed or at least four times a year.
  - 36.4.1 Quorum: 50% of the total members of the Committee will be the necessary quorum for holding a meeting.
  - 36.4.2 **Budget**: The budget for holding meetings and any other related expenditure shall be prepared by the Budget Committee in consideration of the rates for different heads and remunerations as fixed by the Finance Committee with the approval of the Governing Body.

#### 37. DEPARTMENT RESEARCH COMMITTEES:

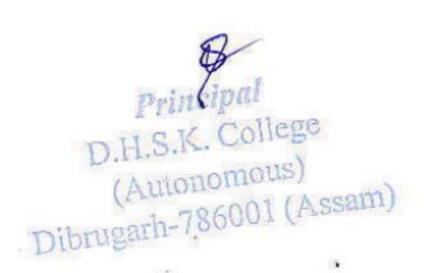
The Department Research Committee (DRC) at DHSK College (Autonomous) plays a pivotal role in fostering a robust research culture within each academic department. It serves as the primary body responsible for planning, promoting, and monitoring research activities among faculty members and students.

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- 37.1 Functions and Responsibilities: The Department Research Committee shall perform the activities as follows
  - 37.1.1 To encourage faculty and students to engage in research activities, paper presentations, publications, and funded projects.
  - 37.1.2 To encourage faculty and scholars to engage in research activities, paper presentations, publications, and funded projects.
  - 37.1.3 To periodically review the progress of ongoing research projects and provide guidance for timely completion.
  - 37.1.4 To ensure that all research undertaken complies with ethical standards and institutional guidelines.
  - 37.1.5 To facilitate collaborations with external institutions and agencies, and assist in seeking research grants or funding.
  - 37.1.6 To promote the publication of research findings in reputed journals and organise departmental seminars, workshops, and conferences.
- 37.2 Formation: Each Department Research Committee shall be constituted with the following functionaries:
  - 37.2.1 One senior associate professor or assistant professor in the absence of an associate professor in the Department, having a PhD degree with requisite research experience and publication.
  - 37.2.2 All faculty members of the Department.
- 37.3 Term: The term of the DRC shall be three (03) years.
- 37.4 Meetings: Meetings of the Department Research Committee shall be held at least once in three months.
  - 37.4.1 Quorum: 50% of the total members of the Committee will be the necessary quorum for holding a meeting.
  - 37.4.2 **Budget**: The budget for holding meetings and any other related expenditure shall be prepared by the Budget Committee in consideration of the rates for different



heads and remunerations as fixed by the Finance Committee with the approval of the Governing Body.

# 38. ADMINISTRATIVE HEAD AND OTHER FUNCTIONARIES:

#### 38.1 Principal

The Principal shall be the head of D.H.S.K. College (Autonomous) in a substantive and permanent post, being appointed by the Government of Assam as per the UGC guidelines and Government rules and regulations as recommended by the Governing Body of the college for a period as fixed by the Government of Assam or till he/she assumes the respective post, whichever is earlier.

38.1.1 Functions and Responsibilities: In compliance with the existing provision in the Rules and Regulations of the UGC and the Government of Assam, the Principal shall have all powers and functions – administrative and academic and financial as well as responsibility of running the College and managing its day-to-day affairs with the help of teaching, administrative, library and non-teaching staff. Besides, the Principal shall be the Chief Controller of Examinations. The Principal of the College may act as the Member secretary of the Governing Body and the Chairperson of councils/boards/committees/cells, etc., as stated above.

#### 38.2 Vice Principal

The Vice Principal shall be the deputy of the Principal, to be selected and appointed by the Governing Body of the College, who shall be the seniormost academic staff of the college in a sanctioned post as per Guidelines, government rules, and regulations.

38.2.1 Functions and Responsibilities: In compliance with the existing provision in the Rules and Regulations of the Government of Assam and UGC, the Vice Principal shall have all powers and functions that shall be delegated by the Principal in matters of administrative and academic and financial. He/she has the responsibility of running the College and managing its day-to-day affairs with the help of teaching, administrative, library and non-teaching staff as and when required.

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#### 38.3 Coordinator IQAC

The Coordinator IQAC is a senior academic staff appointed by the principal in approval of the Governing Body to oversee and coordinate the activities of the IQAC in the college. The Coordinator plays a pivotal role in promoting and sustaining quality enhancement initiatives across academic and administrative functions. The tenure of the IQAC coordinator is one NAAC Cycle or till he/she assumes the respective post, whichever is earlier.

38.3.1 Functions and Responsibilities: In compliance with the existing provisions in the Rules and Regulations of the UGC and the Government of Assam, the Coordinator IQAC shall facilitate quality initiatives, documentation and reporting, stakeholder engagement, compliance, and NAAC assessment preparation, capacity building, etc.

# 38.4 Member Secretary of the Academic Council/Academic Coordinator

The Member Secretary of the Academic Council shall be primarily responsible for holding academic council meetings and all related activities, like the implementation of the decisions of the Academic Council. He/ she shall coordinate the various Boards of Studies, Departmental Research Committees, etc., in the process of preparing the academic regulations, curricula, syllabi and so on.

The Assistant Member Secretary of the Academic Council, if appointed, shall assist the activities of the Member Secretary of the Academic Council in the works entailed.

and Regulations of the UGC and the Government of Assam, the Member Secretary shall coordinate the various activities of the Academic Council. He/ she shall prepare the agendas of the meetings of the Academic Council, assist the Chairperson in the conduct of the Meetings and shall take necessary actions or notify the decisions of the Academic Council for actions to be taken by different bodies. The Member Secretary shall also be the Academic Coordinator of the college, who will coordinate the various teaching departments of the College in preparation of the Academic Calendar, Preparation of time table, Annual Activity Calendar, etc. and all the academic affairs of the College.

#### 38.5 Controller of Examinations (CoE)

There shall be a Controller of Examinations to be selected and appointed by the Governing Body of the College on a rotational basis from among the senior Academic staff of the college

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working in a sanctioned post for a period of three (03) years or till he/she assumes the respective post, whichever is earlier. He/ she shall function as per the Examination Ordinance of the College.

38.5.1 Functions and Responsibilities: In compliance with the existing provision in the Rules and Regulations of the UGC and the Government of Assam, the Controller of Examinations shall be responsible for all pre-examination, on-examination and post-examination activities of the College. The Controller of Examinations shall be the Head of the Examination Cell of the College and shall function as per the Examination Ordinance of the College.

## 38.6 Deputy Controllers of Examinations

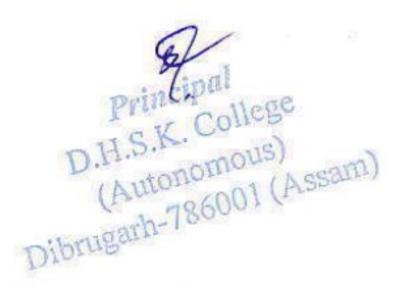
There shall be two Deputy Controllers of Examinations to be selected and appointed by the Governing Body of the College on a rotational basis from among the faculty members for a period of three (03) years or till he/she assume the respective post, whichever is earlier. He/ she shall function as per the Examination Ordinance of the College.

The Assistant Controller of Examinations, if appointed, shall assist the CoE in examination-related works.

38.6.1 Functions and Responsibilities: In compliance with the existing provision in the Rules and Regulations of the UGC and the Government of Assam, the Deputy Controller of Examinations shall be responsible for assisting and supporting in all pre-examination, onexamination, and post-examination activities of the Controller of Examinations of the College.

## 38.7 Head of the Departments

Each Department shall have a Head of the Department to be appointed by the Principal as approved by the Governing Body of the College on a rotational basis from among the Associate Professors of the concerned Department as per the rules of the Govt. of Assam for a period of three (03) years or till he/she assumes the respective post, whichever is earlier. In case of non-availability of an Associate Professor, the senior-most Assistant Professor shall be appointed as the Head of the Department (i/c).



- 38.7.1Functions and Responsibilities: In compliance with the existing provisions in the Rules and Regulations of the UGC and the Government. of Assam, the Head of the Department shall look after all the academic affairs of the concerned Department, such as
  - 38.7.1.1 Conduct of the Board of Studies as the Chairperson,
  - 38.7.1.2 Conduct of Departmental Management Committee as Chairperson,
  - 38.7.1.3 Class allotment to self and other teachers as per the college routine,
  - 38.7.1.4 Monitoring classes and examinations,
  - 38.7.1.5 Keeping records of departmental data and their submission to the appropriate authority, etc.
  - 38.7.1.6 To take necessary measures for academic and cocurricular improvements of the students.
  - 38.7.1.7 To arrange regular mentoring sessions for the students.
  - 38.7.1.8 To maintain an incoming and outgoing register at the Department for the Department staff.
  - 38.7.1.9 To monitor various engagements in committees other than the department.
  - 38.7.1.10 To forward all leave applications (Casual Leave, Duty Leave, Earn Leave, Station Leave, Child Care Leave, etc.) of teaching and non-teaching staff of the department to the appropriate authority and keep a record of the same. It shall be the discretion of the HoD to forward the same.

#### 38.8 Faculty Members

Faculty Members (Academic Staff) in a sanctioned post shall be the teachers to be appointed by the Government of Assam as recommended by the Governing Body of the College through a selection procedure as per the UGC and the Government of Assam guidelines on a substantive and permanent post. Their designation shall be – Assistant Professor (Academic Level 10, 11 and 12 as per 7<sup>th</sup> UGC Pay) and Associate Professor (Academic Level 13A as per 7th UGC Pay).

The Adjunct (contractual) Faculty members shall be appointed by the Principal of the College as recommended by a Selection Committee constituted by the Principal with compulsory inclusion of the HoD and two (02) senior academic staff of the respective department, in approval of the Governing Body of the college.

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- 38.8. a) The service of the faculty in sanctioned posts shall be governed by the Service Rules laid down by the UGC and the Government of Assam.
- 38.8.b) The service of the adjunct (contractual) faculty shall be governed by the Service Policy laid down by the Governing Body of the College. D. H. S. K. College (Autonomous).
- 38.8.c) The leave of the faculty in sanctioned posts shall be governed by the Leave Rules laid down by the UGC and the Government of Assam.
- 38.8.d) The leave of the adjunct (contractual) faculty shall be governed by the Leave Policy laid down by the Governing Body of the College. D. H. S. K. College (Autonomous).
- 38.8.1 Functions and Responsibilities: In compliance with the existing provision in the Rules and Regulations of the UGC and the Govt. of Assam, each faculty member shall perform the following activities attending classes, taking part in In-Semester examinations and End-Semester examinations, guiding mentees as mentor, conducting departmental seminars/group discussions etc., conducting co-curricular and extra-curricular activities for students, keeping records of departmental data and their submission to the HoD and other bodies from time to time, and helping Principal, Vice Principal, Academic Coordinator, HoD and Librarian as and when required.

#### 38.9 Librarian

The Librarian shall be the non-teaching academic official to be appointed by the Government of Assam through a selection procedure as per the Government of Assam and UGC guidelines on a substantive and permanent post. His/her designation shall be — College Librarian (respective Academic Level 10/11/12/13A as per 7th UGC Pay).

38.9.1 Functions and Responsibilities: In compliance with the existing provision in the Rules and Regulations of the Government of Assam and UGC, the Librarian shall perform the following activities – managing all affairs of the Central Library such as managing bookbank system, operating library software, managing e-resources, managing digitalisation, updating of library data in college website, holding meeting, monitoring services of Library staff, etc.

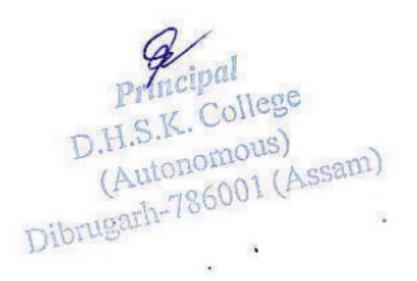
38.10 GRADE III STAFF

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- 38.10.1 Head Assistant He/she shall be the head of the Principal's office staff to be appointed by the Government of Assam in a substantive and permanent post. He/she shall perform all office-related activities as delegated by the Principal, Vice Principal and also monitor the services rendered by other Grade III and all Grade IV staff.
- 38.10.2 Senior Assistants They shall be the Principal's senior office staff to be appointed by the Government of Assam in a substantive and permanent post. He/she shall perform all office-related activities as delegated by the Principal, Vice Principal and Head Assistant.
- 38.10.3 Junior Assistants They shall be the Principal's junior office staff to be appointed by the Government of Assam in a substantive and permanent post. He/she shall perform all office-related activities as delegated by the Principal, Vice Principal and Head Assistant.

#### 38.11 GRADE IV STAFF

- 38.11.1 Library Assistant They shall be the staff of the Central Library to be appointed by the Government of Assam in a substantive and permanent post. They shall perform all library-related activities as delegated by the Principal and Librarian. They shall help the Academic Coordinator, HoD, Faculty Members and other staff as and when required.
- 38.11.2 Laboratory Bearer They shall be the staff of the Departmental laboratories to be appointed by the Government of Assam in a substantive and permanent post. They shall perform all laboratory and department-related activities as delegated by the Principal and the concerned HoD. They shall help the Academic Coordinator, HoD, Faculty Members and other staff as and when required.
- 38.11.3 Peons/Chowkidars They shall be the staff of the Principal's office to be appointed by the Government of Assam in a substantive and permanent post. They shall perform all office-related activities as delegated by the Principal, Vice Principal and Supervisory Assistant. They shall help the Academic Coordinator, HoD, Faculty Members and other staff as and when required.
- 38.11.4 Night Chowkidars They shall be the staff of the Principal's office to be appointed by the Governing Body on a hiring service basis. They shall perform strict vigilance of



all the assets of the College, including the buildings, as per the direction of the Principal, Vice Principal and Supervisory Assistant. They shall help other officials and staff as and when required.

38.11.5 Cleaners – They shall be the staff of the Principal's office to be appointed by the Governing Body on a hiring service basis. They shall perform all cleaning activities of the College campus, including toilets, as per the direction of the Principal, Vice Principal, HoDs and Supervisory Assistant. They shall help other officials and staff as and when required.

#### 39. SERVICE CONDITIONS OF ALL OFFICIALS AND STAFF:

The service conditions of all officials and staff viz. qualification, grade, designation, fitness, probation, confirmation, seniority, administrative control, counting of past service, retirement, resignation, pay and allowances, increments, incentives, remuneration, wages, promotion, leaves and leave salary, holidays, vacation, disciplinary action, suspension, termination, and also their recruitment process and procedure shall be guided by the existing acts, rules and regulations of the UGC and the Government of Assam.

#### 40. CODE OF CONDUCT:

The Code of Conduct of the College has to be strictly maintained by every stakeholder – administrators, teachers, students, alumni, parents, guardians, visitors, etc., which shall be put on the College website, Notice Board and its broad heads shall be displayed at the entry point of the College. Violation of the Code of Conduct of the College shall attract a penalty and/or punitive action against the offender.

#### 41. RESERVATION POLICY:

The reservation policy of the College in matters of recruitment and admission shall be guided by the existing acts, rules and regulations of the UGC and the Government of Assam pertaining to reservation.

#### 42. WORKING DAYS, TEACHING DAYS AND HOLIDAYS:

42.1 The working days shall be the days of working in a year which include activities such as the conduct of admission, examination, evaluation works, excursion trip (one week or more), internship, etc., minus holidays.

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- 42.2 Teaching days shall be the days of the activities such as classroom teaching, online teaching, laboratory works, conduct of seminar/group discussion, field work, etc., in a year, which should not be fewer than 180 days.
- 42.3 The holidays shall be those days declared to be holidays by the Government of Assam for every year.

# 43. ACADEMIC YEAR AND SEMESTER PERIODIZATION:

An academic year shall have two semesters of study, which shall have the following periodisation.

- 43.1. Odd Semester: July December (including end-semester examinations and semester breaks)
- 43.2. Even Semester: January -June (including end-semester examinations and semester breaks)

# 44. REGULATIONS OF ACADEMIC PROGRAMMES – UG, PG, RESEARCH, ETC.:

The Academic Council of the College shall frame Regulations of the undergraduate, post-graduate, research programmes, etc., from time to time, with the approval of the Governing Body as per rules and regulations of the UGC and the Government of Assam.

# 45. CONSTITUTION OF TEMPORARY/NEED-BASED COMMITTEES/WORKGROUPS:

In the interest of the College, the Principal may constitute any temporary/need-based committees/work-groups at any time, which may or may not be regularized by the Governing Body depending on the situation and/or need.

# 46. ASSETS, FUNDS, GRANTS AND THEIR OPERATION:

All the assets, funds, grants, etc. of the College shall be created/received and operated by the Principal & Secretary as Head of Office and Drawing and Disbursement Authority on behalf of and with the approval of the Governing Body as per existing acts, rules and regulations of the UGC and the Government of Assam.

# 47. REPEAL, REVISION AND AMENDMENT:

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The College may, from time to time, repeal, revise and amend the Statutes and Ordinances with the approval of the Governing Body and as per direction of the UGC and the Government of Assam.

#### 48. General:

Any matter not covered by the Regulations above may be dealt with vide the relevant Guidelines of the Rules and Regulations of the UGC, the Government of Assam and the Government of India.

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