



OFFICE OF THE PRINCIPAL  
**KHAGARIJAN COLLEGE**

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Ref.No:-

Date: -

From,

**Dr. Ramesh Nath**, M.Sc, B.Ed, Ph.D

Principal & Secretary

**AQAR 2023-24**

**Criterion VI Metric No: 6.1.2**

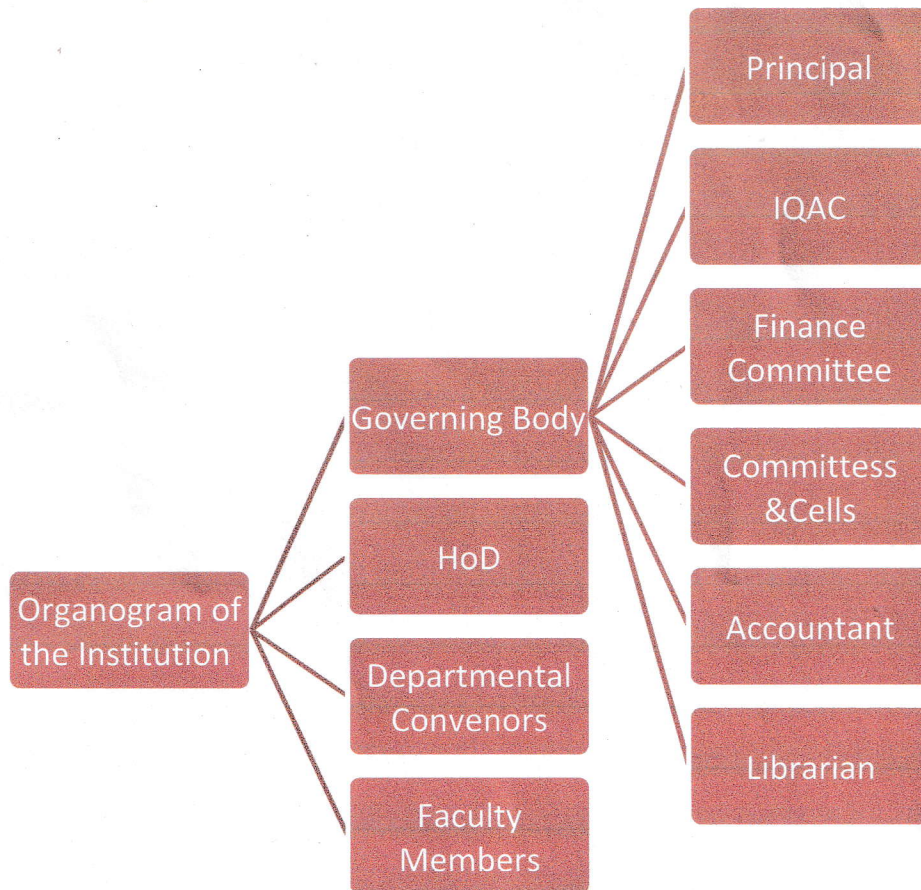
**The effective leadership is visible in various institutional practices such as decentralization and participative**

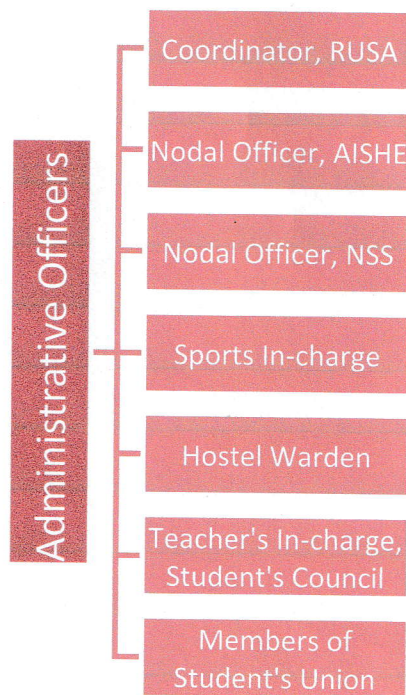
Principal  
Khagarijan College

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Khagarijan College  
Nagaon (Assam)



**6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management**





#### Functions & Responsibilities of Various Institutional Members:

**Governing Body:** In administrative and decision making, the Governing Body is the sole authority of the college. The Governing Body of the College is composed as per the guidelines issued by Government of Assam wherein one President, selected by the Government, one Secretary, V.C Nominee, Guardian Representative, Teachers' Representatives, Local M.L.A, Librarian and one Office Staff are there. The Body seats in the meeting called by the secretary and deals with the financial position, expenditure, appointment, increment, faculty promotion etc.

**Principal:** The Principal is the Head of the Institution and look after the administration and Academic performance. The principal of the college is the sole authority for implementing of the decisions taken in the Governing Body Meeting.



**Internal Quality Assurance Cell:** The Institution has an Internal Quality Assurance Cell established as per latest guidelines of NAAC. It was established in the year 2004. The present members of the Cell is comprised all the representations from different stakeholders. The IQAC of the college works as per the guidelines designed and developed by NAAC. It holds its meetings in every quarter and takes decisions on academic and extra-curricular activities. It designs and develops yearly plans for every academic session.

**Department Conveners:** The Department Conveners are the members that may be other than the department Head. The Head of the Institution holds meetings with the Conveners to know the curricular and co-curricular activities and Continuous Internal Evaluations.

**Librarian:** The Librarian of the Central Library has overall responsibility for the maintenance of library. The library has a committee i.e. the Library Committee with Teacher Representatives holds meeting frequently to take decisions on library development.

**Different Committees and Cells:** The Committees and Cells are formed in Institutional Level by incorporating Faculty Members, Office Staff and Librarian. The Committee Conveners or Coordinator or Programme Officers are responsible for operation of the Committees. The Committees look after the Academic, Co-Curricular, Extra-Curricular, extension and outreach activities. These committees are abiding the rules and responsibilities entrusted to them. Head of the Departments (HoDs) HoDs are responsible for preparation of Departmental work Plan, Lesson Plan, organization of Departmental Meeting, organization of Education Tour/ Field Trip etc. Keep coordination with Routine Preparation Committee, Academic Calendar Committee & Examination Committee for smooth running of the classes and in and end semester examination. Identify the advanced and slow learners by organizing pre internal assessment examination. The HoDs are responsible for organization of Remedial Classes for slow learners and material supply to advanced learners. They are Responsible for organizing

Guest Lecturer/Faculty & Student Exchange with MoU partner industries.



**Committees (Institutional Level)**

1. Academic Committee
2. Admission Committee
3. Anti-Ragging Committee
4. Construction Committee
5. Purchase Committee
6. Women Cell
7. Discipline Maintenance Committee
8. Library Committee
9. Research Cell
10. Mentor-Mantee Committee
11. Student Welfare Committee
12. Poor Fund Committee
13. Grievance Redressal Cell
14. ST/SC/OBC Students Grievance Redressal Cell
15. Anti-Drug & Tobacco Cell
16. Record Keeping Cell
17. Website Committee
18. Parent Teacher Association
19. Alumni Association
20. Career Counselling Cell
21. Anti-Sexual Harassment Cell
22. Academic Calendar Committee
23. Time Table Preparation Committee



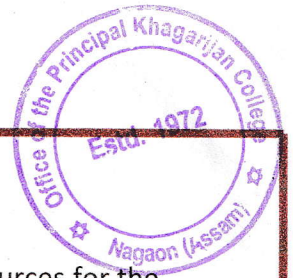
24. Prospectus Committee
25. Hostel Committee
26. Canteen Management Committee
27. Feedback Committee
28. Student Help Desk
29. Election Committee
30. Budget Committee
31. Finance Committee
32. Examination Committee
33. Environmental Awareness Committee
34. IQAC Monitoring Committee
35. Academic Audit Committee
36. Green Audit Committee
37. Energy Audit Committee
38. Village adoption Committee
39. Disaster Management Committee
40. Ek Bharat Srestha Bharat
41. All India Survey on Higher Education (Nodal Teacher)
42. Red Ribbon Club

## **VISION AND MISSION OF THE INSTITUTION**

### **Vision**

To be a learning institution which is dynamic and seeking excellence in physical, intellectual, ethical and technical empowerment of human resource to meet the challenges of the future?

### **Mission**




To create a democratic academic atmosphere, open up outcome-based learning sources for the young and energetic minds and promote value and quality-based education for overall development of human resource.

**Vision and Mission of the institution are highlighted below:**

To provide quality education to the students, a vast majority of which comes from nearby rural areas. The College seeks to equip them with basic undergraduate and postgraduate degrees which are essential qualifications for diverse career options. Pursuit of educational excellence to help the students bring out the best in them and develop into complete persons. Attainment of loftier and nobler human goals through sustained intellectual efforts for the teacher and the students. Instilling a spirit of enquiry, scientific temperament, humanistic values and a sense of responsibility in the student. Development of the spirit of patriotism, dedication and service.

The Mechanism Involved in fulfilling the Vision & Mission of the Institution are as Follows:

  
Principal  
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