



Office of the Principal

NALBARI COMMERCE COLLEGE

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Ref:.....

Date: 01-06-2024

CELLS AND COMMITTEES

Different Cells of the College:

Name of the Cell with its Functions/Objectives	Present Executive Body
Internal Quality Assurance Cell (IQAC) Functions: <ul style="list-style-type: none">To ensure quality education.To co-ordinate among administration, teachers, students and other stakeholders.	Chairperson: Dr. Basanta Kalita, Principal cum Secretary Co-ordinator: Dr. Dr. Manoj Kumar Kalita Associate Professor, Dept. of English Members: Teaching & Non-teaching Staff Members: Dr. Nupur Kalita Assistant Professor, Dept. of Accountancy Dr. Kabin Sarma Assistant Professor, Department of Management Dr. Rimakhi Borah Assistant Prof., Dept. of Accountancy Dr. Rajat Bhattacharjee Assistant Professor, Department of Finance Dipankar Das, Librarian Member from Management: Dr. Subrat Barman, Member, Governing Body Member from Administration: Sri Bibhuti Bhusan Das, Vice Principal Member from Society: Dr. Leena Deka Member from Students: Sri Kapil Sarma, President, Students' Union Body Member from Alumni: Sri Bubul Talukdar Member from Industrialists: Sri Debajit Barman
Extension Activity Cell Functions: <ul style="list-style-type: none">To organize various social welfare programmes for the disadvantaged class of the society	Chairman: Dr. Basanta Kalita Convener: Dr. Manoj Kumar Kalita Members: Dr. Nupur Kalita Md. Saidul Islam Dr. Devajit Mahanta Pranab Jyoti Sarma Tapash Chakrabarty
50 Assam Air Sqn NCC Unit	Chairman: Dr. Basanta Kalita ANO: Fly. Off. Dr. Manoj Kumar Kalita Members: Bibhuti Bhusan Das Dr. Nupur Kalita Dr. Kabin Sarma Dr. Rimakhi Borah Bhagyashree Das

<p>Skill Development and Entrepreneurship Cell</p>	<p>Chairman: Dr. Basanta Kalita Coordinator: Dr. Devajit Mahanta Members: Dr. Nupur Kalita Abhijit Barman Joy Kumar Misra</p>
<p>Anti-Ragging Cell</p> <p>Functions:</p> <ul style="list-style-type: none"> To ensure anti-ragging environment for students' safety of life. 	<p>Chairman: Dr. Basanta Kalita Convener: Dr. Kabin Sarma Members: Bibhuti Bhusan Das Dr. Manoj Kumar Kalita Dr. Uddipana Gogoi Dipankar Das Gitumani Baishya</p>
<p>Research and Development Cell</p> <p>Functions:</p> <ul style="list-style-type: none"> To motivate and facilitate for research activities by teachers and students 	<p>Chairman: Dr. Basanta Kalita Convener: Bibhuti Bhusan Das Members: Dr. Kabin Sarma Dr. Nupur Kalita Dr. Ruplekha Thakuria Bania Dr. Manoj Kumar Kalita Dr. Rimakhi Borah</p>
<p>Institution's Innovation Council (IIC)</p> <p>Functions: To foster a culture of research and innovation</p>	<p>Principal: Dr. Basanta Kalita IIC President: Dr. Manoj Kumar Kalita Vice President: Dr. Nupur Kalita Convener: Dr. Rajat Bhattacharjee Social Media Convener: Dr. Uddipana Gogoi Innovation Activity Convener: Bibhuti Bhusan Das Internship Activity Convener: Dr. Devajit Mahanta IPR Activity Convener: Dr. Kabin Sarma Start-up Activity Convener: Bhagyashree Das ARIIA Convener: Priyanka Swargiary NIRF Convener: Dr. Manoj Kumar Kalita Teacher Members: Md. Saidul Islam Dr. Ruplekha Thakuria Bania Mercy Engtipi Dr. Rimakhi Borah Non-teaching Staff Member: Dipankar Das Student Members: Innovation Convener: Kapil Sarma Start-up Convener: Mridusmita Choudhury Internship Convener: Chinmoy Kalita Social Media Convener: Prantik Talukdar IPR Activity Convener: Mrinmoy Das Members: Bijit Kalita Himakshi Sarma Pritam Kumar Deva Sarma Bidisha Malakar External Experts: Dr. Hemen Kumar Sarma</p>

	Pranab Kumar Das Debajit Barman
<p>Career Counseling Cell</p> <p>Functions:</p> <ul style="list-style-type: none"> To counsel the students for selecting right career for right placement 	<p>Chairman: Dr. Basanta Kalita</p> <p>Convener: Dr. Uddipana Gogoi</p> <p>Members:</p> <p>Dr. Nupur Kalita</p> <p>Dr. Manoj Kumar Kalita</p> <p>Priyanka Swargiary</p> <p>Chinkumoni Adhikari</p> <p>Tapash Chakravarty</p>
<p>Placement Cell</p> <p>Functions:</p> <ul style="list-style-type: none"> To circulate information regarding various vacancies among the students To arrange campus recruitment programs 	<p>Chairman: Dr. Basanta Kalita</p> <p>Convener: Bhagyashree Das</p> <p>Members:</p> <p>Bibhuti Bhusan Das</p> <p>Dr. Nupur Kalita</p> <p>Md. Saidul Islam</p> <p>Dr. Rimakhi Borah</p> <p>Dr. Devajit Mahanta</p>
<p>Publication Cell</p> <p>Functions:</p> <ul style="list-style-type: none"> To initiate steps for publication of books, journals, research papers etc. for academic progress of students, teachers and others 	<p>Chairman: Dr. Basanta Kalita</p> <p>Convener: Dr. Ruplekha Thakuria Bania</p> <p>Members:</p> <p>Bibhuti Bhusan Das</p> <p>Dr. Nupur Kalita</p> <p>Dr. Manoj Kumar Kalita</p> <p>Priyanka Swargiary</p> <p>Gitumani Baishya</p>
<p>Literary Forum (Sahitya Chora)</p> <p>Functions:</p> <ul style="list-style-type: none"> To highlight traditional and cultural heritage of different communities by organizing folkloristic and literary functions 	<p>Chairman: Dr. Basanta Kalita</p> <p>Convener: Dr. Ruplekha Thakuria Bania</p> <p>Members:</p> <p>Dr. Manoj Kumar Kalita</p> <p>Dr. Kabin Sarma</p> <p>Dr. Uddipana Gogoi</p> <p>Tapash Chakravarty</p> <p>Kuwali Deka</p>
<p>National Service Scheme (NSS) Cell</p> <p>Functions:</p> <ul style="list-style-type: none"> To induce sense of social service To promote brotherhood for social work To focus development of personality of students through community service 	<p>Chairman: Dr. Basanta Kalita</p> <p>Program Officer: Dr. Nupur Kalita</p> <p>Members:</p> <p>Bibhuti Bhusan Das</p> <p>Dr. Manoj Kumar Kalita</p> <p>Dr. Kabin Sarma</p> <p>Bhagyashree Das</p> <p>Pranab Jyoti Sarma</p>
<p>Scout & Guide (Rover) Cell</p> <p>Functions:</p> <ul style="list-style-type: none"> To contribute to the development of students in achieving their full physical, intellectual, social and spiritual potentials 	<p>Chairman: Dr. Basanta Kalita</p> <p>Convener/Rover Scout Leader: Dr. Manoj Kumar Kalita</p> <p>Members:</p> <p>Bibhuti Bhusan Das</p> <p>Dr. Nupur Kalita</p> <p>Priyanka Swargiary</p> <p>Mercy Engtipi</p> <p>Tapash Chakrabarty</p>

<p>Right to Information Cell</p> <p>Functions:</p> <ul style="list-style-type: none"> To facilitate public information to the aggrieved under the act. 	<p>Chairman: Dr. Basanta Kalita Convener/PIO: Bibhuti Bhusan Das</p>
<p>Commerce & Economic Forum</p> <p>Functions:</p> <ul style="list-style-type: none"> To encourage students for entrepreneurship To mobilize the role of vocational education 	<p>Chairman: Dr. Basanta Kalita Convener: Bibhuti Bhusan Das Members: Dr. Nupur Kalita Dr. Kabin Sarma Mercy Engtipi Pranab Jyoti Sarma Bhagyashree Das</p>
<p>NCC Study Circle</p> <p>Functions:</p> <ul style="list-style-type: none"> To organize seminars, workshops, lecture sessions on various topics To initiate steps for publication of books, journals, research papers etc. for academic progress of the students, teachers and others 	<p>Chairman: Dr. Basanta Kalita Convener: Dr. Manoj Kumar Kalita Members: Bibha Das Dr. Ruplekha Thakuria Bania Dr. Rimakhi Borah Dr. Uddipana Gogoi Chinkumoni Adhikari</p>
<p>UGC Network Resource Centre</p> <p>Functions:</p> <ul style="list-style-type: none"> To facilitate access to important websites for academic benefit of stakeholders 	<p>Chairman: Dr. Basanta Kalita Convener: Dr. Devajit Mahanta Members: Dr. Manoj Kumar Kalita Md. Saidul Islam Mercy Engtipi Dipankar Das Abhijit Barman</p>
<p>Red Ribbon Club</p> <p>Functions:</p> <ul style="list-style-type: none"> To organize social welfare programmes To motivate students for social works 	<p>Chairman: Dr. Basanta Kalita Convener/Program Officer: Dr. Nupur Kalita Members: All Teaching & Non-teaching Staff</p>
<p>Green Audit Cell</p> <p>Functions:</p> <ul style="list-style-type: none"> To ensure hygienic atmosphere in the college campus. To strengthen the man-friendly environment in the campus. 	<p>Chairman: Dr. Basanta Kalita Convener: Mercy Engtipi Members: Bibhuti Bhusan Das Dr. Manoj Kumar Kalita Dr. Nupur Kalita Abhijit Barman Papari Bujarbaruah</p>
<p>Women Cell</p> <p>Functions:</p> <ul style="list-style-type: none"> To create social awareness about the problems of women regarding gender discrimination. To work for the development of 	<p>Chairman: Dr. Basanta Kalita Co-ordinator: Smita Choudhury Members: Dr. Ruplekha Thakuria Bania Dr. Rimakhi Borah Bhagyashree Das Mercy Engtipi</p>

<p>self confidence of women.</p> <ul style="list-style-type: none"> • To work for the empowerment of women. • To prevent sexual harassment and to promote general well-being of female students, teaching and non-teaching women staff. 	Priyanka Swargiary
<p>Alumni Cell</p> <p>Functions</p> <ul style="list-style-type: none"> • To establish lineage with the alumni of the college in order to exchange academic thought and ideas for development of the college. 	<p>Chairman: Dr. Hemen Kumar Sarma Vice Chairman: Sri Manabendra Sarma General Secretary: Bibhuti Bhusan Das Joint Secretary: Sri Palash Paran Sarma Treasurer: Sri Kailash Haloi Executive Members: Sri Paresh Barman Sri Bubul Talukdar Sri Nayan Jyoti Das Sri Nilamani Barman Sri Niku Barman Sri Debashree Mahanta</p>
<p>Health Centre</p> <p>Functions:</p> <ul style="list-style-type: none"> • To promote health services for the students. • To extend social service. 	<p>Chairman : Dr. Basanta Kalita Convener: Dr. Nupur Kalita Members: Dr. Kabin Sarma Bhagyashree Das Dr. Devajit Mahanta Mercy Engtipi Tapash Chakravarty</p>
<p>Distance Education Cell</p> <ul style="list-style-type: none"> • To facilitate access to higher education to the disadvantaged students who could not pursue higher education due to several obstacles. 	<p>Chairman: Dr. Basanta Kalita Co-ordinator: Dr. Manoj Kumar Kalita Members: Bibhuti Bhusan Das Dr. Nupur Kalita Joy Kumar Misra</p>
<p>Minority Cell</p> <ul style="list-style-type: none"> • To facilitate students belonging minority communities in availing govt scholarship and other financial assistance • To create a safe and secured environment for all students and employees belonging to the minority communities 	<p>Chairman: Dr. Basanta Kalita Convener: Mercy Engtipi Members: Dr. Ruplekha Thakuria Bania Dr. Kabin Sarma</p>
<p>OBC Cell:</p> <p>Functions:</p> <ul style="list-style-type: none"> • To facilitate students belonging to OBC in availing govt scholarship and other financial assistance • To create an environment where all students and employees belonging to the community feel safe and secured. 	<p>Chairman: Dr. Basanta Kalita Convener: Bhagyashree Das Members: Dr. Uddipana Gogoi Dr. Rajat Bhattacharjee</p>

<p>YUVA Tourism Club</p> <p>Functions:</p> <ul style="list-style-type: none"> To work for promoting responsible and sustainable tourism in the country. To work for exploring and popularizing the tourism industry of Assam. 	<p>Faculty-in-charge: Mercy Engtipi</p> <p>Student Co-ordinator: Himakshi Sarma</p> <p>Members:</p> <p>Rahul Das</p> <p>Dipjyoti Kalita</p> <p>Krittik Kalita</p> <p>Lucky Devi</p> <p>Upasana Deka Choudhury</p> <p>Bidisha Malakar</p> <p>Bijit Kalita</p> <p>Anindita Malakar</p> <p>Mridusmita Choudhury</p> <p>Pranjit Thakuria</p> <p>Sourav Medhi</p>
<p>Institution's Innovation Council (IIC)</p> <p>Functions:</p> <ul style="list-style-type: none"> To conduct various innovation and entrepreneurship-related activities prescribed by Central MIC. To Identify and reward for innovative activities and share success stories. To organize workshops, seminars, interactions with entrepreneurs, investors, professionals and create a mentor pool for student innovators. To establish network with peers and national entrepreneurship development organizations, business leaders and top-notch academicians. To create a vibrant local innovation ecosystem. 	<p>Head of the Institution: Dr. Basanta Kalita, Principal</p> <p>Convener: Dr. Rajat Bhattacharjee</p> <p>Social Media Convener: Dr. Uddipana Gogoi</p>


Different Committees of the College:

Name of the Committee with its Functions/Objectives	Present Executive Body
Teachers' Council	<p>Chairman: Dr. Basanta Kalita</p> <p>Convener: Bibhuti Bhusan Das</p> <p>Members:</p> <p>All teachers</p>
<p>Academic Committee</p> <p>Functions:</p> <ul style="list-style-type: none"> To adopt policy for ensuring quality education 	<p>Chairman: Dr. Basanta Kalita</p> <p>Convener: Bibhuti Bhusan Das</p> <p>Members:</p> <p>All Departmental HoDs</p>
<p>Admission Committee</p> <p>Functions:</p> <ul style="list-style-type: none"> To adopt policy relating to admission procedure 	<p>Chairman: Dr. Basanta Kalita</p> <p>Vice Chairman: Bibhuti Bhusan Das</p> <p>Convener: Dr. Manoj Kumar Kalita</p> <p>Members:</p> <p>Dr. Nupur Kalita</p>

<ul style="list-style-type: none"> To execute the admission process 	Dr. Ruplekha Thakuria Bania Dr. Rajat Bhattacharjee Sri Priyanka Swargiary Dr. Kabin Sarma Dr. Devajit Mahanta Sri Kailash Haloi Sri Joy Kumar Misra
Canteen Committee Functions: <ul style="list-style-type: none"> To check availability of healthy foods and drinks To ensure hygiene in the canteen 	Chairman: Dr. Basanta Kalita Convener: Dr. Ruplekha Thakuria Bania Members: Dr. Nupur Kalita Dr. Manoj Kumar Kalita Mercy Engtipi Priyanka Swargiary
Excursion committee Functions: <ul style="list-style-type: none"> To promote the culture of academic tour 	Chairman: Dr. Basanta Kalita Convener: Dr. Nupur Kalita Members: Dr. Uddipana Gogoi Md. Saidul Islam Dr. Devajit Mahanta Tapash Chakravarty Chinkumani Adhikari
Hostel Committee: Functions: <ul style="list-style-type: none"> To adopt policy for maintaining discipline To ensure protection of boarder in the hostel To work for mitigating grievances 	Chairman: Dr. Basanta Kalita Hostel Warden: Dr. Manoj Kumar Kalita Care Taker Officer (CTO): Papari Bujar Baruah Members: Bibha Das Praneswar Barman
Internal Examination Committee Functions: <ul style="list-style-type: none"> To hold all internal examinations followed by declaration of results, compiling of marks etc. 	Chairman: Dr. Basanta Kalita Co-ordinator: Bibhuti Bhusan Das Members: Dr. Manoj Kumar Kalita Dr. Nupur Kalita Dr. Kabin Sarma Dr. Devajit Mahanta Gitumani Baishya
Library Committee Functions: <ul style="list-style-type: none"> To chalk out plan for upgradation and sophistication of the library To ensure availability of relevant books, journals, e-resources etc. for teachers and students 	Chairman: Dr. Basanta Kalita Convener: Dipankar Das Members: Dr. Nupur Kalita Dr. Manoj Kumar Kalita Bibhuti Bhusan Das Dr. Ruplekha Thakuria Bania Dr. Uddipana Gogoi
Planning Committee Functions: <ul style="list-style-type: none"> To chalk out plan for academic and infrastructural development of the college 	Chairman: Dr. Basanta Kalita Convener: Bibhuti Bhusan Das Members: Dr. Manoj Kumar Kalita Dr. Nupur Kalita Dr. Kabin Sarma

<p>Budget Committee</p> <p>Functions:</p> <ul style="list-style-type: none"> To determine annual budget over different heads of expenditure 	<p>Chairman: Dr. Basanta Kalita Convener: Dr. Nupur Kalita Members: Bibhuti Bhusan Das Dr. Manoj Kumar Kalita Dr. Nupur Kalita Kailash Haloi Praneswar Barman</p>
<p>Internal Complaints Committee</p> <p>Functions:</p> <ul style="list-style-type: none"> To ensure safety of girl students from any kind of molestation. To ensure non-violation of right of girl students. 	<p>Executive Authority: Dr. Basanta Kalita <i>Principal, Nalbari Commerce College, Nalbari</i> Presiding Officer: Dr. Ruplekha Thakuria Bania <i>Senior Assistant Professor, Dept. of Assamese</i> Members from Faculty: Bibhuti Bhusan Das, <i>Vice Principal</i> Dr. Manoj Kumar Kalita, <i>Associate Professor, Dept. of English</i> Members from Non-teaching Staff: Dipankar Das, <i>Librarian</i> Joy Kumar Misra, <i>Junior Assistant</i> Members from Students: Bidisha Malakar <i>Magazine Secretary, NCCSU 2023-2024</i> Bhayolina Kakati <i>Girls' Common Room Secretary, NCCSU, 2023-2024</i> Himakshi Sarma <i>Debating & Symposium Secretary, NCCSU, 2023-2024</i> Outside Member (1 Lady Lawyer): Sri Manika Barman, <i>MA, LL.M.</i> <i>Advocate, Nalbari District Bar Association</i></p>
<p>Celebration Committee</p> <p>Functions:</p> <ul style="list-style-type: none"> To celebrate different occasions. 	<p>Chairman: Dr. Basanta Kalita Convener: Dr. Ruplekha Thakuria Bania Members: Dr. Manoj Kumar Kalita Chinkumoni Adhikari Abhijit Barman</p>
<p>Cleanliness Committee</p> <p>Functions:</p> <ul style="list-style-type: none"> To maintain cleanliness in and around the college campus. 	<p>Chairman: Dr. Basanta Kalita Convener: Dr. Manoj Kumar Kalita Members: Dr. Kabin Sarma Papari Bujar Baruah Kailash Haloi Dilip Barman Dipankar Misra</p>
<p>Committee for Unnat Bharat Abhiyan</p> <p>Functions:</p> <ul style="list-style-type: none"> To implement the Govt. Scheme Unnat Bharat Abhiyan for welfare of the rural people 	<p>Chairman: Dr. Basanta Kalita Convener: Dr. Manoj Kumar Kalita Members: Dr. Nupur Kalita Bibhuti Bhusan Das Bhagyashree Das Dr. Rimakhi Borah Pranab Jyoti Sarma</p>

<p>Electoral Literacy Club:</p> <p>Functions:</p> <ul style="list-style-type: none"> To work for electoral literacy of students and neighboring people. 	<p>Nodal Teacher: Dr. Nupur Kalita</p> <p>Teacher Coordinator: Smita Choudhury</p> <p>Student Ambassador: Chinmoy Kalita (GS, Students' Union Body)</p> <p>Teacher Member: Mercy Engtipi Priyanka Swargiary Bhagyashree Das</p>
<p>Grievance Redressal Committee</p> <p>Functions:</p> <ul style="list-style-type: none"> To co-operate between students and administration for solution of students' grievances. 	<p>Chairman: Bibhuti Bhusan Das</p> <p>Convener: Dr. Nupur Kalita</p> <p>Members: Dr. Ruplekha Thakuria Bania Dr. Manoj Kumar Kalita Mercy Engtipi</p>
<p>Committee for SC/ST</p> <p>Functions:</p> <ul style="list-style-type: none"> To facilitate students belonging to SC/ST in availing govt scholarship and other financial assistance To create an environment where all students and employees belonging to the community feel safe and secured. 	<p>Chairman: Dr. Basanta Kalita, Principal</p> <p>Convener: Bibhuti Bhusan Das</p> <p>Members: Priyanka Swargiary Bwhwishar Basumatary</p>



Principal cum Secretary
Nalbari Commerce College
Nalbari, Assam

(Dr. Basanta Kalita)
Principal
Nalbari Commerce College
Nalbari, Assam