



NALBARI COMMERCE COLLEGE

P.O.: CHOWKBAZAR, DIST: NALBARI, PIN- 781334 Website: www.nccnalbari.in, E-mail: principalnccollege1979@gmail.com Phone: 03624-220249, 7086182199 (M)

Ref:....

Date: 01-06-2024

CELLS AND COMMITTEES

Different Cells of the College:	
Name of the Cell with its	Present Executive Body
Functions/Objectives	
Internal Quality Assurance Cell (IQAC)	Chairperson: Dr. Basanta Kalita, Principal cum Secretary Co-ordinator: Dr. Dr. Manoj Kumar Kalita
Functions:	Associate Professor, Dept. of English
• To ensure quality education.	Members:
• To co-ordinate among administration, teachers,	Teaching & Non-teaching Staff Members: Dr. Nupur Kalita
students and other stakeholders.	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	Chairman: Dr. Basanta Kalita
	Convener: Dr. Manoj Kumar Kalita
Functions:	Members:
• To organize various social	Dr. Nupur Kalita
welfare programmes for the	Md. Saidul Islam
disadvantaged class of the	Dr. Devajit Mahanta
society	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

Skill Development and	Chairman: Dr. Basanta Kalita
Entrepreneurship Cell	Coordinator: Dr. Devajit Mahanta
Endeprenedising cen	Members:
	Dr. Nupur Kalita
	Abhijit Barman
	Joy Kumar Misra
Anti-Ragging Cell	Chairman: Dr. Basanta Kalita
Anti-Kagging Cen	Convener: Dr. Kabin Sarma
Functions:	Members:
	Bibhuti Bhusan Das
• To ensure anti-ragging environment for students' safety	Dr. Manoj Kumar Kalita
of life.	Dr. Uddipana Gogoi
of file.	Dipankar Das
	Gitumani Baishya
Research and Development Cell	Chairman: Dr. Basanta Kalita
Research and Development Cen	Convener: Bibhuti Bhusan Das
Functions:	Members:
To motivate and facilitate for	Dr. Kabin Sarma
research activities by teachers	Dr. Nupur Kalita
and students	Dr. Ruplekha Thakuria Bania
and students	Dr. Manoj Kumar Kalita
	Dr. Rimakhi Borah
Institution's Innovation Council (IIC)	Principal: Dr. Basanta Kalita
institution s innovation council (ite)	IIC President: Dr. Manoj Kumar Kalita
Functions:	Vice President: Dr. Nupur Kalita
To foster a culture of research and	Convener: Dr. Rajat Bhattacharjee
innovation	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 Englipi
	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

	Pranab Kumar Das
	Debajit Barman
Career Counseling Cell	Chairman: Dr. Basanta Kalita
Career Counsening Cen	Convener: Dr. Uddipana Gogoi
Functions:	Members:
• To counsel the students for	Dr. Nupur Kalita
selecting right career for right	Dr. Manoj Kumar Kalita
placement	Priyanka Swargiary
placement	Chinkumoni Adhikari
	Tapash Chakravarty
Placement Cell	Chairman: Dr. Basanta Kalita
	Convener: Bhagyashree Das
Functions:	Members:
To circulate information	Bibhuti Bhusan Das
	Dr. Nupur Kalita
regarding various vacancies among the students	Md. Saidul Islam
2	Dr. Rimakhi Borah
• To arrange campus recruitment	Dr. Devajit Mahanta
programs Publication Call	
Publication Cell	Chairman: Dr. Basanta Kalita
	Convener: Dr. Ruplekha Thakuria Bania
Functions:	Members:
• To initiate steps for publication	Bibhuti Bhusan Das
of books, journals, research	Dr. Nupur Kalita
papers etc. for academic	Dr. Manoj Kumar Kalita
progress of students, teachers	Priyanka Swargiary
and others	Gitumani Baishya
Literary Forum (Sahitya Chora)	Chairman: Dr. Basanta Kalita
	Convener: Dr. Ruplekha Thakuria Bania
Functions:	Members:
• To highlight traditional and	Dr. Manoj Kumar Kalita
cultural heritage of different	Dr. Kabin Sarma
communities by organizing	Dr. Uddipana Gogoi
folkloristic and literary	Tapash Chakravarty
functions	Kuwali Deka
National Service Scheme (NSS) Cell	Chairman: Dr. Basanta Kalita
	Program Officer: Dr. Nupur Kalita
Functions:	Members:
• To induce sense of social	Bibhuti Bhusan Das
service	Dr. Manoj Kumar Kalita
• To promote brotherhood for	Dr. Kabin Sarma
social work	Bhagyashree Das
• To focus development of	Pranab Jyoti Sarma
personality of students through	
community service	
Scout & Guide (Rover) Cell	Chairman: Dr. Basanta Kalita
	Convener/Rover Scout Leader: Dr. Manoj Kumar
Functions:	Kalita
• To contribute to the	Members:
development of students in	Bibhuti Bhusan Das
achieving their full physical,	Dr. Nupur Kalita
intellectual, social and spiritual	Priyanka Swargiary
potentials	Mercy Engtipi
	Tapash Chakrabarty

Right to Information Cell	Chairman: Dr. Basanta Kalita
	Convener/PIO: Bibhuti Bhusan Das
Functions:	
• To facilitate public information	
to the aggrieved under the act.	
Commerce & Economic Forum	Chairman: Dr. Basanta Kalita
Functions:	Convener: Bibhuti Bhusan Das
	Members: Dr. Nupur Kalita
• To encourage students for entrepreneurship	Dr. Kabin Sarma
 To mobilize the role of 	Mercy Englipi
vocational education	Pranab Jyoti Sarma
vocational cutcation	Bhagyashree Das
NCC Study Circle	Chairman: Dr. Basanta Kalita
5	Convener: Dr. Manoj Kumar Kalita
Functions:	Members:
• To organize seminars,	Bibha Das
workshops, lecture sessions on	Dr. Ruplekha Thakuria Bania
various topics	Dr. Rimakhi Borah
• To initiate steps for publication	Dr. Uddipana Gogoi
of books, journals, research	Chinkumoni Adhikari
papers etc. for academic	
progress of the students,	
teachers and others	
UGC Network Resource Centre	Chairman: Dr. Basanta Kalita
Functions:	Convener: Dr. Devajit Mahanta Members:
	Dr. Manoj Kumar Kalita
• To facilitate access to important websites for academic benefit of	Md. Saidul Islam
stakeholders	Mercy Englipi
Stakeholders	Dipankar Das
	Abhijit Barman
Red Ribbon Club	Chairman: Dr. Basanta Kalita
Functions:	Convener/Program Officer: Dr. Nupur Kalita
To organize social welfare	Members:
programmes	All Teaching & Non-teaching Staff
• To motivate students for social	
works	
Green Audit Cell	Chairman: Dr. Basanta Kalita
	Convener: Mercy Englipi
Functions:	Members: Bibhuti Bhusan Das
• To ensure hygienic atmosphere	Dr. Manoj Kumar Kalita
in the college campus.	Dr. Nupur Kalita
• To strengthen the man-friendly	Abhijit Barman
environment in the campus.	Papari Bujarbaruah
Women Cell	Chairman: Dr. Basanta Kalita
Functions:	Co-ordinator: Smita Choudhury
• To create social awareness	Members:
about the problems of women	Dr. Ruplekha Thakuria Bania
regarding gender	Dr. Rimakhi Borah
regarding genuer	
discrimination.	Bhagyashree Das

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Health Centre Functions: • To prot the stud • To exter Distance Educ • To faci educati student higher obstacl Minority Cell • To faci minorit availing other fi • To crea enviror employ minorit	or development of the	Sri Paresh Barman
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Functions: • To prot the stud • To external Distance Educe • To faci educati student higher obstacl Minority Cell • To faci minority availing other fi • To creat enviror employ minority OBC Cell:		Sri Debashree Mahanta
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obstacl Minority Cell To faci minorit availing other fi To crea enviror employ minorit OBC Cell:	ts who could not pursue education due to several	Dr. Nupur Kalita
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minorit availing other fi • To crea enviror employ minorit OBC Cell:	ilitate students belonging	Convener: Mercy Engtipi
availing other fi • To creat enviror employ minorit OBC Cell:	ty communities in	Members:
other fi • To crea enviror employ minorit OBC Cell:	g govt scholarship and	Dr. Ruplekha Thakuria Bania
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employ minorit OBC Cell:	nment for all students and	
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	J	Chairman: Dr. Basanta Kalita
		Convener: Bhagyashree Das
To faci		Members:
	ilitate students belonging	Dr. Uddipana Gogoi
	ilitate students belonging C in availing govt	Dr. Rajat Bhattacharjee
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 YUVA Tourism Club Functions: To work for promoting responsible and sustainable tourism in the country. To work for exploring and popularizing the tourism industry of Assam. 	Faculty-in-charge: Mercy Engtipi Student Co-ordinator: Himakshi Sarma Members: Rahul Das Dipjyoti Kalita Krittik Kalita Lucky Devi Upasana Deka Choudhury Bidisha Malakar Bijit Kalita Anindita Malakar Mridusmita Choudhury
	Pranjit Thakuria Sourav Medhi
 Institution's Innovation Council (IIC) Functions: 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. 	Head of the Institution: Dr. Basanta Kalita, Principal Convener: Dr. Rajat Bhattacharjee Social Media Convener: Dr. Uddipana Gogoi

Different Committees of the College:

Name of the Committee with its	Present Executive Body
Functions/Objectives	
Teachers' Council	Chairman: Dr. Basanta Kalita
	Convener: Bibhuti Bhusan Das
	Members:
	All teachers
Academic Committee	Chairman: Dr. Basanta Kalita
Functions:	Convener: Bibhuti Bhusan Das
• To adopt policy for ensuring	Members:
quality education	All Departmental HoDs
Admission Committee	Chairman: Dr. Basanta Kalita
	Vice Chairman: Bibhuti Bbusan Das
Functions:	Convener: Dr. Manoj Kumar Kalita
• To adopt policy relating to	Members:
admission procedure	Dr. Nupur Kalita

• To execute the admission	Dr. Ruplekha Thakuria Bania
process	Dr. Rajat Bhattacharjee
	Sri Priyanka Swargiary
	Dr. Kabin Sarma
	Dr. Devajit Mahanta
	Sri Kailash Haloi
	Sri Joy Kumar Misra
d i d i tu	
Canteen Committee	Chairman: Dr. Basanta Kalita
	Convener: Dr. Ruplekha Thakuria Bania
Functions:	Members:
• To check availability of healthy	Dr. Nupur Kalita
foods and drinks	Dr. Manoj Kumar Kalita
• To ensure hygiene in the	Mercy Englipi
	Priyanka Swargiary
canteen	
Excursion committee	Chairman: Dr. Basanta Kalita
	Convener: Dr. Nupur Kalita
Functions:	Members:
• To promote the culture of	Dr. Uddipana Gogoi
academic tour	Md. Saidul Islam
	Dr. Devajit Mahanta
	Tapash Chakravarty
	Chinkumani Adhikari
Hostel Committee:	Chairman: Dr. Basanta Kalita
Functions:	Hostel Warden: Dr. Manoj Kumar Kalita
• To adopt policy for maintaining	Care Taker Officer (CTO): Papari Bujar Baruah
discipline	Members:
• To ensure protection of boarder	Bibha Das
in the hostel	Praneswar Barman
	Taneswar Dannan
• To work for mitigating	
grievances	
Internal Examination Committee	Chairman: Dr. Basanta Kalita
	Co-ordinator: Bibhuti Bhusan Das
Functions:	Members:
• To hold all internal	Dr. Manoj Kumar Kalita
	Dr. Nupur Kalita
examinations followed by	
declaration of results, compiling	Dr. Kabin Sarma
of marks etc.	Dr. Devajit Mahanta
	Gitumani Baishya
Library Committee	Chairman: Dr. Basanta Kalita
Functions:	Convener: Dipankar Das
• To chalk out plan for	Members:
upgradation and sophistication	Dr. Nupur Kalita
of the library	Dr. Manoj Kumar Kalita Bihavti Bhyser Des
• To ensure availability of	Bibhuti Bhusan Das
relevant books, journals, e-	Dr. Ruplekha Thakuria Bania
resources etc. for teachers and	Dr. Uddipana Gogoi
students	
Planning Committee	Chairman: Dr. Basanta Kalita
	Convener: Bibhuti Bhusan Das
Eurotions	Members:
Functions:	
• To chalk out plan for academic	Dr. Manoj Kumar Kalita
and infrastructural development	Dr. Nupur Kalita
of the college	Dr. Kabin Sarma

Budget Committee	Chairman: Dr. Basanta Kalita
Budget Committee	Convener: Dr. Nupur Kalita
Functions:	Members:
• To determine annual budget	Bibhuti Bhusan Das
over different heads of	Dr. Manoj Kumar Kalita
	Dr. Nupur Kalita
expenditure	Kailash Haloi
	Praneswar Barman
Internal Complaints Committee	Executive Authority: Dr. Basanta Kalita Principal, Nalbari Commerce
Functions:	College, Nalbari
• To ensure safety of girl students	Presiding Officer: Dr. Ruplekha Thakuria Bania
from any kind of molestation.	Senior Assistant Professor, Dept. of Assamese
• To ensure non-violation of right	Members from Faculty:
of girl students.	Bibhuti Bhusan Das, Vice Principal
	Dr. Manoj Kumar Kalita, Associate Professor, Dept.
	of English
	Members from Non-teaching Staff:
	Dipankar Das, <i>Librarian</i>
	Joy Kumar Misra, Junior Assistant
	Members from Students:
	Bidisha Malakar
	Magazine Secretary, NCCSU 2023-2024
	Bhayolina Kakati
	Girls' Common Roon Secretary, NCCSU, 2023-2024
	Himakshi Sarma
	Debating & Symposium Secretary, NCCSU, 2023-
	2024
	Outside Member (1 Lady Lawyer):
	Sri Manika Barman, <i>MA</i> , <i>LL.M</i> .
	Advocate, Nalbari District Bar Association
Celebration Committee	Chairman: Dr. Basanta Kalita
Celebration Committee	
Frenchismen	Convener: Dr. Ruplekha Thakuria Bania
Functions:	Members:
• To celebrate different occasions.	Dr. Manoj Kumar Kalita
	Chinkumoni Adhikari
	Abhijit Barman
Cleanliness Committee	Chairman: Dr. Basanta Kalita
	Convener: Dr. Manoj Kumar Kalita
Functions:	Members:
• To maintain cleanliness in and	Dr. Kabin Sarma
around the college campus.	Papari Bujar Baruah
	Kailash Haloi
	Dilip Barman
	Dipankar Misra
Committee for Unnat Bharat Abhiyan	Chairman: Dr. Basanta Kalita
	Convener: Dr. Manoj Kumar Kalita
Functions:	Members:
• To implement the Govt. Scheme	Dr. Nupur Kalita
Unnat Bharat Abhiyan for	Bibhuti Bhusan Das
welfare of the rural people	Bhagyashree Das
	Dr. Rimakhi Borah
	Pranab Jyoti Sarma
	1 101100 9 9 011 0011110

 Electoral Literacy Club: Functions: To work for electoral literacy of students and neighboring people. 	Nodal Teacher:Dr. Nupur KalitaTeacher Coordinator:Smita ChoudhuryStudent Ambassador:Chinmoy Kalita (GS, Students'Union Body)Teacher Member:Teacher Member:Mercy EngtipiPriyanka SwargiaryBhagyashree Das
Grievance Redressal Committee	Chairman: Bibhuti Bhusan Das Convener: Dr. Nupur Kalita
 Functions: To co-operate between students and administration for solution of students' grievances. 	Members: Dr. Ruplekha Thakuria Bania Dr. Manoj Kumar Kalita Mercy Engtipi
 Committee for SC/ST Functions: 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. 	Chairman: Dr. Basanta Kalita, Principal Convener: Bibhuti Bhusan Das Members: Priyanka Swargiary Bwhwishar Basumatary

Principal cum Secret Nalbari Commerce Coll Nalbari, Assam

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