

CORE COMMITTEES

Sl. No.	Committees & Their Function	Members
01	<p>Academic Council</p> <p>i) Responsible for admissions, Curriculum design and Examination</p> <p>ii) Plan for Introduction of new courses.</p>	<p>Dr. R. P. Singh, Principal, Convener</p> <p>Dr. G. K. Saha, Coordinator, IQAC</p> <p>Mr. D. Kalita, Co-convener</p> <p>Mr. M. Sarkar</p> <p>Mr. D. C. Bordoloi</p> <p>Mr. M.H. Choudhury</p> <p>Dr. A. B. Mondal</p> <p>Mrs. R. Malakar</p>
02	<p>Assets & Management Cell</p> <p>i) Supervision of new construction.</p> <p>ii) Maintenance of college building.</p> <p>iii) Plan for expansion of college building.</p> <p>iv) Maintenance of the stock Register.</p>	<p>Dr. R. P. Singh, Principal</p> <p>Dr. G. K. Saha, Coordinator, IQAC</p> <p>Mr. S. Saha, Convener</p> <p>Mr. A. K. Adhikary, Co- Convener</p> <p>Mr. D. C. Bordoloi</p> <p>Mr. D. Kalita</p> <p>Mrs. R. Malakar</p> <p>Mr. M.H. Choudhury</p> <p>Mr.J. C. Roy</p>
03	<p>Library Advisory Committee</p> <p>i) Maintenance & development of college library.</p> <p>ii) Provide Internet facility for students.</p> <p>iii) Provide adequate number of text books, reference books for teachers and students.</p> <p>iv) Provide Journals and Online Journals.</p> <p>v) Provide Books and Materials for Competitive Examinations.</p> <p>vi) Take steps for the automation of library functions.</p> <p>vii) Adopt measures for overall maintenance and cleanliness of library.</p>	<p>Dr. R. P. Singh, Principal</p> <p>Dr. G. K. Saha, Coordinator, IQAC</p> <p>Mrs.R.Malakar, Librarian, Convener.</p> <p>All Head of the Departments.</p>
04	<p>Research Cell</p> <p>i) Undertake micro research projects related to the region.</p> <p>ii) Motivate others to engage in research.</p> <p>iii) Provide facilities for undertaking research work.</p>	<p>Dr. R. P. Singh, Principal</p> <p>Dr. G. K. Saha, Coordinator, IQAC</p> <p>Dr. A. B. Mondal, Convener</p> <p>Dr. K. K. Roy, Co-convener</p> <p>Mr. D. Kalita</p> <p>Ms. A. Sengupta</p> <p>Dr. M. Banarjee</p> <p>Dr. A. Z. Ahmed</p> <p>Ms. S. R. Barman</p> <p>Mr. A. R. Sheikh</p> <p>Mr. J.A. Ahmed</p>
05	<p>Extension Education Cell</p> <p>i) Undertake extension work in the nearby areas.</p> <p>ii) Undertake projects on extension education sponsored by U.G.C.</p>	<p>Dr. R. P. Singh, Principal</p> <p>Dr. G. K. Saha, Coordinator, IQAC</p> <p>Dr. Mrs. M. Banerjee, Convener</p> <p>Mr. M. H. Choudhury, Co-convener</p> <p>Mr. N. I. Mondal, Mr. D. Sahariah</p> <p>Mr. A. Narzary</p> <p>Mr. A. K. Adhikary</p> <p>Mr. A. R. Sheikh</p>


Principal
Sapatgram College



SAPATGRAM COLLEGE
PROSPECTUS 2018-2019

Sl. No.	Committees & Their Function	Members
05	<p>Finance And Accounts Cell</p> <p>i) Preparation of Annual Budget of the college. ii) Assist in the Internal Audit of the college.</p>	<p>Dr. R. P. Singh, Principal, Convener Dr. G. K. Saha, Coordinator, IQAC Mr. D.C. Bordoloi, Co-Convener Mr. M. Sarkar Mr. D. Sahariah Mr. M.H. Choudhury Mr. S. Saha Mrs. R. Malakar Mr. J. abedin Mr.J.C.Roy</p>
07	<p>Class Management, Discipline and Academic Atmosphere Supervisory Cell</p> <p>i) Preparation of dally routine for classes. ii) Preparation of academic calendar. iii) Supervision of class rooms. iv) Maintenance of academic atmosphere in the college.</p>	<p>Dr. R. P. Singh, Principal, Convener Dr. G. K. Saha, Coordinator, IQAC Mr. M. H. Choudhury Co-Convener Mr. D. Kallita Mr. M. Sarker Dr. A. B. Mondal Mr. A. Narzary Ms. S. R. Barman Mr. A. K. Adhikary</p>
08	<p>Grievance Redressal Cell</p> <p>i) Look into grievances of students and other college staff. ii) Assist the Principal in redressal of grievances.</p>	<p>Dr. R. P. Singh, Principal, Convener Mr. M. H. Choudhury, Co- Convener Dr. G. K. Saha, Coordinator, IQAC Mr. D. Kallita Mr. D. C. Bordoloi Mr. A. K. Adhikary Mr. J. Abdin Dr. A. B. Mondal Mr. J. C. Roy Mr. E. A. Ali</p>
09	<p>Alumni Cell</p> <p>i) Preparation of alumni register of the college. ii) Work in co-operation with Alumni association. iii) Supervision of the work undertaken by the Alumni Association.</p>	<p>Dr. R. P. Singh, Principal Dr. G. K. Saha, Coordinator, IQAC Mr. M. H. Choudhury, Convener Mrs. M. Banerjee, Co- Convener Mr. I. Sarkar Mr. A. K. Adhikary Mr. J. C. Roy Mr. M. R. Das</p>
10	<p>Career Counselling Cell</p> <p>i) Preparation of alumni register of the college. ii) Work in co-operation with Alumni association. iii) Supervision of the work undertaken by the Alumni Association.</p>	<p>Dr. R. P. Singh, Principal Dr. G. K. Saha, Coordinator, IQAC Mr. I. Sarkar, Convener Dr. A. B. Mondal, Co-Convener Mr. N. I. Mondal Mr. D. Sahariah Mr. E. A. Ahmed Mr. J. A. Ahmed</p>

Sl. No.	Committees & Their Function	Members
11	<p>Anti-Ragging Cell</p> <p>i) Prevention of ragging in college campus. ii) Making students aware of the evils of ragging. iii) Punishing those found involved in ragging. iv) If the need arises to file an FIR in local Police Station against those involved in ragging.</p>	<p>Dr. R. P. Singh, Principal Dr. G. K. Saha, Coordinator, IQAC Mr. M.H.Choudhury, Convener Mr. A. K. Adhikary, Co- Convener Mr. D. Kalita, Dr. A. B. Mondal Mr. N. I. Mondal Mr. J. Abdin Mr. E. A. Sheikh</p>
12	<p>Women Cell</p> <p>i) To organize seminars and symposiums on women's issues. ii) To take up issues of exploitation and suppression of women in the locality. iii) To take appropriate steps for the creation of a congenial atmosphere for the girl students.</p>	<p>Dr. R. P. Singh, Principal Dr. G. K. Saha, Coordinator, IQAC Ms. S. R. Barman, Convener Ms. M. Banerjee, Co-convener Ms. A. Sengupta, Mrs. R. Malakar</p>
13	<p>Disaster Management Cell</p> <p>i) Preparation of Disaster Management Plans. ii) Sensitization of the staff and students of the college iii) Holding of mock drill exercises. iv) Holding of painting, essay writing, slogan writing and drama competitions on disaster management topics.</p>	<p>Dr. R. P. Singh, Principal, Convener Dr. A. B. Mondal, Co-Convener Dr. G. K.Saha Mr.M.H.Choudhury Dr. K. K. Roy Mr. A. K. Adhikary Dr. A. Z. Ahmed Mr. J. Abdin Officer In-Charge, Santipur Mini Health Centre Officer In-Charge, Sapatgram Police Station</p>
Non-Core Committee		
01	<p>Literary cum Cultural Society</p> <p>i) Development of creative thinking in the students. ii) Development of writing ability of students.</p>	<p>Dr. R. P. Singh, Principal Dr. G. K. Saha, Coordinator, IQAC Mr.D. Kalita,Convener Dr. K. K. Roy, Co-Convener Mr. I. Sarkar Mr.A. K. Adhikary Dr. A. B. Mondal Mr. A. Narzary</p>
02	<p>Nature Cell</p> <p>i) Beautification of college campus. ii) Undertake farm projects. iii) Maintain Green Audit.</p>	<p>Dr. R.P. Singh,Principal Dr. G. K. Saha, Coordinator, IQAC Mr. N. I. Mondal,Convener Dr. A. B. Mondal, Co-Convener Mr. D. Sahariah Dr. A. Z. Ahmed Mr. A. R. Sheikh</p>
03	<p>Games and Sports Cell</p> <p>i)Promotion of games and sports in the college.</p>	<p>Dr. R.P. Sing, Principal Dr. G. K. Saha, Coordinator, IQAC Mr. A. Narzary, Convener Mr. M. H. Choudhury, Co-Convener Mr. I. Sarkar Mr. A. R. Sheikh Mr. N. I. Mondal Mr. S. Saha</p>



SAPATGRAM COLLEGE
PROSPECTUS 2018-2019

Sl. No.	Committees & Their Function	Members
04	Debating Society i) Organize debates, extempore speeches, quiz competitions etc.	Dr. R.P. Singh, Principal Dr. G. K. Saha, Coordinator, IQAC Mr. I. Sarkar, Convener Mr. M. Brahma, Co-convener Mr. D. Kalita Mr. M.H. Chowdhury Dr. K. K. Roy Ms. S.R. Barman Mr. J. A. Ahmed
05	Computer cum ICT Cell i) Promotion of computer literacy in the college. ii) Introduction of new computer aided courses.	Dr. R.P. Singh, Principal Dr. G. K. Saha, Coordinator, IQAC Mr. J. Abdin, Convener Mr. J.A. Ahmed, Co-Convener Mr. D.C. Bordoloi Mr. I. Sarkar Ms S. R. Barman Mr. E. A. Ahmed Mr. T. H. Mondal
06	Canteen Supervisory Cell i) Look after the smooth running of the canteen. ii) Regulate the prices of food items. iii) Quality control of the food items.	Dr. R.P. Singh, Principal Dr. G. K. Saha, Coordinator, IQAC Mr. S. Saha Convener Mr. A. K. Adhikary, Co-convener Mr. M. H. Choudhury Dr. A. B. Mondal
07	Value Based Education Cell i) Arrange weekly classes on value-based education. ii) Introduce yoga and meditation classes. iii) Organize seminars on value-based education.	Dr. R.P. Singh, Principal Dr. G. K. Saha, Coordinator, IQAC Mr. N. I. Mondal Convener Mr. S. Saha, Co-Convener Mr. A. K. Adhikary Mr. A.R. Sheikh Dr. K. K. Roy
08	Innovative Best Practices Cell i) To promote innovation in teaching learning aspects ii) To explore the creativity and potentiality through extracurricular activities. iii) Organize art competition, picture story writing etc.	Dr. R. P. Singh, Principal Dr. G. K. Saha, Coordinator, IQAC Dr. K. K. Roy, Convener Dr. A. Z. Ahmed Co-convener Ms A. Sengupta Mr. E. A. Ahmed Mr. D. Kalita Mrs. R. Malakar Ms. S. R. Barman Mr. J. Abdin


Principal
Sapatgram College

