

SAPATGRAM COLLEGE
Prospectus 2021-22

CORE COMMITTEES

Sl No	Committees & their Functions	Members
01	<p><u>Academic Council</u></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 Dr. G. K. Saha, Coordinator, IQAC Ms. A. Sengupta, Co-convener Mr. M. H. Choudhury Mr. A. K. Adhikary Dr. K. K. Roy Dr. A. B. Mondal Mrs. R. Malakar</p>
02	<p><u>Assets & Management Cell</u></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 Dr. G. K. Saha, Coordinator, IQAC Mr. A.K. Adhikay, Convener Mr. M.H. Choudhury Mr. J. Abdin Mrs. R. Malakar Mr. J. C. Roy</p>
03	<p><u>Library Advisory Committee</u></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 Dr. G. K. Saha, Coordinator, IQAC Mrs. R. Malakar, Librarian, Convener. All Head of the Departments.</p>
04	<p><u>Research Cell</u></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 Dr. G. K. Saha, Coordinator, IQAC Dr. Juthika Das Dr. Ronchai Basumatary, Convener Dr. K. K. Roy, Co-convener Dr. A.B. Mondal Ms. Aparna Sengupta Dr. Munmun Banarjee Dr. A. Z. Ahmed Mr. Habib Fazlul Basid Mr. Eusob Ali Ahmed Mrs. S.R. Barman</p>


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05	<u>Extension Education Cell</u> i) Undertake extension work in the nearby areas. ii) Undertake projects on extension education sponsored by U.G.C.	Dr. R. P. Singh, Principal Dr. G. K. Saha, Coordinator, IQAC Dr. M. Banerjee, Convener Mr. M. H. Choudhury, Co-Convener Mr. A. Narzary Mr. A. K. Adhikary Mr. Eusob Ali Ahmed Ms. Dipanjali Barman
06	<u>Finance And Accounts Cell</u> i) Preparation of Annual Budget of the college. ii) Assist in the Internal Audit of the college.	Dr. R. P. Singh, Principal, Convener Dr. G. K. Saha, Coordinator, IQAC Mr. A. Narzary, Co-Convener Ms. A. Sengupta Mr. Saiful Sheikh Mrs. R. Malakar Mr. J. Abdin Mr. J. C. Roy
07	<u>Class Management, Discipline and Academic Atmosphere Supervisory Cell</u> i) Preparation of daily routine for classes. ii) Preparation of academic calendar. iii) Supervision of class rooms. iv) Maintenance of academic atmosphere in the college.	Dr. R. P. Singh, Principal, Convener Dr. G. K. Saha, Coordinator, IQAC Ms. A. Sengupta, Co-Convener Mr. M. H. Choudhury, Co-Convener Dr. A. B. Mondal Mr. A. Narzary Dr. K. K. Roy Mr. E. Ali Ahmed Mr. Habib Fazlul Basid
08	<u>Grievance Redressal Cell</u> i) Look into grievances of students and other college staff. ii) Assist the Principal in redressal of grievances.	Dr. R. P. Singh, Principal, Convener Mr. M. H. Choudhury, Co-Convener Dr. G. K. Saha, Coordinator, IQAC Mr. A. K. Adhikary Mr. J. Abdin Dr. A. B. Mondal Mr. J. C. Roy Dr. K. K. Roy
09	<u>Alumni Cell</u> 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.	Dr. R. P. Singh, Principal Dr. G. K. Saha, Coordinator, IQAC Mr. M. H. Choudhury, Convener Ms. A. Sengupta Mrs. M. Banerjee, Co-Convener Mr. A. K. Adhikary Mr. J. C. Roy
10	<u>Career Counselling Cell</u> i) Counseling of students at the time of admission. ii) Organize seminars and workshops in career counseling. iii) Counseling of fresh graduates about career options.	Dr. R. P. Singh, Principal Dr. G. K. Saha, Coordinator, IQAC Ms. Saiful Sheikh, Convener Dr. A. B. Mondal, Co-Convener Mr. E. A. Ahmed Mr. J. Abdin Mrs. S. R. Barman Dr. Ronchai Basumatary


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11	<p><u>Anti-Ragging Cell</u></p> <ul style="list-style-type: none"> 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>Dr. R. P. Singh, Principal Dr. G. K. Saha, Coordinator, IQAC Mr.M.H.Choudhury, Convener Mr. A. K. Adhikary, Co- Convener Mr. A.R.Sheikh Mr. Eusob Ali Ahmed Dr. A. B. Mondal Mr. J. Abdin Dr. Ronchai Basumatary</p>
12	<p><u>Women Cell</u></p> <ul style="list-style-type: none"> 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>Dr. R. P. Singh, Principal Dr. G. K. Saha, Coordinator, IQAC Ms. S. R. Barman-Convener Dr. Juthika Das, Co-Convener Ms.A.Sengupta, Mrs.R.Malakar Dr. M.Banerjee Mrs. Trishna Bhuyan Ms. Lekhika Gogoi Ms. Dipanjali Barman</p>
13	<p><u>Disaster Management Cell</u></p> <ul style="list-style-type: none"> 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>Dr. R. P. Singh, Principal, Convener Dr. A. B. Mondal, Co-Convener Dr.G.K.Saha Mr.M.H.Choudhury Mr. A. K. Adhikary Dr.K.K.Roy Dr. A. Z. Ahmed Mr. J. Abdin Officer In-Charge, Santipur Mini Health Centre Officer In-Charge.Sapatgram Police Station</p>




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NON-CORE COMMITTEES:

Sl.No.	Committees and their Functions	Members
01	<p><u>Literary cum Cultural Society</u></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 Ms. Buleen Chutia, Convener Dr. K. K. Roy, Co-Convener Mr. A. K. Adhikary Dr. A. B. Mondal Mr. A. Narzary</p>
02	<p><u>Nature Cell</u></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. A.R. Sheikh, Convener Dr. A. B. Mondal, Co-Convener Mr. M.H. Choudhury Dr. A. Z. Ahmed Mr. J. Abdin</p>
03	<p><u>Debating Society</u></p> <p>i) Organize debates, extempore speeches, quiz competitions etc.</p>	<p>Dr. R.P. Singh, Principal Dr. G. K. Saha, Coordinator, IQAC Dr. Juthika Das, Convener Mr. M. Brahma (Co-convener) Mr. M.H. Chowdhury Dr. K. K. Roy Ms. S.R. Barman Mrs. Trishna Bhuyan</p>
04	<p><u>Games and Sports Cell</u></p> <p>i) Promotion of games and sports in the college.</p>	<p>Dr. R.P. Singh, Principal Dr. G. K. Saha, Coordinator, IQAC Mr. A. Narzary, Convener Mr. M. H. Choudhury, Co-Convener Dr. Ronchai Basumatary Mr. A. R. Sheikh Mr. S. Saha</p>
05	<p><u>Computer cum ICT Cell</u></p> <p>i) Promotion of computer literacy in the college. ii) Introduction of new computer aided courses.</p>	<p>Dr. R.P. Singh, Principal Dr. G. K. Saha, Coordinator, IQAC Mr. J. Abdin, Convener Mr. M.H. Choudhury Dr. Juthika Das Ms. S. R. Barman Mr. E. A. Ahmed Mr. T. H. Mondal</p>
06	<p><u>Canteen Supervisory Cell</u></p> <p>i) Look after the smooth running of the canteen. ii) Regulate the prices of food items. iii) Quality control of the food items.</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. Hbaib Fazlul Basid Dr. A. B. Mondal</p>


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07	<p><u>Value Based Education Cell</u></p> <p>i) Arrange weekly classes on value-based education.</p> <p>ii) Introduce yoga and meditation classes.</p> <p>iii) Organize seminars on value-based education.</p>	<p>Dr. R.P. Singh, Principal Dr. G. K. Saha, Coordinator, IQAC Mr. Ronchai Basumatary, Convener Mr. A. Narzary, Co-Convener Mr. A. K. Adhikary Mr. A.R. Seikh Dr. K. K. Roy Ms. Lekhika Gogoi</p>
08	<p><u>Innovative Best Practices Cell</u></p> <p>i) To promote innovation in teaching learning aspects</p> <p>ii) To explore the creativity and potentiality through extracurricular activities.</p> <p>iii) Organize art competition, picture story writing etc.</p>	<p>Dr. R. P. Singh, Principal Dr. G. K. Saha, Coordinator, IQAC Mr. Habib Fazlul Basid, Convener Dr. A. Z. Ahmed Co-convener Mr. Saiful Sheikh Mrs. R. Malakar Ms. S. R. Barman Mr. J. Abdin Dr. Juthika Das Ms. Lekhika Gogoi</p>
09	<p><u>Entrepreneurship Development Cell</u></p> <p>i) To promote entrepreneurial mind set and skill development among the unemployed youth</p> <p>ii) To train up the youth for choosing the best career option along with job opportunities.</p>	<p>Dr. R.P. Singh, Principal Dr. G.K.Saha, Coordinator. IQAC Mr. M.H.Choudhury, Convener Ms. S.R.Barman Dr.A.B. Mandol Mr. A.R.Seikh Mr. Bulen Chutia Mr. J.Abdin Dr. Juthika Das Ms. Lekhika Gogoi</p>
10.	<p><u>Village Cum School Adoption Cell</u></p> <p>i) Extend need based support and improve the teaching learning with healthy practices.</p> <p>ii) To uplift the socio-economic condition of the surrounding poverty ridden villages</p>	<p>Dr. R. P. Singh, Principal Dr. G. K. Saha, Coordinator, IQAC Mr. M. H. Choudhury, Convener Dr. A. B. Mondal Mr. A. Narzary Mr. J. Abdin Dr. K. K. Roy Mr. Saiful Sheikh Mr. A. R. Sheikh Dr. Juthika Das Dr. A. Z. Ahmed</p>
11	<p><u>RTI Cell</u></p> <p>i) To bring transparency and accountability in working of public authorities.</p> <p>ii) To provide much information to the public at regular through various means of communications</p>	<p>Dr. R. P. Singh, Principal: PIO Mr. M. H. Choudhury, Member Dr. G. K. Saha, Member Mr. J. Abdin, Member</p>


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