

KAMPUR COLLEGE, KAMPUR NAGAON, ASSAM

Accredited by NAAC with 'B' Grade (2nd Cycle)

4.4.2 POLICY DOCUMENT OF DIFFERENT CELLS AND COMMITTEES



**FOR THE ACADEMIC YEAR
2023-2024**

KAMPUR COLLEGE

কামপুৰ মহাবিদ্যালয়

Dr. Ashim Bora, M.Sc., Ph.D, AES

Principal

KAMPUR COLLEGE

M.No.: 09365955571

E-mail : principalkampurcollege@gmail.com



Estd. 1968

P. O. : KAMPUR-782426, NAGAON (ASSAM)

পোঃ অঃ- কামপুৰ—৭৮২৪২৬ : নগাঁও (অসম)

☎ : 03672-291866

Ref. No.

Date

CONSTRUCTION COMMITTEE

1. Purpose

The Construction Committee is established to oversee, manage and ensure compliance with construction-related activities, standards and policies for the institution. The Committee's primary goal is to facilitate efficient, safe and cost-effective construction projects that align with organisational objectives and regulatory requirements.

2. Scope

The policy applies to all construction projects under the jurisdiction of the organisation, including:

- New construction projects
- Renovations
- Maintenance and repair
- Contractor selection and procurement processes

3. Composition of the Committee

Members shall serve a term of two years

- Chairperson: Principal, Kampur College
- Convenor: Responsible for documentation and meeting minutes
- Members: Representatives from- Teachers, Alumni, Students and Accountant of the college

4. Responsibilities of the Committee

- Planning and Budgeting
- Contractor and Vendor Management

- Monitoring and Reporting
- Compliance and Risk Management

5. Meetings

- Frequency: The Committee shall meet as needed
- Quorum: A minimum of 60% of the members must be present for the meeting to proceed
- Agenda: The agenda shall be distributed to all members at least five working days prior to the meeting
- Minutes: The convenor shall document and circulate the minutes

PURCHASING COMMITTEE

1. Purpose

The purpose of this document is to establish policies and procedures for the formation, operation, and decision-making of the Purchasing Committee to ensure transparent, efficient, and fair procurement practices.

2. Scope

This policy applies to all procurement activities conducted by the Purchasing Committee, including but not limited to the acquisition of goods, services and works. It ensures compliance with organisational guidelines, legal requirements and ethical standards.

3. Composition of the Committee

- Chairperson: Dr. Ashim Bora, Principal, Kampur College
- Mr. Deep Kalita, (Convener)
- Dr. Prasanta Kumar Das (Member)
- Dr. Nalini Borah (Member)
- Ms. Parul Bhuyan (Member)
- Dr. Montu Chetia (Member)
- Mr. Bhalindar Singh (Member)
- Ms Jyoti Rekha Kalita, (Member)

4. Frequency of Meetings

- The committee shall meet monthly or as required for urgent procurements.
- A quorum is established when at least three members, including the Chairperson, are present.

5. Procurement Process

- User Departments must submit procurement requests with detailed specifications.
- Budget approvals must be obtained prior to initiating procurement.

6. Vendor Selection

- All vendors must be pre-qualified based on criteria such as financial stability, past performance, and compliance with regulations.
- A competitive bidding process shall be followed for procurements above a specified threshold.

7. Evaluation of Bids

- Bids will be evaluated based on pre-defined criteria including cost, quality, delivery timelines, and compliance with specifications.
- A scoring system may be employed to ensure objective evaluation.

8. Awarding Contracts

- The committee shall approve contracts based on evaluation results and ensure adherence to all organizational and legal requirements.

9. Documentation and Record-Keeping

- All procurement-related documents, including bids, contracts, and minutes of meetings, must be securely stored for a minimum of five years.
- Records should be accessible for audits and inspections.

ACADEMIC COMMITTEE

1. Purpose

The Academic Committee (AC) is established to oversee and support the academic activities and standards of the institution. This document outlines the roles, responsibilities, and procedures of the AC to ensure effective governance and alignment with institutional goals.

2. Scope

This policy applies to all members of the Academic Committee, including faculty representatives, administrative staff, and student members. The policy governs the committee's operations, decision-making processes, and interaction with other institutional bodies.

3. Composition

- Chairperson: Dr. Ashim Bora, Principal, Kampur College
- Convenor: Dr. Plabika Neog, Associate Professor & HoD, Economics
- Co-Convenor: Ms. Riju Laskar, HoD, Geography
- Member: Mr. Padum Kakati, Assistant Professor, HoD, Assamese
- Mr. Binod Ch. Bora, Assistant Professor, HoD, History
- Dr. Nalini Bora, Assistant Professor, HoD, English
- Dr. Niranjana Thengal, IQAC Coordinator

4. Responsibilities

- Curriculum Oversight: Review and approve new courses, programs, and significant changes to existing curricula.
- Academic Standards: Ensure compliance with institutional and external accreditation standards.
- Policy Development: Draft and recommend academic policies for approval by higher authorities.
- Evaluation: Monitor and assess the effectiveness of academic programs and initiatives.
- Student Affairs: Address academic concerns raised by students and provide recommendations for improvement.
- Research Promotion: Support and promote research activities across the institution.
- Faculty Development: Recommend and support professional development initiatives for faculty members.

5. Meetings

- Frequency: The AC shall meet at least once per semester, with additional meetings scheduled as needed.
- Quorum: A quorum shall consist of at least 50% of committee members, including the Chairperson or their delegate.
- Agenda: The agenda shall be distributed to members at least one week prior to each meeting.
- Minutes: Meeting minutes shall be recorded, approved, and stored for future reference.

6. Decision-Making Process

- Consensus: The AC shall aim to make decisions by consensus whenever possible.
- Voting: If consensus cannot be achieved, decisions shall be made by a majority vote of members present.

7. Reporting

- The AC shall submit an annual report to the institution's leadership summarizing activities, decisions, and recommendations. 7.2. Additional reports may be prepared upon request or as deemed necessary by the AC.

LIBRARY COMMITTEE

1. Purpose:

The Library Committee (LC) is established to oversee the effective functioning, development and utilisation of the institution's library resources. This document outlines the roles, responsibilities, and procedures of the LC to ensure alignment with the institution's academic and research goals.

2. Scope

This policy applies to all members of the Library Committee, including faculty representatives, library staff, and student members. It governs the committee's operations, decision-making processes, and interactions with other institutional bodies.

3. Composition

- Chairman: Dr. Ashim Bora, Principal, Kampur College
- Advisor: Mr. Padum Kakati, Vice Principal
- Member Secretary: Deepamoni Das, Librarian, Kampur College
- Member: Dr. Niranjana Thengal, Coordinator, IQAC, Kampur College
- Mrs. Riju Laskar, HoD, Geography, Kampur College
- Dr. Nalini Borah, HoD, English, Kampur College
- Mrs. Parul Bhuyan, HoD, Education, Kampur College
- Dr. Prasanta Kr. Das, Asstt. Professor, Assamese Dept., Kampur College
- Dr. Montu Chetia, Asstt. Professor, History Dept., Kampur College
- Vice President, KCSU General Secretary, KCSU Pri

4. Responsibilities

- Policy Development: Formulate and recommend policies for library operations and services.
- Collection Development: Oversee the acquisition and maintenance of library resources to meet academic and research needs.
- Budget Oversight: Review and recommend the library's annual budget.
- Infrastructure and Technology: Assess and recommend improvements to library facilities, equipment, and digital resources.

- User Engagement: Address feedback and suggestions from library users to improve services.
- Promotional Activities: Promote library resources and services to the institution's community.
- Staff Development: Recommend professional development opportunities for library staff.

5. Meetings

- Frequency: The LC shall meet at least once per semester, with additional meetings scheduled as needed.
- Quorum: A quorum shall consist of at least 50% of committee members, including the Chairperson or their delegate.
- Agenda: The agenda shall be distributed to members at least one week prior to each meeting.
- Minutes: Meeting minutes shall be recorded, approved, and stored for future reference.

6. Decision-Making Process

- Consensus: The LC shall aim to make decisions by consensus whenever possible.
- Voting: If consensus cannot be achieved, decisions shall be made by a majority vote of members present.
- Conflict Resolution: Disputes shall be referred to a designated mediator or higher institutional authority if unresolved.

7. Reporting

- The LC shall submit an annual report to the institution's leadership summarizing activities, decisions, and recommendations.
- Additional reports may be prepared upon request or as deemed necessary by the LC.

SPORTS COMMITTEE

1. Purpose

The Sports Committee (SC) is established to promote and oversee sports and physical activities within the institution. This document outlines the roles, responsibilities, and procedures of the SC to ensure alignment with the institution's goals of fostering physical well-being and holistic development.

2. Scope

This policy applies to all members of the Sports Committee, including faculty advisors, sports staff, and student representatives. It governs the committee's operations, decision-making processes, and interactions with other institutional bodies.

3. Composition

The Sports Committee shall consist of the following members:

- Chairperson: A senior faculty member appointed by the institution's leadership.
- Faculty Representatives: Representatives from various academic departments.
- Sports Staff Representatives: Includes the Director of Sports and additional staff as required.
- Student Representatives: Selected by the student body, preferably including team captains or active participants in sports.
- Secretary: Responsible for recording minutes and maintaining documentation.

4. Responsibilities

The Sports Committee is tasked with the following responsibilities:

- Sports Development: Plan and promote sports and physical activities across the institution.
- Event Organization: Organize intramural and intercollegiate sports events and tournaments.
- Infrastructure Management: Oversee the maintenance and development of sports facilities and equipment.
- Budget Oversight: Review and recommend the sports department's annual budget.
- Talent Identification: Identify and nurture sports talent among students.
- Collaboration: Foster collaborations with external sports organizations and institutions.

- Policy Development: Draft and recommend policies related to sports and physical education.
- Feedback Mechanism: Address feedback and suggestions from the institution's community regarding sports activities.

5. Meetings

- Frequency: The SC shall meet at least once per semester, with additional meetings scheduled as needed.
- Quorum: A quorum shall consist of at least 50% of committee members, including the Chairperson or their delegate.
- Agenda: The agenda shall be distributed to members at least one week prior to each meeting.
- Minutes: Meeting minutes shall be recorded, approved, and stored for future reference.

6. Decision-Making Process

- Consensus: The SC shall aim to make decisions by consensus whenever possible.
- Voting: If consensus cannot be achieved, decisions shall be made by a majority vote of members present.
- Conflict Resolution: Disputes shall be referred to a designated mediator or higher institutional authority if unresolved.

7. Reporting

- The SC shall submit an annual report to the institution's leadership summarizing activities, decisions, and recommendations.
- Additional reports may be prepared upon request or as deemed necessary by the SC.

CANTEEN COMMITTEE

1. Purpose

The Canteen Committee (CC) is established to oversee the management, operations, and quality standards of the institution's canteen services. This document outlines the roles, responsibilities, and procedures of the CC to ensure the provision of safe, hygienic, and affordable food to the institution's community.

2. Scope

This policy applies to all members of the Canteen Committee, including faculty advisors, administrative staff, student representatives, and canteen vendors. It governs the committee's operations, decision-making processes, and interactions with stakeholders.

3. Composition

- Mr. Binod Ch. Bora (Convenor & In-charge)
- Mrs. Elizabeth L. Thiek (Member)
- Mrs. Rubi Dutta (Member)
- President, KCSU

4. Responsibilities

- Vendor Management: Evaluate and recommend canteen vendors for contracting or renewal.
- Quality Assurance: Ensure that the food served meets hygiene, quality, and nutritional standards.
- Menu Oversight: Review and approve the canteen menu to ensure variety, affordability, and nutritional value.
- Feedback Mechanism: Collect and address feedback and complaints from the institution's community regarding canteen services.
- Budget and Pricing: Review canteen pricing to ensure affordability while maintaining vendor sustainability.
- Health and Safety Compliance: Monitor adherence to health and safety regulations, including periodic inspections.
- Policy Development: Draft and recommend policies related to canteen operations.
- Event Support: Coordinate canteen services for special events and functions as required.

5. Meetings

- Frequency: The CC shall meet at least once per semester, with additional meetings scheduled as needed.
- Quorum: A quorum shall consist of at least 50% of committee members, including the Chairperson or their delegate.
- Agenda: The agenda shall be distributed to members at least one week prior to each meeting.
- Minutes: Meeting minutes shall be recorded, approved, and stored for future reference.

6. Decision-Making Process

- Consensus: The CC shall aim to make decisions by consensus whenever possible.
- Voting: If consensus cannot be achieved, decisions shall be made by a majority vote of members present.
- Conflict Resolution: Disputes shall be referred to a designated mediator or higher institutional authority if unresolved.

7. Reporting

- The CC shall submit an annual report to the institution's leadership summarizing activities, decisions, and recommendations.
- Additional reports may be prepared upon request or as deemed necessary by the CC.

ANTI-RAGGING COMMITTEE

1. Purpose

The Anti-Ragging Committee (ARC) is established to prevent and address instances of ragging within the institution. This document outlines the roles, responsibilities, and procedures of the ARC to ensure a safe and supportive environment for all students.

2. Scope

This policy applies to all students, faculty, staff, and members of the institution. It governs the operations of the ARC, including prevention, investigation, and resolution of ragging-related incidents.

3. Composition

- Mr. Debasish Saikia (Convenor & in-charge)
- Mr. Binod Chandra Bora (Member)
- Dr. Nalini Bora (Member) Mr. Deep Kalita (Member)
- Secretary, KCSU

4. Responsibilities

- Awareness Programs: Organize awareness campaigns, workshops, and seminars to educate students and staff about the consequences of ragging.
- Policy Enforcement: Ensure strict adherence to anti-ragging policies and guidelines issued by relevant regulatory authorities.
- Complaint Mechanism: Establish and maintain a confidential mechanism for reporting incidents of ragging.
- Investigation: Promptly investigate reported cases of ragging and ensure a fair and unbiased process.
- Disciplinary Actions: Recommend appropriate disciplinary actions against individuals found guilty of ragging.
- Counseling and Support: Provide counseling and support services to victims of ragging.
- Collaboration: Liaise with external agencies such as law enforcement or counseling services when necessary.
- Monitoring: Conduct regular checks and audits to ensure compliance with anti-ragging measures.

5. Meetings

- Frequency: The ARC shall meet at least once per semester, with additional meetings scheduled as needed.
- Quorum: A quorum shall consist of at least 50% of committee members, including the Chairperson or their delegate.
- Agenda: The agenda shall be distributed to members at least one week prior to each meeting.
- Minutes: Meeting minutes shall be recorded, approved, and stored for future reference.

6. Decision-Making Process

- Consensus: The ARC shall aim to make decisions by consensus whenever possible.
- Voting: If consensus cannot be achieved, decisions shall be made by a majority vote of members present.
- Conflict Resolution: Disputes shall be referred to a designated mediator or higher institutional authority if unresolved.

7. Reporting

- The ARC shall submit an annual report to the institution's leadership summarizing activities, decisions, and recommendations.
- Additional reports may be prepared upon request or as deemed necessary by the ARC.

STUDENTS' GRIEVANCE AND REDRESSAL CELL

1. Purpose

The Students' Grievance and Redressal Cell (SGRC) is established to address and resolve grievances raised by students in a fair, transparent, and timely manner. This policy ensures that students have a structured platform to voice their concerns and seek redressal.

2. Scope

This policy applies to all students enrolled in the institution. It governs the operations of the SGRC in addressing grievances related to academic matters, administrative processes, infrastructure, and other issues affecting the student experience.

3. Composition

- Mr. Padum Kakati (Convenor & in-charge)
- Dr. Nalini Bora (Member)
- Mr. Debasish Saikia (Coordinator)
- G.S., KCSU

4. Responsibilities

- **Grievance Registration:** Facilitate the submission of grievances through online and offline platforms.
- **Investigation:** Conduct thorough and unbiased investigations into reported grievances.
- **Resolution:** Propose and implement appropriate solutions for resolving grievances.
- **Awareness Programs:** Educate students about the grievance redressal process through workshops and information campaigns.
- **Policy Development:** Recommend policies to improve the overall grievance redressal framework.
- **Feedback Mechanism:** Incorporate feedback from students to enhance the effectiveness of the grievance redressal process.

5. Types of Grievances

- **Academic Grievances:** Issues related to teaching quality, evaluation, examination procedures, etc.
- **Administrative Grievances:** Concerns regarding fees, scholarships, admissions, etc.
- **Infrastructure Grievances:** Complaints about hostel facilities, classrooms, libraries, etc.

- Behavioral Grievances: Incidents involving misconduct, harassment, or discrimination.
- Other Grievances: Any other issues affecting the student's well-being or academic journey.

6. Process

- Grievance Submission: Students can submit grievances through a designated online portal, email, or physical forms available at the SGRC office.
- Acknowledgment: All grievances shall be acknowledged within three working days of receipt.
- Preliminary Review: The SGRC shall review the grievance to determine its validity and scope.
- Investigation: The committee shall investigate the grievance, involving relevant stakeholders as needed.
- Resolution: A resolution shall be proposed within 7 working days from the date of grievance registration.
- Appeal: Students dissatisfied with the resolution can appeal to the institution's higher authority.

7. Meetings

- Frequency: The SGRC shall meet at least once per semester, with additional meetings scheduled as needed.
- Quorum: A quorum shall consist of at least 50% of committee members, including the Chairperson or their delegate.
- Agenda: The agenda shall be distributed to members at least one week prior to each meeting.
- Minutes: Meeting minutes shall be recorded, approved, and stored for future reference.

8. Reporting

- The SGRC shall submit an annual report to the institution's leadership summarizing grievances received, actions taken, and resolutions achieved.
- Additional reports may be prepared upon request or as deemed necessary by the SGRC.

STUDENT WELFARE CELL

1. Purpose

The Student Welfare Cell (SWC) is established to promote the holistic well-being of students by addressing their academic, emotional, and social needs. This policy provides a framework for fostering a supportive and inclusive environment within the institution.

2. Scope

This policy applies to all students enrolled in the institution. It governs the operations of the SWC in delivering welfare services, programs, and initiatives aimed at enhancing student life.

3. Composition

- Mrs. Deepamoni Das (Convenor & In-charge)
- Mr. Bhalindar Singh (Member)
- Miss Banashree Devi (Member)
- President, KCSU

4. Responsibilities

- Student Support Services: Offer academic, emotional, and social support to students through counseling and advisory programs.
- Welfare Programs: Design and implement initiatives that promote mental health, inclusivity, and overall well-being.
- Grievance Redressal: Collaborate with the Students' Grievance and Redressal Cell to address welfare-related concerns.
- Emergency Assistance: Provide timely assistance to students facing crises or emergencies.
- Workshops and Awareness: Organize workshops, seminars, and campaigns on topics such as mental health, financial literacy, and life skills.
- Feedback Mechanism: Gather and address feedback from students to improve welfare services.
- Collaboration: Partner with external organizations, NGOs, and experts to enhance welfare initiatives.

5. Process

- Welfare Requests: Students can request welfare services or raise concerns through designated online and offline channels.
- Acknowledgment: All requests shall be acknowledged within three working days of receipt.
- Assessment and Action: The SWC shall assess the request and take appropriate action within 10 working days.
- Follow-Up: Regular follow-ups shall be conducted to ensure the resolution of issues and the effectiveness of interventions.

6. Meetings

- Frequency: The SWC shall meet at least once per semester, with additional meetings scheduled as needed.
- Quorum: A quorum shall consist of at least 50% of committee members, including the Chairperson or their delegate.
- Agenda: The agenda shall be distributed to members at least one week prior to each meeting.
- Minutes: Meeting minutes shall be recorded, approved, and stored for future reference.

7. Reporting

- The SWC shall submit an annual report to the institution's leadership summarizing activities, outcomes, and recommendations.
- Additional reports may be prepared upon request or as deemed necessary by the SWC.

CAREER COUNSELING AND PLACEMENT CELL

1. Purpose

The Career Counseling and Placement Cell (CCPC) is established to guide students in career planning, skill development, and placement opportunities. This policy provides a framework for fostering partnerships with industries and organizations while preparing students for their professional journeys.

2. Scope

This policy applies to all students enrolled in the institution. It governs the operations of the CCPC in delivering career counseling, skill development programs, and facilitating placement opportunities.

3. Composition

- Convenor: Dr. Montu Chetia, Asstt. Prof, Dept. of History
- Co-Convenor: Mr. Bhalindar Singh, Asstt. Prof, Dept. of Geography
- Member: Dr. Jyoti Rupa Deka, ANO, NCC Unit
- Member: Mrs. Deepa Moni Das, Librarian

4. Responsibilities

- Career Counseling: Provide one-on-one and group counseling sessions to help students identify career goals and pathways.
- Skill Development: Organize workshops, training programs, and seminars on employability skills, resume writing, interview techniques, and professional etiquette.
- Industry Partnerships: Build and maintain partnerships with industries, organizations, and recruiters for internship and placement opportunities.
- Placement Drives: Facilitate on-campus and off-campus placement drives for students.
- Internship Opportunities: Assist students in securing internships relevant to their academic and career interests.
- Mentorship Programs: Connect students with alumni and industry mentors for career guidance.
- Feedback Mechanism: Collect and address feedback from students and recruiters to enhance placement activities.

5. Process

- Registration: Students must register with the CCPC to avail of counseling, training, and placement services.
- Eligibility Verification: Verify student eligibility for specific placement opportunities based on academic performance and other criteria.
- Placement Assistance: Match students with opportunities aligned to their skills and aspirations.
- Follow-Up: Conduct follow-ups with recruiters and students to ensure successful placement outcomes.

6. Meetings

- Frequency: The CCPC shall meet at least twice per semester, with additional meetings scheduled as needed.
- Quorum: A quorum shall consist of at least 50% of committee members, including the Chairperson or their delegate.
- Agenda: The agenda shall be distributed to members at least one week prior to each meeting.
- Minutes: Meeting minutes shall be recorded, approved, and stored for future reference.

7. Reporting

- The CCPC shall submit an annual report to the institution's leadership summarizing activities, outcomes, and recommendations.
- Additional reports may be prepared upon request or as deemed necessary by the CCPC.

HEALTH AWARENESS AND FIRST AID CELL

1. Purpose

The Health Awareness and First Aid Cell (HAFAC) is established to promote health education, create awareness about preventive healthcare, and provide immediate first-aid assistance in case of emergencies. This policy outlines the objectives, structure, and operations of the HAFAC.

2. Scope

This policy applies to all students, faculty, and staff of the institution. It governs the activities of the HAFAC, including health promotion, emergency response, and collaboration with healthcare providers.

3. Composition

- Mr. Debasis Saikia (Convenor & in-charge)
- Dr. Parasmoni Goswami (MBBS, Resident Doctor, Kampur FRU)
- Mrs. Jinu Laskar, ANM, Kampur FRU
- Mr. Bhalindar Singh (Member)
- Mr. Jagjit Baruah (Member) President, KCSU

4. Responsibilities

- Health Education: Conduct workshops, seminars, and campaigns on health-related topics such as nutrition, mental health, hygiene, and disease prevention.
- First-Aid Training: Organize training sessions for students and staff on basic first-aid techniques.
- Emergency Response: Provide immediate first-aid assistance during medical emergencies on campus.
- Health Camps: Collaborate with healthcare providers to organize health check-up camps and vaccination drives.
- Awareness Drives: Promote awareness about lifestyle diseases, substance abuse, and mental health issues.
- Resource Maintenance: Ensure the availability and upkeep of first-aid kits and medical supplies across the campus.
- Collaboration: Partner with local healthcare organizations and professionals to enhance health initiatives.

5. Process

- Request for Assistance: Students and staff can approach the HAFAC for health-related concerns or first-aid assistance through designated contact points.
- First-Aid Administration: Trained personnel shall provide first-aid services as per standard protocols.
- Escalation: In case of severe medical emergencies, the HAFAC shall coordinate with local healthcare providers for advanced care.
- Event Organization: Health awareness events and training sessions shall be planned and communicated to the campus community in advance.

6. Meetings

- Frequency: The HAFAC shall meet at least once per semester, with additional meetings scheduled as needed.
- Quorum: A quorum shall consist of at least 50% of committee members, including the Chairperson or their delegate.
- Agenda: The agenda shall be distributed to members at least one week prior to each meeting.
- Minutes: Meeting minutes shall be recorded, approved, and stored for future reference.

7. Reporting

- The HAFAC shall submit an annual report to the institution's leadership summarizing activities, outcomes, and recommendations.
- Additional reports may be prepared upon request or as deemed necessary by the HAFAC.


Principal
Kampur College
Kampur, Nagaon, Assam