

Proceedings of the meeting of IQAC along with all Faculty Members College held on 20th August 2022 Monday at 4:00 PM in Teachers' Common Room (Arts) with Dr. Tanuj Kumar Dey, Principal-in-Charge in the Chair.

Members present:

1. Dr. Tanuj Kumar Dey (Chairman, IQAC.)
2. Dr. Mithun Nath (Co-ordinator, IQAC.)
3. Dr. Ng. Dayamay Singha,
4. Mrs. Anuradha De,
5. Dr Manas Sinha,
6. Dr. S. Bebita Devi,
7. Dr. Sonali Roy
8. Deepmala Paul,
9. K. Dipika Singha
10. Anamika Khersa,
11. Mrs. Anuradha Saha,
12. Dr. Mayurakshi Nath, M
13. Dr. Lakshmi Nath,
14. Mr Gautam Chandra Banik
15. Mr. Kulojit Singha, (Member from college administration)

At the outset, the Chairman appraised the House regarding the urgency of the meeting and the House, after having a prolonged discussion, unanimously resolved the following:

Resolution No.01

Toward submission of AQAR 2020-2021, the House unanimously agreed upon to submit the criteria details by 31st August, 2022 to the Co-ordinator, IQAC.

Resolution No.02

The House also discussed and resolved to organize Student Induction Programme, 2022-2023 at the first week of September, 2022 involving all cells of the IQAC.

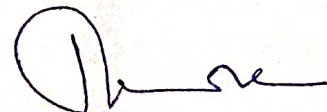
Resolution No.03

The House, further, agreed upon the importance of the Mentor-Mentee meets in frequent intervals. In this regard, it is resolved to organize mentor-mentee meets frequently and all mentors are further, requested to maintain the mentor's diary.

Resolution No.04

a. It is discussed and unanimously resolved that the Rotation Process will be implemented for Headship of all academic departments of the college from this academic year i.e., 2022-23. It is also resolved that the rotation process will be applicable within the same rank i.e., Assistant Professor/Associate Professor.

b. The House unanimously agreed upon that, the departments having only one Associate professor or the departments having only one Professor either Assistant or Associate, the rotation



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process will not be applicable for the same. The process of headship rotation will be applicable to those departments having more than one Associate Professor or the departments having more than one Assistant professor and there is no Associate professor. The Departments having more than one Associate Professor, the Headship rotation will remain confined within them. No Assistant Professor will become a Head of the Department so long the same department having any Associate Professor acting or willing to act as Head.

c. The House further agreed upon that the term of office of the Head of the Departments, in case of Associate Professor, will be three years and the term of office of Head, in case of Assistant Professor, will be two years from the date of entering into the office of the Head of the concerned department.

d. Regarding qualifications to be the Head of the Department, it has been agreed upon that one who has completed five years of service in this institution as regular teacher under UGC scale of pay is eligible to be the Head of the Department subject to the fulfilment of the conditions as laid down in Point No. b. (Para-2).

e. It is further decided and resolved that the acting Heads who have completed three or two years of service (as the case may be) as Head of the Department or on completion of the stipulated period of service as head of the department have to hand over the charge of Headship to the next person, junior to him/her in terms of length of service.

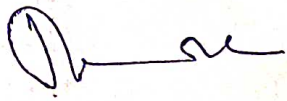
This process will continue till the last eligible teacher becomes the Head. After the expiry of the term of office of the junior most one, the charge of headship will be transferred to the senior most teacher of the department.

f. The Heads of the Department who have completed the stipulated term of services Head and there is a junior one eligible to be the Head, have to transfer charge and power of Head to one next to him/her in the department by 30th September, 2022 or on completion of the stipulated term. To transfer charge of headship, the acting Head has to call a departmental meeting, take a resolution to that effect and intimate the same to the Principal of the college for information and notification.

g. The House also agreed upon that, in case of any contradiction of any of the above points with any Government/ University Rule, the Government/ University Rule shall prevail.

Resolution No.05

It is discussed and unanimously resolved that the Rotation Process will be implemented for post of Assistant Officer-in-Charge (AOC) of Examinations under AHSEC/ Assam University, Silchar from this academic year i.e., 2022-23. The rotation will be seniority based downward cycle and one who has completed five years of service in this institution as regular teacher under UGC scale of pay is eligible to be the Assistant Officer- in-Charge (AOC). The House Further, authorized and requested the Principal of the college to do the needful towards the


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implementation of this rotation process from the coming Examinations scheduled from 3rd September, 2022.

Resolution No.06

Regarding long regarding promotion issues of teachers of the college, the House agreed upon to form a committee with Dr. Mithun Nath, Dr. Manas Sinha and Dr. Mayurakshi Nath to look after and accelerate the process of promotion.

The meeting ends with the vote of thanks from the chair



(Dr. Tanuj Kumar Dey)

Chairman & Secretary
Principal Incharge
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