



GOLAGHAT COMMERCE COLLEGE

Jyoti Nagar, Golaghat, Assam 785621

<https://golaghatcommercecollege.org>

THIRD CYCLE NAAC ACCREDITATION 2022

Criterion 4

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Submitted to



**NATIONAL ASSESSMENT AND
ACCREDITATION COUNCIL**

4.4.2 INSTITUTIONAL POLICIES FOR PHYSICAL, ACADEMIC AND SUPPORT FACILITIES

SL. NO.	CONTENTS
1.	LIBRARY POLICY
2.	CLASSROOM MAINTENANCE POLICY
3.	HOSTEL (BOYS & GIRLS)
4.	GYMNASIUM CENTRE
5.	INDOOR STADIUM
6.	PLAYGROUND
7.	SAMPLE COPIES OF MOU'S, BILLS AND VOUCHERS FOR SUPPORT AND MAINTENANCE ACTIVITIES IN THE COLLEGE.
8.	LIST OF COMMITTEES ENGAGED IN COLLEGE MANAGEMENT AND MAINTENANCE
9.	INVOICES AND VOUCHERS OF PHYSICAL AND ACADEMIC MAINTENANCE OF THE COLLEGE

1. LIBRARY POLICY

1 Vision

- To develop reading habits among the students, staffs and teaching faculties.
- To serve the society by providing free access to different books for enhancement of knowledge.
- To incorporate and equip with the latest technology and adopt user friendly approach towards students and faculties.

2 Working Hours

2.1 9.00 AM to 5.00 PM on all the working days (Monday to Saturday)

2.2 Library remains close during the government holidays.

3 Classification Scheme

3.1 Dewey decimal classification (19th Edition)

3.2 Cataloguing according to AACR-2

3.3 MARC – 21 for bibliographic description

4 Library Management Software

4.1 SOUL-3.0 (software for University/College)

4.2 D-space for digital library Management

5 Facilities

5.1 Open Access System: Allow students to go to the stack room

5.2 OPAC (Online Public Access Catalogue) module to find out the status of books

5.3 Borrowing Book facilities

5.4 Reference section

5.5 Periodical Section

5.6 Book Bank

5.7 Digital Library

5.8 Reprographic and Printing facilities


5.9 Internet Facilities

5.10 Stack guide

5.11 Arrangement of shelves according to class number

5.12 Individual user Id to each user

5.13 Reservation facilities for best use of books



Principal
Golaghat Commerce College
Golaghat, Assam, India

- 5.14 Digital Repository
- 5.15 Bar code sticker on the book and user id for fasting the circulation system
- 5.16 Information Display board
- 5.17 Other Services includes separate rooms for teachers and students, drinking water facility, toilet facility, newspaper corner etc.
- 5.18 Newspaper Clipping
- 5.19 Suggestion box
- 5.20 Books and Journals for Career guidance
- 5.21 Best Reader Award
- 5.22 Internship facility
- 5.23 Special Area Differently abled users
- 5.24 Question Bank Facilities: Previous year question paper in both physical and pdf format
- 5.25 Orientation Programme for new users
- 5.26 CCTV Cameras

6. ICT Services

- 6.1 College library automated
 - 6.1.1 SOUL 3.0 is used
 - 6.1.2 OPAC
 - 6.1.3 Main Server
 - 6.1.4 Networking of computers: four number of computers are connected to the main server
 - 6.1.5 Reprographic and printing facilities is available in the library
- 6.2 Soft Copies of previous year question papers are available
- 6.3 Library provides free internet access to its users.

7. Safety and Security

- 7.1 Library has single door for entry and exit
- 7.2 Digital Gate Entry facilities
- 7.3 Issue and return of resources: Automated Circulation system is there for issue and return of resources. Following table shows the borrowing pattern of users


Principal
Golaghat Commerce College
Golaghat, Assam, India

Sl. No.	Type of Membership	Book Entitlement	Duration (Days)	Renewal
1	H.S. Students	2	15	Renew on 15 days from the issue of book
2	U.G. Students	2	15	Renew on 15 days from the issue of book
3	Post Graduated Course	2	15	Renew on 15 days from the issue of book
4	Teaching Staff	5	30	Renew on 30 days from the issue of book
5	Non-teaching Staff	5	30	Renew on 30 days from the issue of book

7.4 Rules and Regulations

7.4.1 Library will remain open from 9.00 AM to 5 PM on all college working days.

7.4.2 Before entering into the library, members have to deposit their belongings, other than note books in the property counter.

7.5 A member will have to show the library/identity card at the main entrance before entering into the library.

7.6 Before entering into the library, the gate register is to be signed legibly.

7.7 Books borrowed by the library members may be recalled by the librarian at any time.

7.8 Borrowers must satisfy themselves about the physical condition of the book before borrowing, otherwise they will be held responsible for any damage or mutilation noticed at the time of returning.

7.9 Books will be issued to the students' members for 15 days. An overdue charge of Re.1/ for each book per day shall be levied on a member, if a book is kept beyond the loan period.


7.10 A member must produce his/her identity card & reader's ticket at the time of borrowing.

7.11 The membership card and the reader's ticket are not transferable.

7.12 No reference books, rare books & periodicals shall be issued to members.

7.13 Silence should be strictly maintained in and around the library.

7.14 Prior permission from the librarian and signing in the registers are required for


 Librarian
 Golaghat Commerce College
 Golaghat, Assam, India

using the following library facilities.

7.14.1 Use the computer (internet) in the digital library chamber.

7.14.2 Use of Laptop and I-pad in the library.

7.15 Mobile phone should be kept in silent mode in the library.

7.16 Decorum & discipline should be maintained in the library.

7.17 Disciplinary action will be taken against anyone who will be caught practicing unfair activities like spitting in and outside the library premises, use of tobacco products, writing on the walls and reading tables, creating disturbance inside the library etc.

7.18 CCTV Camera: The library is under the CCTV surveillance. 16 nos of camera are installed for security purpose.

7.19 Clearance at the end of the year: A clearance certificate is provided at the end of the session (Returned the library card to the students when they clear their transaction)

7.20 Stock verification: During the semester break sometimes stock verification is done. But due to lack of man power it is quite impossible.

7.21 Antivirus software: Antivirus software is used in the computer systems for security purposes.

8 Activities of the library

8.1 User Orientation Program: At the beginning of the new academic session new students are oriented about the facilities and services of the library.

8.2 Display of new arrival: regular activity of the library

8.3 Best Reader Award: Every year the college library offers this award

8.4 visitors Feedback: Visitors feedback is also taken

9 Services of the library

9.1 Current awareness service: Offer to the students (interested students)

9.2 Career corner: Books on the competitive exam

9.3 Newspaper Corner: Newspaper on both Assamese and English language


9.4 Book on application: We allow students to keep books during the examination period.

9.5 QR code of new arrival: Prepare QR code for the new arrival and others

9.6 Training to the staff: Trained the library staff on different management aspects (Book shelving, arrangement, circulation etc.) and it is a continuous process.

9.7 Digital Library Services: Software used D Space

9.8 Free internet facility: Students are allowed to use the internet facility in the library. For this purpose, a separate section is there in the library and 11 computers are installed.


Principal
Golaghat Commerce College
Golaghat, Assam, India

10. Library Maintenance

10.1 Working Hours: The library remains open from 9 a.m. to 5 p.m. on all working days

10.2 Regular stock checking

10.3 OPAC to find out the status of books

10.4 Bar code enabled identity card is used

10.5 Display of new arrivals

10.6 Library Committee Meeting: The meeting of Library committee is held in four times in a year

10.7 Reprographic and printing facilities

2. CLASSROOM MAINTENANCE POLICY

2.1 Number of classrooms are commonly used by both the Arts and Commerce streams for optimal utilization of resources.

2.2 Classrooms are well maintained by adequate furniture and teaching aids, which are maintained by supporting staff and supervised by the respective Head of the Department.

2.3 Classrooms are spacious and well ventilated.

2.4 There are 21 ICT enabled classrooms.

2.5 ICT enabled teaching learning activities is encouraged among learners.

2.6 During the examination time, numbers of classrooms are used exclusively as ascertained by the distinct examination committees appointed for different examinations.

2.7 All the classes are held in the classroom, except the teaching learning practices carried out through field works and other experiential learning practices.

2.8 All the classrooms are WI-FI enabled.



Principal
Golaghat Commerce College
Golaghat, Assam, India

3. HOSTEL (BOYS & GIRLS)

1. Hostel Rules and Regulations


- a. Student should read the rules before signing the application form (A copy of rules is attached with the application form)
- b. Rules to be displayed in the hostel
- c. Complaint form/Register to be provided to students.
- d. Any cleanliness matter to be brought to the notice of the Campus Administrator/ Rector.
- e. Mess to be informed about non-availability of students.
- f. The gate to be closed after 6.00 pm. in summer and 5.00 pm in winter
- g. In and Out register shall be signed by the students.
- h. Inspection to be done by Hostel Committee and supervisor.
- i. Suggestion Form to be provided
- j. Suggestion Box to be provided in the hostel premises.
- k. Attendance of the students in the hostel will be taken strictly by 7.00 pm.
- l. Any late comer will have to sign in a separate register.
- m. Use of Tobacco, Pan, Gutkha, Alcohol, Smoking and any other prohibited items are strictly prohibited

2. Admission Process

- a. Provisional admission will be given in the hostel based on academic performance
- b. Application form with attached two passport size photographs will be submitted to the Warden for hostel accommodation
- c. Admission form for hostel accommodation has to be endorsed by the admission committee

3. Fixtures

- a. All furniture and fixtures in the rooms allotted to students shall be cared for property.
- b. Students shall also be required to pay twice the charges of repair to items that are found to have been willfully damaged or have been damaged on account of misuse or unfair wear and tear.
- c. Theft/damages to hostel assets in common areas/corridors shall be recovered from all students of the flank/ wing involved. In case of theft/damage to items that pertain to usage by the complete hostel, the recoveries shall be made from all the occupants of the hostel.


Principal
Golaghat Commerce College
Golaghat, Assam, India

4. GYMNASIUM CENTRE


1. In order to acquire membership of the gymnasium by the students, teaching and non-teaching staffs are required to fill up the Membership Enrolment Form and submit it to the gym in charge with the requisite fee.
2. The gymnasium instructor shall be responsible for the general cleanliness and hygiene of this facility
3. The overall maintenance of the gymnasium equipment will be monitored by the gymnasium in charge
4. If any equipment is damaged due to mishandling by any user, it will have to be replaced by the user concerned
5. Use of Tobacco, Pan, Gutkha, Alcohol, Smoking and any other prohibited items are strictly prohibited inside the gymnasium centre
6. No food and drinks are allowed at workout area
7. User should keep the personal belongings at user's risk
8. No user is allowed to tamper with the electrical switch and gadgets of the gymnasium facilities
9. Users shall be dressed in appropriate manner
10. Timings for students: Morning : 6am – 8 am, Evening: 5pm – 6.30pm
Timing for teachers : Evening : 6.30 pm – 8pm
11. Keys of the GC will be at the disposal of the gymnasium Incharge and the Office of the Principal.

Nodal person for monitoring and maintenance of the Gymnasium Centre:

Mr. Simanta Hazarika

Physical Instructor

Golaghat Commerce College


Principal
Golaghat Commerce College
Golaghat, Assam, India

5. INDOOR STADIUM


1. The coordinator of Indoor Stadium shall be responsible for the general cleanliness and hygiene of this facility
2. The overall maintenance of the sports items will be monitored by the coordinator
3. If any sports item is damaged due to mishandling by any user, fine will be imposed on the user concerned
4. Use of Tobacco, Pan, Gutkha, Alcohol, Smoking and any other prohibited items are strictly prohibited inside the indoor stadium
5. No food and drinks are allowed inside indoor stadium
6. User should keep the personal belongings at user's risk
7. No user is allowed to tamper with the electrical switch and gadgets of the indoor stadium
8. Users shall be dressed in appropriate manner
9. Keys of the indoor stadium will be at the disposal of the indoor stadium coordinator and the Office of the Principal.

Nodal person for monitoring and maintenance of the Gymnasium Centre:

Mr. Srimanta Prasad Hazarika

Physical Instructor

Golaghat Commerce College


Principal
Golaghat Commerce College
Golaghat, Assam, India

6. PLAYGROUND

1. The in- charge of playground shall be responsible for the general cleanliness and hygiene of this facility
2. Permission must be obtained from the in-charge to use the playground
3. The overall maintenance of the playground will be monitored by the in-charge
4. Two-wheeler and Four-wheeler are strictly prohibited inside the playground
5. Use of Tobacco, Pan, Gutkha, Alcohol, Smoking and any other prohibited items are strictly prohibited inside the playground
6. No food and drinks are allowed inside playground
7. User should keep the personal belongings at user's risk

Nodal person for monitoring and maintenance of the Gymnasium Centre:

Mr. Srimanta Prasad Hazarika


Physical Instructor

Golaghat Commerce College



Principal
Golaghat Commerce College
Golaghat, Assam, India

**SAMPLE COPIES OF MOU'S, BILLS AND VOUCHERS FOR SUPPORT AND
MAINTENANCE ACTIVITIES IN THE COLLEGE.**

	<p>THE GOLAGHAT COMMERCE COLLEGE JYOTI NAGAR, GOLAGHAT, ASSAM PIN - 785 621</p> <p>Dr. Jatindra Nath Saikia M. Com., M.A. (Econ), Ph.D. PRINCIPAL</p>	<p>☎ (03774) 284468(O) Mobile : 9435151015 Email : saikiajatindranath@gmail.com jatindranath_saikia@yahoo.com pcomm_git@bsnl.in</p>
---	---	---

Ref. No. Date 03/08/2017

To
**The Proprietor /Manager/ Parter,
M/s. R. J. DOT COM
Baruah Chariali, Jorhat.
Jorhat – 785001 (Assam)**

Ref.: Your Bid for supply and installation of Virtual Class Room cum Conference Room and Smart Class Room No.RJ/2017-18/i12, dated 24th July,2017.

Sub: Work order.

Dear Sir,

I am pleased to inform you that the RUSA Project Monitoring Committee, Golaghat Commerce College has allotted the work of supply and installation of Virtual Class Room cum Conference Room and Smart Class Room in the newly constructed building of Golaghat Commerce College.

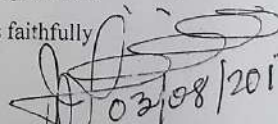
You are hereby requested to start your work at the earliest possible as per the terms and conditions and specifications of the Tender.


You are also requested to deposit the Security Money @5% on the value of the work order before starting the work.

Please note the following :

- (1) You have to show photographs of the work before installation and after the completion of the installation work.
- (2) No advance payment will be sought before completion of the allotted work.
- (3) All payments will be made only through PFMS mode after installation / completion of the work.
- (4) you must ensure your full service after installation , proper warranty of installed equipments, training for applying the equipments by our teachers etc. and whatever required by us.
- (5) Quality of equipments, installation and after installation services must be high level and under any circumstance Quality can never be compromised.

The above conditions must be fulfilled and you have to abide by the rules, regulations, terms and conditions mentioned in the work order as well as in the Tender / your quotation.

Yours faithfully

Dr. Jatindra Nath Saikia
Principal
Golaghat Commerce College
Golaghat-785621


Principal
Golaghat Commerce College
Golaghat, Assam, India



GOLAGHAT COMMERCE COLLEGE

Jyoti Nagar, Golaghat, Assam, Pin -785621

(NAAC - B)

Dr. Utpal Sarma

M.Sc., Ph. D.

Principal

☎ 03774 285065(O)

Mob. : 94359 35234

Email : utpalsarmagic@rediffmail.com

pcomm_glt@bsnl.in

principalgcc1972@gmail.com

No. GCC/230/21-22

Date 05/01/2021

To

Mr. Surajit Bhuyan

Subject: Work order.

Dear Mr. Bhuyan,

I am pleased to inform you that you have been hereby entrusted to work on Library Software (updatation and maintenance) and server related issues. The period of maintenance will continue for two years with an immediate effect.

(Dr. Utpal Sarma)

Principal

Golaghat Commerce College

Golaghat-785621

Principal
Golaghat Commerce College
Golaghat, Assam



GOLAGHAT COMMERCE COLLEGE

Jyoti Nagar, Golaghat, Assam, Pin -785621

(NAAC - B)

Dr. Utpal Sarma
M.Sc., Ph. D.
Principal

☎ 03774 285065(O)
Mob. : 94359 35234
Email : utpalsarmagic@rediffmail.com
pcomm_glt@bsnl.in
principalgcc1972@gmail.com

No. GCC/450/22-23

Date 08/01/2021

To

Ms. Anwesha Goswami
GKD619
AIO Digital Solutions
Room No. 32 GDSA Market

Subject: Work order

Dear Goswami,

I am pleased to inform you that you have been entrusted to work on installation and maintenance of dynamic website of Golaghat Commerce College. The period of maintenance will continue for two years with an immediate effect.

(Dr. Utpal Sarma)
Principal

Golaghat Commerce College
Golaghat-785621

Principal
Golaghat Commerce College
Golaghat, Assam



असम ASSAM

MEMORANDUM OF UNDERSTANDING
BETWEEN
GOLAGHAT COMMERCE COLLEGE
AND
ESKAY SOLUTIONS .

F 531340

THIS MEMORANDUM OF UNDERSTANDING (MOU) is made by and between, GOLAGHAT COMMERCE COLLEGE having its address at Jyoti Nagar Golaghat, Assam, represented by Principal Dr. Utpal Sarma (hereinafter referred to as "First Party" which expression shall mean and include its executors, administrators and permitted assigns) and ESKAY SOLUTIONS having its office at Hindi School Road, Near Kali Mandir Golaghat, Assam, represented by Proprietor Sanjay Shukla (hereinafter referred to as "Second Party" which expression shall mean and include its heirs, executors, administrators and permitted assigns).

WHEREAS the first party is engaged in providing various education to students and generate wastes such as Desktops, UPS, Printers, keyboards, Mouse etc. (hereinafter referred to as "E-WASTE") while carrying out different educational and office activities, and the First Party intends to dispose of the said E-Waste as per the guidelines of the Central Pollution Control Board, Ministry of Environment & Forests.

WHEREAS the First Party has agreed to appoint the Second Party and the Second party has agreed to take charge of the said e-waste and collect, remove and dispose the same from the college premises on the following terms and conditions agreed to between the parties.

TERMS

NOW THIS MEMORANDUM OF UNDERSTANDING WITNESSETH AS UNDER:-

- i) The first party agrees to provide E-waste and the second party agrees to take charge of the E-waste as specified in Annexure I.

Continue ... page2

Scanned with CamScanner

Principal
Golaghat Commerce College
Golaghat, Assam, India

- ii) The First Party shall, at its sole discretion, send intimation to the Second Party to collect the E-Waste either at a specified interval of time or whenever specified quantity of E-Waste is generated.
- iii) The Second Party hereby agrees that it shall pick the E-Waste from the college premises as per shared list by the First party without any cost and shall ensure that proper documentation of the same is done as required under the applicable laws / rules/ regulations.
- iv) The Second Party agrees that when the E-Waste comprises of Hard Disk(s), it shall be destroyed by the Second Party and the Second Party shall share photographs of the destroyed Hard Disk(s) as evidence.
- v) The Second party hereby undertakes that it shall follow proper ISO guideline and /or any other applicable guidelines in the process of disposing the E-Waste.
- vi) The Second Party hereby undertakes the responsibility of safe & secured storage, segregation, recycling, extraction, destruction, disposal of the E-waste as per the guidelines of the Central and relevant State Pollution control Board and the Second Party shall issue a disposal certificate to the First Party within 45 days from the date of collection of E-Waste from the premises of the said college.
- vii) The duration of the agreement shall be 1year from the date hereof and it may be renewed by the parties with mutual consent.

IN WITNESS WHEREOF, the lawfully authorised representative(s) of the parties have executed this MOU on this 5th day of March 2021,

Signed:


Dr. Utpal Sarmah, Principal
GOLAGHAT COMMERCE COLLEGE,
GOLAGHAT


Sanjay Shukla
Proprietor
ESKAY SOLUTIONS

1. Witness:

Name Mrs. Anamika Hazarika

2. Witness

Name Vinay Kumar Ushakdas

Continue ... page-3

QUOTATION

Date: 28.10.2021
Quotation # O454
Expiration Date: 30.11.2021

GKD619

AIO Digital solution
Room no 32, GDSA Market
www.gkd619.com
email@gkd619.com
GST No 18AXCPG5438R1ZW
Mobile: 9508250123

To The principal,
Commerce College
Golaghat, Assam
Customer ID: GKD453

<i>Sales Person</i>	<i>Job</i>	<i>Payment Terms</i>	<i>Due Date</i>
Anwasha Goswami		Due On Receipt	

<i>Qty</i>	<i>Description</i>	<i>Unit Price</i>	<i>Total price</i>
1	*College Premium Website design in full accordance with NAAC guideline *Domain *Unlimited hosting. *Unlimited pages. *2 professional email id (250MB each). *Online admission System * Integrated Payment gateway system *Social media integration (Facebook and twitter) *Integrated Google map * Contact Form *Photo gallery *SSL integrated * AMC (1year complete support for website)	55000/-	55000/-
Total			Rs. 55000.00/-



To accept this quotation, sign here and return: _____

Note

- * 50% advance to be given at the time of placing order.
- * remaining 50% to be paid at the time of delivery
- * The amount excluding GST
- *Additional amount may be charged in case of additional development
- *all data should be provided by client

Thank you for your business!



INVOICE /BILL OF SUPPLY

Date:27.12.2021
Invoice no: GKD619/21-
22/0019

GKD619.COM
AIO Digital Solutions
Room NO-32 GDSA Market
email@gkd619.com
Mobile: 9508250123
GST No 18AXCPG5438R1ZW

To The principal,
Commerce college
Golaghat, Assam
Customer ID: GKD453

Salesperson	Job	Payment Terms	Due Date
Anwasha Goswami			

Sl. No	Description	Qty	Unit Price	Taxable Value	CGST% (RS)	SGST% (RS)	Total Amount
1	College website design, development and AMC for 1 year	1	55000.00	55000.00	4950.00 (9%)	4950.00 (9%)	64900.00

Taxable value	55000.00
SGST	4950.00
CGST	4950.00
Advance paid	25000.00
Total amount	39900.00

GST No: 18AXCPG5438R1ZW

PAN: AXCPG5438R

BANK DETAILS:

BANK NAME: CANARA BANK

BRANCH NAME: Golaghat branch

A/C Holder name: GKD619

A/C NO: 3954201000155

IFSC: CNRB0003954

Authorized signature: _____

Thank you for your business!



INVOICE /BILL OF SUPPLY

Date: 29.06.2022
Invoice no: GKD619/22-
23/0004

GKD619
AIO Digital Solutions
Room NO-32 GDSA Market
email@gkd619.com
Mobile: 9508250123
GST No 18AXCPG5438R1ZW

To The principal,
Commerce college
Golaghat, Assam
Customer ID: GKD453

Salesperson	Job	Payment Terms	Due Date
Anwasha Goswami			

Sl. No	Description	Qty	Unit Price	Taxable Value	CGST% (RS)	SGST% (RS)	Total Amount
1	Android Application development with google play store submission	1	17000.00	17000.00	1530.00 (9%)	1530.00 (9%)	20060.00

Taxable value	17000.00
SGST	1530.00
CGST	1530.00
Total amount	20060.00

GST No: 18AXCPG5438R1ZW

PAN: AXCPG5438R

BANK DETAILS:

BANK NAME: CANARA BANK

BRANCH NAME: Golaghat branch

A/C Holder name: GKD619

A/C NO: 3954201000155

IFSC: CNRB0003954

Authorized signature: _____

Thank you for your business!

Committees & Cells of Golaghat Commerce College

<i>Internal Quality Assurance Cell</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Dr. Utpal Sarma, Principal	Chairperson
2.	Dr. Pranjal Pratim Dutta, Department of Accountancy	Coordinator
Teachers to represent at all level		
3. 4.	Mrs. Anamika Hazarika Mr. Manash Pratim Sarmah	Criterion – 1 Members
5. 6.	Mrs. Moonmoni Baruah Mr. Shankar Jyoti Doley	Criterion – 2 Members
7. 8.	Dr. Jiban Jyoti Kakoti Mr. Harmeet Singh	Criterion – 3 Members
9. 10.	Mr. Rajesh Jaiswal Dr. Rinki Das	Criterion – 4 Members
11. 12.	Dr. Karabi Devi Mr. BhaskarKakati	Criterion – 5 Members
13. 14.	Mr. Biswajyoti Doley Ms. Sonashree Das	Criterion – 6 Members
15. 16.	Dr. Nabami Gogoi Ms. Himadri Gogoi	Criterion – 7 Members
17.	Dr. Sovarani Sarmah (Retd. Principal, Joya Gogoi College, Golaghat)	Member from the management
18.	Dr. Putul Saikia (Retd. Principal, D.R. College, Golaghat)	Senior administrative officers
19.	Dr. Ranjit Bordoloi (Principal, DKD College, Dergaon, Golaghat)	Senior administrative officers
20	Dr. Bibekananda Sarmah (Retd. Principal, JDSG College, Bokakhat)	Nominee from local society

21.	Mr. Basab Gogoi (Student nominee, General Secretary of the College)	Nominee from Students
22.	Mr. Amrit Hazarika (Alumni, Retd. Branch Manager, AGVB)	Nominee from Alumni
23.	Mr. Sunil Jalan (An Employer)	Nominee from Employers
24.	Mr. Manoj Jalan (An Industrialist)	Nominee from Industrialists
25.	Mr. Kula Bora (Stakeholder, Guardian Nominee)	Nominee from Stakeholders

Academic Development Committee

<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Vice – Principal	Convener
2.	IQAC Coordinator	Member
3.	All Head of the Departments	Member

Research and Development Cell

<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Dr. Pranjal Pratim Dutta	Convener
2.	Mrs. Moonmoni Baruah	Member
3.	Mrs. Rimarekha Buragohain	Member
4.	Mr. Bhaskar Kakati	Member
5.	Dr. Dipali Gogoi	Member

6.	Ms. Himadri Gogoi	Member
7.	Ms. Swadhinata Gogoi	Member
8.	Mr. Shankar Jyoti Doley	Member
9.	Dr. Prodip Borah	Member

<i>College Development Committee</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Mrs. Anamika Hazarika, Vice -Principal	Convener
2.	Dr. Pranjal Pratim Dutta, IQAC Co-ordinator	Member
3.	Mrs. Moonmoni Baruah	Member
4.	Mrs. Neetima Sarmah	Member
5.	Dr. Devajit Dutta	Member
6.	Mrs. Jyotirupa Bora	Member
7.	Mr. Bhaskar Kakati	Member
8.	Anushwari Maheshwari (B.com 4 th Semester)	Member
9.	Prostuti Sarma (B.A. 4 th Semester)	Member

<i>Website Management Committee</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Mr. Harmeet Singh	Convener
2.	Dr. Priyanka Bharali	Member
3.	Dr. Papari Nayak	Member
4.	Subir Paul (B.Com 4 th semester)	Member

<i>Library Monitoring Committee</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Co-ordinator IQAC	Convener
2.	Dr. Jibanjyoti Kakoti	Member
3.	Mr. Rajesh Jaiswal	Member
4.	Dr. Nabami Gogoi	Member
5.	Mr. Arindam Bora	Member
6.	Mrs. Nandini Baruah	Member
7.	Ms. Himadri Gogoi	Member
8.	Mr. Shankar Jyoti Doley	Member
9.	Ms. Maloti Bangthai	Member
10.	Nilanjan Singha (student union)	Member
11.	Anushwari Maheshwari (B.com 4 th Semester)	Member

<i>Grievance Redressal Cell</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Mrs. Anamika Hazarika (Vice-Principal)	Convener
2.	Mrs. Neetima Sarmah	Member
3.	Mr. Dibeyndu Palit	Member
4.	Dr. Junti Duarah	Member
5.	Mr. Manash Pratim Sarmah	Member
6.	Dr. Rinki Das	Member
7.	Mrs. Hamin Sultana	Member
8.	Mr. Manash Pratim Hazarika	Member
9.	Mr. Ankur Bora	Member
10.	Basab Gogoi (student union)	Member
11.	Silpa Dam (student union)	Member
<i>Advisory Board</i>		
1.	Vice-Principal	Member
2.	Dr. Jiban Jyoti Kakoti	Member
3.	Mr. Arindam Bora	Member
4.	Mrs. Meghali Saikia	Member
5.	Dr. Chinzakhum Vaiphei	Member

<i>Examination Committee</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Mrs. Anamika Hazarika (Vice-Principal)	Convener
2.	Mrs. Moonmoni Baruah	Member
3.	Mr. Rajesh Jaiswal	Member
4.	Mrs. Neetima Sarma	Member
5.	Dr. Pranjal Pratim Dutta	Member
6.	Mr. Biswajyoti Doley	Member
7.	Mr. Bhaskar Kakati	Member
8.	Mr. Biren Bora (Office Staff)	Member

<i>Admission Committee</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Mrs. Anamika Hazarika (Vice-Principal)	Convener
2.	Mrs. Moonmoni Baruah	Member
3.	Mrs. Neetima Sarma	Member
4.	Dr. Devajit Dutta	Member
5.	Mr. Arindom Bora	Member
6.	Dr. Dipali Gogoi	Member
7.	Mrs. Archana Nath	Member
8.	Mrs. Nandini Baruah	Member
9.	Mr. Parash Pratim Saikia	Member
10.	Ms. Swadhinata Gogoi	Member

Anti-Ragging Committee

<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Principal	Chairperson
2.	Mrs. Nandini Baruah	Convener
3.	Mr. Pronab Pathori	Faculty Member
4.	Mrs. Sarmila Dutta Tamuli	Faculty Member
5.	Dr. Karabi Devi	Faculty Member
6.	Mr. Sasanka Saikia	Faculty Member
7.	Ms. Reema Baruah	Faculty Member
8.	Dr. Rinki Das	Faculty Member
9.	Ms. Sonashree Das	Faculty Member
10.	Dr. Papari Nayak	Faculty Member
11.	Mr. Amrit Nagori	Representative of Local Media (Member)
12.	Ms. Nayanmoni Doley	Representative of Non teaching Staff (Member)
13.	Mr. Kula Bora	Representative of Parents (Member)
14.	Nilanjan Singha	Student Representative (Member)
15.	Ruprekha Saikia	Student Representative (Member)

<i>Prevention against Sexual Harassment Committee</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Mrs. Anamika Hazarika	Convener
2.	Ms. Mandira Bora	Member
3.	Mrs. Neetima Sarmah	Member
4.	Mrs. Jyotirupa Bora	Member
5.	Dr. Nabami Gogoi	Member
6.	Mrs. Bonti Kalita	Member
7.	Mrs. Julee Dutta	Member
8.	Ms. Reema Baruah	Member
9.	Ms. Swadhinata Gogoi	Member
10.	Mrs. Sneha Hazarika	Member
11.	Mrs. Nayanmoni Doley	Member

<i>Disaster Management Committee</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Mrs. Moonmoni Baruah	Convener
2.	Mr. Rajesh Jaiswal	Member
3.	Dr. Karabi Devi	Member
4.	Mr. Manash Pratim Sarma	Member
5.	Mr. Basab Gogoi	Member (student)
6.	Miss. Shilpa Dam	Member(student)

<i>Purchase Committee</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Dr. Utpal Sarma, Principal	Chairperson
2.	Mrs. Anamika Hazarika Vice-Principal	Vice Chairperson
3.	Dr. Devajit Dutta	Member
4.	Mr. Arindam Bora	Member
5.	Mr. Bhaskar Kakati	Member
6.	Dr. Pranjal Pratim Dutta	Member
7.	Mr. Harmeet Singh	Member

<i>Sports Committee</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Mr. Biswajyoti Doley	Convener
2.	Dr. Devajit Dutta	Member
3.	Dr. Chinzakhum Vaiphei	Member
4.	Mr. Manash Pratim Sarma	Member
5.	Mr. Srimanta Prasad Hazarika	Member
6.	Mr. Manash Pratim Hazarika	Member
7.	Mr. Shankar Jyoti Doley	Member
8.	Biplav Kumar (B.Com. 4 th Semester)	Member
9.	Nilanjan Saikia(B.A. 4 th Semester)	Member

<i>Entrepreneurship Career Guidance and Placement Cell</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Mr. Bhaskar Kakati	Coordinator
2.	Mrs. Rimarekha Buragohain	Member
3.	Mr. Pranab Pathori	Member
4.	Mr. Biswajyoti Doley	Member
5.	Dr.Junti Duarah	Member
6.	Ms. Himadri Gogoi	Member
7.	Mr. Harmeet Singh	Member
8.	Dr. Prodip Borah	Member
<i>Advisory ECGPC</i>		
1.	Principal	Chairperson
2.	Vice-Principal	Member
3.	Dr. Jiban Jyoti Kakoti	Member
4.	Mr. Arindam Bora	Member

<i>Construction Committee</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Dr. Utpal Sarma, Principal	Chairperson
2.	Mrs. Anamika Hazarika, Vice-Principal	Member
3.	Mr. Prasanta Bora, G.B. President	
4.	Dr. Devajit Dutta	Member
5.	Dr. Pranjal Pratim Dutta	Member
6.	Mrs. Meghali Saikia	Member
7.	Dr. Biman Arandhara	Member
8.	Mr. Manash Pratim Sarma	Member
9.	Mr. Harmeet Singh	Member

<i>Women's Cell</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Principal	Advisor
2.	Dr. Nabami Gogoi	President
3.	Ms. Himadri Gogoi	Secretary
4.	Ms. Swadhinata Gogoi	Asstt. Secretary
5.	Ms. Sonashree Das	Zonal Executive Representative
6.	Mrs. Anamika Hazarika	Member
7.	Mrs. Moonmoni Baruah	Member
8.	Mrs. Mandira Bora	Member
9.	Msr. Sabita Saikia	Member
10.	Dr. Karabi Devi	Member
11.	Dr. Junti Duarah	Member
12.	Dr. Dipali Gogoi	Member
13.	Mrs. Nandini Baruah	Member
14.	Dr. Rinki Das	Member
15.	Mrs. Sneha Hazarika	Member
16.	Ms. Maloti Bangthai	Member
17.	Mrs. Sharmila Dutta Tamuly	Member
18.	Mrs. Bonti Kalita	Member
19.	Mrs. Jyoti Rekha Bora	Member
20.	Dr. Priyanka Bharali	Member
21.	Dr. Papari Nayak	Member
22.	Ms. Sangita Das	Member
23.	Mrs. Tulumoni Gogoi	Member
24.	Mrs. Manoroma Saikia	Member
25.	Mrs. Julee Dutta	Member
26.	Mrs. Arundhati Phatowali	Member
27.	Mrs. Hamin Sultana	Member
28.	Ms. Reema Baruah	Member
29.	Ms. Liza Mahanta(Library Staff)	Member
30.	Ms. Shyamali Barpatra Gohain(Library Staff)	Member
31.	Mrs. Nayanmoni Doley (office staff)	Member
32.	Mrs. Namita Dutta (Office staff)	Member

<i>Media Cell</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Dr. Dipali Gogoi	Convener
2.	Mr. Rajesh Jaiswal	Member
3.	Mrs. Julfiquera Begum	Member
4.	Mrs. Sabita Saikia	Member
5.	Mrs. Jyotirupa Bora	Member
6.	Dr. Karabi Devi	Member
7.	Dr. Chinzakhum Vaiphei	Member
8.	Mr. Ankur Bora	Member
9.	Ms. Maloti Bangthai	Member

<i>Waste Management Project Committee</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Dr. Karabi Devi	Convener
2.	Dr. Nabami Gogoi	Member
3.	Mrs. Himadri Gogoi	Member
4.	Ms. Sonashree Das	Member

<i>Canteen Supervising Committee</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Dr. Biman Arandhara	Convener
2.	Ms. Mandira Bora	Member
3.	Mrs. Meghali Saikia	Member
4.	Mrs. Nandini Baruah	Member
5.	Mrs. Archana Nath	Member
6.	Mr. Atul Kumar Das	Member
7.	Mr. Manash Pratim Hazarika	Member
8.	Silpa Dam (students union)	Member
9.	Sourav Saikia (B.A. 4 th Semester)	Member

<i>Incubation Centre Committee</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Dr. Pranjal Pratim Dutta	Convener
2.	Mr. Arindam Bora	Member
3.	Dr. Dipali Gogoi	Member
4.	Dr. Karabi Devi	Member
5.	Ms. Sonashree Das	Member
6.	Mr. Mousum Gogoi (Students union)	Member
7.	Mr. Ankumoni Bora (Students union)	Member

<i>Hostel Management Committee</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Dr. Utpal Sarma, Principal	Chairperson
2.	Mrs. Sabita Saikia	Girls Hostel Warden
3.	Mrs. Julfiquera Begum	Girls Hostel Members
4.	Mrs. Nandini Baruah	Girls Hostel Member
5.	Dr. Devajit Dutta	Boys Hostel Warden
6.	Dr. Biman Arandhara	Boys Hostel Member
7.	Mr. Srimanta Hazarika	Boys Hostel Member
8.	Mr. Aftabor Rahman	Boys Hostel Member

<i>Intellectual Property Rights Committee</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Dr. Pranjal Pratim Dutta	Convener
2.	Ms. Himadri Gogoi	Member
3.	Mr. Harmeet Singh	Member
4.	Ms. SimaSaikia (students union)	Member
5.	Mr. Nilanjan Singha (students union)	Member

<i>Prospectus Preparation Committee</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Mrs. Moonmoni Baruah	Convener
2.	Mr. Rajesh Jaiswal	Member
3.	Mr. Arindom Borah	Member
4.	Mr. Bhaskar Kakoti	Member
5.	Dr. Pranjal Pratim Dutta	Member
6.	Ms. Reema Baruah	Member
7.	Mr. Deepmoni Borgohain (Office Staff)	Member

<i>Medical Cell</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Dr. Chinzakhum Vaiphei	Convener
2.	Dr. Junti Duarah	Member
3.	Mr. Pronab Pathori	Member
4.	Silpa Dam (students union)	Member
5.	Mousum Gogoi (students union)	Member

<i>Mental Health and wellness Cell</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Ms. Reemarekha Buragohain	Convener
2.	Dr. Biman Arandhara	Member
3.	Mrs. Jyotirekha Bora	Member
4.	Mrs. Arundhati Phatowali	Member
5.	Basab Gogoi (students union)	Member

<i>Cultural Cell</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Mrs. Mandira Bora	Convener
2.	Mrs. Neetima Sarma	Member
3.	Dr. Devajit Dutta	Member
4.	Dr. Rinki Das	Member
5.	Ms. Sonashree das	Member
6.	Mr. Srimanta Hazarika	Member
7.	Sima Saikia (students union)	Member
8.	Nayan Pegu (students union)	Member

<i>NEP Task force Committee</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Dr. Utpal Sarma, Principal	Chairperson
2.	Dr. Nabami Gogoi	Convener
3.	Dr. Pranjal Pratim Dutta	Member
4.	Mr. Arindom Bora	Member
NEP Task force Assisting members		
6.	Mrs. Nandini Baruah	Member
7.	Dr. Biman Arandhara	Member
8.	Dr. Chinzakhum Vaiphei	Member

<i>Campus Beautification Committee</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Mrs. Rimarekha Buragohain	Convener
2.	Ms. Mandira Bora	Member
3.	Mrs. Diparani Boruah	Member
4.	Mrs. Monurama Saikia	Member
5.	Mrs. Nandini Baruah	Member
6.	Mrs. Archana Nath	Member
7.	Mr. Pronab Pathori	Member
8.	Mrs. Tulumoni Gogoi	Member
9.	Dr.Junti Duarah	Member
10.	Mrs. Arundhuti Phatuwali	Member
11.	Ms. Swadhinata Gogoi	Member
12.	Ms. Sangita Das	Member
13.	Dr. Priyanka Bharali	Member
14.	Mausum Saikia (students union)	Member
Advisory Bo-ard		
1.	MrsAnamika Hazarika	Member
2.	Dr. Devajit Dutta	Member
3.	Mrs. Jyotirupa Bora	Member
4.	Mr. Bhaskar Kakati	Member
5.	Mr. Parash Pratim Saikia	Member

<i>OBC Cell</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Dr. Nabami Gogoi	Convener
2.	Mrs. Rimarekha Buragohain	Member
3.	Mrs. Nandini Baruah	Member
4.	Ms. Himadri Gogoi	Member
5.	Dr. Prodip Bora	Member

<i>SC/ST Cell</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Mrs. Moonmoni Baruah	Convener
2.	Dr. Chinzakhum Vaiphei	Member
3.	Mr. Atul Das	Member
4.	Dr. Priyanka Bharali	Member
5.	Ms. Sangita Das	Member

<i>Minority Cell</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Mrs. Julfiquera Begum	Convener
2.	Dr. Chinzakhum Vaiphei	Member
3.	Mr. Harmeet Singh	Member
4.	Mr. Aftaboor Rahman	Member

<i>Internal Complaint Committee</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Mrs. Anamika Haarika (Vice-Principal)	Convener
2.	Mr. Rajesh Jaiswal	Member
3.	Dr. Biman Arandhara	Member
4.	Dr. Karabi Devi	Member
5.	Mr. Manash Protim Sarma	Member
6.	Mrs. Nayanmoni Doley	Member
7.	Simpi Bora (B.A. 2 nd Semester)	Member
8.	Ajay Sharma (B.Com 2 nd Semester)	Member

<i>Green Audit Committee</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Dr. Nabami Gogoi	Convener
2.	Mr. Arindom Bora	Member
3.	Dr. Priyanka Bharali	Member
4.	Dr. Prodip Borah	Member
5.	Ms. Sangita Das	Member

<i>Gender Audit Committee</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Ms. Himadri Gogoi	Convener
2.	Dr. Nabami Gogoi	Member
3.	Mr. Atul Das	Member
4.	Dr. Biman Arandhara	Member
5.	Dr. Rinki Das	Member
6.	Ms. Sonashree Das	Member
7.	Dr. Priyanka Bharali	Member
8.	Dr. Papari Nayak	Member
9.	Ms. Sangita Das	Member
10.	Ms. Swadhinata Gogoi	Member

<i>Skill Development Committee</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Dr. Karabi Devi	Convener
2.	Mr. Biswajyoti Doley	Member
3.	Dr. Nabami Gogoi	Member
4.	Dr. Junti Duarah	Member
5.	Mr. Manash Pratim Sarmah	Member
6.	Ms. Sonashree Das	Member
7.	Mr. Pranab Pathori	Member

<i>Yoga Committee</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Mr. Srimanta Prasad Hazarika	Convener
2.	Mr. Biswajyoti Doley	Member
3.	Mr. Manash Pratim Sarma	Member
4.	Mrs. Sarmila Dutta Tamuly	Member

<i>Equal Opportunity Cell Committee</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Mr. Biswajyoti Doley	Convener
2.	Dr. Karabi Devi	Member
3.	Ms. Himadri Gogoi	Member
4.	Ms. Sonashree Das	Member
5.	Ms. Malati Bangthai	Member
6.	Dr. Pradip Bora	Member
7.	Dr. Papari Nayak	Member

<i>Vermi-Compost Project Committee</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Mr. Sasanka Saikia	Convener
2.	Mr. Srimanta Hazarika	Member
3.	Mr. Parash Pratim Saikia	Member

<i>Water Harvesting Project Committee</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Dr. Priyanka Bharali	Convener
2.	Dr. Prodip Borah	Member
3.	Dr. Papari Nayak	Member
4.	Ms. Sangita Das	Member

<i>Red Ribbon Club</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Dr. Chinzakum Vaipei	Convener
2.	Dr. Papari Nayak	Member
3.	Dr. Priyanka Bharali	Member
4.	Mr. Srimanta Prasad Hazarika	Member

Note: In every Committee and Cell the Principal of the College shall act as Chairperson.



Principal
Golaghat Commerce College
Golaghat, Assam, India