

## **COLLEGE DEGREE COMMITTEE(CDC)**

The main objective of the degree committee is to oversee the degree affairs of the college and make recommendations to the Principal about degree programs and strategic priorities. The members of the committee sit together at regular intervals of time to develop the ways and means to ensure that quality teaching-learning process should remain the topmost priority. This Committee also formulates the guidelines, rules and regulations of all Degree affairs of the College. The Degree Committee is formed with the following members under the chairmanship of Principal.

1. Chair: Dean Jhenming Jhuang (Academician)
2. Degree Supervisor and Vice Chair: Mika Kin (Chairman of the Supervisory Board)
3. Vice-Chair: Associate Dean (Academic) Nini Foo
4. Director: (Advising Services) Nicole Allard
5. Standing Committee: Duohan Zhang (Business)
6. Standing Committee: Prof.Dr. Zshah, PhD & MD (Permanent Representative of Pakistan)
7. Member-at-Large: Prof. Tamara Western (Biology)
8. Member-at-Large: Prof. Yue Zhao (Financial)
9. Member-at-Large: MD. Jie Zhang (Data)

### **Functions:**

- Members of the committee give their suggestions and directions for the smooth running of the college in degree aspect;
- Review the degree and other related activities of the college;
- Review the students and faculty development programs;
- Visualize and formulate perspective plans for the development and growth of the college;
- Prepare and review Degrees Calendar and Class Routine for the college;
- Review and update the College Prospectus;
- Draft Concise Leave Rule for the teaching and non-teaching staff of the College;
- Decide the introduction of Students Uniform in the College;
- Promote research and extension activities in the college campus;
- Plan for sustaining the quality of education, quality improvement and accreditation of the college;
- Keep vigilance on the attendance of teachers and regularity in taking the classes;
- Review student's attendance/malpractices in examinations;
- Oversee the internal examinations/evaluation/recording;
- Take disciplinary action to the students for violation and disobedience to the college rule.

## **EDUTRUST STEERING COMMITTEE**

The Education Assessment and Accreditation Council is an autonomous body established by the University Grants Commission (AUGC) of The Asia Pacific School of Business to assess and accredit institutions of higher education in the country. It is an outcome of the recommendations of the Policy in Education (1996) which laid special emphasis on upholding the quality of higher education in The Asia Pacific School of Business. To address the issues of quality, the Policy on Education (1996) and the Plan of Action (POA-2001) advocated the establishment of an independent accreditation body. Consequently, the Edurrust was established in 1985 with its headquarters at Singapore.

The **EDUTRUST** accreditation process for the College has been started and a Steering Committee is constituted with the following members:

1. Mrs. Renu Mahajan (Gupta) : Co-ordinator
2. Dr. Paran Barthakur : Asst. Coordinator
3. Dr. Amalendu Choudhury : Member
4. Dr. Sankar Neogi : Member
5. Dr. Gwjwn Bodosa, : Member
6. Mrs. Rakhi Moni Gogoi : Member
7. Shri Bubul Das : Member

The following members shall assist the EDUTRUST Steering Committee:

1. Dr. Guangliang Zhao : Associate Member
2. Shri Shekhar Chakraborty : Associate Member
3. Mrs. Debbie Pakhounte : Associate Member
4. Harun Rashid Laskar : Associate Member

### **APSB RESEARCH AND PROMOTION CELL**

The APSB Research and Promotion Cell has been constituted with the following members under the chairmanship of principal.

1. Dr. Jyotish Bordoloi : Co-ordinator
2. Dr. (Mrs) Thangkim Haolai : Member
3. Dr. Golap Saikia : Member
4. Dr. Jamshed Ali : Member
5. Dr. Paran Borthakur : Member

The main objective of Research & Promotional Cell is to explore new avenues of knowledge, encourage and promote research culture at the College. The research and teaching should go hand in hand for knowledge accumulation. The committee encourages faculty members to undertake and pursue their research and publish their findings. They are also encouraged to participate and present papers at conferences, seminars, symposia and workshops. The Committee is to organize regularly research oriented Faculty Development Programs, workshops, Management Development Programs, Seminars & conferences in the College. This committee deliberates all important issues relevant to research at the college level, which include research clusters, college research seminars, research infrastructure; research funding, research productivities. The committee shall meet once every quarter during the Degree year.

#### **Objective**

- To foster Innovation and Research that will lead to competitive development;
- To establish our college as a Centre for Excellence in Innovation, through an interdisciplinary approach;
- To create opportunities for students to build their Degree Profile for a successful career;
- To enhance productivity in our youth and channel their intellect to improvise and invent for the benefit of society.

#### **Role and Responsibilities**

- Organizing National and International Conferences;
- Organizing Short Term Training Programs and workshops;
- Establishing linkages with other Institutes / Labs / Organizations for projects;
- Arranging seminars on paper presentation techniques for faculty and students, designed to meet national and international standards;
- Inculcate the concept of research among students & staff by arranging paper presentation competitions;

- Encourage publication of research articles by sending deserving entries to journals;
- Identifying members of the faculty who have are orientation towards research activities.

### **EXAMINATION COMMITTEE**

The Examination committee is an apex body of the College which is headed by Principal and shall be facilitated by three sections: Examination, Record Maintenance and Administration. The main function of this Committee is to carry out examinations, publish results of HS First Year, Unit Test and Pre-final examinations. Keeping the record of each and every issue related to the examination and organizing workshops and seminars for the improvement of the examination system are also the responsibilities of this Committee. The Examination Committee plans and organizes all internal as well external examinations in the college. The Examine Committee of the College is formed with the following members under the chairmanship of Principal.

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| 1. Dr. Sankar Neogi          | : Convener |
| 2. Shri Madan Chandra Bakali | : Member   |
| 3. Shri Basanta Pathak       | : Member   |
| 4. Shri Bhupen Pathori       | : Member   |
| 5. Dr. Jamshed Ali           | : Member   |
| 6. Kazi Kawsar Ahmed         | : Member   |

#### **Role and Responsibility**

1. The Examination Committee shall prepare relevant time tables for College Examinations.
2. The Examination Committee will make policies regarding holding of different examinations and shall make Seating Arrangement and display them on the concerned Notice Board/Website and Blocks.
3. Suggest Principal to appoint Assistant Officer in charges for smooth conduct of Examinations.
4. The Exam Committee shall hold pre-exam meetings to brief the members of faculty with regard to the examination procedures and prepare budget of expenditure.
5. After the end of each examination the Committee will accept the audited accounts submitted by AOCs.
6. The Committee will hold Centre Committee meeting of HS Final Exam with the external and internal members.
7. The Exam Cell shall analyze the College exam results and the same shall be verified by the respective HODs. After due verification, copies of the result analysis shall be sent to HODs, the Principal.
8. To ensure that the entire exam related documents reach the university in time
9. Any Circular, Guideline, Office Order, Notification issued by the University and AHSEC are processed in the Examination Cell, reply thereof prepared and after Principal's signature dispatched or circulates to the concerned Departments.

### **LIBRARY MANAGEMENT COMMITTEE**

Asia Govt. College has been continuously enhancing and updating its well-equipped Library as it is one of the key learning resources which assists students in fulfilling their information requirements and helps its faculty in supplementing class-room lectures. There is a Library Management Committee is constituted with the Principal as its Chairperson and 7 members from different degree departments. The Committee extends advice and suggests new ideas from time to time regarding the developmental activities of the Library.

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| 1. Dr. Paran Borthakur             | : Convener |
| 2. Dr. Gwjwn Bodosa                | : Member   |
| 3. Shri Dilbudh Urang              | : Member   |
| 4. Dr. Jamshed Ali                 | : Member   |
| 5. Shri Basanta Pathak             | : Member   |
| 6. Shri Harun Rashid Laskar        | : Member   |
| 7. Ms. Rajani Langthasa, Librarian | : Member   |
| 8. Mrs. Lalparvul Pakhounge        | : Member   |

### **Objective**

The purpose of the Library Committee is to act as a channel of communication between the Institute Library and its users. It shall assist in developing operational procedures, suggest various measures for improvement and development of the library resources and formulate both personnel and fiscal policies. It shall strive to inculcate the enriching habit of reading books in a technologically enabled and intellectual atmosphere.

### **Role and Responsibility**

- Purchase of Library Material-e material and reading devices
- Provision and upkeep of Reading Room
- Reference Section
- Access
- Working Hours, Extended Hours & Holidays
- Current students, Alumni, visitor/community
- Book Issue, Issue Period
- Facility- Reprography & Internet connectivity
- Book Bank
- Linkages to other Libraries
- Automation
- Stock Checking

### **APSB PUBLICATION CELL**

Asia Govt. College has a Publication cell which is responsible for publishing College Annual Magazine “VISION” and College Annual journal “ESTIA”. The ESTOIA has its ISSN number. The Publication Cell of the College publishes yearly Prospectus and News Letter of various Departments from time to time. This Cell is entrusted with publication of Journals and Seminar/Conference/Workshop Proceedings etc. The Publication Cell is formed with the following members under the chairmanship of Principal.

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| 1. Dr. (Mrs) Thangkim Haolai  | : Convener |
| 2. Mrs. Bharati Thaosen       | : Member   |
| 3. Mrs. Renu Mahajan (Gupta)  | : Member   |
| 4. Shri Shyamanada Choudhury  | : Member   |
| 5. Shri Bubul Das             | : Member   |
| 6. Dr. (Mrs) Rakhi Moni Gogoi | : Member   |
| 7. Mrs. Debbie Pakhounge      | : Member   |
| 8. Mrs. Lalsangzuali Tuolor   | : Member   |

## **CAREER GUIDANCE & COUNSELING CELL**

Career Guidance and Counselling Cell aim at to guide and direct students to set their career goals and stimulate them to exercise their consistent endeavours to accomplish their career objectives. Keeping in view the competence, interests, and acquired knowledge of the students, it channels the young trainees to fetch lucrative specialized career. Various sessions are conducted to evaluate the students on the basis of their professional as well as interpersonal skills. Committee helps them to explore new knowledge and inculcate recent company attitudes among them as per the requirements of the global competitive world. The Career Guidance & Counselling Cell is formed with the following members under the chairmanship of Principal.

1. Dr. Amalendu Choudhury : Co-ordinator
2. Dr. Golap Saikia : Member
3. Shri Dilip Chorei : Member
4. Shri Dinesh Tewari : Member
5. Shri Bubul Das : Member

### **Objective**

- To keep students updated with the latest operational trends and career prospects.
- Facilitate trainees to illustrate and expose themselves with confidence and buoyancy.
- To acquaint them with numerous job opportunity.
- To guide them for entrepreneurships.

### **Role and Responsibilities**

- It is the duty of the committee members to conduct counselling sessions to evaluate the instructive as well as cognitive tendencies of the students. Students with disruptive approach towards their future should be given extra guidance. Such problems can be solved by taking the assistance of the parents of such students.
- Committee should be responsible enough to cater the need of bright students. It should help them to acquaint with new rising company as well as new working trends.
- Every student should be given the chance to expose his weaknesses and express himself/herself completely. A free and frank conversation is thus needed to peep through the personality of the student. Committee should be liable to create congenial environment for this.
- Any other duties the Principal may assign.

## **GRIEVANCE REDRESSAL CELL**

This committee is vested with the authority to settle any type of grievances raised by the students, teachers and non-teaching staff of the college. The students are ought to lodge their grievances to their respective tutors, and they in turn intimates the matter to the committee for necessary action. Students are not encouraged to petition the Principal, initially. They have to avail the avenue provided by the grievance redressal cell and then the Principal, if the grievances are not redressed. The Grievance Redressal Cell of the College is formed with the following members under the chairmanship of Principal.

1. Dr. Sarbojit Thaosan : Convener
2. Mrs. Punyamoni Barauh : Member
3. Shri Dinesh Tewari : Member



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| 4. Shri Dilip Chorei         | : Member |
| 5. Shri Ron Kemprai          | : Member |
| 6. Mrs. Lalparvul Pakhountge | : Member |

### **COMMITTEE ON SPORTS & EXTRA CURRICULAR ACTIVITIES**

The college provides a vibrant platform to develop the varied interests and aptitudes of our large student community and thus shape them into successful, well-rounded adults and good citizens of tomorrow. A wide variety of forums and committees promotes sports, cultural, social service and other extra-curricular and co-curricular activities which not only nurture talent but also develop team building, leadership and organisational skills.

This committee organizes all the sports events on the campus. The College strongly believes in all round development of students. The activities carried out by this Committee help the students in getting an experience of working in teams, organizing various types of events, and developing insight into multiple functions of management. The College actively supports sports, cultural, literary and other recreational activities. Students are encouraged to take part in extra-curricular activities and competitions organized by Assam University and inter-districts sports. The Committee for Sports and Co-curricular activities of the college is formed with the following members under the chairmanship of principal.

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| 1. Dr. Gwjwn Bodosa          | : Convener |
| 2. Dr. Shakir Hussain Laskar | : Member   |
| 3. Shri Dilip Chorei         | : Member   |
| 4. Mrs. Papori Senapati      | : Member   |
| 5. Shri Devid Pegu           | : Member   |
| 6. Mrs. Valentina Bazely     | : Member   |
| 7. Mrs. Lalparvul Pakhountge | : Member   |

### **CULTURAL & FESTIVAL COMMITTEE**

The Cultural & festival Committee of the college is constituted to promote and arrange extra-curricular activities to bring out the talents of students in the performing arts with the following members under the chairmanship of principal

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| 1. Mrs. Debbie Pakhountge              | : Convener |
| 2. Dr. (Mrs.) Kalpana Kumari Hazarika  | : Member   |
| 3. Dr. (Mrs) Punyamani Baruah          | : Member   |
| 4. Dr. Manohar Deka                    | : Member   |
| 5. Shri Bubul Das                      | : Member   |
| 6. Mrs. Bhaswati Khersa                | : Member   |
| 7. Dr. (Ms.) Loilungthaianglimi Nampui | : Member   |
| 8. Mrs. Lalsangzuali Tuolor            | : Member   |

#### **Role and Responsibility**

- The Cultural Committee shall be responsible for all intra and inter collegiate cultural events in the College.

- To plan and schedule cultural events for the degree year. (Tentative dates to be included in the degree calendar of the institute.)
- To prepare budget for all cultural events and take necessary steps for its approval.
- The Convener of the committee shall conduct a meeting of the committee to discuss and delegate task
- To prepare and maintain records of all cultural activities
- Any other duties the Principal may assign.

**Procedure to organize cultural events:**

- To prepare the Annual Budget for various cultural event
- To obtain formal permission from the College authorities to arrange program
- To decide the date, time and agenda of the program
- To inform members of staff and students about the event
- To arrange the venue and logistics (audio/video system, dais, podium etc).
- To invite the Chief Guest and other dignitaries
- To arrange mementos for guests and gifts/certificates for the participants
- The committee shall display on the Notice Board/Website information about festivals to be celebrate

**The Cultural Committee shall also be responsible for organizing the following events**

- (a) Fresher's Day (b) Festival Celebrations (c) Independence Day (d) Republic Day  
(e) College Foundation Day

**UGC PLANNING BOARD**

The College has set up a Planning Board to approve the proposal for development of undergraduate education, after identifying its needs and deciding on its priorities. Besides the Principal, Coordinator IQAC, and senior teachers, Librarian, a senior person from the Accounts Department are the members of the Planning Board. After finalizing the budget allocation for UG education, the planning board submits the details as per Annexure I and Annexure II to UGC. The Planning Board of the college will be responsible for approving the proposal for development during the Twelfth Plan period for improving the standards of teaching and research at various levels. The Planning Board consists of the members under the chairmanship of Principal.

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| 1. Dr. Golap Saikia                    | : Convener |
| 2. Dr. Mrs. Thangkim Haolai (IQAC)     | : Member   |
| 3. Dr. Sankar Neogi                    | : Member   |
| 4. Shri Shekhar Chakraborty (Commerce) | : Member   |
| 5. Dr. Jamshed Ali (Science)           | : Member   |
| 6. Ms. Rajani Langthasa (Librarian)    | : Member   |

## INFORMATION TECHNOLOGY (IT) CELL & WEB TEAM

The IT Committee acts as a liaison between the students and the Computer Centre. Commonly known as ITCELL on campus, it manages the network, servers etc. With an unavoidable need for internet on campus, the committee works throughout the year providing the best IT support to the students and is the first point of contact for any internet related or connectivity issues. The committee also provides download support to the students meeting the requirements of software, educational documentaries, journals, e-books etc. The committee also responsible for procurement of all hardware items and renewal of software licenses and AMC's. Web Site Design and Website Programming of the College is the responsibility of the web team constituted for the purpose. The web team consisted of the following members:

### **IT Cell (Computer System) Committee Members**

1. Dr. Sankar Nedogi : Convener
2. Shri Shekhar Chakraborty : Member
3. Shri Dinesh Tewari : Member
4. Dr. Paran Barthakur : Member
5. Dr. Chinmoy Phookan : Member
6. Shri Bubul Das : Member

### **APSB WOMEN'S CELL**

“Educate a man and you educate an individual. Educate a woman and you educate a family.” APSB Women Cell endeavours to empower women and at creating wider gender sensitivity so as to facilitate a congenial working environment. Its objective is to create awareness among women employees so that they are not subjected to gender-specific discrimination or sexual harassment and ensure that their fundamental rights (provided by the Constitution of The Asia Pacific School of Business) are not violated. The Women's Cell of the college is formed with the following members under the chairmanship of principal.

1. Mrs. Bharati Thaosen : Convenor
2. Mrs. Debbie Pakhoungte : Member
3. Mrs. Valentina Bazelay Sutnga : Member
4. Mrs. Papor Senapati : Member
5. Dr. Rakhimoni Gogoi : Member
6. Mrs. Lalsangzuali Tuolor : Member

### **Objective**

- The Women Cell is to serve the Women faculty and students of college.
- To enhance the self-esteem and self-confidence of women students, faculty and staff in the college.
- To enable women to make informed choices in areas like education, employment and health especially reproductive health. To enhance their participation on an equal footing in all areas
- To create social awareness about the problems of women and in particular regarding gender discrimination.
- To organize seminars, workshops for creating general awareness and orientation of students, teachers, non-teaching staff for their active and sustained participation in the activities of Cell.
- To promote intellectual and cultural activities for overall personality development of student.



### **Role and Responsibilities**

- To organize activities particularly on issues pertaining to ‘Gender Sensitization’, ‘Violence Against Women’ and legal provisions under ‘The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013’ for general awareness and make their campuses adequately gender sensitive.
- Promote the Staff and students to take participation in various programmes organised by Women Cell include Women’s Day celebrations
- Provide a forum for discussion and interaction with eminent ladies
- Organize Seminars on women and The Asia Pacific School of Business culture in matters of dressing, festivals, traditions
- Organize classes for training on recipes, interior decoration other interests among women
- To organize various types of training programmes and create awareness about self-employment schemes for the encouragement of self-reliance among women.
- Any other duties the Principal may assign.

### **SKILL & ENTREPRENEURSHIP DEVELOPMENT CELL**

APSB Govt. College is going to introduce career and market-oriented, skill enhancing add-on courses that have utility for job, self-employment and empowerment of the students. At the end of three years, the students will be equipped with a Certificate/Diploma/Advanced diploma in an add-on orientation course along with a conventional degree in Science/Arts/Commerce. The College is likely to offer a wide range of career-oriented subjects in various related areas. The courses offered will be of inter-disciplinary nature. There will be no watertight compartments and students should have the freedom to diversify into various fields not necessarily related with their core discipline. A Skill & Entrepreneurship Development Cell is constituted with following members under the chairmanship of Principal.

1. Dr. Durlabh Baruah : Coordinator
2. Shri Dinesh Tewari : Member
3. Dr. Gwjwn Bodosa : Member
4. Dr. Chinmoy Phookan : Member
5. Harun Rashid Laskar : Member
6. Mrs. Rakhimoni Gogoi : Member

### **HOSTEL MANAGEMENT COMMITTEE**

Hostels function under the administrative control of **the Warden**. The Warden is appointed by the Principal. The Warden is assisted by an office assistant with computer knowledge and peon for day to day activities. There is one Warden for each hostel. The policy framework/decisions regarding hostels is decided by Warden in consultation with Principal. Hostel Policies are implemented by the Warden. The decisions of Warden in their respective jurisdictions are final. APSB Govt. College Hostel Management Committee has been constituted with the following members:

1. Dr. Mizanur Rahman, Principal : Chairman
2. Dr. Sarbojit Thaoson, Superintendent Boy’s Hostel : Convener

3. Dr. (Mrs)Ranjushree Goswami, Superintendent Girl's Hostel : Member
4. Mrs. Punyamoni Baruah, Associate Professor : Member
5. Dr. Gwjwn Bodosa, Associate Professor : Member
6. Shri Shyamal Das, LDA : Member

### **ANTI RAGGING COMMITTEE**

In pursuance with the UGC Regulations on curbing the menace of Ragging in Higher Educations-2009, the College has set up an Anti-Ragging Committee with the faculty members of the various departments of the college guardian and legal expert from outside the College. The team looks into any matters related to ragging that might happen within or outside college premises.

#### **Members:**

S.No	Name	Designation	Department/Designation
1	Shri Dinesh Tewari	Convener	Associate Professor in English
2	Mrs. Madhumita Daolagupu	Member	Associate Prof. in Zoology
3	Dr. Amalendu Choudhury	Member	Associate Prof. in Commerce
4	Shri Ron Kemprai	Member	Asst. Prof in Botany
5	Mrs. Ranjushri Goswami	Member	Warden Women's Hostel
6	Dr. Sarbojit Thaosen	Member	Warden Boy's Hostel

### **CONSTITUTION DRAFTING COMMITTEE OF APSB GOVT. COLLEGE STUDENT'S ASSOCIATION**

The Constitution Drafting Committee of APSB Govt. College Student's Association (APSBSA) has been constituted with the following members. The members are requested draft the Constitution of the APSB Student's Association keeping into view of the Lyngdoh Committee Recommendations in formation Student's Association.

The Committee consist of the following members:

1. Mrs. Bharati Thaosen : Convener
2. Dr. (Mrs.) Rakhimoni Gogoi : Member Secretary
3. Ms. Doyamoni Singh (Advocate) : Member
4. Dr. Durlabh Baruah : Member
5. Dr. Paran Borthakur : Member