

NABINCHANDRA COLLEGE, BADARPUR

Resolutions of the meeting of Teachers' Council held **on 23-06-2018.**

Resolution No. 1 : The Principal reads out the resolutions of the previous meeting held on 31-05-2018 and the house unanimously confirms the same.

Resolution No. 2 : After threadbare discussion the house unanimously reconstitutes/constitutes the different Cells/ Committees of the college for the session 2018-19 as detailed below :

(A) Discipline Committee

i) Dr. Mortuja Hussain (Principal)	-----	Chairman
ii) Shri Santosh Kumar Dey (Vice-Principal)	-----	Convener
iii) Shri Arun Kumar Sen	-----	Member
iv) Joynal Abedin Tafader (TR)	-----	Member
v) Shri Debojyoti Dasgupta	-----	Member
vi) Dr. Fazlur Rahman Laskar	-----	Member
vii) Monjurul Hoque	-----	Member
viii) Shri Soumitra Choudhury (Coordinator IQAC)	-----	Member
ix) Dr. Bishnu Ch. Dey (TR)	-----	Member
x) Dr. Barnashree Bakshi	-----	Member
xi) Dr. Arjun Chandra Debnath	-----	Member
xii) Bazrul Rahman Khan (NSS Programme Officer)	-----	Member
xiii) Sorwar Alom Khan (NCC Programme Officer)	-----	Member
xiv) Jasmin Begom	-----	Member
xv) Dr. Hedayatullah Choudhury	-----	Member
xvi) Dr. Pallab Deb	-----	Member

The functions of Discipline Committee are to look after the discipline of the college, to adopt measures to prevent indiscipline and to improve discipline in the college, and also to take action if and when required against the cases of indiscipline.

(B) Anti-Ragging Committee

i) Dr. Mortuja Hussain (Principal)	-----	Chairman
ii) Shri Sontosh Kumar Dey (Vice-Principal)	-----	Convener
iii) Joynal Abedin Tafader (TR)	-----	Member
iv) Dr. Bishnu Ch. Dey (TR)	-----	Member
v) Shri Soumitra Choudhury (Coordinator IQAC)	-----	Member
vi) Shri Arun Kumar Sen	-----	Member
vii) Ms. Nandita Dutta	-----	Member
viii) The O.C., Badarpur P.S. (Police Administration)	-----	Member
ix) The Circle Officer (Civil Administration)	-----	Member

The functions of the Anti-Ragging Committee are to take all necessary steps to prevent ragging in the college and also to take strict disciplinary action in the case of occurrence of any case of ragging.

(C) RTI Committee

i) Dr. Mortuja Hussain (Principal)	-----	Appellate Officer
ii) Shri Sontosh Kumar Dey (Vice-Principal)	-----	Convener cum PIO
iii) Shri Debojyoti Dasgupta	-----	APIO
iv) Joynal Abedin Tafader (TR)	-----	APIO

The main functions of the RTI Committee are to go through the applications received by the college under R.T.I Act, to take legal opinion if and when required and to take decisions regarding the reply of applications received under R.T.I Act.

(D) Prospectus Committee

i) Dr. Mortuja Hussain (Principal)	-----	Chairman
ii) Shri Sontosh Kumar Dey (Vice-Principal)	-----	Member
iii) Joynal Abedin Tafader (TR)	-----	Member
iv) Dr. Bishnu Ch. Dey (TR)	-----	Member
v) Shri Debojyoti Dasgupta	-----	Member
vi) Dr. Fazlur Rahman Laskar	-----	Convener
vii) Monjurul Hoque	-----	Member
ix) Shri Soumitra Choudhury (Coordinator IQAC)	-----	Member
x) Dr. Pallav Deb	-----	Member

The functions of the Prospectus committee are to prepare the Prospectus for the session 2019-20 by making entry/ modifications of all the required information and to get it finally printed as per requirement.

(E) Games and Sports Committee

i) Dr. Mortuja Hussain (Principal)	-----	Chairman
ii) Dr. Sorwar Alom Khan	-----	Convener
iii) Dr. Pallab Deb	-----	Member
iv) Dr. Arjun Chandra Debnath	-----	Member
v) Ms. Pragati Dutta	-----	Member
vi) Ms. Mounita Nath	-----	Member
vii) Dr. Susmita Nath	-----	Member
viii) Iqbal Uddin Tapadar	-----	Member
ix) Dr. K.H. Raju Singha	-----	Member

The functions of the Games and Sports Committee are to look after and guide the students in all matters related to the events of Games and Sports of the college as well as inter-college.

(F) Cultural Committee

i) Dr. Mortuja Hussain (Principal)	-----	Chairman
ii) Dr. Gautam Chandra Deb	-----	Convener
iii) Dr. Sushmita Nath	-----	Member
iv) Dr. Bishnu Chandra Dey (TR)	-----	Member
v) Bazlur Rahman Khan	-----	Member
vi) Shri Kajal Kanti Nath	-----	Member
vii) Dr. Barnashree Bakshi	-----	Member
viii) Shri Soumitra Choudhury, Coordinator IQAC	-----	Member

The functions of the Cultural Committee are to look after, guide and organize the students to hold different cultural events of the college as well as inter-college.

(G) Canteen Committee

i) Dr. Mortuja Hussain (Principal)	-----	Chairman
ii) Dr. Fazlur Rahman Laskar	-----	Convener
iii) Joynal Abedin Tafader (TR)	-----	Member
iv) Dr. Bishnu Chandra Dey (TR)	-----	Member
v) Dr. Sushmita Nath	-----	Member
vi) Dr. Barnashree Bakshi	-----	Member

The functions of the Canteen Committee are to look after the hygienic conditions of the college canteen, its food items, management and such other matters related to well-running of the college canteen.

(H) Research Cell

i) Dr. Mortuja Hussain (Principal)	-----	Chairman
ii) Shri Soumitra Choudhury (Co-ordinator IQAC)	-----	Member
iii) Dr. Bishnu Chandra Dey (TR)	-----	Convener
iv) Dr. Nazim Uddin Khadem	-----	Member
v) Dr. Hedayatullah Choudhury	-----	Member
vi) Bazlur Rahman Khan	-----	Member
vii) Dr. Sorwar Alom Khan	-----	Member
viii) Miss Pragati Dutta	-----	Member
ix) Dr. Rupdutta Roy	-----	Member
x) Dr. Samiran Roy	-----	Member

The functions of the Research Cell are to improve the research culture among the faculties as well as the students of the college and to take required steps to publish the Multi Disciplinary National Research Journal "Edu-Search" January 2019 and to take initiatives for organizing College level/Regional level/National level/International level Seminar workshops etc.

(I) Students' Welfare Cell

i) Dr. Mortuja Hussain (Principal)	-----	Chairman
ii) Shri Santosh Kumar Dey (Vice-Principal)	-----	Convener
iii) Joynal Abedin Tafader (TR)	-----	Member
iv) Dr. Bishnu Chandra Dey (TR)	-----	Member
v) Shri Soumitra Choudhury (Co-ordinator IQAC)	-----	Member
vi) Ms. Babli Paul	-----	Member
vii) Dr. Supriya Das	-----	Member
viii) Dr. Jaynal Abedin	-----	Member
ix) Dr. Sushmita Nath	-----	Member

The Functions of the cell are to look after the matters related to the welfare of the students, entertain any application received from the students in regards to their welfare measure and to take all necessary steps if and when required.

(J) Publicity Cell

i) Dr. Mortuja Hussain (Principal)	-----	Chairman
ii) Dr. Arjun Chandra Debnath	-----	Convener
iii) Dr. Jalil Uddin Ahmed	-----	Member
iv) Shri Moheshwar Deka	-----	Member
v) Pragati Dutta	-----	Member

The functions of the Publicity Cell are to give all required press releases and to maintain the file of the press releases along with the records of the events occurred.

(K) Students' Union Election Cell

i) Dr. Mortuja Hussain (Principal)	-----	Chairman
ii) Shri Santosh Kumar Dey (Vice-Principal)	-----	Returning Officer cum Convener
iii) Shri Arun Kumar Sen	-----	Member
iv) Joynal Abedin Tafader (TR)	-----	Election officer
v) Dr. Bishnu Chandra Dey (TR)	-----	Member
vi) Debojyoti Dasgupta	-----	Member
vii) Dr. Pallab Deb	-----	Election officer
viii) Shri Soumitra Choudhury (Co-ordinator, IQAC)	-----	Member
viii) Ms. Nandita Dutta	-----	Member

The functions of Election Cell are to decide the dates and modalities of Students' Union Election for the session 2018-2019 as per existing Constitution and the function of the Returning Officer and Election Officers is to conduct the Students' Union Election 2018-2019 as per the provisions of existing Constitution as amended up to date.

(L) Career Counseling and Placement Cell

i) Dr. Mortuja Hussain (Principal)	-----	Chairman
ii) Bazlur Rahman Khan	-----	Convener cum Coordinator
iii) Joynal Abedin Tafader (TR)	-----	Member
iv) Dr. Sorwar Alom Khan	-----	Member
v) Dr. Pallab Deb	-----	Member
vi) Ms. Pragati Dutta	-----	Member
vii) Ms. Mounita Nath	-----	Member

The functions of Career Counseling and Placement Cell are to give guidance and counseling to the students regarding their academic career and placement as well. The cell is to organize necessary programmes related to placement of the final year students and to arrange coaching classes etc. to achieve the goal.

(M) Examination Cell

i) Dr. Mortuja Hussain (Principal & OC)	-----	Chairman
ii) Shri Santosh Kumar Dey (Vice-Principal)	-----	Convener
iii) Shri Soumitra Choudhury (Co-ordinator, IQAC)	-----	Member
iv) Shri Debojyoti Dasgupta	-----	Member
v) Monjurul Hoque	-----	Member
vi) Dr. Hedayatullah Choudhury (AOC)	-----	Member
vii) Dr. Rupdutta Roy (AOC)	-----	Member
viii) Dr. Abu Taher Mahmood (AOC)	-----	Member

The functions of the Examination Cell are to prepare the plan of college examinations 2018-19 and the function of the AOCs is to conduct both the college and year/semester end examinations of AHSEC/AUS 2018-19.

(N) Megazine Committee

i) Dr. Mortuja Hussain (Principal)	-----	Chairman
ii) Dr. Barnashree Bakshi	-----	Convener
iii) Ms. Pragati Dutta	-----	Member
iv) Dr. Gautam Chandra Deb	-----	Member
v) Shri Soumitra Choudhury (Co-ordinator, IQAC)	-----	Member
vi) Bazlur Rahman Khan	-----	Member
vii) Hedayatullah Choudhury	-----	Member
viii) Dr. Abu Tahir Mahmood	-----	Member
ix) Shri Moheshwar Deka	-----	Member

The functions of the Magazine Committee are to inspire the students for creative/original writings, to help the students in collecting/selecting/editing the writings of the students and to publish the College Magazine "Nabin Jyoti" 2018-19 in time.

(O) Committee against Sexual Harasment

i) Dr. Mortuja Hussain (Principal)	-----	Chairman
ii) Shri Santosh Kumar Dey (Vice-Principal)	-----	Member
iii) Shri Debojyoti Dasgupta	-----	Member
iv) Monjurul Hoque	-----	Member
v) Shri Soumitra Choudhury (Co-ordinator, IQAC)	-----	Member
vi) Ms. Babli Paul	-----	Convener
vii) Dr. Amalina Paul	-----	Member
viii) Dr. Supriya Das	-----	Member

The functions of the Committee are to take all measures to prevent sexual harassment in any form among the staff as well as students and to take immediate appropriate action if and when any such case occurred.

(P) Grievance Redressal Cell:

i) Shri Santosh Kumar Dey (Vice-Principal)	-----	Chairman
ii) Joynal Abedin Tafader (TR)	-----	Member
iii) Dr. Bishnu Chandra Dey (TR)	-----	Member
iv) Shri Soumitra Choudhury (Co-ordinator, IQAC)	-----	Member
v) Dr. Barnashree Bakshi	-----	Member
vi) Ms. Nandita Dutta	-----	Member

The functions of the Grievance Redressal Cell are to take up the grievances that may be received from the students/guardians and to take necessary steps for fruitful solution.

(Q) Routine Committee:

i) Dr. Mortuja Hussain (Principal)	-----	Chairman
ii) Shri Santosh Kumar Dey (Vice-Principal)	-----	Convener
iii) Shri Soumitra Choudhury (Co-ordinator, IQAC)	-----	Member
iv) All HODs	-----	Member

The functions of the Routine Committee are to make plan for holding maximum possible classes, to prepare the central routine of the college scientifically and to get the name of the teachers allotted by the concerned HODs and to make the arrangement of the Halls/ Rooms of different Hons. and General classes.

(R) Web Monitoring & Updating Committee:

i) Dr. Mortuja Hussain (Principal)	-----	Chairman
ii) Dr. Hedayatullah Choudhury	-----	Convener
iii) Dr. Nazim Uddin Khadem	-----	Member
iv) Dr. Iqbal Uddin Tapader	-----	Member
v) Dr. Jaynal Abedin	-----	Member
vi) Dr. K.H Raju Sinha	-----	Member
vii) Kamrul Jamal (Office Asstt.)	-----	Member

The functions of the committee are to keep close monitoring of the college website and to take steps for keeping website always updated.

(S) Healthcare Cell:

i) Dr. Mortuja Hussain (Principal)	-----	Chairman
ii) Shri Santosh Kumar Dey (Vice-Principal)	-----	Convener
iii) Joynal Abedin Tafader (TR)	-----	Member
iv) Dr. Bishnu Chandra Dey (TR)	-----	Member
v) Dr. Swapan Das (Consultant Physician)	-----	Member
vi) Dr. Debangshu Banerjee (Consultant Physician)	-----	Member
vii) Dr. Arjun Ch. Debnath	-----	Member
viii) Iqbal Uddin Tapadar	-----	Member
ix) Dr. Mounita Nath	-----	Member
x) Hedayatullah Choudhury	-----	Member

The functions of the committee are to provide health care facilities to the students and staff members and to take steps to improve the Health Centre of the College.

(T) Plantation Committee:

i) Dr. Mortuja Hussain (Principal)	-----	Chairman
ii) Joynal Abedin Tafader (TR)	-----	Member
iii) Dr. Arjun Ch. Debnath	-----	Member
iv) Iqbal Uddin Tapadar	-----	Member
v) Dr. Pallab Deb (HOD, Ecology & Env. Science)	-----	Convener
vi) Dr. Supriya Das (HOD, Botany)	-----	Member
vii) Shri Sumit Nag (HOD, Zoology)	-----	Member
viii) Zasmin Begom (Asstt. Prof., Zoology)	-----	Member
ix) Ms. Piyali Das (Asstt. Prof., Botany)	-----	Member

The functions of the committee are to take steps for improving the plantation of the College and also to verify and take care of the plantations done by the students in various places under *Free Admission Plantation* Scheme. The committee may go for random physical verification of the plantations done by the students and to submit the report to the Principal for further action. The committee is to organize various programmes to inspire Green Practices among the students, Staff and localities.

(U) Minority Cell :

i) Dr. Mortuja Hussain (Principal)	-----	Chairman
ii) Dr. Fazlur Rahman Laskar (HOD, Arabic)	-----	Convener
iii) Shri Santosh Kumar Dey (Vice-Principal)	-----	Member
iv) Joynal Abedin Tafadar (HOD, Commerce)	-----	Member
v) Shri Debojyoti Dasgupta (HOD, Pol. Science)	-----	Member
vi) Bazlur Rahman Khan (Asst. Prof., History)	-----	Member
vii) Ms. Zasmin Begom (Asst. Prof. Zoology)	-----	Member

The functions of the committee are to deal with the various problems of the minorities related to academic upliftment and to organize different programmes to guide and inspire the students and guardians of various minority groups of the locality for academic as well as all-round achievements in life.

(V) Internal Complain Committee :

i) Babli Paul	-----	Presiding Officer
ii) Shri Santosh Kumar Dey (Vice-Principal)	-----	Member
iii) Nandita Dutta	-----	Member
iv) Dr. Barnashree Bakshi	-----	Member
v) Pragati Dutta	-----	Member
vi) Shri Debojyoti Dasgupta	-----	Member
vii) Shri Soumitra Choudhury (Co-ordinator, IQAC)	-----	Member

The function of the committee is to deal with any complain of Sexual harassment that may be received from any female Faculty/ Staff / Student.

(W) Committee for SC / ST :

i) Shri Santosh Kumar Dey (Vice-Principal)	-----	Chairman
ii) Joynal Abedin Tafadar (TR)	-----	Member
iii) Dr. Rupdutta Roy (Asst. Prof., Bengali)	-----	Convener
iv) Dr. Bishnu Chandra Dey (Asst. Prof., Bengali)	-----	Member
v) Shri Moheshwar Deka (Asst. Prof., Pol.Sc)	-----	Member
vi) Shri Soumitra Choudhury (Co-ordinator, IQAC)	-----	Member
vii) Shri Barun Kanti Paul (Office Assistant, LDA)	-----	Member

The functions of the committee are to deal with the various problems of the students belonging to SC/ ST communities in regards to their academic prosperity and to organize different programmes to guide and inspire the students and guardians of SC/ ST communities of the locality for academic as well as all-round achievements in life.

(X) OBC Cell :

i) Shri Santosh Kumar Dey (Vice-Principal)	-----	Chairman
ii) Dr. Arjun Chandra Debnath (Asst. Prof. Bengali)	-----	Convener
iii) Sushmita Nath (Asst. Prof., Bengali)	-----	Member
iv) Dr. Mounita Nath (Asst. Prof., Commerce)	-----	Member
v) Dr. Jalil Uddin Ahmed (Asst. Prof., English)	-----	Member
vi) Ms. Babli Paul (Asst. Prof., Pol.Sc)	-----	Member

The functions of the committee are to deal with the various problems of the students belonging to OBC/ MOBC communities in regards to their academic prosperity and to organize different programmes to guide and inspire the students and guardians of OBC/ MOBC communities of the locality for academic as well as all-round achievements in life.

(Y) Quiz and Debate Cell:

i) Mortuja Hussain (Principal)	-----	Chairman
ii) Bazrul Rahman Khan	-----	Convener
iii) Shri Soumitra Choudhury	-----	Member
iv) Pragati Dutta	-----	Member
v) Iqbal Uddin Tapadar	-----	Member
vi) Subrata Sarkar	-----	Member

The functions of the committee are to inspire, motivate, guide and involve the students in participating various events of Quiz and Debate. The Committee is also to organize various programmes of Quiz and Debate inside the college, both college level and inter college level. They may further constitute student cells for Quiz and Debate.

(Z). Women Cell:

i) Mortuja Hussain (Principal)	-----	Chairman
ii) Shri Santosh Kumar Dey (Vice-Principal)	-----	Member
iii) Nandita Dutta	-----	Member
iv) Pragati Dutta	-----	Convener
v) Mounita Nath	-----	Member
vi) Dr. Barnashree Bakshi	-----	Member
vii) Rupdutta Roy	-----	Member
viii) Jasmin Begom	-----	Member
ix) Dr. Supriya Das	-----	Member

The functions of the committee are to deal with the various problems of the female Faculty/ Staff/ students of the college. The committee may organize various programmes/ seminars related to women empowerment.

Resolution No. 3 : The Principal, the Vice-Principal, the IQAC coordinator and other senior teachers discuss in detail about the preparation of online SSR for NAAC accreditations. The house unanimously resolves that all the conveners of various sub-committees of IQAC should convene the meetings of the sub-committees and to complete the assignment allotted at the earliest.

Resolution No. 4 : The house unanimously resolves that all the teachers should take special care for taking classes in time as per routine and to maintain attendance record by putting 'A' for absent & 'P' for present and not by putting '.' for absent. However, it is suggested that the teachers may take attendance at the end of class to avoid provisional '.' mark in place of 'A'. It is further decided that at the end of each month students' attendance should be calculated in the Attendance Register.

Resolution No. 5 : The house discusses about the academic as well as non-academic upliftment of the students and for further betterment of the academic atmosphere of the college. For this the house unanimously resolves that all the HODs shall convene departmental meetings to chalk out plan of various actions and programmes for the session 2018-19. The meeting further resolves that all the teachers shall keep sincere vigilance so that any act of indiscipline/ unhealthy practice may be prevented. All should together make collaborative efforts for better results of the students and for maintaining and upholding the dignity and beautiful academic atmosphere of the college.

The meeting ends with thanks to and from the chair.

Sd/-
(Dr. Mortuja Hussain)
Principal & Chairman
Teachers' Council
N.C. College, Badarpur