

SOUTHFIELD COLLEGE DARJEELING

GUIDELINES, RULES REGULATIONS AND FUNCTIONS OF COMMITTEES

CONTENTS

ANNEXURES

- 1. GOVERNING BODY**
- 2. PRINCIPAL, TEACHING AND NON TEACHING STAFF**
- 3. IQAC**
- 4. HOSTEL WARDEN**
- 5. COUNCILLORS**
- 6. EXAMINATION COMMITTEE**
- 7. ADMISSION COMMITTEE**
- 8. LIBRARY COMMITTEE**
- 9. ROUTINE COMMITTEE**
- 10. FINANCE COMMITTEE**
- 11. RESERVATION (SC, ST, OBC, EWS) COMMITTEE**
- 12. ANTI RAGGING COMMITTEE**
- 13. WOMEN'S SEXUAL HARRASSMENT CELL**
- 14. INTERNAL COMPLAINT COMMITTEE**
- 15. INTERNAL COMPLAINT COMMITTEE FOR DISABILITIES**
- 16. RESEARCH COMMITTEE**
- 17. SEMINAR COMMITTEE**
- 18. BUILDING COMMITTEE**
- 19. GAMES AND SPORTS COMMITTEE**
- 20. DRESS AND DISCIPLINE COMMITTEE**
- 21. COMMUNITY ENGAGEMENT CELL**
- 22. PUBLICITY AND MAGAZINE COMMITTEE**
- 23. ICT COMMITTEE**
- 24. CULTURAL COMMITTEE**
- 25. NATURE CLUB**
- 26. FOOD AND CANTEEN COMMITTEE**
- 27. CLUBS**

Annexure 1.

THE GOVERNING BODY

FUNCTIONS :

The Governing Body is the highest Administrative Authority of the college. The constitution of the Governing Body, its powers and functions are elaborated in the “West Bengal University and colleges Administration and Regulation Act 2017” of the Kolkata vide Extraordinary March 22nd 2017 chapter II on the Administration of Colleges.

The duties of the Principal, funds and accounts of the college, employees of the college with appointment of teachers, librarians and non teaching employees along with transfer cases will be according to West Bengal University and Colleges Administration and Regulation Act 2017.

Southfield is affiliated to the University of North Bengal the total Annexures stated in the book- ‘A handbook of College Administration’ by Ranajit Basu which states the total Statutes Rules and Regulations of North Bengal University must be followed. Further, the North Bengal University has also issued separate Statutes, Rules and Regulations, Ordinances which the college must abide by.

For smooth functioning and decentralization of the college Administration, there will be a Teachers Council, Non-Teaching Staff forum, several Committees and Student Councillors forum.

The rules and regulations for students, responsibilities of parents, guardians, academic regulations, library regulations, code of conduct for various stakeholders like students, faculty, non-teaching staff, administrator, parents, guardians and alumni should be uploaded in website and printed in Annual diary.

The functions of the Teachers Council, Non-teaching Staff forum, Hostel Warden, Committees and student Councillors’ forum are elaborated below:

Annexure 2.

PRINCIPAL, TEACHING AND NON TEACHING STAFF

Government rules and University of North Bengal rules for:

Appointments, Various types of leaves, powers, duties, functions, Career advancement.

Recruitment Rules for Direct Recruitment of Assistant Professor in the State-aided Degree College of West Bengal

Consequent upon recommendation of the University Grants Commission's vide its Notification No. F.1-2/2017, dt. 18.07.2018 regarding the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) Regulations, 2018 notified in the Gazette of India on 18th July, 2018, the State Government is considering for prescribing revised rules keeping in mind the local conditions prevailing in the State, for recruitment of Assistant Professor and Associate Professor in the State-aided degree colleges for some time.

After considering all these aspects and also taking into consideration of local conditions, the Governor, in exercise of the powers conferred by section 8 (2) of the [West Bengal College Service Commission Act, 2012](#) (West Bengal Act XXIX of 2012) and in supersession of this Department's earlier order no. 727-Edn (CS) dated 26.06.2018 and all previous orders issued in this regard, is hereby pleased to direct the following eligibility criteria, qualifications and norms for direct recruitment to the posts of Assistant Professor and Associate Professor in the State-aided Degree College in West Bengal.

1. Posts

Assistant Professor and Associate Professor in different Government-aided Degree Colleges in West Bengal.

2. Method of Recruitment

By selection (direct recruitment) through the West Bengal College Service Commission in Government-aided Degree Colleges.

(I) Assistant Professor: – Arts, Commerce, Humanities, Science, Social Sciences, Education, Languages, Law, Library Science, Physical Education and Journalism & Mass Communication (Entry Pay at Academic Level 10 of Rs. 57, 700/-):-

(i) Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Masters Degree level in the concerned/ relevant/allied subject, along with relaxations applicable to specified categories, as explained in Proviso-1 to this rules.

(ii) The candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or CSIR or similar test accredited by UGC and conducted by various State Governments like SLET/ SET along with exemptions to specified categories, as explained in Proviso-II to this rules.

(II) Assistant Professor:-

(A) Music, Performing Arts, Visual Arts and other Traditional Indian Art Forms like Sculpture (Entry Pay at Level 10 of Rs. 57, 700/-):-

(i) Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Masters Degree level in a relevant subject or an equivalent degree from an Indian/foreign University along with relaxations applicable to specified categories as explained in Proviso-I to this rules.

(ii) The candidate must have cleared the National Eligibility Test (NET) conducted by the UGC/ CSIR or similar test accredited by the UGC and conducted by various State Governments like SLET/ SET along with relaxations applicable to specified categories, as given in Proviso-II of this rules.

OR

A traditional or a professional artist with highly commendable professional achievement in the concerned subject, who should have:-

(i) Studied under noted/ reputed traditional Masters/ Artist (s) and has thorough knowledge to explain the subject concerned;

(ii) A grade artist of AIR/ TV; and

(iii) Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

(B) Drama discipline:-

(i) Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Masters Degree level in a relevant subject or an equivalent degree from an Indian/ foreign University, along with relaxations applicable to specified categories, as explained in Proviso-I to this rules.

(ii) The candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or CSIR or similar test accredited by the UGC and conducted by various State Governments like SLET/SET along with relaxations applicable to specified categories, as given in Proviso-II to this rules.

OR

A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should be or have:

(i) A professional artist with first class degree/diploma from National School of Drama or any other such approved institution in India or abroad.

(ii) Five years or regular acclaimed performance in regional/ national/ international stage with evidence; and

(iii) Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

Proviso I: – Relaxation of Marks for Direct Recruitment of Assistant Professor.

(i) A relaxation of 5% may be provided at the Bachelors and Masters Level for the candidates belonging to Scheduled Castes, Scheduled Tribes, Differently-abled (as available under the Rights of Persons with Disabilities Act, 2016), and Other Backward Classes (OBC-A, OBC-B) (Non-creamy Layer) categories for the purpose of eligibility and for assessing good academic records during direct recruitment to teaching positions.

(ii) For Ph.D. Degree holders who have obtained their Master's degree prior to September 19, 1991, the minimum qualifying marks of 55% is relaxable by 5% marks (from 55% to 50%) at the Master's Level.

(iii) The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.

(iv) All the essential qualifications must have been obtained from a recognized University/ Institute.

Note:- Recognized University/ Institute shall mean a University or an Institute approved or recognized by the University Grants Commission or other Statutory/ Apex bodies, or recognized by the State Government or the Central Government as a centre of higher learning. In case of a foreign University, the Degree concerned should be recognized/ approved as equivalent to its Indian counterpart by the Association of Indian Universities.

Proviso-II: Exemption from NET/SLET/SET for the Post of Assistant Professor.

(i) The candidates who have been awarded Ph.D. Degree in the same or in a relevant subject in accordance with the University Grants Commission (Minimum Standards and Procedure for award of Ph.D. Degree) Regulations, 2009 are exempted from qualifying in the Eligibility Test (NET/SLET/SET).

(ii) Candidates registered for Ph.D. programme prior to 11 July, 2009 shall be exempted from qualifying in the Eligibility Test (NET/SLET/SET) as given below:-

The award of Degree to a candidate registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/ Bye laws/ Regulations of the institutions awarding the Degree in the same or relevant subject shall be exempted from the requirement of NET/SLET/SET, subject to fulfilment of the following conditions:-

(a) Ph.D. degree of the candidate awarded in regular mode only;

(b) Evaluation of the Ph.D. thesis by at least two external examiners;

(c) Open Ph.D. viva voce of the candidate had been conducted;

(d) Candidate has published two research papers from his Ph.D. work out of which at least one must be in a refereed journal;

(e) Candidate has made at least two presentations in conferences/ seminars, based on his Ph. D. work.

Note:- the above noted (a) to (e) are to be certified by the Registrar or Dean (Academic Affairs) of concerned University/ Institution.

(iii) NET/SLET/SET shall also not be required for such Master's Programmes in disciplines for which NET/SLET/SET is not conducted.

3. Relevant/ allied disciplines in each case, good academic record may be decided by the appropriate bodies of the concerned University.

4. The Period of time spent by the candidates to acquire M. Phil and/ or Ph.D. degree shall not be claimed or considered as teaching/research experience for appointment to the post of Associate Professor.

6. The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on weightages given to the performance of the candidate in different relevant dimensions.

7. Age

(i) The upper age limit is 40 (forty years) on the 1st January of the year of the advertisement and relaxable up to 5 years for SC/ST and 3 years for OBC category (non-creamy layer) candidates for the post of Assistant Professor. Differently-abled candidates (except in the post of Physical Education) are entitled to an age relaxation of 10 years.

(ii) Exceptionally qualified over-aged candidates having Ph. D Degree, with evidence of significant postdoctoral research work, may be called for the interview at the discretion of the WBCSC only in the rarest cases. But mere participation in the selection process does not entitled the candidate for recommendation unless the overage of the incumbent is condoned by the State Government at its discretion on case-to-case basis, purely on merit, normally not exceeding one percent of the total number of candidates of concerned panel, rounded off to the next whole number.

(iii) For the Approved State Aided College Teachers (SACT) the upper age limit for applying to the post of Assistant Professor is 47 (forty seven) years on the 1st January of the year of Advertisement subject to the same principles and quantum of relaxation as mentioned above in clause 7 (i), which will be counted from the base level of 47 years for this category of candidates.

8. LANGUAGE REQUIREMENT

Proficiency, spoken and written in the medium of instruction in the concerned Institution as notified by the WBCSC in the Advertisement.

9. RESERVATION

The extant rules regarding reservation of posts for SC/ST/OBC-A/OBC-B/PWD issued by the State Government from time to time shall have to be followed.

By Order of the Governor,

SD/-B.R.Santra
Deputy Secretary Government of West Bengal

Criteria for facilitating professional development programmes for the faculty :

General guidelines for considering promotion cases of teachers under CAS in Government Aided Colleges Ref : G.O. No. 920-Edn (CS) dt 31.12.2012 and Gazette Notification No. F.3-1/2009 dated 30.06.2010

1. Re-designation of Reader/ Lecturer (Sel.Gr.) to Associate Professor: College Authority is to forward such cases of re-designation to the Education Directorate with a proposal of fixation of pay in the revised pay band and AGP. Copies of earlier fixations and Governing Body resolutions as per prescribed format are to be enclosed. (Annexure-A)

2. Placement/ promotion cases due on or before 29.06.2010 are to be done as per earlier order [G.O. No. 118-Edn (CS) dated 4.2.1999 read with 390(2)- Edn (CS) dated 5.4.1999].

3. Meetings of the Screening/ Selection Committees are to be convened by the College Authority as per G.O. No. 920-Edn (CS) dated 31.12.2012.

4. Service length requirement for promotion under CAS: a. Assistant Professor Stage 1 to Stage 2: i. Joined with Ph.D. – 4 years ii. Joined with M. Phil. or equiv. degree – 5 years iii. Without Ph.D./ M. Phil. – 6 years b. Assistant Professor Stage 2 to Stage 3: Completed 5 (five) years of service in Stage 2. c. Assistant Professor Stage 3 to Stage 4: Completed 3 (three) years of service in Stage 3.

5. Counting of Past Service for promotion under CAS: Cases where a teacher wants to count his/her past service towards promotion under CAS, he/she has to move Education Directorate through the College Authority for issuance of a Government Order in that respect as per provisions in the referred G.O.

6. On Orientation/ Refresher Courses: Minimum requirement– a. For Stage 1 to Stage 2: One O.C. and one R.C. b. For Stage 2 to Stage 3: One R.C. or equivalent c. For Stage 3 to Stage 4: One R.C. or equivalent

7. All concerned are to apply for promotion under CAS in the prescribed proforma (Appendix-II). For Part-B of the proforma, they are requested to see detailed instruction of the PBAS in the Tables at Appendix – I. [Data required from 2010-11 (for Part-B , Category –1 & 2), data required for total admissible assessment period for Category -3]

8. The upward movement from a particular grade to the next higher grade for all Assistant Professors shall be subject to their satisfying the API based PBAS conditions as laid down in the scheme.
Director of Public Instruction, West Bengal

ANNEXURE

Leave Rules for Teachers of Govt. sponsored Colleges in the State.

1. These leave rules are applicable to all teachers of govt. aided including erstwhile sponsored colleges in the State.

2. Leave of absence from duty can not be claimed as a matter of right and may, on application by a teacher of a college/ Principal, be granted only when satisfactory grounds have been shown. When the exigencies of service so require, the authority competent to grant leave of any description or any such leave is granted, revoke such leave or part thereof.

3. No teacher who is under suspension shall be granted any leave.

4. Absence without leave shall render a teacher/ Principal subject to such disciplinary action as provided in the Statute/ Act/ Regulations of the concerned Universities under which a college is affiliated.

5. All applications of leave or for extension of leave shall be made in writing and addressed to Principal/President of the Governing Body in case of Principal and sanction for the leave or extension of leave as the case may be, applied for shall be obtained before it is availed of;

Provided that if the authority competent to grant leave, is satisfied that it was not possible to apply for or obtain the sanction for leave of absence beforehand leave may be granted with retrospective effect; but all applications of leave with retrospective effect shall be filed at the earliest possible opportunity.

6. Leave ordinarily shall commence on the date with effect from which it is actually availed of and terminate on the date preceding the date of resumption of duty provided that Sundays are holidays may be prefixed or suffixed to leave, so however for the purpose of prefixing or suffixing to leave holidays exceeding three days, previous sanction of the authority competent to grant the leave shall be obtained.

7. No teacher on leave shall return to duty before the expiry of leave granted to him/her, without permission of the leave sanctioning authority.

8. If a teacher of a college is absent from duty on all the days of a week on which he/she has been assigned duties, whether such days are consecutive or not, he/she shall be deemed to be absent from duty for the whole of the week.

9. No leave shall be credited in the leave account of a teacher after he/she retires on superannuation or retires voluntarily or resigns.

10. The Principal/ The President of the Governing Body may recall the teacher/the Principal at any time as the case may be who may be on leave except on medical ground and when the teacher/the Principal is so recalled to duty he/she shall be granted such travelling allowances as the Principal/ the President may consider reasonable.

11. If the teacher of a college has been granted leave to which holidays have been suffixed or prefixed and such the Principal/teacher absents himself/herself from duty beyond the expiration of such holidays shall be treated as absent from duty without leave and he/she shall not be entitled to his/her salary or allowances for such period unless and until the Governing Body otherwise directs.

12. Subject to the foregoing general principles "leave" shall mean (i) Casual Leave, (ii) Earned Leave, (iii) On Duty Absence, (iv) Study Leave, (v) Special Study Leave, (vi) Maternity Leave, (vii)

Quarantine Leave, (viii) Medical Leave/Half Pay Leave, (ix) Commuted Leave, (x) Extraordinary Leave, (xi) Compensatory Leave (xii) Leave Not Due (xiii) Special Disability Leave.

(A) CASUAL LEAVE :

(i) Casual Leave on full pay may be allowed to Principal/Teacher of a college upto a maximum of 14 days in any one calendar year but not more than 4 days at a time.

(ii) Casual Leave can not be combined with any other kind of leave or Puja holidays, but can be prefixed and or suffixed to Sundays and other holidays, provided such leave shall not exceed 7 days at a time including Sundays and Holidays.

(iii) All casual leave to which any teacher of a college may be entitled during any calendar year shall cease to be due to him at the end of such calendar year and can not be accumulated or taken over or brought forward to any other calendar year.

(iv) A teacher on casual leave shall not be treated as absent from duty.

(B) EARNED LEAVE :

i) Earned Leave is the leave which is earned by a teacher by discharge of duties for a certain period as mentioned herein below and granted to him/her at the discretion of the authority granting such leave. Unless otherwise compelled by exigencies of circumstances, in all case applications for earned leave shall be made at least seven days prior to the date on which the concerned teacher proposes to proceed on leave for twenty days or more. Prior sanction should be obtained before leaving station and/or proceeding on leave as well as for extension of leave even if the period of leave applied for is less than twenty days.

ii) Earned leave admissible to a teacher shall be 1/3rd of the period, if any, during which he/she is required to perform duty during vacation by the college authority or equal to one eleventh of the period spent on actual service in a non-vacation department subject to a maximum of thirty days in a calendar year provided that the upper limit of accumulation of earned leave shall be 300 (three hundred) days and the maximum period of earned leave that may be granted at a time shall not normally exceed sixty days. Earned leave exceeding sixty days but not more than 180 days at a time may be sanctioned in case of higher study/training /leave with medical certificate.

iii) Earned leave can be combined with any other kind of leave except casual and quarantine leave.

iv) Earned Leave is admissible with full pay and allowances.

(v) When a teacher moves from one college to another on lien or otherwise, his/her accumulation of earned leave/half-pay leave in the new college will be as per previous accumulation of leave i.e. in other words his/her leave account will be a continuous procedure.

(C) ON DUTY ABSENCE :

(i) Absence from duty of a teacher with the permission of the Principal of the college and in case of the Principal, the permission of the Governing Body, on account of duties assigned by the Government or any constitutional authority or the college or the Public Service Commission or the College Service Commission or the School Service Commission etc. or on account of obligations in regard to the NCC or the Social Service Camps and similar other obligations shall be deemed to be on duty absence and shall not be counted towards casual or earned leave.

(ii) On duty absence is admissible with full pay and allowance.

(D) STUDY LEAVE :

(i) Study leave for advanced study and research directly related to his/her work in the College may be granted to a teacher by the Governing Body of the college subject to approval of the Higher Education Department provided the concerned teacher has put in at least three years continuous service and is not due to retire there from within five years of her/her return from such leave. There shall be a gap of at least three years between two periods of such leave. The amount of scholarship, fellowship or other financial assistance that the concerned teacher, granted study leave, has been awarded will not preclude his/her being granted study leave with pay and allowances provided the scholarship etc. so received shall be taken into account in determining the pay and allowances on which the study leave may be granted as per norms of the University Statutes/Regulations/Guidelines of the U.G.C.

(ii) An application of study leave with particulars of international assignments, Scholarship/Fellowship of financial assistance including travel grant, if any statement of nature of works enclosed with supporting documents has to be submitted ordinarily two months before the applicant intends to avail of such leave.

(iii) Study leave on full pay (without allowances in India and with Dearness Allowances outside India) may be granted for a maximum period of twelve months at any one time and twenty four months in all during the entire service period. However, such leave may not be granted by the Syndicate/Executive Council/Governing Body in case the number of teachers sanctioned study leave in any department in any given period is likely to affect the academic programme of the concerned department.

(iv) A teacher granted study leave shall on his/her return and re-joining the service of the college may be eligible to the benefit of the annual increment(s) which he/she would have earned in course of time if he/she has not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.

(v) Study leave shall count as service for Pension/Contributory Provided Fund, provided the teacher joins the college on the expiry of his/her study leave. Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction. Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.

(vi) A teacher availing himself/herself of study leave shall submit a written undertaking that he/she shall serve the college for a continuous period of at least three years to be calculated from the date of his/her resuming duty after expiry of the study leave failing which they shall have to refund the emoluments received from the Government/college/UGC during the period of study leave.

(vii) After the leave has been sanctioned, the teacher shall before availing himself/herself of the leave execute a bond in favour of the college binding himself/herself for the due fulfillment of the conditions laid down in sub clause above.

(E) SPECIAL STUDY LEAVE :

(i) A whole time teacher of a college may be granted leave with full pay and Dearness allowances for pursuing study or research in an institution considered by the Governing Body of the college as suitable for the purpose subject to approval of the Higher Education Department, for such period ordinarily not exceeding 12 months during the whole period of his/her service, provided that the concerned Teacher has put in at least 2 years of continuous service and not to retire therefrom within 3 years of his/her return from such leave.

Provided that any application for special study leave with particulars of institutional assignments, financial assistance inclusive travel grants, if any with supporting documents should be submitted to the Governing Body at least one month before the start of the leave applied for.

(ii) The Teacher of a college shall furnish an undertaking that he/she shall serve the college for at least 3 years on his/her return from study leave on such terms and conditions as the college may decide failing which he/she shall be required to refund the amount paid to him/her as leave salary for the period of Study Leave;

Provided that if the concerned employee is receiving any pay, allowance, stipend, scholarship, fellowship from any source other than the college while on study leave, leave salary shall be reduced to the extent as followed in case of University

(F) MATERNITY LEAVE :

(i) Maternity leave with full pay and allowances may be granted to a whole time lady teacher on full pay for a period not exceeding 135 days including the period of confinement as per advice of a registered medical practitioner.

(ii) Maternity leave, combined with any other kind of leave may be granted only if the application is supported by a medical certificate signed by registered medical practitioner.

(iii) Maternity leave may also be granted to a lady teacher of a college on full pay in cases of miscarriage including abortion subject to the condition that such leave shall not exceed 6 weeks and the application for leave shall be supported by a medical certificate signed by a registered medical practitioner.

(iv) Maternity leave shall not be debited to leave account.

(v) In case of legal adoption of a child as per prescribed norms of the Government from time to time child adoption leave may be allowed to a female teacher as per existing govt, rules.

(G) QUARANTINE LEAVE :

Leave of absence from duty may be granted to a teacher of a college on full pay when he/she is ordered by the Principal of the college, in case of the Principal by the President of the Governing Body, not to attend his/her duties on account of the presence of any infectious disease in family or household. Such leave may be granted with full pay and allowances, on a certificate signed by a registered medical practitioner for a period not exceeding 21 days or in case of exceptional circumstances 30 days. Such leave shall be called quarantine leave and may be combined with any other kind of leave except casual leave. Quarantine leave shall not be debited to leave account.

(H) MEDICAL LEAVE/ HALF PAY LEAVE :

(i) A Teacher shall be entitled to Half Pay Leave for 20 days in respect of each completed year of service. This leave may be granted on production of certificate from a qualified registered medical practitioner or on private affairs.

(ii) Half Pay Leave may be combined with any other kind of leave except casual and quarantine leave.

(iii) Maximum period of accumulation of such leave will be 720 days.

(I) COMMUTED LEAVE :

(i) A Teacher shall be entitled to commute the half pay leave that he/she has earned to full pay leave on medical ground subject to production of a certificate from a registered medical practitioner.

Provided that when commuted leave is granted, twice the such number of half pay shall be debited against the leave account, provided also that total commuted leave may be granted not exceeding 180 days during the whole service period of the employee.

ii) Half Pay Leave up to a maximum of 180 days may be allowed to be commuted during the entire service (without production of medical certificate) where such leave is utilized for an approved course certified to be in the interest of the college by the Governing Body.

(iii) Commuted leave may be combined with any other kind of leave except casual and quarantine leave.

(J) EXTRAORDINARY LEAVE :

(i) Extraordinary leave without pay and allowances may be granted to a Teacher in special circumstances.

(a) When no other leave is admissible to him/her, or

b) When the other leave is admissible, but still he/she applies in writing for the grant of extraordinary leave.

(ii) Except in case of a permanent teacher, the duration of extraordinary leave shall not exceed 3 months on any one occasion.

Provided that

(a) When such a teacher is undergoing treatment for tuberculosis in a recognized hospital or at an approved sanatorium or at his/her residence under a specialist recognized as such by the Governing Body OR for leprosy in a recognized leprosy institution by a Medical Officer of Health Deptt. or a specialist in Leprosy recognized as such by the Governing Body; he/she may, subject to such conditions as may be prescribed, be granted extraordinary leave for a period not exceeding 12 months.

Note (1): The concession of extraordinary leave upto 12 months under the proviso above would be admissible to a teacher if he/she produces a certificate signed by the Superintendent of the hospital or the specialist, as the case may be, to the effect that he/she has reasonable prospect of recovery on the expiry of the leave recommended.

Note (2): The concession of extraordinary leave under the proviso above will be admissible only to those teachers who have been in continuous service for a period exceeding one year.

(iii) The authority empowered to grant leave may commute retrospectively period of absence from duty without leave into extraordinary leave.

(K) COMPENSATORY LEAVE :

(i) A teacher of a college who may be required, in the interest of the college, to work during holidays shall be entitled to compensatory leave for an equal number of days for which he/she is required to work during the holidays.

(ii) There will be no accumulation of such compensatory leave and it is to be availed within 3 months from the date of accrual.

(L) LEAVE NOT DUE :

‘Leave not due’ with half pay may be granted by the Governing Body to a Teacher/ Principal for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days in all may be otherwise thereon medical ground. Such leave shall be debited against the half pay leave earned by him/her subsequently. ‘Leave not due’ generally shall be granted in exceptional cases of illness.

‘Leave not due’ shall not be granted unless the Governing Body is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.

A teacher to whom ‘Leave not due’ is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In case where retirement is unavoidable on account of reason of ill health, incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Governing Body.

Provided further that the Governing Body may in any other exceptional case waive, for reason to be recorded, the refund of leave salary for the period of leave still to be earned.

(M) SPECIAL DISABILITY LEAVE :

(i) A teacher who is disabled by injury accidentally occurred in consequence of due performance of his/her official duties or by illness incurred on the performance of any particular duty which has the effect of increasing his/her liability to illness or injury beyond the ordinary risk attaching to the post may be allowed special disability leave on full pay and allowances for a maximum period of 24 months during the whole course of service.

(ii) Special Disability Leave may be combined with any other kind of leave except casual leave.

(iii) The concerned teacher is entitled to normal annual increment in time scale pay during such leave of absence.

(iv) Special disability leave shall not be granted unless the disability manifested itself within 3 months of occurrence to which it is attributed and teacher disabled acted with due promptitude in bringing notice of the appropriate authority.

(v) Such leave shall be granted only on the recommendation of a Medical Board and such leave in no case should exceed 24 months.

(vi) Such leave may be granted more than once if the disability is aggravated or reproduced in similar circumstances at a later date but not more than 24 months.

(vii) Since Special Disability Leave is granted owing to an injury caused during due discharge of official duty of a teacher concerned the appropriate leave sanctioning authority should be satisfied first as to the cause of accident which sustained him/her the injury for the entitlement of such leave.

(viii) Leave salary during such leave shall be with full pay and allowances for the first 120 days and half pay for the remaining period.

13. At the request of a Teacher of a college the Governing Body of the college may, by order, convert any kind of leave already granted into leave of a different kind, which may be admissible, with effect from such date as may be specified in the order, but a teacher shall not be entitled to claim such conversion of leave as a matter of right.

If one kind of leave is converted into another, the amount of leave salary admissible shall be recalculated and the arrears of leave salary shall be paid to, or, as the case may be amounts overdrawn shall be recovered from the employee concerned.

14. Except as otherwise provided in this order any kind of leave may be granted in combination with or in continuation of any other kind of leave.

15. Every Teacher shall be entitled to leave salary of the earned leave accumulated at his/her credit after cessation of his/her service by way of retiring on superannuation, voluntary retirement or death in harness provided the maximum number of accumulated leave and maximum of leave encashable shall be 300 days.

The leave salary shall be calculated on the rate of pay drawn by a teacher of a college on the day preceding that on which the leave commences unless otherwise determined by the Governing Body. Leave salary on retirement, voluntary retirement or death in harness shall be calculated on the basis of the pay drawn on the day preceding the date of retirement or death as the case may be.

16. A leave account shall be maintained by the Principal of the college for every teacher and Principal thereof but any leave granted under provisions 12(C) to 12 (F) of this Memorandum shall not be debited to such account.

The leave account of every teacher shall be credited with earned leave, in advance, in a single installment of 15 days on the first day of July for the first seven years of service and two installments of 15 days each on the first day of July and January of every academic year from the eighth year of service onwards. And as such the earned leave may be credited at the rate of two and a half days for each completed calendar month for those who have completed seven years of service and at the rate of one and one-fourth day for those who are in the first seven years of service. Ultimate fraction of a day shall be rounded off to a nearest integer.

The period of any leave without pay shall be excluded from the calculation of earned leave.

17. (i) A Principal/Teacher of a college appointed on substantive basis to any permanent post shall acquire a lien on that post. If the teacher is appointed substantively and confirmed to another permanent post either in the college or outside and in case of the Principal to another post outside, his/her lien on the permanent post held earlier in the college shall be terminated, unless he/she indicates in writing his/her refusal to accept the appointment so made substantively in another permanent post; in such event the concerned teacher/Principal shall immediately report back to duty in the post on which he/she held lien.

(ii) A Principal/Teacher holding substantive appointment in a college may be granted lien on his/her permanent post if he/she applies for the grant of lien consequent upon his/her obtaining an appointment offer either in another college or in any other establishment.

(iii) The period of lien shall initially be for a period of one year which may be renewed or extended if the teacher concerned is not confirmed in his/her services in the new establishment within that period.

Provided that the total period of lien so granted shall not exceed 2 years.

18. Every teacher of a college shall follow a six day week and shall abide by the pattern of holidays, vacation etc. as may be determined by the University.

19. A part-time teacher of a college shall be entitled to the following leave :

(i) Casual leave upon a maximum of 10 days in an academic year.

(ii) Extraordinary leave without remuneration for such period as may be determined by the Governing Body considering the special circumstances of any particular case.

Annexure 3.

TEACHERS' COUNCIL

Constitution of the Council:

The teachers' council is constituted by full time teachers, State Aided College Teachers (SACT) and full time librarian.

Functions:

1. All matters related to academics must be discussed in the meetings of the Teachers Council.
2. At the beginning of a session, a General Annual meeting is held where the teachers council Secretary (TCS) , Treasurer and Coordinators of all committees and members are appointed by mutual consent of the teachers.
3. During the academic session at least four meetings are to be held.
4. In the absence of a teacher ,he or she should not be appointed a Coordinator or member of any committee unless he or she has given his or her consent beforehand.
5. Any matters related to finance must first be placed in the Teachers Council and considering the decision on the matter of finance, the agenda is to be placed before the Finance Committee.
6. Any matters placed before the Governing Body must first be ratified by the Teachers Council by calling a meeting before any Governing Body Meeting..
7. The Teachers Council can call a meeting by circulating a notice with agenda, one week before a meeting.
8. The agenda of the meeting must first be placed before the Principal a few days before any Teachers Council meeting.
9. The council has the right to maintain a Corpus fund by collection of funds from among the members on a monthly or yearly basis as and when it is suitable for the council.
10. The fund must be maintained in a nationalised bank and signatories should be the Principal, Teachers Council Secretary and Treasurer.
11. Any emergency meeting can be called at a short notice of 24 hours which should have only one agenda.

Annexure 4.
INTERNAL QUALITY ASSURANCE CELL
(IQAC)

Constitution of the Committee:

As proposed by National Assessment and Accreditation Council (NAAC) Bangalore

Functions:

As stated by National Assessment and Accreditation Council (NAAC) Bangalore

Annexure 4.

HOSTEL WARDEN

1. The Hostel Warden will be a senior lady teacher of the college.
2. The Hostel Warden along with matron will ensure smooth functioning of the hostel.
3. The Hostel Warden can give leave permission to the hostellites after intimation to the college Principal.
4. She must ensure that the quality of food in the hostel is of standard quality and ensure that cleanliness and discipline is maintained.
5. She will ensure regular hostel timings be followed by the hostellers.
6. Medical help must be ensured at all times of the day and night to the hostellers.
7. She must ensure the safety of the hostellers with the help of the Matron.
8. Judicious use of water and electricity must be regulated in the hostel.
9. Regular study habit and recreation, yoga, meditation and exercises of the hostellers must be encouraged.
10. She must ensure that students daily sign the register before going out and after coming into the hostel.

Annexure 5.
COUNCILLORS

Head Councillor, Councillors, Club Secretaries, Assistant Club Secretaries, Class Representatives.

1. The head Councillor is elected by secret ballot conducted by the election commission of the college from among the Councillors who are selected from among the students by the students themselves..
2. The Head councillor is a member of the Governing Body of the College.
3. The Head Councillor can bring any complaints to the Governing Body after consultation with the Councillors as well as the Principal.
4. The head Councillor along with the help of Councillors and class representatives are to help in ensuring that the students come well dressed to the college.
5. The Councillors must have regular meetings among themselves as well as with the student body and any complaints from the Student body should be recorded.
6. Any complaints from the student body that cannot be solved by the Head Councillor, and Councillors are to be brought to the relevant committee coordinator who will try along with the members to solve the problem. If the problem cannot be solved, it should be taken to the Principal. If it is a serious matter, it will be taken to the Governing Body.
7. The Councillors are to check and see that the students wear their ID cards daily.
8. The Councillors are to check and see that the students do not loiter around Chowrasta during class hours.
9. The Head Councillor ,Councillors, Club Secretaries, Assistant Club Secretaries and Class Representatives are to check and see that the discipline of the students are maintained during any programs being held in the college or outside the college.
10. The Head Councillor, Councillors and Class representatives are to help in all the activities of the college as well as activities which are held outside the college.

Annexure 6.

EXAMINATION COMMITTEE

Constitution of the Committee:

The Admission Committee is constituted in Annual General meeting. The members include the Principal, a Coordinator, Teacher members, Teachers Council Secretary and one Non- Teaching Staff.

Functions:

1. The tenure of the committee will be for two years.
2. The Committee is to see the smooth conduct of all the Internal Examinations, University Examinations , Government Examinations or any Examinations, which are conducted in the college.
3. The Committee is to communicate to the students the dates of commencement of examinations.
4. The Committee must make the duty chart for the teachers and publish in Whatsapp Group.
5. The rules and regulations of the college and University regarding examination procedures must be explained to the students and teachers.
6. The students must be warned of the consequences of resorting to unfair means during the examinations.
7. The Committee is to ensure that the students have enrolled for the Examinations and communicate with them to see, if they are facing any problems. The problems of enrolment must be solved by communication with the University or brought to the notice of the Principal for communication to the University.
8. The Committee must ensure the arrangement of hall and duties entrusted to the teachers for smooth conduct of the Examinations.
9. The committee is to keep a record of the results before distribution of the results among the students.
10. The committee must ensure safe packing of the answer scripts and keep it ready for collection by the University.

Annexure 7.

ADMISSION COMMITTEE

Constitution of the Committee:

The Admission committee is constituted in Annual General Meeting. The members include the Principal, one Coordinator, all Heads of Departments and Teachers Council Secretary.

Functions:

1. Admission Committee meetings must be held before new admission process of the college. After admissions are over, review committee meeting may be held to review and discuss the process of admission and any issues or rectifications required for the next years' admission process may be noted.
2. The Committee is to ensure that admission process is online and is conducted smoothly and without any flaws.
3. The Committee must check the rules of the University, subject combinations etc stated by the University before the final rules are uploaded and before construction of Admission Portal.
4. Reservation policy as per Government Rules must be followed during the time of admission.
5. If, seats of reserved category are not filled, the seat may be converted to another Reserve Category seat by taking prior permission from the Higher Education Department, Govt. Of West Bengal..
6. Seats allotted by the University for each subject must be complied with and admission of students should not exceed number of seats allotted for each subject.
7. The Admission Committee is to ensure that the admission process is carried as per minutes of meeting of the committee.
8. The committee has the right to decide on the dates of publication of merit list which should be in conformation with the dates issued by Higher Education Department, Govt. of West Bengal and North Bengal University.
9. The Admission committee should decide on the dates for fees collection and the date for completion of admission etc.
10. The Committee should decide on the dates for starting of classes of new session, dates for orientation, parents meeting, signing of declaration forms and dates for signing of anti-ragging forms.

Annexure 8.

LIBRARY COMMITTEE

Constitution of the Committee:

The Co-ordinator is the Librarian. Teacher's Council Secretary is a member. HODs of all the Departments are members of the Committee. Principal is ex-officio member of Library Committee. Two or three Students are members of Library Committee.

Functions:

1. The Library Committee will have regular meetings throughout the year.
2. The Committee is to check and see the smooth functioning of the Library.
3. The Committee is to ensure the proper circulation of books among the students and teachers are carried out.
4. The committee can decide on the number of new books that must be added to the Library or decide on the weeding of the books.
5. The Committee must ensure that the automation of the Library be carried out and new ICT measures if it can be implemented must be suggested.
6. The Committee must regularly check to see if the computers for the students are functioning properly.
7. The Committee must check to see the proper utilization of Library fund of the college or funds from grants received from Government or other sources.
8. The Committee is to ensure that all books are returned to the Library after the students leave the College
9. The Committee is to ensure that all books are returned to the Library after any teacher resigns or leaves the College
10. The caution money retained from the students during time of admission must be returned to the students before they leave the college after adjustment of amount due to book loss or damage etc.

Annexure 9.

ROUTINE COMMITTEE

Constitution of the Committee:

A Co-ordinator is selected from the Teacher's Council.. Teacher's Council Secretary is a member. Principal is ex-officio member of Routine Committee. Heads of Departments are members of this Committee.

Functions:

1. The routine committee consists of the Principal, Co-ordinator, Teachers Council Secretary and Heads of the departments.
2. The committee is to ensure the formulation of the routine for each semester every year.
3. The community must ensure that there is no problem or confusion when classes start.
4. The routine must be made according to the number of classrooms which are present in the college and classes must be judiciously distributed among the classrooms.
5. The routine committee meetings should be held at least twice a year and especially before starting of new session.
6. The routine committee must also collect the dates for departmental activities which is supposed to occur throughout the year and get it endorsed by the Principal for publication in the students' diary.
7. The routine committee must ensure that the prepared routine is published in the website as well as published in the diary to be given to the students.
8. The committee must ensure that classes do not clash and in case of any clashes, the routine committee should immediately rectify the problem.
9. The routine committee must ensure that equal number of classes be distributed among the various subjects. Further club activities, ethics classes, entry into services and COPs of the college must be accommodated within the routine of the college.
10. The routine must be distributed in the Departments .
11. Teachers allotted for each class along with the consolidated routine per department must be handed over to the Principal.

Annexure 10.

FINANCE COMMITTEE

Constitution of the Committee:

A Co-ordinator is selected from the Teacher's Council and the Teacher's Council Secretary is a member. Principal is ex-officio member of Finance Committee.

Functions:

1. The members of the finance committee are selected by the Teachers Council during Annual General Meeting held at the beginning of the new session and meetings of the committee must be held once a month.
2. The Teachers Council Secretary and treasurer by default become members of the finance committee.
3. The finance committee of the college should also have members of the office, like cashier as member of the committee.
4. Any proposal which is put up in the teachers council which includes financial matters are brought before the finance committee.
5. The finance committee is supposed to see the budgetary aspects and feasibility of spending any finances for the proposal which has been proposed by the teachers council.
6. Permission for the purchase of commodities up to 5 lacs can be given by the finance committee.
7. The purchase of commodities more than 5 lacs must be placed before the Governing Body whose permission must be taken for the purchase of expensive commodities for the college.
8. After passing of the purchase of commodities by the Governing Body, the finance committee can take up the task of asking for quotations or helping in publication of e-tenders for the purchase of the particular items.
9. The finance committee must ensure that during e- tender floated for the commodity, the e-tender which is lowest must be selected for purchasing.
10. The finance committee must ensure that the products which are brought to the college are of good standard and must check before the purchases or commodities are installed in the college.

Annexure11

RESERVATION COMMITTEE

(SC,ST,OBC,EWS,PH)

Constitution of the Committee:

A Co-ordinator is selected from the Teacher's Council and the Teacher's Council Secretary is a member. Principal is ex-officio member of Reservation Committee.

Functions:

1. The Committee is to check and see that the reservation policy is not violated during admission of students.
2. The Committee is to check and see that the reservation policy is not violated during sending requisition to College Service Commission during recruitment of teachers..
3. The Committee is to check and see that the reservation policy is not violated during sending requisition to College Service Commission during recruitment of non teaching staff,
4. The Committee id to check and see that the Roster point is maintained while sending requisition to College service Commission for rexruitment of teachers.
5. The Committee is to check and see that the Roster point register is authenticated regularly .
6. Violation of Roster point must be avoided and any violation carried out in the past must be rectified during new recruitment in that particular post.
7. All the rules and regulations published through Government notifications must be adhered to.
8. The rules, Regulations and Government notifications are to be published in the College website.
9. The committee must ensure that notices stating that discrimination due to caste ,creed etc are prohibited in the campus are to be put up at strategic places in the campus for publicity..

Annexure 12.

ANTI RAGGING COMMITTEE

Constitution of the Committee:

A Co-ordinator is selected from the Teacher's Council and the Teacher's Council Secretary is a member. It is mandatory for the committee to have male members in the committee. Principal is ex-officio member of Anti-Ragging Committee

Functions:

1. Ragging is prohibited and punishable by law. This slogan must be put up at appropriate places around the campus and Website by the committee
2. Anti Ragging Awareness campaigns must be carried out by the committee at regular intervals in the college.
3. Signing of Anti Ragging declaration NJ forms by new students and their parents must be carried out by the Committee after admission of the new students after Admissions
4. The committee is supposed to check the suggestion box of the students regularly at least once a week and sort out if there are any complaints from the students
5. In case of complaints received from students, immediate and appropriate action must be carried out by the committee as a group.
6. Complaints which are severe and which cannot be solved by the committee is to be brought before the notice of the Principal.
7. Any notice or complaint which cannot be solved by the Principal must be taken to the Governing Body of the College where the Head Councillor is also a member of the Governing Body.
8. Any action which involves the teachers or students must be amicably solved in the Governing Body and the decision which is taken by the Governing Body is final and binding.
9. It is the up to the committee which must sort out the complaints as those that can be solved by the student councillors or by the committee itself or by the Principal or the Governing Body of the College.
10. The committee must encourage the students and teachers to come forward to place their complaints if any, instead of suppressing it and later putting it out in the public.
11. The committee should also take measures to help in the counselling of teachers and students with the help of Counsellor from Education Department.
12. The Committee should also take help of Mentor-Mentee arrangement which is there in the college to help any problems or any complaints which comes up before them.

Annexure 13.

WOMEN ANTI SEXUAL HARRASSMENT CELL

Constitution of the Committee:

A Co-ordinator is selected from the Teacher's Council and the Teacher's Council Secretary is a member. It is mandatory for the committee to have male members in the Committee. Principal is ex-officio member of Internal Complaint committee for Disabilities.

Functions:

1. The Women Sexual Harrassment Cell of teachers of the teachers council as well as a member of the non teaching staff and one student.
2. The committee is supposed to check the suggestion box of the students regularly at least once a week and sort out if there are any complaints from the students who are differently abled.
3. Immediate and appropriate action must be carried out by the committee as a group.
4. Complaints which are severe and which cannot be solved by the internal committee for disabilities is to be brought before the notice of the Principal.
5. Any notice or complaint which cannot be solved by the Principal must be taken to the Governing Body of the College where the Head Councillor is also a member of the Governing Body.
6. Any action which involves the teachers or students must be amicably solved in the Governing Body and the decision which is taken by the Governing Body is final and binding.
7. It is the up to the committee which must sort out the complaints as those that can be solved by the student councillors or by the committee itself or by the Principal or the Governing Body of the College.
8. The committee must encourage the students and teachers to come forward to give the complaints if any instead of suppressing it and later putting it out in the public.
9. The committee should also take measures to help in the counselling of teachers and students with the help of Counsellor from Education Department..
10. The committee should also take help of Mentor-Mentee arrangement which is there in the college to help any problems or any complaints which comes up before them.

Annexure 14.

INTERNAL COMPLAINT COMMITTEE

Constitution of the Committee:

A Co-ordinator is selected from the Teacher's Council and the Teacher's Council Secretary is a member. Principal is ex-officio member of Internal Complaint Committee.

Functions:

1. The internal committee complaint committee consists of teachers of the Teachers Council as well as Head Councillor and one or two students.
2. The committee is supposed to check the suggestion box of the students regularly at least once a week.
3. The committee as a group is supposed to analyse the suggestions and complaints given by the students and appropriate and immediate action should be taken.
4. Complaints which are severe and which cannot be solved by the complaints committee is to be brought before the notice of the Principal.
5. Any notice or complaint which cannot be solved by the Principal, the Principal has to bring it before the Governing body to solve the complaint.
6. Any action which involves the teachers or students must be amicably solved in the Governing Body and the decision which is taken by the Governing Body is final and binding.
7. The committee must sort out the complaints as those that can be solved by the student councillors or by the committee itself or by the Principal or by the Governing Body.
8. The committee must encourage the students and teachers to come forward to give their complaints if any instead of hiding it and sharing it out in the public.
9. The committee should also take measures to help in the counselling of students and teachers.
10. The committees should also take help of the mentor-mentee setup which is there in the college to help any problems or any complaints which come up before them.

Annexure 15.

INTERNAL COMPLAINT COMMITTEE FOR DISABILITIES

Constitution of the Committee:

A Co-ordinator is selected from the Teacher's Council and the Teacher's Council Secretary is a member. Principal is ex-officio member of Internal Complaint committee for Disabilities.

Functions:

1. The internal committee for disabilities consists of teachers of the Teachers Council as well as a member of the non teaching staff and one student.
2. The committee is supposed to check the suggestion box of the students regularly at least once a week and sort out if there are any complaints from the students who are differently abled.
3. Immediate and appropriate action must be carried out by the committee as a group.
4. Complaints which are severe and which cannot be solved by the internal committee for disabilities is to be brought before the notice of the Principal.
5. Any notice or complaint which cannot be solved by the Principal must be taken to the Governing Body of the College where the Head Councillor is also a member of the Governing Body.
6. Any action which involves the teachers or students must be amicably solved in the Governing Body and the decision which is taken by the Governing Body is final and binding.
7. It is the up to the committee which must sort out the complaints as those that can be solved by the student councillors or by the committee itself or by the Principal or the Governing Body of the College.
8. The committee must encourage the students and teachers to come forward to give the complaints if any instead of of suppressing it and later putting it out in the public.
9. The committee should also take measures to help in the counselling of teachers and students with the help of Counsellor from Education Department..
10. The committee should also take help of Mentor-Mentee arrangement which is there in the college to help any problems or any complaints which come up before them.

Annexure 16.

RESEARCH COMMITTEE

Constitution of the Committee:

A Co-ordinator is selected from the Teacher's Council and the Teacher's Council Secretary is a member. Principal is ex-officio member of Research Committee.

Functions:

1. The research committee will encourage the teachers to publish papers in Journals.
2. The research committee will encourage the teachers to publish their papers in UGC CARE list Journals.
3. The committee will publish any advertisements regarding research fellows or any subjects related to research in the college WhatsApp group for information to the teachers.
4. After award of PhD degree of any teacher, the research committee is to arrange a seminar among the teachers so that the awarded teacher should present to the teachers, a lecture about his or her research work.
5. The committee are to collect the publications of the teachers as well as the PhD thesis of the teachers and place it in the Faculty Publication centre of the library.
6. The committee along with IQAC team should have meetings at least four in a year to encourage all the teachers who have not done their PhD to enroll and register for PhD work.
7. The committee should work in tandem with seminar committee and help the seminar committee while holding any seminars workshops etc in the college.
8. The committee should conduct workshops for the Teachers to teach them how to write research projects , research papers and research Thesis.
9. Any teacher can be a member of the research committee out of interest. There is no compulsion that a member should have a PhD degree
10. The committee should see the proper functioning of the computer which is installed in the Research and Consultancy room and inform the AMC in case of any problems.

Annexure 17.

SEMINAR COMMITTEE

Constitution of the Committee:

A Co-ordinator is selected from the Teacher's Council and the Teacher's Council Secretary is a member. Principal is ex-officio member of Seminar Committee. Members are selected from the Teacher's Council.

Functions:

11. The seminar committee should have one coordinator and members are to be appointed by voluntary consent.
12. The committee should collect advertisements of National and International seminars that are being conducted in institutions all over India and upload the advertisement in the Southfield college WhatsApp group for information to the teachers..
13. The committee must encourage the teachers to hold seminars workshops and conferences in the college.
14. The committee must ensure the proper selection of teachers for scholarships to attend any national or international workshops, seminars, conferences ,symposia etc
15. At least four meetings per year should be conducted by the seminar committee.
16. During any seminar, workshop or conference which are being held in the college, the seminar committee must work in tandem with the research committee and other committees for proper and successful outcome.
17. For applying for any funding for seminars the seminar committee should get the theme of the seminar endorsed by the Principal.
18. The committee must open an account in a National Bank where the signatories will be the principal and the coordinator of the seminar committee so that any fund which is received should be directly transferred to the bank account.
19. The committee should take the initiative to collect papers presented by teachers in the various seminars, workshops and conferences and hand it over to the Research Committee for putting it in the Teacher's Publication Centre in the Central Library.
20. The seminar committee should ensure to hold three or four seminars in a year in the college on trending topics and Intellectual Property Rights which are given more importance by NAAC.

Annexure 18.

BUILDING COMMITTEE

Constitution of the Committee:

The Co-ordinator is a member of Teachers council. Teacher's Council Secretary is a member. A non teaching staff is a member. Principal is ex-officio member of Building Committee.

Functions:

1. Meetings are held two or three times per year or as when required.
2. The Committee looks into matters of construction of new buildings in the campus as well as assist RUSA monitoring committee for RUSA funded buildings.
3. The committee will help in planning the basic structure of building structures which is to come up in the college compound.
4. The committee will ensure the process of e-tendering for construction purposes
5. The Building Committee will work in tandem with finance committee, Principal and Governing Body for sanction of funds for construction purposes.
6. The committee will ensure the vetting of plans for the buildings.
7. During Construction works, the committee will supervise the progress of the work.
8. During Construction works, the committee will supervise to see the quality of material being used for construction.
9. After completion of construction, the committee will check to see if the builders have worked in conformity with the vetted plan.
10. The committee will also look after the upgradation of facilities of the college which involves masonry work.

Annexure 19.

GAMES AND SPORTS COMMITTEE

Constitution of the Committee:

A Co-ordinator is selected from the Teacher's Council and the Teacher's Council Secretary is a member. Principal is ex-officio member of Sports and Games Committee.

Functions:

1. The sports and games committee should have a coordinator and members from Teachers Council. There should be at least one female member.
2. The committee should organise three or four meetings per year or, as and when required.
3. The committee should ensure the participation of the students and teachers in the inter College University sports and games meet.
4. The committee should select students for the various Meets and ensure that the students practice before competing with any college or University students.
5. The committee should take prior permission of the Principal to take part in any sports meet in any college or university.
6. The committee must ensure proper maintenance of the basketball court, gymnasium yoga room and the table tennis board including all the equipments of the sports and games store room.
7. Purchase or replacement of any equipments regarding sports should be intimated to the Principal who will help in the purchase or replacement of the games and sports equipments.
8. The committee must help in the organising of the yearly Sports Day which is usually held on the 15th of August every year.
9. The sports committee along with the cultural committee must help in the organising of events which are organised during independence day by Gorkha Territorial Administration at Lebong ground.
10. It is the responsibility of the Sports committee to select a student for the best sportsman scholarship which is awarded by the University of North Bengal every year.

Annexure 20.

DRESS AND DISCIPLINE COMMITTEE

Constitution of the Committee:

A Co-ordinator is selected from the Teacher's Council and the Teacher's Council Secretary is a member. Principal is ex-officio member of Dress and Discipline Committee.

Functions:

1. Dress and discipline committee consists of members of the teachers council where the number of members include both female and male members of the teachers council.
2. The dress and discipline committee will ensure that the students come properly dressed according to the dress code of the college which includes salwar kameez with dupatta.
3. The Councillors, class representatives and head councillor of the college will work in tandem with the dress and discipline committee
4. The Head Councillor, councillors and class representatives are to see that the students also come properly dressed and in case of any irregularities seen by them they are supposed to correct the student.
5. The violation of the any rules of the college should be corrected by the student councillor in an amicable way. However, if the breach of discipline is of serious nature, the matter should be placed before the dress and discipline committee and should be solved within the committee or it should be brought before the notice of the Principal.
6. The dress and discipline committee is to ensure that there is discipline among the students in the college and also outside the college.
7. The Councillors should see that the students come everyday wearing their identity cards.
8. The students should also listen to the Councillors regarding their dress and ID cards failing which they will be brought before the dress and discipline committee.
9. During the time of Orientation the dress and discipline committee is supposed to meet the students and their parents to inform them about the rules and regulations including the dress code of the college

Annexure 21.

COMMUNITY ENGAGEMENT CELL

Constitution of the Committee:

A Co-ordinator is selected from the Teacher's Council and the Teacher's Council Secretary is a member. Principal is ex-officio member of Research Committee.

Functions:

1. The members of the community engagement cell should include students also.
2. The committee should have regular meetings throughout the year to enable the students to help in community engagement.
3. The coordinator and members of the committee are to work in tandem with other committees of the college.
4. The other committees which should work in tandem with engagement cell include NSS, NCC, Rotaract club, YAT (Youth Against Trafficking) club, MUSKAN- which is a registered Society of the college.
5. The activities of the various Committees should also be recorded by the community engagement cell.
6. The community engagement cell can work independently of other committees of the college.
7. The Community Engagement Cell should write reports and submit the Geo tagged photos for uploading in website, Facebook page- Southfield College on the Web and Magazine.
8. The community engagement cell during its programs may take the help of the other committees of the college.
9. The broad function of the community engagement cell include social service to the society including other activities like generating funds for financial help or for adopting a child or helping other organisations which are established outside the college by participating in their projects.
10. Community engagement cell should have a good rapport with various NGOs and committees established outside the college.

Annexure 22. PUBLICITY AND MAGAZINE COMMITTEE

Constitution of the Committee:

A Co-ordinator is selected from the Teacher's Council and the Teacher's Council Secretary is a member. Principal is ex-officio member of Publicity and Magazine Committee.

Functions:

1. The members of the committee should include teachers of the Teachers Council along with three students, one from English department one from Hindi department and one from Nepali department.
2. On the event of any activities which occur in the college or outside the college, the publicity and magazine committee are to take note of the event and help to publish it in the newspaper or local dailies.
3. The publicity and magazine committee are to keep a record of the events carried out by the college in soft copy or hard copy and Geo Tagged photos should be taken.
4. A summary of the event is to be written and recorded at the same time. The summary of the event of the college along with the photos should be given to ICT committee and the office for uploading in the college web as well as Facebook page-Southfield college on the web.
5. The committee should also publish the dates for collection of material for publication in the college magazine called 'Contextures'
6. . The committee must ensure the invitation of quotations from publishers to get the best quotation for publication of Contextures.
7. The committee must ensure proper editing of the articles submitted by the students for publication in the latest issue of the Contextures
8. The committee must ensure the timely and routine publication of the Contexture. The committee must ensure the distribution of the magazines not only to the faculty member and students but should ensure that the outgoing 6th semester students get a copy of the magazine before they leave the college.
9. The Editorial board of College Magazine is selected from the members of the publicity and magazine committee.
10. The editorial board and the magazine committee must ensure that a high standard of the Contexture magazine is maintained.

Annexure 23.
ICT COMMITTEE.

Constitution of the Committee:

A Co-ordinator is selected from the Teacher's Council and the Teacher's Council Secretary is a member.. Principal is ex-officio member of ICT Committee.

Functions:

1. The ICT Committee will comprise of Co-ordinator and members who are conversant with ICT tools.
2. The Committee will collect geo-tagged photos of programmes conducted by the students and teachers of the college.
3. The committee must ensure the report of the programmes be uploaded in the college website and College Facebook page- Southfield College on the web.
4. The Co-ordinator must ensure the regular update of the website and facebook page is maintained.
5. The Co-ordinator is the Admin of the Facebook page and must monitor the contents uploaded in the website and Facebook page.
6. The Admin has the right to invite members as well as delete the names of members if situation so arises.
7. The Co-ordinator has the right to upload as well as delete contents from the Website and Facebook page.
8. Any content that needs to be uploaded needs to be verified by the Principal and the Co-ordinator of ICT Committee.
9. The ICT Committee must work in tandem with publicity and Magazine committee.
10. The ICT Committee must keep a copy of the records of all the events that occur in the college throughout the year as soft copy.

Annexure 24.

CULTURAL COMMITTEE.

Constitution of the Committee:

A Co-ordinator is selected from the Teacher's Council and the Teacher's Council Secretary is a member. Principal is ex-officio member of Cultural Committee.

Functions:

1. The cultural committee consists of members from the teachers Council as well as members from non teaching staff including one or two students from among the students.
2. The committee consists of a coordinator who will coordinate all the activities of the committee.
3. The committee will look into the various activities of the college throughout the year.
4. The cultural committee will help in all the programs that are conducted in the college like seminars, conferences, workshops and any other programs that involve cultural activities.
5. The culture committee will look into and help in the participation of the college during independence day program which is annually held at Lebung Ground organised by Gorkhaland Territorial Administration..
6. The cultural committee will ensure the participation of the college in cultural activities and competitions to be held in other colleges and institutions.
7. The committee will ensure the participation of the college in association with other committees or NGOs of the society.
8. The cultural committee will help in smooth functioning and organizing of various cultural activities and all the major activities of the college like freshers welcome, Investiture Ceremony, Farewells of students and staff etc held during the year.
9. The committee will keep record of all the cultural activities that take place throughout the year.
10. A report of the activities of the year along with Geo tagged photos are to be taken and given by the committee to the magazine committee and the ICT committee for publication in Southfield college on the web as well as to be given to the office for publication in the website of the college.

Annexure 25.

NATURE CLUB

Constitution of the Committee:

A Co-ordinator is selected from the Teacher's Council and the Teacher's Council Secretary is a member. Principal is ex-officio member of Research Committee.

Functions:

1. The members of the nature club are selected from the members of the teachers council by own consent.
2. Student volunteers are free to join the Nature Club.
3. Nature club should help in checking to see the campus is clean and plastic free.
4. Nature club should also help in organising green campus activities.
5. The club is expected to help in community extension programs of the college.
6. The club should also help in collaborative functions or activities with NGOs from the Society.
7. Fund can be generated from sale of mushrooms, cymbidium orchids and vermicompost from mushroom culture ,cymbidium orchid culture, vermicomposting as startup programs.
8. The fund can be used for buying various articles like broom, gloves, sanitation articles etc to help in cleaning purposes.
9. The club should organise programs during World environment day on 5th June every year
10. The club must ensure plantation drives around the college.
11. The club should look after the upkeep of the medicinal plants and herbal garden and help in the identification of medicinal plants and herbs whose names should be written in labels and put along-side the plants.

Annexure 26.

FOOD AND CANTEEN COMMITTEE

Constitution of the Committee:

A Co-ordinator is selected from the Teacher's Council and the Teacher's Council Secretary is a member. Principal is ex-officio member of Canteen Committee.

Functions:

1. The canteen committee consists of members of the teaching staff, non-teaching staff and students who are the main stakeholders.
2. The committee will check the standard of food supplied by the canteen and check the hygiene of the canteen.
3. The committee will check and ensure that the canteen is plastic-free and waste material from the canteen is safely disposed.
4. The committee must ensure that the price of the food items in the canteen should not be at par or above the market rate.
5. The canteen must ensure safe drinking water to the students.
6. The canteen committee must ensure that the food is such that it will not cause stomach upset to the students and such taste enhancers like monosodium glutamate is not used in the canteen which can lead to severe stomach problems of the students in future.
7. The canteen committee will ensure the finalization of caterers for various activities that take place within the college and they are at liberty to determine which party is going to cater to the Programme in the college.
8. During Important Programmes of the college, the canteen committee is to check and see that the number of food packets which are to be distributed among the students are enough for the students as well as the staff.
9. For all the programs which are held in the college, the various committees should contact the coordinator and members of the Canteen committee for their catering.
10. The committee should have meetings regularly and they should check the canteen and food quality regularly.

Annexure 27.

CLUBS

1. There are various clubs in the college like Current Affairs club, debate club, history club dynamic club , Literary club, YAT (Youth Against Trafficking) Club, Rotaract Club, the activities of which are to be held in the afternoon of every Wednesday.
2. Club secretaries must be appointed to check and organise the smooth functioning of club activities once a week.
3. The Club Secretaries and assistant Club Secretaries are to ensure and encourage the students to join the clubs.
4. The club activities are solely organised by the clubs and presented before the whole college during club activities once every Wednesday every week.
5. Membership fee of nominal amount to conduct club activities may be collected from among the club members.
6. Club activities may include activities outside the college in association with NGOs from the society.
7. The Secretaries and Assistant Secretaries are to keep a record of all the club activities that take place throughout the year.
8. The record of the club activities are to be given to the magazine committee as well as to ICT committee for publication in Facebook page 'Southfield College on the web'. A copy should also be given to the office for publication in the college website.
9. Club activities must be recorded with Geo tagged Photographs.
10. Club activities include such activities that will help in the personal growth as well as academic growth of the students as a whole.