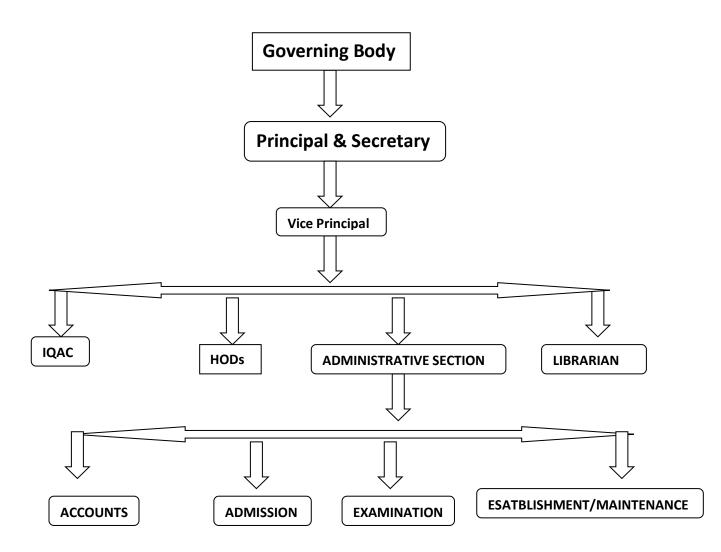
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6.1.2. The effective leadership of the Institution is visible in various institutional practices such as decentralization and participative management. The participative management of the college believes in decentralized leadership at every level of administration and a robust structure has been established to sustain and improve the quality of education.

The organizational Chart of the College is as follows





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The Governing Body

The Governing Body (GB) is the apex body constituted to oversee the various institutional activities. The GB comprising of the President Nominated by the Director, Higher Education, Govt. of Assam, Two Vice chancellors Nominees of the Affiliated University, Two Teachers Member, One Member from Non Teaching Staff, Three Guardian Members Nominated by the Director, Higher Education, Govt. of Assam, Librarian & Vice Principal of the College as Ex-Officio Member and the Local MLA as special invitee. The Governing Body (GB) has been steering the institute in a progressive path towards realizing the vision of the institute, since its inception. The perspective plan for the growth and expansion of the institution, review of the progress, approval of annual budget and expenditure is encompassed by the Governing Body. The governing Body meeting is held at least twice in every year

The Composition of the Governing Body for the Academic Year 2020-21.

Role
President
Secretary
VC Nominee
VC Nominee
Teachers Member
Teachers Member
Ex-Officio Member
Member, Non Teaching Staff
Ex-Officio Member
Guardian Member
Guardian Member
Guardian Member
Special Invitee

In the year 2020-21, Two GB Meeting was held on 01/11/20 & 27/04/2021 respectively.





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Internal Quality Assurance Cell (IQAC)

The institute has established IQAC as per National Assessment and Accreditation Council (NAAC) guidelines in 2013. The IQAC is a part of the institution's system and works towards the realization of the goals of quality enhancement and its sustenance. The IQAC ensures the effective implementation of quality initiatives through continuous reviews and periodic meetings. The IQAC works towards attaining excellence in all academic activities and for continuous improvement in the teaching-learning process. The Major Activities of IQAC in 2020-21 is submission of IIQA, SSR for third cycle of NAAC Accreditation.

The Composition of the Internal Quality Assurance Cell for the Academic Year 2020-21

Name & Designation	Role
Dr. Raju Phukan, Principal	Chairperson
Dr. Ajit Ch. Borah, Asso. Prof.	Coordinator
Sub Divisional Officer, Nazira	Senior Administrative Officer
Mrs Sujata Borthakur, Asso. Prof.	Teachers Member
Dr. Suresh Rajkonwar, Assot. Prof.,	Teachers Member
Mr. Pabitra Sarmah, Asso. Prof.	Teachers Member
Mr. Jiten Phukan , Asso. Prof.	Teachers Member
Mrs. Luich Handique, Asso. Prof.	Teachers Member
Mrs. Taslima Rohman, Asstt. Prof.	Teachers Member
Md. Abdul Firdous, Asso. Prof.	Teachers Member
Mr. Himendranath Baruah, Retd. officer	Member from Management
Md. Mir Kasim Ali, Nazira	Member from Local Society
Vice President, Student Union, Nazira College	Member from Local Society
Mr. Ajit Khataniar, Emplyee, ONGCL	Member from Local Society
Md. Jakirul Hussain, Businessman	Member from Employers/Industrialists/Stakeholders
Mr. Papu Agarwal, Businessman, Alumni	Member from Employers/Industrialists/Stakeholders

During the year2020-21, five meeting was held on 1/4/2020, 3/8/20, 9/11/20 ,19/01/21 & 18/03/21 respectively and the main agendas of the meeting were to submit IIQA, SSR for the 3rd cycle NAAC Accreditation, Opening of BCA Program, introduction of Soft Skill Courses etc.. The IIQA Submitted on 06/02/2021 and approved in 26/02/2021. The Self Study Report (SSR) was submitted on 11/04/2021 and Student Satisfaction Survey (SSS) started from 16/04/21 and the Data Verification & Validation (DVV) process started from 28/05/21.

Conveners of Different Sub-Committees, IQAC, 2020-21

Name & Designation	Sub Committees
Mrs. Sujata Borthakur, Asso. Prof.	Curricular Aspects
Mrs. Luich Handique, Asso. Prof, & Mrs. Mouchumi Duwara, Asstt. Prof. (Joint)	Teaching-Learning-Evaluation
Dr. Suresh Rajkonwar, Asso. Prof., & Dr. Rajendramohan Debsarmah, Librarian (Joint)	Research, Consultation & Extension
Mr. Jiten Phukan	Infrastructure & Learning Resources
Mr. Binode Ch. Dutta, Asstt. Prof.,	Student Support & Progression
Dr. Jibon Kalita, Asso. Prof.	Governance, Leadership & Management
Dr. Pallabjyoti Konwar, Asso. Prof.	Innovation and Best Practices





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HODS of Different Department, 2020-21

There are 12 Department in the College. The prime role of the Head of the Department is to provide strong academic leadership and to manage and develop the department to ensure it achieves the highest possible standards of excellence in all its activities.

The name of the Head of the Departments is given below.

Name	Department
Md. Abdul Firdous	English
Dr. Suresh Rajkonwar	Education
Dr. Jibon Kalita	Assamese
Mr. Paban Gogoi	History
Dr. Pallabjyoti Konwar	Economics
Mrs. Sujata Borthakur	Mathematics
Mr. Gajendra Sarmah	Geography
Mr. Purnakanta Gogoi	Statistics
Mr Tikhanku Arandhara	Information Technology
Mrs. Upasana Devi	Fashion Designing
Mrs. Sarojini Dutta	Pol. Science
Mr. Achyut Hazarika	Sociology

The first HODs meeting was held through online mode on 05/09/2020 to discuss about the academic matters, like starting of online classes, awareness among students regarding covid situation and motivate them to attend online classes.

The second meeting was held on 19/12/2020, the main agenda of the meeting was to execute the strategic plans regarding submission of IIQA and preparation of Self Study Report. An elaborate discussion took place on the themes like SMART (Special, Measurable, Achievable, Relevant, Time Bound), Mobile (Mind mobile and Brain Mobile), KYC (Know your College) & SMILE (Social Media International Learning Education). Moreover, different plans were formulated for the New Year 2021 in the meeting.



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Academic Committee

The Academic Committee of the College serves as an integral part in formulating, tracking and guiding the overall academic activities of the institution. The main responsibility of the academic committee is to encourage an intellectually stimulating environment within the campus and implementing all the academic guidelines issued by the university. The committee prepares the academic calendar of the institution in line with the academic calendar of the university and oversees its implementation along with the smooth functioning of classes, examinations, and all other academic requirements.

The Composition of the Academic Committee for the Academic Year 2020-21

Name & Designation	Role	
Dr. Raju Phukan, Principal	President	
Mrs Jina Borbora, Vice Principal	Secretary	
Dr. Ajit Ch. Borah, Coordinator, IQAC	Member	
Dr. Suresh Rajkonwar, HOD, Deptt. Of Education	Member	
Mrs Sarojini Dutta, HOD, Dept. of Pol. Science	Member	
Mr. Pabitra Sarmah, Asso. Prof., Dept. of Economics	Member	
Mr Jyotiranjan Mili, Asstt. Prof., Dept. of Assamese	Member	

No of Meeting held during 2020-21: Two

Main Agendas of the meetings are: 1. Conduct of online Classes through google meet, Zoom & through creating what apps groups, 2. Online Assessment through blended mood, 3. Conduct of physical classes in alternate days by maintaining covid protocol, 4. Preparation for third cycle of NAAC Assessment etc.





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ADMINISTRATIVE SECTION

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The prime responsibilities of the section are to manage budgets, logistics and events or meetings, Communicate with parents, regulatory bodies and the public, cooperate in creation of the curriculum, Implement actions that improve the quality of education (e.g. building renovations, new guidelines for students, new subjects) in the college, handle scheduling, record-keeping and reporting, ensures the college complies with relevant laws and regulations, hire, train and advise staffs and help, shape and uphold the vision of the college by ensuring that the organization runs smoothly and they also manage facilities and staff.

The Administrative staffs of the College are:

Name & Designation	
Mrs. Krishna Baruah	Role
Mr. Khukan Ch. Dey	Senior Assistant
Mr. Pranab Handique	Accountant
Mrs. Anju Baruah	Junior Assistant
Md. Khelilur Rohman	Junior Assistant
Mrs. Manashi Nowholia	Junior Assistant
Mr. Sashi Khanikar	Junior Assistant
Mr. Hema Borgohain	4 th Grade
Mr Keshorilal Koiri	4 th Grade
Mr. Ananda Handique	4 th Grade
- Tanada Tanadae	4 th Grade

Principal Principal Nazira College



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LIBRARY

The college Library under the leadership of the librarian always assists its parent body to carry out its programme and adequately serve the needs and requirements of the teachers and students towards reading, study and research.

The Library staffs of the college are

	Total -
Name & Designation	Role
Dr. Rajendramohan Debsaramah	Asso. Librarian
Mr. Aditya Kalita	Asstt. Librarian
Mr. Dhaniram Khanikar	4 th Grade

Principal Princi



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Different Committees/Cells

The college has constituted various committees/cells to look into the overall development of the college. These Committees/cells streamline the college administration by Implementing supportive action programmers directed towards achieving the College Mission. This College Mission will act as the benchmark for setting as well as evaluating the objectives, Goals and targets of the committees.

The Composition of Different Committees/Cells

Committees/Cells	Composition
Grievance Redressal Cell	Dr. Raju Phukan, Principal-Chairperson Mrs. Jina Borbora, Vice Principal-Convenor Mr. Jiten Phukan-Member Dr. Pallabjyoti Konwar-Member Mr. Rajib Borah-Member Sri Mukunda Gogoi-Student Member Smtl. Ashtha Gogoi-Student Member
Anti Ragging Cell	Dr. Raju Phukan, Principal-Chairperson Mr. Pabitra Sarmah, Asso. Prof.,-Convenor Mr. Paban Gogoi, Asso. ProfMember Mr. Achyut Hazartika, Asso. ProfMember Mrs. Sarojini Dutta, Asso. ProfMember Mrs. Daisy Gogoi, Asso. Prof Member Sri. Mukunda Gogoi,I- Student Member Miss Sumi Kanyak, Local Advocate-Member
Sexual Harassment & Gender Sensitization Cell	Dr. Raju Phukan, Principal-Chairperson Mrs. Luich Handique, Asso. ProfConvenor Mrs. PreetiRekha Handique, Asso. ProfMember Ms. Tasleema Rohman, Asstt. Prof.—Member Mr. Purna Kanta Gogol, Asso. ProfMember Mrs. Bornall Konwar, Advocate-Member
Planning Board	Dr. Raju Phukan, Principal-Chairperson Dr. Ajit Ch. Borah, Asso. ProfSecretary Mrs. Jina Borbora, Vice Principal-Member Dr. Suresh Rajkonwar, Asso. ProfMember Mr. JyotiRanjan Milli, Asstt ProfMember Mr. Khukan Ch. Dey, Accountant-Member



Development Committee	Dr. Raju Phukan, Principal-Chairperson Mrs. Jina Borbora, Vice Principal-Convenor Mr. Binode Ch. Dutta, Asstt. ProfMember Mr. Achyut Hazarika, Asso. ProfMember Mr. Khukan Ch. Dey, Accountant-Member Mr. Jyotiranjan Milli, Asstt. ProfMember
Purchasing Committee	Dr. Raju Phukan, Principal-Chairperson Mrs. Jina Borbora, Vice Principal-Convenor Mr. Binode Ch Dutta, Asstt. ProfMember Mr. Jyotiranjan Milli, Asstt. ProfMember Mr.Khukan Ch. Dey, Accountant-Member Mrs. Manashi Nowholia, Jr. Asstt-Member
Admission Committee	Dr. Raju Phukan, Principal-Chairperson Mrs. Jina Borbora, Vice Principa-Convenor All The HODs-Member
Student Feedback Committee	Dr. Raju Phukan, Principal-Chairperson Mrs. Sujata Borthakur, Asso. ProfConvenor Mr. Pochanan Saikia, Asstt. ProfMember Mr. Tikhanku Arandhara, Asstt. ProfMember Mrs. Mouchumi Duwara, Asstt. ProfMember
Disciplinary Action Committee	Dr. Raju Phukan, Principal-Chairperson Mrs. Jina Borbora, Vice Principal-Convenor Mr. Pabitra Sarmah, Asso. ProfMember Dr. Jibon Kalita, Asso. ProfMember Dr. Suresh Rajkonwar, Asso. ProfMember Mrs. Sarojini Dutta, Asso. ProfMember Mr Jyotiranjan Mili, Asstt. ProfMember
Vigilance Committee	Dr. Raju Phukan, Principal-Chairperson Mr. Purnakanta Gogogi, Asso. ProfConvenor Mr. Gajendra Sharama, Asso. ProfMember Mrs. Manju Sensua, Asso. ProfMember Mrs. Sarojini Dutta, Asso. ProfMember
Student Mentoring Committee	Dr. Raju Phukan, Principal-Chairperson Mrs. Preeti Rekha Handique, Asso. ProfConvenor Mrs. Santi Dutta, Asso. ProfMember Mr. Jyoti Ranjan Milli, Asstt. ProfMember
Placement & Counseling Cell	Dr. Raju Phukan, Principal-Chairperson Mrs. Sujata Borthakur, Asso. ProfConvenor Dr. Ajit Ch. Borah, Asso. ProfMember Dr. Rajendramohan Debsarma, LibrarainMember Mrs. Mouchumi Duwara, Asstt. ProfMember
NCC Unit	Dr. Raju Phukan, Principal-Chairperson
NSS Unit	Mr. Gajendra Sarmah, Asso. ProfConvenor Dr. Raju Phukan, Principal-Chairperson Mr. Jyotiranjan Milli, Asstt. ProfMember

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Hostel Committee	Dr. Raju Phukan, Principal-Chairperson Mrs. Upasana Devi, Hostel Superintendent, Convenor Mrs. Jina Borbora, Vice Principal, Member Mrs. Sujata Borthakur, Asso. ProfMember Mr. Jiten Phukan Asso. ProfMember Mr. Parashpran Saikia, Asstt. ProfMember Mrs. Mouchumi Duwara, Asstt. ProfMember Mrs. Minakhi Hazarika, Asstt. ProfMember
Canteen Committee	Dr. Raju Phukan, Principal-Chairperson Mr. Binode Ch. Dutta, Asstt. ProfConvenor Mr. Pabitra Sharma, Asso. ProfMember Mrs. Manju Sensua, Asso. ProfMember Mrs. Mouchumi Duwara, Asstt. ProfMember
Library Committee	Dr. Raju Phukan, Principal-Chairperson Dr. Rajendramohan Debsaramah, Librarain-Convenor Dr. Ajit Ch. Borah, Asso. ProfMember Dr. Suresh Rajkonwar, Asso. ProfMember Mrs. Sujata Borthakur, Asso. ProfMember
Centre Committee for Examinations	Mr. Uma Konwar, President, G.B., -Chairperson Dr. Raju Phukan, Principal-Secretary Mr. Pabitra Sarmah-Controller of Examinations
Women Cell	Mrs. Jina Borbora, Vice Principal-Chairperson Mrs. Preetirekha Handigue, Asso. ProfSecretary
Alumni Association	Mr. Khukan Ch. Dey-Chairperson Md. Mir Kasim Ali-Secretary
Minority Cell	Dr. Raju Phukan, Principal-Chairperson Md. Abdul Firdous, Asso. ProfConvenor Mrs. Tasleema Rohman, Asso. ProfMember
ICT Cell	Dr. Raju Phukan, Principal-Chairperson Mr. Tikhan Arandhara, Asstt. ProfConvenor Mr. Rajib Borah, Asso. ProfMember Mr. Ponchanan Saikia, Asstt. ProfMember
Student Welfare Committee	Dr. Raju Phukan, Principal-Chairperson Mr. Gaajendra Sarmah, Asso. ProfCovenor Dr. Jibon Kalita, Asso. ProfMember Mr. Jyotiranjan Mili, Asstt. ProfMember
Nazira College Teachers Unit	Mrs. Sujata Borthakur Asso. ProfChairperson Mr. Jyotiranjan Milli, Asstt. ProfSecretary
Nazira College Employees Unit	Mrs. Krishna Barua, Sr, Asstt-Chairperson Mr. Khukan Ch. Dey, Sr. AssttSecretary
Academic Calendar/Routine Committee	Dr. Pallablyoti Lonwar-Chairperson Md. Abdul Firdous, Asso. ProfConvenor Mr. Pabitra Sarmah, Asso. ProfMember



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