



RADHAMADHAB COLLEGE, SILCHAR

GOVERNING BODY

The College is managed by the college Management Body called the Governing Body of the College. It is the highest decision making body of the College which frames all the policies and frameworks of the college. Various plans and programmes are chalked out by this body. All financial transactions relating to infrastructural developments and academic affairs are approved by the Governing Body.

IQAC

The IQAC or the Internal Quality Assurance Cell is responsible for Quality Assurance (QA) and Quality Enhancement (QE) activities of the college. All the quality measures relating to academic, curricular, extra-curricular, extension and developmental activities are taken up by IQAC in association with the Principal of the college. The IQAC has been constituted with Principal, Coordinator, member from the Governing Body, members from the teaching fraternity and administrative section, representative from the Society, and other stakeholders like student representative, Alumni and representatives from industry, education, etc.

TEACHERS' COUNCIL

The Teachers' Council provides suggestions to the Principal on various academic, administrative matters of the College including personal matters of the teachers. It is the body of the permanent faculty of the College where the Principal is the President of the Council and one of the teachers elected/selected as Secretary with all other teachers as members.

Purchase Committee

All important purchases of the college are routed through the Purchase Committee which approves the procurement of various equipments and materials of the college. The committee is constituted with the Principal as the President and the members of the teaching and non-teaching staff as members of the committee.

Construction Committee

The Construction Committee of the college looks after the construction works going on in the college and also takes decisions regarding the constructions to be undertaken in the campus. The Construction Committee is composed of the President of the Governing Body as the President and Principal of the college as Secretary. The other representative members of the committee are College Engineer, Retd. Government Engineers, Administrative Staff of the college and a technical Assistant to look after the construction works.

Admission, Computer & IT Cell

Guidelines & Functions: Admission Committee

The admission committee is solely responsible for admission of students in H.S. and T.D.C. in online mode. The convenor of the committee shall act as the team leader in policy formulation as regards admission in both H.S. & T.D.C. All decision regarding policy formulation shall have to be jointly taken by the committee. The members of this committee may have to function even during the vacation. The Convenor should keep a regular contact/liason with the Chairman/Principal for the smooth functioning of the admission process. It is desirable that the Admission Committee should prepare the draft prospectus and routine in consultation with the Principal and take special care that the same gets published well ahead of the admission process. It is expected that the Committee should follow a free and fair process of admission and as such should make all important decisions regarding admission procedure to be displayed in the college notice board as well as in the College Website. Further, the Committee should also upload the admission form in the college website with terms and conditions for those who are willing to take admission into different courses of the college. It is the prerogative of the admission committee to fix cut-off marks for admission in various courses. As the college runs a number of self financing courses under the aegis of the "Self-Financing cell", hence the Convenor of this cell along with his/her members will also be a part of the admission procedure. However, their role shall be confined in counseling the students regarding the self-financing courses. Again, as the uniform of the students are supplied by the College Cooperative, hence members of the Uniform Committee must also be present during the admission process.

Guidelines & Functions: Computer & IT Cell

In the backdrop of the changing world scenario, this new cell has been incorporated in the ambit of the IQAC of the college. We are all inhabitants of a global world where IT is the guiding spirit. Herein lies the necessity and



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importance of the formation of this cell. The cell is to oversee the website of the college. As such, it is the responsibility of the cell to either design its own website or to hire professionals and provide them materials to be incorporated in the website. It is the duty of the cell to update the website as and when required. All important notifications issued by the college shall be updated in the website at the initiative of the cell. As such, any important notifications issued by the college authority, IQAC etc should be incorporated in the website. It is also the duty of this cell to make arrangement for acquisition and proper maintenance of the computers in the college. The cell is to take the service of professionals in the maintenance of hardware and software. The cell has the power to sign agreements with professionals for maintenance of computers/website of the college in consultation with the Principal. It is also the prerogative of the cell to monitor whether the servicing of the computers are done at proper time and in a proper way. The cell can collaborate with different professional bodies for the performance of the computers and hire the lowest bidder in this respect. Further, the cell is to maintain records of all the computers purchased/installed in the college campus.

Examination Cell

Guidelines & Functions:

The primary function of the Examination Cell is to look after the examination process conducted by the college, which applies to both H.S., T.D.C. courses and all others examinations (both internal and external conducted by the college). The three Convenors of the cell shall act as the team leader in policy formulation as regards all examinations conducted by the college. All decision regarding policy formulation shall have to be jointly taken by the cell. The Convenor should keep a regular liaison with the Chairman/Principal for the smooth conduct of the examination process. They are primarily responsible for preparation of duty chart, preparation of budget arrangement of seat plan; getting question papers prepared & printed, maintain proper record of the marks, declaration of results in time etc. in consultation with his team members.

Academic Monitoring Cell

Guidelines & Functions:

Teaching is an art. Presentation of materials is the style of the art. Producing quality in teaching is the essence of the art. Teaching well means helping students learn well by producing good quality of materials. Teaching is one of the major aspects of academic life of the College and it is the input from the personal scholarship that gives teaching its special flavour. The major components of teaching are content, communication and feedback. There is a close relationship between teaching and learning and it is possible to modify, improve and develop teaching quality by adopting various innovative methods.

Academic development does not remain confined to teaching-learning activities only. It encompasses all the activities both of internal and external environment as well. Quality improvement in academic life needs continuous assessment of activities, review, re-design and reform of all norms and activities required thereof to ensure further improvement. With these purposes in view, the College has introduced a 'mechanism' to obtain improvement in teaching-learning experiences and to ensure quality in academic life of the College by initiating 'Academic Monitoring Cell' with the purpose of accomplishing the ultimate goal of the College.

- The Academic Monitoring Cell shall be vested with the functions necessary to ensure quality enhancement of academic life of the College involving both the external and internal activities. The Cell shall take necessary measures/recommended measures/adopted measures for academic development and healthy practices in the College. Academic development means – (organizing workshop, seminar, symposia, lectures for improvement of teaching-learning mode; use of learning mode to meet learners' need; to evolve method for improvement of pass/drop-out rate; development of sense of social, personal, cultural and ethical values among students; to improve progression rate; to offer appropriate remedial coaching to slow learners; to develop sense of greater responsiveness to community need; to encourage teachers to take up small research project/survey on community problems funded by various funding agencies, use of new technology in teaching and co-curricular activities, arranging interdepartmental lectures for enrichment of students' knowledge; establishment of linkage with national/international/ state level organizations for training, research etc. for students and teachers; involving and motivating students in various academic activities



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like debate, seminars etc. organized inside or outside the College and such other innovative technique necessary for the improvement of quality in teaching-learning experiences; academic life and healthy practices in the College.

- The Cell shall maintain a continuous co-ordination with the IQAC and exchange views/opinions/suggestions for institutional effectiveness for attainment of its goals and objective and to make plan essential for future accreditation.
- The Cell shall evolve measures to establish linkage with national/international/state level organizations for participation of teachers, students in various researches, training, workshops etc. organized by them for improvement of healthy practices of the College.
- The Cell shall be vested with the power to constitute any or more research unit(s) to conduct survey on teaching-learning experiences of the College or on parameters essential for academic improvement and to use the outcome of the research for taking corrective/improvement measure.
- The Cell shall formulate policy, practice and guidelines to prepare and to obtain feedback of students on various life of the College (viz., feedback on teachers, feedback of extension activities, feedback on course content, curriculum, feedback of parents, feedback of peers etc.); shall review the same and recommend measures for correction/improvement (**as per UGC Regulations, 2010**).
- The Cell shall perform the function of monitoring and administrating various duties of the faculty members like maintenance of departmental records of students admitted record of progression, performance, evaluation etc.
- The Cell shall perform the function of distribution of Teacher's diary cum Teaching Plan Book at the beginning of the session and to encourage faculty members to complete teaching plan much ahead of schedule of the classes.
- The Cell shall perform the duty of maintaining co-ordination between the academic head of the College and department on all day to day function of the faculties.
- The Cell shall be held responsible for preparation of format of Academic Audit of teachers and shall distribute them at the end of the session and shall collect the same for onward transmission to the Principal; for necessary perusal.
- The Cell shall motivate, suggest and extend help and co-ordinate in holding international/national/state level seminars, workshops, conferences etc. by various departments, at least one or two such academic activities as faculty development programme.
- The Cell shall perform as facilitating agency for Academic improvement of the College, i.e., organizing guest lectures, seminar, symposia, workshops etc. either under the agencies of the Cell or through any department.
- The Cell shall be held responsible for proper circulation of letters, notices, news items (relating to seminar, conference, workshops etc.) received from external agencies/colleges/organization and shall motivate teachers (students as the case may be) to participate in them. For this the Head of the Institute is requested to forward all such letters etc. directly to the Convenor of the Cell for taking necessary action thereof.
- The Cell shall maintain records of all academic activities of the College or any other matter related to the improvement of quality in teaching-learning activity in writing for future use of accreditation.
- The Cell shall convene periodical meetings of all faculty members to review activities/programmes in academic and healthy practices of the College.
- Notwithstanding inserted in the clauses, the Academic Monitoring Cell is vested with the power to introduce and enforce any measure(s) for the quality improvement of the college, as it deem necessary and imperative.
- This committee will also be responsible for keeping monthly update about the class attendance of the students subject-wise.

Students' Health Care Centre & Red Ribbon Club

Guidelines & Functions: Students' Health Care Centre: The Students' Health Care Centre of the College is a provider of basic medical facilities to the students of the college. Health Education is an integral part of the Health Care Centre of the College. The Centre is to ensure periodical health check up by Medical Practitioner. Referral services to Public hospital/Specialist Treatment/Hospitalization should also be covered by the Centre. Findings of



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Medical Check-up should be recorded in the register of the centre and in special cases, utmost care is to be taken to notify the parents/guardians about the findings and to advise them to take medical care of their ward at their own responsibility. Health education being an integral part of the Health Centre, all possible endeavors is to be made to arrange lectures on various health problems and information. It is advisable that the Centre should employ a permanent physician, who should be available at least 3 days a week. The centre should also provide first-aid services to the students. It should procure basic medicines. It is also desirable that the centre should take initiative for health camps, publish newsletters and journals for making the students aware about health education.

Guidelines & Functions: Red Ribbon Club: The Red Ribbon Club is about making “Responsible Choices for Healthy Life”. Red like Love is a symbol of passion and tolerance for those affected. Red like blood, representing the pain suffered by the many people who have died of AIDS. Red like the anger over the helplessness we are facing for a disease which still has no cure. Red as a sign of warning to not carelessly ignore one of the biggest problems of our time. Red ribbon club is a movement by the Government of India in educational Institutions through which students will be made aware of AIDS. Through The Red Ribbon Club, youth are encouraged to learn about safe and healthy lifestyles. The Red Ribbon Club promotes access to information on safe sexual behaviors and voluntary blood donation as well as enables them to become change agents in HIV & AIDS programme. With an aim to create awareness on HIV/AIDS, the ASACS has formed 172 Red Ribbon Clubs (RRCs) in the schools and colleges of the State through the National Service Scheme (NSS) as the nodal agency for Red Ribbon Club. Red Ribbon Club (RRC) is a comprehensive promotional and preventive intervention to enhance voluntary blood donation as well as mainstream HIV & AIDS prevention, care & support and treatment impact, mitigation, stigma reduction, among the youth in educational institutions. It will also prepare and promote youth peer educators within and outside the campus. The main objective of the RRC is to train the students on AIDS awareness and motivate them for voluntary Blood Donation.

Library Committee

Guidelines & Functions: Library is a social institution charged with the function of preserving and disseminating human culture and civilization contained in the books. It is one of the important media for mass communication which is essential not only for the continuance of the existing democratic institution but also to encourage their growth and development in the future.

The library committee is most important for the following reasons:

- The Librarian requires the committee to serve as a buffer agency and an interpreter of the needs of the library to the community.
- It is a general belief that the librarian alone should not carry the whole burden of a big institution like a library.
- In the absence of a library committee, the librarian would find himself/herself defenseless and unprotected.
- The committee assesses the financial needs and also other needs of the library.
- The committee ensures a better understanding between the readers and the library policies.
- The committee having strong voice can easily convince the authorities and the public.

Powers and functions of the library committee:

According to the norms and standards for college libraries approved by the standing committee of the University and College Libraries of the University Grants Commission, the committee with Librarian as its chief executive/convenor, will function as an advisory body to advise:

- To formulate a development plan for the library.
- To frame rules and regulations for use of the library and its amendments if required.
- To formulate library policy in relation to development of resources for instruction.
- To check the implementation of library policy by the Librarian and the library staff.
- Allocation of funds to the various departments.
- Policy regarding weeding out of obsolete material and writing off missing books.
- To interpret the library to the college.
- To consider proposal of the library which require backing him/her up in the matter of safety in building and property under the Librarian’s jurisdiction and maintenance of discipline and prevention of losses by theft etc.



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- To oversee the work of the library and to promote its usefulness for students, teachers, and other members in fulfilling the objectives of the library.
- Library committee is responsible for taking any serious decision regarding library.

Career Guidance, Anti-Ragging & SC/ST Cell

Guidelines & Functions: Career Guidance Cell: The welfare of its students is of paramount importance to Radhamadhab College. As such the cell has the crucial responsibility of ensuring that the physical and mental wellbeing of all students is given proper attention. This cell shall review the conditions that contribute to the academic success, personal development and well-being of students, including available forms of financial aid. The Cell is expected to appoint a professional counselor for counseling the students. The cell shall explore the different kinds of grants from various sources, both government and non-governmental institutions. The cell is available to assist students with any problems they may be experiencing, be they physical, mental, social, financial or otherwise. The cell shall recommend the name of the students for awarding free studentship to needy and deserving students. The cell shall invite application in prescribed form for availing free studentship each year at the beginning of the session. A primary obligation of the cell is to ensure that the policy of non-discrimination and mutual respect is adhered to. This duty obliges all individuals to behave in a manner reflective of the ethos of the college; that is, to welcome all and create an atmosphere where no individual is negatively impacted by the wrongful behavior of others.

Further, the Career Guidance Cell has the following prime objectives:

- To guide the students to choose right career according to individual merit and aptitude.
- To extend information on career options, eligibility criteria, premier institutions and other related matter.
- To arrange group discussion, mock interview and training on personality development.
- To extend information on Higher Education in India and Abroad.
- To extend information on placement/prospect of various career options.
- To extend elaborate discussion on the aspects of choosing a career.
- To motivate and extend training for various Competitive Examinations.
- To motivate and to extend various information on self employment.
- To arrange seminar, symposia, lecture on career opportunities.

Guidelines & Functions: Anti-Ragging Cell

The primary objective of the Anti-Ragging Cell is to maintain discipline among the students in the classes and within the college campus. The committee is expected to enforce strict dress code among students, to enforce total prohibition of Cell Phone usage by the students inside the College Campus, to monitor the movement of the students in the College and prevent students loitering around in the corridors during the College working hours, to ensure that all the students attend classes without bunking, to ensure that students maintain utmost silence in the Library, to ensure that students wear their identity cards etc. Ragging is strictly prohibited in the institution. Anyone found guilty of ragging and / or abetting ragging, whether actively or passively, or being a part of a conspiracy of promote ragging, is liable to be punished in accordance with the U.G.C. Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 (under section 26(1) (g) of the University Grants Commission Act 1956). The institution shall take action in accordance with these regulations against those found guilty of ragging and/or abetting ragging, whether actively or passively, or being a part of a conspiracy of promoting ragging. Soon after the admission, the students shall be informed through a notification about the composition of this Committee. The names of the members of the committee and their telephone numbers shall also be notified. In case of any incidence of ragging, the fresher shall immediately contact any member of the committee and report the matter to him/her. The committee has got the power to recommend name(s) for awarding punishment.

Guidelines & Functions: SC/ST Cell



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The SC /ST/OBC & Minority cell of the college aims at monitoring, evaluation and planning for ensuring effective implementation of the policies and programmes of the government concerning SC/ST/ OBC & Minority candidates. It promotes the special interests of students in the reserved category. It is expected to provide inputs in areas where the students experience difficulties. The other functions of the cell will be to implement, monitor and evaluate continuously the reservation policy in the college and plan measures for ensuring effective implementation of the policy and programme of the Government of India, to circulate Government of India orders and Commission's decisions and to collect information in respect of appointment, training of these communities in teaching and non-teaching posts in the Universities and Colleges, in suitable forms by a stipulated date and take follow up action where required, to collect reports and information regarding the Government of India orders on the various aspects of education, training and employment of Scheduled Castes and Scheduled Tribes candidates, for evolving new policies or modifying existing policy by the Commission, to deal with representations received from Scheduled Castes and Scheduled Tribes candidates regarding their admission, recruitment, promotion and other similar matters in the College, to monitor the working of the remedial coaching scheme, to function as a Grievances Redressal Cell for the Grievances of SC/ST/ OBC & Minority students and employees of the college and render them necessary help in solving their academic as well as administrative problems, to monitor any other work assigned from time to time to promote higher education among these two communities suffering economic, social and education deprivations.

Committee for Games & Sports, Cultural cum Extra-Curricular Activities Cell & Grievance Redressal Cell:

Guidelines & Functions: Committee for Games & Sports: The Games and Sports activities of the College have always remained an integral part of its academic achievements. The committee should encourage students, faculty, and staff to participate in a variety of Games and Sports. The Committee is also responsible for the day-to-day management of the facilities and everyday games and sports activities.

- The committee should provide indoor games facilities like Table Tennis, Carom, etc.
- The committee is also responsible for conduct of Annual Sports Week.
- The committee should provide Gymnasium facilities for the students. There should be an expert trainer for the Gym and other sports.
- The other functions of the committee shall be to adopt and to frame principles and policies for the promotion of games and sports.
- To decide the budget allocation for various items of games and sports and recommend the same to the Principal for consideration.
- To select team or player(s) for participation in various sports events at the district, state, national and international level.
- To recommend the name(s) of outstanding sportsman/woman of the college for availing various incentives offered by the college.
- To arrange inter college/intra district, state level, national level sports events in the college etc.

Guidelines & Functions: Cultural cum Extra-Curricular Activities Cell

The main objective of the cell is to discover and develop the talents and skills of the students. The cell is expected to organize regular programmes related to music, drama, debate, quiz etc.

Activities Proposed:

- To organize Competitions to identify and encourage the potentials.
- To organize Training/Demos/Exhibitions to hone the skills of students.
- To sponsor students for Inter-College/Intra-College cultural events to enable them to prove their mettle.
- To organize annual social week and other functions in consultation with the Students' Union and the teachers associated with various committees of the Students' Union.
- To strive to organize annual inter-college quiz or debate, and this should be named in the memory of the departed teachers of the college.

Guidelines & Functions: Grievance Redressal Cell



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The word 'grievance', for the cell shall mean any 'denial of right' of any student by any teacher or by the authority or any deprivation of 'rightful benefits' to any student either by a teacher or by the authority or by the University. Similarly, the word 'grievance' shall also mean for the staff any "denial of right" or "denial of any rightful benefit" to any member of the teaching non-teaching staff by the college authority.

Jurisdiction

- The guardians and students are the users and the Governing body for that matter the college is the provider of the educational or academic benefits. So, the sub-committee shall have jurisdiction over the grievances and claim or counterclaim of all components arising out of clash of interests. Grievance may arise out of any disagreement or any fear of deprival and all such cases shall be the exclusive jurisdiction of the Sub-Committee.
- The Sub-Committee shall have full jurisdiction over any matter or any conflict or complaint of any student or any guardians concerning academic matter, any complaint of any student regarding any deprivation of academic benefits or complaints regarding subjection to any harassment of one student by any other including ragging etc. or religious or caste prejudices or community biasness.
- Similarly, the Sub-Committee shall have jurisdiction over all grievances of teaching and non-teaching staff members relating to deprivation of any pecuniary benefit or promotion/up gradation benefit or grant of leave of any kind.

Guidelines for the Sub-Committee

However, the Sub-Committee shall have jurisdiction to deal with the following specific cases of grievances and seek redressal.

- The Sub-Committee shall have full jurisdiction to deal with all matters of grievances arising out of student feeling deprived of any academic right to take admission, right to attend classes or right to taking classes due caste prejudices or gender prejudices.
- The Sub-Committee shall have full authority to deal with all student grievances relating to admission, attending classes or taking lessons due to religious prejudices of any kind on the part of any other student or authority.
- The Sub-Committee shall have jurisdiction over all such grievances (aforesaid) of users (guardians) of the college.
- The Sub-Committee shall have full authority to deal with all grievances of non-teaching staff arising out of feeling of willful deprivation of any promotion/up gradation benefit.
- The Sub-Committee shall have the right to deal with all grievances of non-teaching staff arising out of grant of different kinds of leave by the college authority.
- The Sub-Committee shall have full authority to deal with all grievances dealing with a feeling of deprivation on the part of any member of teaching staff regarding promotion benefit.
- The Sub-Committee shall have full jurisdiction to deal with all grievances relating to a feeling of deprival on the part of any member of the teaching staff regarding leave of any kind by the college authority.
- The Sub-Committee shall have full jurisdiction over all matters dealing with grievances arising out of feeling of deprivation on the part of any staff member's grant of leave/permission to attend refresher course/seminar etc. of national/international/state level under career advancement scheme.
- The subcommittee shall have full jurisdiction over all matters relating to grievances arising out of non-payment of monthly salary to any staff member by the authority.
- The subcommittee shall have full jurisdiction over all grievances of any student being un-duly harassed by any member of the teaching or non-teaching staff. It shall also have jurisdiction in case of any teacher or non-teaching staff being unseeingly behaved by any student or group of students or threatening of any kind.
- The Sub-Committee shall have full authority to deal with grievances of students relating to academic matters pertaining to University examinations/mark sheet/results etc. Such matters shall be taken up by the Sub-Committee with the university concern.
- The Sub-Committee shall have jurisdiction over any complain of genuine grievances of student relating to hygiene, sanitation, and drinking water supply to students in the college.



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- The Sub-Committee shall have full authority to decide on any matter of grievances of student of any class relating to such academic matters as non-completion of course/content of syllabus within prescribed time limit and other related matters.
- It shall be the responsibility of the Sub-Committee to deal with all grievances of employees relating to social security measures such as grievances relating to CPF money, gratuity, pension, medical aid fund, cooperative society etc. and which shall include non-payment, delay in payment etc. The Sub-Committee shall try to redress the grievances itself and in case of compliance arising it shall take up the matter with the competent authority for a proper and prompt redressal.
- The Sub-Committee shall try to offer timely redressal to all the above cases of grievances. In case any grievance(s), it feels, is beyond its limit or pertains to such authorities as university or government, it shall have the right to take up the matter with such appropriate authority/authorities and seek redressal on behalf of the complaint(s).
- In all cases the complaint regarding the grievances must be made in writing by complainant or aggrieved person(s) or employee(s).

Research & Publication Cell

Guidelines & Functions: The key objectives of the cell should be to promote research culture for the improvement of quality in education in the college, to encourage faculty members, learners to undertake research, project work on various problems of the community, region and the country, and to help the government and other agencies to solve the problems through research, to establish linkage/collaboration with state/national/international organizations for research & training, to help the college to generate revenue through consultation/expertise through respective field of specialization and study, to organize state level, national level and international level seminars and organizing fund from UGC or any other funding agencies etc. Any department willing to organize any seminar/symposium should submit their detailed proposal through this cell.

Moreover, the cell needs to discuss progress and develop ideas surrounding the College's publications. Members of the cell are expected to help find contributors, including authors for the annual college journal. The cell should prepare its own budget in consultation with the Chairman and the Coordinator(s) of IQAC at the beginning of each year. The cell should also arrange for ISBN/ISSN numbers and encourage teachers, staff and the students to undertake publication of text books, reference books on various subjects through the publication cell of the college. The cell is also entrusted with the responsibility of acquiring the publications of the faculty members printed by other publishers and keep a copy of the same in the college library. Furthermore, it is the duty of the cell to acquire a copy of Ph. D, M. Phil theses, MRP and any other research activities undertaken by the faculty members. Any books, proceedings, newsletters, journals, magazines funded by the college/government should be published through the publication cell. It is expected that any publication of the College are published on time and maintain the highest standards possible.

*** The function of the Research & Publication Cell will include the organization of –

- a) Seminars & Webinars – National/International/ State/ Regional
- b) Workshop
- c) Conference
- d) Symposium
- e) Short-term Courses/ Programmes

Women's Cell (as per VISHAKHA Commission Guidelines)

Guidelines & Functions: The Women's Cell is constituted for prevention/ action against sexual and other forms of harassment of women students of the college. The Cell will endeavour to equip women in the educational process with the capacity to become leaders of the future. The main objectives of the cell are:

- Enhancing self-esteem and self-confidence of women students, faculty and staff of the college.
- To develop critical thinking ability of women students etc.
- To foster decision-making ability and action through collective processes.



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- To enable women to make informed choices in areas like education, employment and health especially reproductive health.
- To enhance their participation on an equal footing in all areas.
- To inspire them for empowerment socially and financially through regular guidance & counseling.
- To make women students aware of the social responsibilities and give them mental support to fight against sexual and other forms of harassment of women students and for other women of the society through guidance and counseling.
- To encourage for undertaking minor research projects by small group of girl students.
- To take initiative for the establishment of Women's Study Centre.

NSS: (as per NSS guideline)

Guidelines & Functions: The National Services Scheme aims at education through Community Service, intended for the social conscience of the student community by preparing them to be useful to the society. Membership in the NSS is voluntary. A unit has strength of 100 Students. Volunteers who complete 240 hours of work in two years and attend one special camp of 10 days duration are awarded certificates from NSS. It is a venture of MHRD, Govt. of India and the Programme Officer is to maintain a liaison with the Programme Coordinator of the affiliating University and an advisory committee, which has to be set up as per NSS guidelines. The Programme Coordinator is responsible to constitute an advisory committee as per guidelines, form NSS unit, and submit proposals for funding to the Coordinator of affiliating university. The Programme Officer may suggest the Admission committee for collection of a nominal fee of Rs.5/ per student during admission in order to meet the expenditure until and unless government funding is received. The Programme Officer should also apply to get one month training for proper management of NSS affairs.

Further, the NSS cell shall take the responsibility of the centre for extension education keeping in view the following Objectives:

- To promote a sense of National Integrity and communal harmony amongst citizens.
- To aware the members of the community about Population Explosion and the life killing diseases, and to encourage them to take preventive measures.
- To create awareness about increasing environmental hazards and to encourage them for taking necessary measures for the protection of environment.
- To develop scientific temperament amongst the people of the community by educating them.
- To eradicate illiteracy by way of imparting education in the backward areas with special emphasis on female education.
- To help the government and other Non-Government Organization in the implementation of various socio-economic programmes at grass root level.

Functions of the Centre for extension education:

- The centre shall motivate students to participate in extension activities through organizing meetings, seminars, talks etc. in the college throughout the session.
- The centre shall decide the priority of area of extension activities keeping in view the idea(s) as envisaged in the broad objective of the centre.
- The convenor is to make correspondences with various funding agencies for financial support to the centre.
- The committee shall sit for meeting at the end of each month to review the workings of the centre and shall resolve necessary measures accordingly.
- Members of the centre shall invite other interested faculty member to participate in the extension activities.
- The centre shall decide financial implications of the extension activities in different areas and shall recommend the same to the Principal for release of financial grant for the purpose.
- The centre shall maintain coordination with the IQAC and shall exchange views, opinions and suggestions for enhancement of qualities in extension activities in the college as part of quality enhancement measure.
- All the members of the centre shall be the First Party participants in the extension activities.



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Guidelines of the centre for extension education:

- Extension activities shall be carried in rural areas and the activities shall be undertaken specially to meet the interests of the rural people. In some exceptional cases, extension activities may also be undertaken in urban areas.
- Incentives in the form of special prizes, certificate, and medal shall be awarded to the best participants among the students and teachers.
- All participants shall be awarded with certificate.
- Certificates should be signed both by the chairman and the convener.
- Target period shall have to be fixed to meet the fulfillment in different area of activities.
- Extension activities shall not be carried out without proper plan, estimate and feasibility of proper infrastructure thereof.
- Extension activities shall also be carried out in the following areas other than the areas as specified.
 - Tree planting
 - Cleanliness campaign
 - Small savings drive
 - Sanitation drive
 - Organizing libraries and Book Banks in schools
 - First aid knowledge
 - Collection of statistical data through surveys
 - Health and Environmental stress
 - Conducting games for rural children
 - Family planning education
 - Pollution control measures
 - Organizing skill oriented professional courses for the rural people
 - Survey to measure the social status with respect to economic, education and employment
 - Better ways of marketing Co-operative and Joint venture programme
 - Consumer education
 - Introduction of cottage industries
- To establish linkage with GO and NGO and to work jointly in extension activities.
- To extend expertise in the field of specialties to GO & NGO.
- To publish the report of the survey for the benefit of the community and to inform the government for taking necessary measure wherever not possible for the centre to do so.
- Target shall have to be fixed in the area of activities and activities shall continue till the fulfillment of the object in the area.

In addition, this cell has responsibility to “enhance the aesthetic beauty, the comfort and appearance of campus facilities” which was earlier under the purview of College Beautification-cum-Eco Club. The club is also expected to increase environmental awareness among the students and as such may organize awareness camps, plantation and also execute other innovative ideas. Concrete plans need to be taken by this club for college beautification. The Convener and members of the club may go for tie up with renowned organizations working for environmental protection. This club is expected to strive for: Garden improvement, Pond beautification, Plantation in the College campus, Hedge plantation in front of the College, a new garden creation, Sign boards showing the College campus etc.

NCC: (as per NCC guideline)

Guidelines & Functions: The NCC wing of the college functions under a Care Taker Officer or CTO, who is primarily responsible for formation of NCC unit in the colleges. However, care should be taken to ensure that same students cannot be enrolled in both NCC and NSS. The students are to be selected from TDC level only. The following activities are performed by the NCC:

- (a) Institutional Training
- (b) Camp Training
- (C) Attachment Training (Service Unit)
- (d) Air wing Training



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- (e) Naval wing Training
- (f) Social Service and Community Development Activities.
- (g) Youth Exchange Program
- (h) Conduct of Republic Day Camp
- (i) Conduct of course at OTA Kamptee and OTA Gwalior for ANO's.
- (j) Career Counselling and Personality Development.
- (k) Remount & Veterinary Unit Training.
- (l) Conduct of Certificate Examinations.
- (m) Conduct of Adventure Activities

Self-Financing Cell:

Guidelines & Functions: The primary objective of this cell is to carry forward various self-financing courses as per the demand and needs of the time. The cell should prepare such proposals at the beginning of each session and circulate the same by means of advertisement. The money thus collected should be spent on giving remuneration to the instructors. It is the prerogative of the cell to admit even those aspirants who are not the students of this college in the self-financing courses. For conducting self-financing courses, it is advisable not to seek monetary assistance from the college fund. The fund thus collected by means of fees acquired from the students should be properly audited during every financial year. Any proposal for starting study centers of any universities/Colleges and the like will be the jurisdiction of this cell. It is this cell who will determine the Coordinator/staff required for functioning of such centres, if any.

Debashish Roy

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INTERNAL COMPLAINTS COMMITTEE

The Internal Complaints Committee, being constituted vide DHE letter no. Ecf : 392144/1 dated 07/10/23 as per Vishaka Commission Guidelines is a reformation of the existing Committee for Sexual Harassment at Workplace.

Definition of Sexual Harassment:

- Sexual harassment includes any one or more of the following
- Unwelcome acts or behaviour
- Physical contact and advances
- A demand or request for sexual favours
- Making sexually coloured remarks
- Showing pornography
- Any unwelcome messages through telephone or internet

Functions:

The Internal Complaints Committee has two major functions:

1. Preventive
2. Remedial

Preventive Functions:

- To work towards creating an atmosphere promoting equality, non-discrimination and gender sensitivity.
- To promote and facilitate measures to create a work environment that is free of sexual harassment.

Remedial Functions:

- To receive and take cognizance of complaints made about sexual harassment at the college and give every complaint serious consideration.
- Crisis Management, Mediation and Counselling
- To conduct enquiries into the complaints, place findings and recommendations regarding penalties against the harasser.

Rules and Procedures:

- The Chairperson will call all Committee meetings, and in the event of an emergency, an emergency meeting may be held in accordance with the required notice of at least five working days.
- No member of the Committee may be a defendant, witness, or complainant in a sexual harassment allegation.
- During the investigation into a written complaint alleging sexual harassment against a committee member, that individual is required to resign from the committee.

- In the event that the ICC chooses not to look into a complaint, it will note its decision in the minutes of the Committee meeting. The Committee will provide the complainant with written access to the same.
- The Committee will have the authority to call for any official records or documents related to the complaint that is being investigated. Any prior complaints made against the defendant may be taken into consideration by the Committee. None the less, the complainant's prior sexual history will not be investigated, as it is considered unrelated to a sexual harassment accusation.
- The Committee may call the complainant, the defendant, and/or any witnesses as many times as necessary to obtain additional testimony and/or clarifications.
- The date, time, and location of the inquiry proceedings will be communicated in writing to the defendant, the complainant, and any witnesses at least 72 hours in advance. It is the complainant's/defendant's responsibility to inform the witnesses of the meeting's date, time, and location.
- The Committee will record all of its meetings in writing. The individuals involved must sign the witness statement and the proceedings record to attest to its legitimacy.

To preserve the dignity of the complainant and the defendant, everyone who is heard by the Committee—including observers and nominees—must swear to keep the details of the proceedings secret. Any breach of the confidentiality oath could result in consequences.



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