



OFFICE OF THE PRINCIPAL
BAJALI TEACHERS' TRAINING COLLEGE
P.O. - PATACHARKUCHI-781326 DIST. - BAJALI (ASSAM)

ESTD : : 1992

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(RECOGNISED BY NCTE AND PERMANENTLY AFFILIATED TO GAUHATI UNIVERSITY)

Date: 23-10-2023

CONDUCT FOR GOVERNING BODY OF BAJALI TEACHERS' TRAINING COLLEGE

(Based upon: Assam Non-government College Management Rules & Assam College Employees
(Provincialization) Rules)

Legislations for provincialization of services of employees of the non-Government Colleges in receipt of deficit grants-in-aid in the State of Assam

- ASSAM NON-GOVERNMENT COLLEGE MANAGEMENT RULES, 2001 (15.06.2001)
- ASSAM NON-GOVERNMENT COLLEGE MANAGEMENT (AMENDMENT) RULES, 2001(16.10.2001)
- ASSAM NON-GOVERNMENT COLLEGE MANAGEMENT (AMENDMENT) RULES, 2009(18.06.2009)
- THE ASSAM COLLEGE EMPLOYEES (PROVINCIALISATION) ACT, 2005 (22.12.2005)
- THE ASSAM COLLEGE EMPLOYEES (PROVINCIALISATION) (AMENDMENT) ACT, 2005 (10.05.2010)
- THE ASSAM COLLEGE EMPLOYEES (PROVINCIALISATION) RULES, 2010 (15.11.2010)
- THE ASSAM COLLEGE EMPLOYEES (PROVINCIALISATION) (AMENDMENT) ACT, 2012 (02.05.2012)

**Extract from ASSAM NON-GOVERNMENT COLLEGE MANAGEMENT RULES, 2001
(15.06.2001)**

The Governing Body being the supreme body, constituted vide provisions of law as stated above, is governed by the clauses stated below -

1. CONSTITUTION OF THE GOVERNING BODY:

Every Non-Government College affiliated to any Central or State University of Assam and duly concurred by the State Government, shall be governed by Governing Body, to be constituted by the Director.

2. COMPOSITION OF THE GOVERNING BODY:


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- (1) The Governing Body shall consist of:
- (a) One President
 - (b) One Secretary – The Principal of the college shall be the ex-officio Secretary of the Governing Body.

Provided that if circumstance so demands, the Director may nominate Vice-Principal or the senior most member from the teaching staff of the College to act as the Secretary in lieu of the Principal of the College, for a period of six months, and beyond that period with the State Government's prior approval;

- (c) The Vice-Principal – Member Ex-officio
 - (d) Four Members to be nominated by the affiliating University concerned.
 - (e) One Guardian member is to be nominated.
 - (f) One woman member is to be nominated.
 - (g) One member (Educationist) is to be nominated.
 - (h) The Governing Body shall co-opt one member from amongst the Teaching Staff.
 - (i) One Donor member is to be nominated.
 - (j) Four members are to be nominated by the outgoing G.B.
- (2) The minimum number of members of the Governing Body shall be ten and shall not exceed twelve.
- (3) Whenever the Governing Body is constituted the Director of Higher Education shall nominate one member to be the President of the Governing Body

4. TENURE OF THE GOVERNING BODY:

The tenure of the Governing Body shall be for a period of three years from the date of its constitution. The term, may, however, be extended for another period of two years by the Director with the prior approval of the State Government.

Provided that if the Director is satisfied at any time that a particular Governing Body is not functioning in the best public interest, the Director may dissolved the Governing Body and constitute a fresh Governing Body thereafter recording his views with reason thereof through a speaking order for the purpose.

5. TAKING OVER THE MANAGEMENT OF A NON-GOVERNMENT COLLEGE:

In the event of miss management of the affairs of a Non-Government College, the State Government may take over the control and management of the College for a period not exceeding six months, and make arrangement for the management of the college in such manner as may be considered necessary and the arrangement so made may be extended for such further period by the State Government as may be deemed necessary.

6. ACCOUNTABILITY OF THE GOVERNING BODY:

The Governing Body, constituted order Rule 3 shall be responsible for the proper financial management, including the upkeepment of the assets of the Non-Government College and management of its academic affairs.

7. SECRETARY OF THE GOVERNING BODY OR REPORT TO THE DIRECTOR:

The Secretary of the Governing Body shall be responsible to report to the Director about any deviation of financial norms and procedures or any loss of assets of the College immediately whenever it comes to his notice.

8. RESTRICTION OF SOME MEMBERS TO ATTEND THE GOVERNING BODY:


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No member of the Governing Body, being an employee of the College, shall attend any meeting of the Governing Body at which any matter relating to his pay, promotion or conduct is under discussion. But it shall be open to the President to call him for making any statement or representation on the subject but shall have to leave the meeting after doing so, when decision is to be taken.

9. RESTRICTION OF SOME MEMBERS TO ENTER INTO CONTRACT FOR WORKS OF THE COLLEGE:

No member of a Governing Body shall enter into any contract for work, supply of materials or for any sale or purchase with the Governing Body.

10. DISQUALIFICATIONS:

Any member, who absents himself for more than 4 (four) consecutive meeting of the Governing Body, without informing the President, shall cease to be a member of the Governing Body and the Secretary shall report the fact to the Director for record. Further, the nomination of member of the Governing Body shall be void owing to any of the following grounds:

- (i) if he becomes insolvent;
- (ii) if by reasons of physical or moral turpitude he becomes incapable of acting as such;
- (iii) on death or resignation;
- (iv) on his being convicted of a criminal offence involving moral turpitude.

11. VACANCY ON THE GOVERNING BODY:

(1) Any occurrence of vacancy in the Governing Body shall be reported by the Secretary to the Director who shall thereupon take steps to fill up such vacancy in the manner in which it was originally filled up.

(2) Notices or proceedings of the Governing Body shall be invalid merely because of any vacancy of its members.

12. MEETING OF THE GOVERNING BODY:

(1) The Governing Body shall meet at least once in every four months, but it may meet at shorter interval also, if circumstance so demands and the President of the Governing Body is satisfied that such meeting is necessary.

(2) A meeting of the Governing Body shall be called by the Secretary with prior consent of the President, if it is not a requisitioned meeting by the 2/3 (two- third) members of the Governing Body, with not less than 7 (seven) days" notice.

(3) The notice of a meeting shall set forth the business to be transacted at the meeting and no business other than so stated shall be transacted, except with the consent of three-fourth of the members present.

(4) Except any emergency meeting, which shall be so notified, all meetings of Governing Body shall be held in the College premises.

13. PROCEEDINGS OF THE MEETING OF THE GOVERNING BODY:

(1) The minutes of the proceedings of the meeting shall be recorded in the "Proceedings Book" by the Secretary and signed by all the members present.

(2) If any note of dissent is given by any member it shall be recorded in the Proceeding Book.

(3) All records of the Governing Body shall be kept in the College Office and the Head of the College shall be responsible to preserve all such records properly and safely.

[Signature]

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14. PRESIDING OVER THE MEETING:

All the meeting of the Governing Body shall be presided over the President and in the absence of the President, the other members present may select or elect one of them to preside over the meeting already notified and approved beforehand by the president.

15. QUORUM:

At least six members of the Governing Body, excluding the co-opted member, shall form a quorum of the meeting.

16. SECRETARY TO MAKECORRESPONDENCE:

Under the direction of the Governing Body, the Secretary shall make all correspondence with the appropriate authority on behalf of the Governing Body:

Provided that no correspondence shall be made direct to the State Government, but it, however, can be addressed through the Director.

17. GOVERNING BODY TO OBTAIN PRIOR APPROVAL OF THE DIRECTOR IN CERTAIN MATTERS: The minutes of the proceeding of the Governing Body meeting shall be sent to the Director and the concerned affiliating University. No final decision regarding appointment, promotion, suspension, termination, removal or dismissal of teaching and non-teaching staff including that of the Principal of any construction works involving Rs. 50,000/- (Fifty Thousand) or more shall be undertaken by the Governing Body without the prior approval of the Director: Provided that so far as Non-Government Colleges are concerned, who are not brought under deficit system of grants-in-aid, the Governing Bodies are not required to send the proceeding of the meeting to the Director but it will be open for the Director to call for the proceedings if any complaint is received against the Governing Body and any direction given by the Director on it shall be final and binding on the Governing Body of the College.

18. DUTIES OF THE GOVERNING BODY

In general, the following are earmarked as duties of a Governing Body in respect of Non- Governing Colleges receiving deficit Grants-in-Aid:

- (i) to undertake financial management of the College, to utilize the Grants-in-Aid received

from the State Government, University Grants Commission and any fund collected as authorized subscriptions and fund received as fees from the students for the academic purpose of the Colleges, including payment of salary etc. to the Teaching and non-teaching staff of the College.

- (ii) to arrange for the maintenance of the College building, furniture and equipment as required, including playground, auditorium, libraries etc.;

- (iii) to grant leave to the teaching and non-teaching staff subject to the existing leave rules to grant leave, other than casual leave and arrangement made to fill up the vacancies, should be reported to Director and to concerned affiliating University;

- (iv) to appoint persons in connection with the affairs of the College against the post or posts so sanctioned by the State Government with scrupulous compliance of the Reservation Policy under 20 points Roster of the State Government;

- (v) to arrange for half-yearly internal audit for all College funds and verification of stocks, furniture and other assets;

- (vi) to submit annual audited accounts preferably audited by a Chartered Accountant latest by thirtieth June of every year, in respect of the proceeding financial year;

- (vii) to reply to audit objections or inspection notes on the Accounts of the College audited or inspected by the Inspector/Auditor of the Education Department/Director of Local Audit, Assam and the Accountant General, Assam;


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- (viii) to submit annual report with statistics in respect of the enrolment of Students stream- wise, subject-wise, result, teaching days held performance of Lecturers in an academic session, to the Director and to the affiliating University concerned;
- (ix) to oversee the functioning of the disbursing officer in disbursing the stipend/scholarship sanctioned to the students in time, as well as to drive for preservation of an excellent academic standard of the College;
- (x) on behalf of the Governing Body the Secretary shall receive and grow the grants sanctioned by the State Government and by the Government of India and University Grants Commission from time to time.
- (xi) with the approval of the Governing Body, the Secretary shall utilize the grants for the purpose for which it is sanctioned and submit the Utilization Certificate to the concerned sanctioning authority in time, with intimation to the Director;
- (xii) the Secretary shall disburse the deficit Grants-in-Aid sanctioned by the Director towards the salary of teaching and non-teaching sanctioned staff of the College within a week from the date of the receipt of the grants;
- (xiii) if any excess amount of Grants-in-Aid sanctioned towards the salary the excess amount shall be refunded to the Director by the Secretary immediately.

19. GROUND OF SUSPENSION OF GRANTS-IN-AID:

Failure of submission of annual accounts, report duly signed by the President and the secretary of Governing Body in respect of proceeding financial year, may attract stoppage of Grants-in-Aid by Director suo moto, after the expiry of 30th June, every year:

Provided that on failure in respect of maintenance of consistent academic achievements by a particular Non-Government College as a whole of a failure to abide by the Government guidelines issued from time to time, the State Government may instruct the Director to suspend Grants-in-Aid with 30 days prior notice.

20. OTHER SANCTIONS OF THE GOVERNING BODY: The Governing Body is authorized

- (i) to determine the general scheme of the studies of the College, suggest to approval of the affiliating University concerned as well as the State Government, to be obtained through the Director with regards to the inclusion of additional subjects, introduction of Major course in any existing subject to reopening of new faculty and creation of additional posts;
- (ii) to consider and initiate projects for improvement of the College, involving prohibitions of taking private tuition by the teaching staff;
- (iii) to deal with the discipline and conduct of the teaching and non-teaching staff of the College;
- (iv) to grant fee remission under rules prescribed by the State Government or with the approval of the Director; and
- (v) to deal with the academic calendar within the norms of University Grants Commission and to compel scrupulous compliance of the guide lines in respect to working days and holding of Classes etc.

[Signature]
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Extract from

THE ASSAM COLLEGE EMPLOYEES (PROVINCIALISATION) RULES 2010

Method of Recruitment: Appointment to the post of Principal shall be by direct selection. For this the Governing Body shall constitute a Selection Committee, which shall select a person on the basis of an interview from amongst eligible candidates who apply in response to an open advertisement in newspapers.

The Governing Body shall recommend this candidate to the Director, who shall issue orders of appointment.

Assessment of Vacancies: Before the end of every year the Governing Body shall make an assessment of the likely number of vacancies to be filled up by promotion/direct recruitment in the next year in each cadre and determine which of these vacancies would go for reserved categories ;

Direct Recruitment: All appointment either by direct recruitment or by promotion shall be made by the Director on the basis of recommendations of the Governing Body based on the recommendations of the Selection Committee/ Departmental Promotion Committee duly constituted;

General Procedure for Promotion: The Governing Body shall furnish to Departmental Promotion Committee the following documents and information in respect of the persons to be considered for promotion. The number of persons to be considered for promotion shall be four times of the number of vacancies as assessed for filling up by promotion in that cadre. This shall be in order of seniority in the Gradation List.

The Governing Body shall request the Departmental Promotion Committee to recommend the list of employees found suitable for promotion in order of preference within one month in respect of promotion to each of the cadre in which appointment is to be made by promotion;

The Departmental Promotion Committee after examination of the documents and information furnished by the Governing Body shall recommend a select list of candidates equal to the probable vacancies in order of preference/merit found suitable for promotion;

Selection Committee/ Departmental Promotion Committee:

(A) Committee for selection of candidates for appointment on direct recruitment of lecturers and librarians shall consist of the following:

- (i) President of the Governing Body – Chairman Committee.
- (ii) Head of Department (Concerned) – Member
- (iii) Two nominees of the Vice-Chancellor of the affiliating University (out of whom one should be subject expert)

– Members

- (iv) Secretary of the Governing Body – Member Secretary.
- (v) Two subject experts not connected with the college to be nominated by the President of the Governing Body out of a panel of names approved by the Vice-Chancellor of the affiliating University;

(B) Committee for selection of candidate for appointment of direct recruitment of all other posts shall consist of the following:

- (i) President of the Governing Body – Chairman
- (ii) Secretary of the Governing Body – Member Secretary
- (iii) Two heads of Department to be nominated by the President, Governing Body–Member

(C) Departmental Promotion Committee for all posts shall consists of the following:

- (i) President of the Governing Body – Chairman
- (ii) Principal of the College – Member Secretary
- (iii) One senior most Head of the Department of the College – Member

Transfer: There shall not be any transfer of employees from one college to another, except in a situation where in a stream of study or a subject is closed down in a college by the Government on a proposal from the Governing Body and some teachers have become surplus. Only in such a situation the Government may transfer these teachers and adjust them elsewhere. In such a situation of seniority of the transferred teachers would be fixed in the new college on the basis of their date of joining in the original college.


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Authority for acceptance of Resignation/ Voluntary Retirement: The Director, on the recommendations of the Governing Body shall be the authority for accepting or rejecting requests for resignations and voluntary retirement,

Residual power of Appointing Authority: The Governing Body of the College shall exercise all other powers of the Appointing Authority as per usual norms.

Extract from GOVT. OF ASSAM NOTIFICATION NO. AHE.331/2008/33, DATED 09.07.2009

The Assam Non-Government College management Rules, 2001 have been amended by the Assam Non-Government College Management (Amendment) Rules 2009, which have been

notified by the Notification No. AHE 331/2008/26 dated 18.06.2009. Apart from other things, this amendment has changed the structure of the Governing Body of Colleges. The Governing Body will no longer have a tenure as laid down. The composition of the Governing Body has also been changed.....

Extract from GOVT. OF ASSAM NOTIFICATION NO. AHE.331/2008/51, DATED 30.08.2013

.....the State Govt. has decided that the Director of Higher Education should request all the Presidents of the Governing Bodies of the Provincialized Colleges to invite the local MLA to participate in the Governing Body meetings as a permanent special invitee.

The Governing Bodies' presidents may also be requested to seek all possible assistance including financial aids wherever necessary from untapped sources and other resources within the discretion of the MLAs. Further, a proposal to be sent at the earliest for amendment of the relevant rules (Assam Non-Govt. College Management Rules, 2009) for effecting the modifications in the formation of the Governing Bodies with induction of public representatives as fulltime member

Extract from GOVT. OF ASSAM NOTIFICATION NO. AHE.452/2013/6, DATED 19.09.2013

.....the State Govt. has decided to allow the non-teaching employees of a particular college to elect their representative to the respective GBs, doing away with the existing provision of nomination by the Principal.....

Extract from

GOVT. OF ASSAM NOTIFICATION NO. AHE.331/2008/52, DATED 05.11.2014 & DHE LETTER NO. G (B) MISC. 147/2014/18, DATED 29.11.2014

In partial modification of the earlier O.M. No. AHE. 331/2008/33 dated 09.07.2009, the following terms and conditions are added and modified regarding constituting the structure of the Governing Bodies of Colleges.

Henceforth

(1) (i) Retired Principal from a College shall not be considered for appointment as a President of Governing Body in the same College, unless a minimum of 5(five) years have elapsed since his/her date of retirement.

(ii) No faculty member either retired or in service shall be considered for appointment as a President of Governing Body in the same College, unless a minimum of 5 (five) years have elapsed from the date of retirement.

(2) President of Governing Body of a College who have completed 5 years shall not be considered to be nominated as President of Governing Body for the second continuous term.....

Extract from

GOVT. OF ASSAM NOTIFICATION NO. AHE.185/2015/2, DATED 23.04.2015 & DHE LETTER NO. G (B)AC/95/2015/3, DATED 27.04.2015


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.....all Financial Transactions of Provincialized colleges will jointly be operated by the President of Governing Body and the Principal of respected colleges.....

Extract from

GOVT. OF ASSAM NOTIFICATION NO. AHE.185/2015/5, DATED 11.08.2015

.....further clarified that where the Principal of the college and GB President are co- signatories in the financial matters of the colleges, both the President and the Principal will be jointly and severly responsible and accountable for all cases of financial dealings so conducted.....

Extract from

DHE LETTER NO. G (B) AC/95/2015/13, DATED 30.08.2016

.....the Presidents of the Governing Body of Colleges are respected and leading citizens for which it would be unfair to give them signing of the Checkbook etc.

Therefore, all the Presidents of the Governing Body of Provincialized Colleges are hereby relieved from the burden of financial transaction of Colleges.....

Extract from

GOVT. OF ASSAM NOTIFICATION NO. AHE.371/2017/22, DATED 18.08.2017

In partial modification of this Dept. "s earlier OM vide No. AHE. 331/2008/33 dated 09.07.2009 and No. AHE. 331/2008/52 dated 05.11.2014, the following terms and conditions i.e. (3) and (4) are added with the approval of the State Cabinet regarding constituting the structure of the Governing Bodies of Colleges.

(3) the President of Governing Bodies of Colleges shall be an eminent person form the field of Education. He shall be a non-political person. He should not have contested any election, including panchayat/ municipality/ local bodies election or should not be an office bearer of any political party or should not have any affiliation/membership to any political party

(4) he shall be appointed by the Director of Higher Education and shall have a term of five years. He shall however continue beyond this period till his successor is appointed. The Director may however remove him anytime during the term of five years for reasons to be recorded in writing.....

Extract from

GOVT. OF ASSAM NOTIFICATION NO. AHE.812/2017/28, DATED 28.06.2018 & DHE MEMO NO. DHE/ PA/ GB/ MISC/ 4/ 2018/ 2, DATED 03.07.2018

.....considering the optimum utilization of services of Librarians of Provincialized Colleges of Assam, henceforth, the College Librarian shall also be an Ex-officio member of the Governing Body of Colleges.....

[BASED UPON UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018]

PRINCIPAL should:

- Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;


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- Act as steward of the College's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
- Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- Manage their private affairs in a manner consistent with the dignity of the profession;
- Discourage and not indulge in plagiarism and other non-ethical behavior in teaching and research;
- Participate in extension, co-curricular and extra-curricular activities, including the community service.
- Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavor.

The Principal being the Administrative Head of the college is expected to undertake and execute the following responsibilities and duties –

- Ensuring quality up-gradation of the college, and with active assistance from the IQAC as well as other in-house wings
- Nominating, appointing and constituting various in-house wings for smooth day to day functioning of various academic and administrative matters of the institution
- Monitoring and coordinating the assigned duties and tasks of the various in-house wings towards their optimum performance in the assigned domains
- Placing before the Governing Body for appropriate approval, various policy matters as proposed by different stakeholders of the institution, including the IQAC
- Undertaking necessary steps to implement all policy matters approved by the Governing Body, and within a justified time framework
- Nominating Assistant Officer-In-Charges to act on his/ her behalf, he/ she being the Officer-In-Charge of various academic and non-academic examinations held within the college
- Taking necessary steps to promote harmonious and cordial work culture and academic environment within the institution
- Adopting measures to promote and execute various welfare measures amongst all stakeholders, including students and staff
- Exploring means and ways to establish tie-ups with external quality institutions/ organizations, for qualitative growth of the institution
- Optimizing the institutional growth and development by pivoting upon the locational advantages of the institution
- Ensuring the institutional fringe area development through judicious utilization of institutional resources
- Seeking and implementing ways and means to improve the financial health of the institution


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- Continuous monitoring of the performance indications of different academic and administrative procedures/ regulations and up-gradation/ modification of these as per need basis

FUNCTIONS OF IQAC

Some of the functions expected of the IQAC are:

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching
- The credibility of evaluation procedures
- Ensuring the adequacy, maintenance and functioning of the support structure and services
- Research sharing and networking with other institutions in India and abroad.

[BASED UPON UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018]

I. **TEACHERS AND THEIR RESPONSIBILITIES:** Whoever adopts teaching as a profession assumes the obligation to conduct himself/ herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/ she should seek to inculcate among students must be his/ her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

- Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- Manage their private affairs in a manner consistent with the dignity of the profession;
- Seek to make professional growth continuous through study and research;
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- Maintain active membership of professional organisations and strive to improve education and profession through them;
- Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- Discourage and not indulge in plagiarism and other non- ethical behaviour in teaching and research;
- Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- Participate in extension, co-curricular and extra-curricular activities, including the community service.

II. **TEACHERS AND STUDENTS:**


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Teachers should:

- Respect the rights and dignity of the student in expressing his/ her opinion;
- Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- Pay attention to only the attainment of the student in the assessment of merit;
- Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- Aid students to develop an understanding of our national heritage and national goals; and
- Refrain from inciting students against other students, colleagues or administration

III. TEACHERS AND COLLEAGUES:

Teachers should:

- Treat other members of the profession in the same manner as they themselves wish to be treated;
- Speak respectfully of other teachers and render assistance for professional betterment;
- Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour

IV. TEACHERS AND AUTHORITIES:

Teachers should:

- Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organisations for change of any such rule detrimental to the professional interest;
- Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
- Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- Adhere to the terms of contract;
- Give and expect due notice before a change of position takes place; and
- Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule

V. TEACHERS AND NON-TEACHING STAFF:

Teachers should:


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- Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

VI. TEACHERS AND GUARDIANS:

Teachers should:

- Try to see through teachers' bodies and organisations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. TEACHERS AND SOCIETY:

Teachers should:

- Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- Work to improve education in the community and strengthen the community's moral and intellectual life;
- Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

It shall be the moral responsibility on the part of every member of the teaching staff to:

- Execute diligently every co-curricular, extra-curricular and administrative task that is prescribed in their respective subject syllabus and curriculum or may be assigned by the higher authorities from time to time
- Act as good counselors and facilitators to their students, so as to inspire and assist them in fulfilling their desired dreams, goals and overall expectations from the department in particular and the institution in general
- Strive continuously for academic advancements and innovations both at the individual as well as institutional levels
- Update on a regular basis with the latest developments of knowledge in their respective fields of knowledge and to propagate and disseminate the same amongst their students
- Maintain the confidentiality of certain classified documents and information, both academic and administrative
- Adhere to different procedures and regulations and comply to any relevant instructions/ directions/ orders that might be given/ prescribed by the administrative authorities/ mechanism of the institution or higher authorities from time to time
- Strive to be a role model not only amongst the students but also amongst peers and colleagues

GUIDELINES FOR TEACHERS

A. ACADEMIC

[Signature]
Principal
Bajali T.T. College
Patancheru



- Daily Routine Classes should be attended on time as far as practicable
- Complete the Syllabus Topics allotted by the HODs for each semester/ year within a justified time framework
- Lesson Plans should be made at the beginning of every semester/ year
- Complete the marking of answer-scripts of class tests/ sessional examinations within the desired time framework
- Discuss the answer-scripts of class tests/ sessional examinations with students after marking is completed so as to point out the omissions and mistakes the students have committed
- Repository of E-learning resources should be created by each individual teacher as per his/ her specialization and utilizing such resources with appropriate techniques as far as practicable for optimum benefit of the students
- No student should be denied admission in the classes if they are late in attending; however, the teacher may deny the attendance if any student is late for reasons not properly justified
- For improper conduct or behaviour of any student during any classes, he/she may be warned at the first instance and in case of repetition, the matter may be reported to the HOD; in such cases, no student should be given any physical punishments
- Make use of both departmental as well as central library facilities for maximum academic use

B. ADMINISTRATIVE

- Entries in the Daily Class Monitoring Diary should be made on a day to day basis
- Should assist the HOD in executing various departmental administrative works as and when asked for
- When appointed as invigilators (i) must report to the OC/ AOC of the respective Examination Committee, at least 30 minutes before the scheduled start of the examination (ii) must keep utmost vigil inside the examination hall for ensuring a fair and conducive environment, thereby preventing all sorts of malpractices (iii) must keep their all the cell phones in the quiet mode and refrain from using those in front of the examinees (iv) must refrain from all sorts of gossip with the

fellow invigilators (v) must immediately cater to the needs of the examinees viz. drinking water, additional sheets, medical assistance, etc.

- Ensure healthy coordination between guardians and alumni for all-round growth of the department through various measures and activities
- Respond promptly to any instruction/ directives received from any administrative controlling authority (ies)
- Provide different qualitative and quantitative data to the IQAC on a prompt basis, as and when asked for

GUIDELINES FOR HEADS OF DEPARTMENTS

HODs of all academic departments are expected to ensure that –

- Healthy academic environment prevails in the concerned department
- Proper distribution of the syllabus content in each semester/ year is made amongst the existing faculty members, so that course completion is made within a justified time framework
- Classes are not left unattended and are held on time, even if any faculty member is on leave, through appropriate arrangements


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- All co-curricular activities like field works, student excursions, project works, student seminars, home assignments, etc are held on time and executed to the satisfaction of all concerned
- Arrange for proper guidance, counseling and monitoring of students thereby creating a learner-friendly environment through various initiatives like holding of bridge courses, orientation programmes, remedial classes, special classes, tutorials, counseling session, etc
- Departmental Advisory Committee meetings are held on a regular basis as per stipulated guidelines
- (i) to be held in the first week of every month to review different academic and administrative issues and (ii) to take necessary measures thereof
- IQAC Daily Class Monitoring Diary and the IQAC Activity Record Book is updated on a regular basis
- Departmental records are kept in order in properly designated files, viz. (i) File for all incoming memos (ii) File for all outgoing memos (iii) Stock register (iv) Student Attendance Registers (v) Register for maintaining proceedings and resolutions of Departmental Advisory Committee meetings (vi) Issue Register (vii) File containing all documents related to students' achievements (e.g. qualifying in national/international level exams, various extra-curricular competitions, etc.) (viii) Copies of Home Assignments (ix) Copies of Field Reports (x) File for Leave Applications (xi) Register of Students' Exam Records and Results (xii) File for Extension Activity documents (xiii) Proper records of students passed out and their progression to higher education (xiv) Stock piling of records as soft copies (photos, videos and documents)
- Confidential papers are kept under proper and safe proper custody
- All communication on different academic and administrative matters is made preferably through e-communication mode, by using the institutional email ID or WhatsApp Groups
- Respond promptly to any instruction/ directives received from any administrative controlling authority (ies)
- Provide different qualitative and quantitative data to the IQAC on a prompt basis, as and when asked for

[EXTRACT FROM UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018]

LIBRARIAN should:

- Adhere to a responsible pattern of conduct and demeanor expected of them by the Non-teaching staff of the college are expected to—
- Possess and display values like responsibility, loyalty, diligence, commitment, integrity and morality in various day to day official matters and duties inside and outside the college.
- Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics
- Non-teaching staff shall –
- Be punctual in attending day to day routine works
- Execute and complete the allotted tasks to the satisfaction of all concerned
- Maintain harmonious and cordial relationships with all colleagues
- Behave in a manner that would not demean the institutional reputation
- Work towards earning the trust, honour and respect from one and all


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- Adhere to different procedures and regulations that might be prescribed by the administrative mechanism of the institution or higher authorities from time to time


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Workshop on curriculum aspects for D.El.Ed
Sem 2 D.El.Ed 2nd Sem (Bajali Teachers Training College)
patacharkuchi



Date = 8 April 2022.

Friday, 8 April, 2022.

opening remarks and presentation of the objectives of the workshop.

Today, A workshop is organized by the IQAC (Internal Quality Assurance Cell) of Bajali Teachers Training College, patacharkuchi on the multiple topics. Opening remarks were given by Chandana Devi (organizer of the workshop) on behalf of Bajali TT college and welcome addresses were given by respected Principal of Bajali T.T. college. Honorable G.B. president Robini Kan Sarma, invited speaker Hemanta Kan Saka (principal of Madhya Bajali Jr. College), Nitayamanda gave valuable lecture about the theme. The different curriculum aspects related topics were discussed in the workshop using innovative TLM by the D.El.Ed 1st sem a 2nd sem trainees. IQAC, Co-ordinator ~~Dr~~ P.K. T.D.C. I/c Dr. P. Sarma, Adm HOD, K. Talukdar, Eng HOD. Dr. M. and others staff co-operated in this workshop.

objectives: ① To develop a new skill for the learner.

- ① To become familiar with multiple subjects related to curriculum aspects
- ② To learn about ZPD, Constructivism, transfer of learning to be used in their daily life situation.

Teacher's Attendance

① Kishore Kumar Roy

② Chandana Devi

③

④ Krishna Talukdar

⑤ Chayacami Patgipai

⑥ Jaysankar Sarma

⑦ Debajit Baruah

⑧ Ripina Sarma

⑨ Arunima Bar

Second day workshop on curriculum Aspects for ^{Class} ~~1st~~ ^{2nd} ~~3rd~~ ^{4th}
1st a 2nd semi - (Bajali T.T. College, Patancheru)
dated: 09/04/22



Saturday 9 April, 2022.

On the second day workshop, Chandana Devi (Organizer) started the program along with respected Principal sir and other staff. It was great ~~more~~ session as all participants interacted with each other. T.O.C. ITC or P.K. Sarma sir gave valuable lecture about our workshop theme. Moreover, K. Talukdar, Prathima Das, Chaya Patgiri, Nitul kr. Das also gave valuable lecture about it.

Objectives :- ①

Teacher's Signature

- 1) ~~P. K. Sarma~~
- 2) Chandana Devi
- 3) ~~H. K.~~
- 4) ~~✓~~
- 5) Krishna Talukdar
- 6) Chaya Patgiri
- 7) Nitul Kr. Medhi
- 8) Prathima Das
- 9) Karabi Kanta Deka
- 10) P. K. Sarma
- 11) Jagannath Sarma
- 12) Debjit Baruah

Workshop on SWOT Analysis for D.B.Ed 2nd Sem
organized by Mr. Mouchumi Dutta a Karabikanta Prakat.
dated 12/09/2022



Monday, 12 Sep, 2022.

Meeting opened 10 am to 4 pm.

Today a workshop is organized by the ECAC of Bajali T.T. college, Patancharkuchi on SWOT Analysis for D.B.Ed Second Semester Teacher Trainees. Opening remarks were given by Mr. Mouchumi

Dutta (organizer of workshop) on behalf of B.T.T. ECAC co-ordinator Jeishore Kumar Ray, Chandana Devi (Academic Incharge), Mr. P. Sarma (T.D.C.), Krishna Talukder, Karabikanta Kalita, Jay Sarma, Subjit Baruah, Chaya Patgai, Nafal Medhi, Ropina Sarma and other staffs had grace for this workshop.

Objectives :- to take the advantage of students success.

(i) To acquainted students weakness as well as strengths on different side.

(ii) To know the obstacles and evaluate the internal strength & weaknesses, and also the external opportunities in an organizations.

Teacher's Signature →

① Jeishore Kumar Ray

② Chandana Devi (12/09/22)

3. ~~Hu~~ 12.9.22

4. ~~P. Sarma~~ 12.9.22

5. ~~Kumar~~ 12.9.22

6. ~~P. Sarma~~ 12/9/22

7. ~~P. Sarma~~

8. Ropina Sarma.

9. P. Sarma.

10. ~~P. Sarma~~

11. ~~P. Sarma~~

Workshop on Environmental Education for D.T.T. & A.
Second sem organized by Chayanani Patgiri, B.T.C.

Date: 12/8/2022

Friday, 12/8/2022.

Meeting opened 11. am, to 12-30 P.M.

RE: Importance of Environmental Edu.

Today a workshop is organized by
the IOAC, Bagali T.T. College on Environmental
Education. Opening speech are given by
Chayanani Patgiri on behalf of Bagali T.T.
College, Patnachuckki. She has given more
activities on Environment and Sustainable
development. All Teacher Teachers participated
in this workshop. IOAC, Co-ordinator (Keshu
K. Rao, Chandra Sert (Academic Incharge), Krishna
Talekdar (HOD, Edu. Dept.), Jay Sankar, Subodh
Baruah and other staffs had guided the
meeting.

Teacher's signature:

1. Keshu Kumar Ray

2. Chandra Sert

3. Manjima Saha

4. Krishna Talekdar

5. [Signature]

6. [Signature]

7. Mani Debn.

8. Chandra

9. Chayanani Patgiri

Workshop on Yoga Education for P.B.Ed Second
Sem. Organized by Asst Prof Baruah (Asst Prof)
B.T.T.E, Patnagarh.



Date: 20/10/2022

Meeting opened at 1030 am to 2 pm.

RE: To study about the importance of yoga education

Today a workshop organized by the
I.B.A.E. Bajali T.T. College, Patnagarh on
yoga education. opening speech are given
by Chandana Devi and led the workshop
by Asst Prof Baruah on behalf of B.T.T.E,
Patnagarh. Students involvement was
so good. All teachers including I.B.A.E
co-ordinator Ishore Kumar Roy also
had joined the meeting.

Teacher's Signature:

1. Indira Kumar

2. Chandana Devi

3. Manish Kumar

4. Krishnes Talukdar

5. Kanabi Kanta Deka

6. Nitul M. Mudi

7. Dharmajit Kalita

General Meeting on Seminar held at
B.T.T.C premises through IQAC.

Dated: 09/09/2022



Friday 9/9/2022 September.

Meeting opened at 2 pm to 3 pm

R.E: Discussion on National Seminar.

With the help of IQAC, Bagali T.T. College,
a general meeting is organized ~~with~~ by
the lead of the principal, B.T.T.C. to discuss
about the National Seminar. All teaching
and non-teaching staff had graced the
meeting today and discussed about the objectives
of the meeting.

Objectives: ① Arrangement about the Seminar.
② Selection of the topic related to seminar.
3/ others.

Signature:

1.

2.

3.

4.

5.

6.

7.

A General Meeting was organized at Conference Hall on the purpose of National Seminar Thru IGAC, B.T.T.C.

Dated: 31/10/22

Monday 31/10/22 October.

P.E: discussion on various committee related to National seminar.

With the help of IGAC, a general meeting is organized by vice principal to share to say all to discuss about the National Seminar here, different committees were created by the Teaching and non-teaching staff. All teaching staff and non-teaching staff had graced the meeting today.

Objectives: i) To arrange various committees on Seminar.

(ii) To form students committee.

(iii) To discuss about the dignitaries related to Seminar.

Signature :

1/ Kishore Kumar

2/ An Chandra

3/ 

4/ Krishna Lalukder

5

Commencement of ^{basic} Computer Certificate Course
organized by IQAC, Bagali T.T. college,
Patachowkuchi.

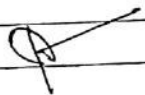
Monday, 17/07/23.

R.E: Basic computer courses

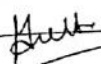
Today, a computer classes is commenced
by IQAC, Bagali Teacher's Training College,
Patachowkuchi. Opening lecture delivered
by Mr. Homeswar was sir and respected
Shri. B. J. Adhikari opened the classes as
resource person. Many more students
participated in this "Basic Computer
Training course".

Teacher's signature:

1. 

2. 

3. Mr. C. S. S. S.

4. 

5. Krishna Talukder

6. Chayakani Patgiri

7. Moukimi Deka

8. Papati Sarma

9. Lima Patowary