

KASTURBA GANDHI INSTITUTE OF HIGHER EDUCATION,

KEBALI

ACADEMIC MEETING: 2021-2022

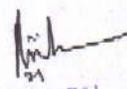
A Meeting of the Academic Council of KGIHE, Kebali, was held on the 3rd Sept, 2021 at 11:00 A.M. in the College library. The meeting was chaired by Mr. Komini Meto, Secretary-cum-Founder, KGIHE and the following members attended the meeting:

1. Dr. Rajib Boruah Principal
2. Mr. K.C. Pradhan Vice-Principal
3. Mr. N. Meto Administrative Officer
4. Mr. Puran Thapa Officer Staff
5. Mr. Taying Mipi Asst. Professor, Political Science
6. Mr. Kamlem Tying Asst. Professor, English
7. Mr. Tage Talling Asst. Professor, Mathematics & Science
8. Miss. Menuka Pulu Asst. Professor, English
9. Miss. Chamali Mili Asst. Professor, Hindi
10. Miss. A. Mimi Asst. Professor, Hindi
11. Miss. Naina Begum Asst. Professor, Education
12. Miss. Nancy Mega Asst. Professor, Sociology
13. Miss. G. Darang Librarian
14. Miss. Manju Tamang Office Staff

The College Vice-Principal, Mr. K.C. Pradhan welcomed the staffs of KGIHE and after that, the following agenda items were taken for discussion.

The following points were discussed and decided:

- I. Review of previous session's target and achievements.
 - Mr. Komini Meto, Secretary-cum-Founder, KGIHE, and Congratulated the whole team on successful completion of 2021-22 session and achieving new milestones. However, he stressed on further improvement of the Bachelor of Arts Program and encouraged the staffs to work for the optimum welfare of the students of both programs (BA & B. Ed) in 2021-22 sessions.


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2. Allocation of portfolio and duties for different departments/cells/Committees for establishing healthy relation and mobilization of resources;

a) Academic Council Committee

- The main objectives of the academics committee is to oversee the academic affairs of the college and make recommendations to the Principal about academic programs and strategic Priorities. The members of the committee are to sit together at regular intervals of time to develop the ways and means to ensure quality teaching learning is being maintained. This committee also formulates the guidelines, rules and regulations of all academic affairs of the college. The Academic Committee is formed with the following members under the supervision of the Principal.

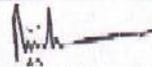
S. No	Name	Professional Designation	Designation	Mobile No.
1	Mr. K.C. Pradhan	Vice-Principal	Chairman	8787314263
2	Ms. Naina Begum	Asst. Professor	Member	8791196273
3	Mr. Tage Talling	Asst. Professor	Member	9612558030

b) Grievance Redressal Committee:

- This committee is vested with the authority to settle any types of grievances raised by the students, teachers and non-teaching staffs of the college. The students are ought to lodge their grievances to their respective tutors, and they in turn intimates the matter to the committee for necessary action. Students are not encouraged to petition the Principal, Initially. They have to avail the avenue provided by redressal cell and then the Principal, if the grievances are not redressed.

The Grievances Redressal Cell of the College is formed with the following members:

S. NO	NAME	PROFESSIONAL DESIGNATION	DESINATION	MOR NO
1	Mr. K.C. Pradhan	Vice-Principal	Chairman	8787314263
2	Ms. Menuka Pulu	Asst. Professor	Coordinator	8257823779
3	Ms. Salma Begum	Asst. Professor	Member	7085122856
4	Mr. Kamlem Tying	Asst. Professor	Member	8119838216


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5	Mr. Akuta Mega	B. Ed Student	Student Member	7630820356
6	Ms. Deypee Keche	BA Student	Student Member	

c) Internal Complaints Committee:

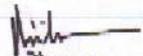
- The Internal Complaint Committee (ICC) is a special cell in our college is vested with the power and authority to deal with the issue of gender based violence or discrimination and also to conduct gender sensitization programme within our College. This Committee has been constituted in the Institution as per UGC (Prevention, Prohibition and redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015. Any Complaints of sexual harassment shall be lodged with the committee and appropriate disciplinary action is initiated by the members in accordance to the rules and regulations of the college. The members of ICC are as follows.

S.No	Name	Professional Designation	Designation/Position	Mob. No
1	Ms. Kaniya Mili	Asst. Professor	Presiding Officer	9402914645
2	Mr. Taying Mipi	Asst. Professor	Member	8800792962
3	Ms. Nancy Mega	Asst. Professor	Member	7628020053

d) Examination Committee:

- The Examination committee is an apex body of the college which is headed by Principal and shall be facilitated by three sections: Examination, Record Maintenance and Administration. The main function of the committee is to carry out examinations, publish results of Internal Assessments and end semester examination. The examination committee shall plan and organize all internal as well as external examinations in the college. The examination committee of the college is formed with the following members.

S. No	Name	Professional Designation	Designation
1	Dr. Rajib Boruah	Principal	Chief Controller of Examination
2	Mr. K.C. Pradhan	Vice-Principal	Controller of Examination


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3	Mr. Puran Thapa & Mr. N. Meto	Administrators	Deputy Controller of Examination
4	Ms. Menuka Pulu	Faculty	Member
5	Ms. Kaniya Mili	Faculty	Member
6	Mrs. Salma Begum	Faculty	Member
7	Mr. Tage Talling	Faculty	Member
8	Mr. Taying Mipi	Faculty	Member
9	Ms. Greeting Darang	Faculty	Member

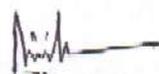
e) Anti-ragging Committee:

- In pursuance with the UGC Regulations on curbing the menace of Ragging in Higher Education-2009, the College has set up an Anti-Ragging Committee with the faculty members of various departments of the college. The team looks into any matters related to ragging that might happen within or outside college premises. The Committee stands as follows;

S. No	Name	Designation	Professional Designation	Mob. NO
1	Mr. Rajib Boruah	Chairman	Principal	9443734562
2	Mr. K.C. Pradhan	Convener	Vice-Principal	8787314263
3	Ms. Naina Begum	Member	Asst. Professor	8791196273
4	Ms. Greeting Darang	Member	Asst. Profcssor	8729943003

f) Guidance & Counselling Committee:

- Career Guidance and Counselling Cell aims to guide and direct students to set their career goals and stimulate them to exercise their consistent endeavors to accomplish their career objectives. Keeping in view the competence, interests, and acquired knowledge of the students, it channels the young trainees to fetch lucrative specialized career. Various sessions are to be conducted whenever feasible, to evaluate the students on the basis of their professional as well as interpersonal skills. Committee helps them to explore new knowledge and inculcate recent company attitudes among them as per the requirements of the global competitive world. The Career Guidance & Counseling Cell is formed with the following members under the chairmanship of Principal.


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STAFF-WISE PORTFOLIO ALLOCATION: 2021-22

S. NO	NAME	Examination Cell	Guidance & Counselling	Anti-Ragging Squad/committee	Internal Complaints Committee	Grievance Redressal Forum	Academic Council Committee	Cultural & Extra-Curricular Committee
1	Dr. Rajib Boruah	Chief Controller of Examination	Chairman	Chairman				Chairman
2	Mr. K.C. Pradhan	Controller of Examination	Coordinator	Convener		Chairman	Chairman	Convener
3	Mr. Taying Mipi	Member	Member		Member			Member
4	Mr. Tage Talling	Member	Member				Member	Member
5	Mr. Kamlem Tyring	Member	Member			Member		Member
6	Ms. Menuka Pulu	Member		member		Coordinator		Member
7	Ms. Kaniya Mili	Member	Member	Member	Presiding Officer			Member
8	Ms. Greeting Darang	Member		Member			Member	Member
9	Ms. Naina Begum		Member	Member				
10	Ms. Salma Begum	Member		member		Member		Member
11	Ms. Nancy Mega		Member	member	Member			Member
12	Mr. Puran Thapa	Deputy Controller of Examination		member				
13	Ms. Manju Tamang			member				

The above mentioned committees and its members are to perform their duties diligently for achieving greater heights as a team.


Secy-Cum-Founder


Administrative Officer


Principal

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