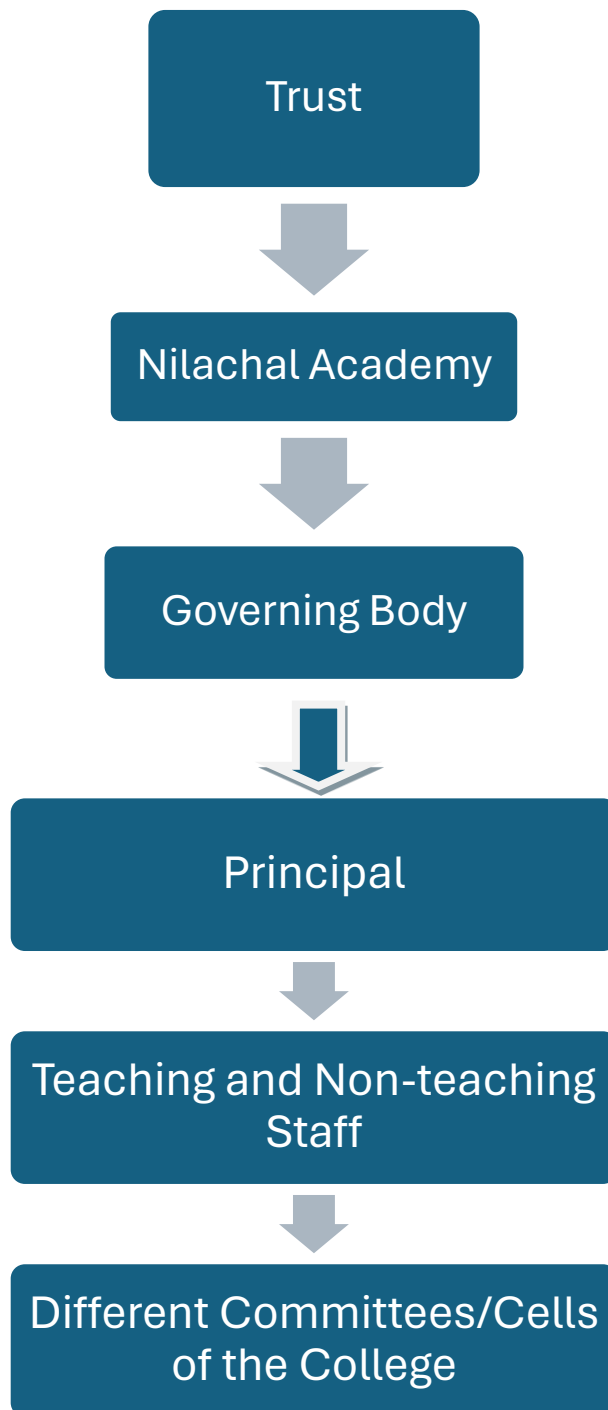


DIAGRAM OF DECENTRALIZATION AND PARTICIPATIVE MANAGEMENT



List of various Committee for decentralization and participative management

SL. NO	NAME OF THE COMMITTEE & CELL	PURPOSES	OBJECTIVES
1	Admission Committee	The committee looks after the admission procedure of the college. It also monitors that the merit list of the students after the entrance exam is uploaded in the college website. Moreover, it assures that admission of the students is based on the merits following the Gauhati University guidelines.	<ol style="list-style-type: none"> 1. To prepare the merit list and waiting list after receiving through Google Forms after declaration of B.Ed result from Gauhati University. 2. To offer counseling on the due contents of the program offered by the college. 3. To give priority to merit and maintain reservations as directed by the university after the scrutiny of the forms. 4. To decide the concessions as stipulated by the management. 5. To guide the students and parents in making effective decisions. 6. To guide admitted students to complete admission procedure like paying fees , getting Roll no's, selecting method subjects, getting I card, taking self-declaration form, fulfilling eligibility criteria getting time tables.

			<ol style="list-style-type: none"> 7. To submit the admission list by the college to the concerned authorities and get approved.
2	Campus Discipline Committee	The institution has Campus Discipline committee for maintaining discipline and creating awareness for any harmful incidents inside the campus. It assures that proper steps will be taken if such indisciplinary actions happens within the campus.	<ol style="list-style-type: none"> 1. To maintain peaceful, conducive environment within the campus. 2. To avoid any harmful toxicants inside the campus. 3. To keep the campus green keeping non degradable & biodegradable bins outside of the campus. 4. To take disciplinary actions against students involved in disciplinary activities. 5. To bring regularity among the stakeholders of the institution.
3	Staff Monitoring Committee	The Staff Monitoring Committee is set up for the overall development of the teaching and non-teaching staff. It looks into the matter that all activities of the college are followed accordingly.	<ol style="list-style-type: none"> 1. To look after the needs of the members of the staff. 2. To create a favorable working environment for all members. 3. To plan for the welfare activities for both teaching & non-teaching staff.
4	Add-on Course Committee	The Add-on course committee Is established to look into the course of development, implementation and evaluation of value-added courses that support the main curriculum.	<ol style="list-style-type: none"> 1. To explore the knowledge, concept, skills among the student trainees 2. To develop holistic attitude among student trainees 3. To identify dormant potentialities of the trainees 4. To enable student trainees for acquiring additional certificate along with the professional degree

5	Anti Ragging Committee	The cell will monitor and supervise the campus after the admission of new session. They will frame, design strategies for stopping ragging inside one college. The cell will take action plan by adopting different rules to stop any types of abuses which are dangerous or harmful to health.	<ol style="list-style-type: none"> 1) To eliminate ragging in due institution. 2) To inculcate ragging free culture inside the institution. 3) To ensure the implementation of preventive measures of anti-ragging inside the college. 4) To prevent any acts that affects the physical and mental health.
6	Remedial Coaching Committee	Those students who have poor academic performance are identified based on the internal assessment and university examination. This committee provides extra assistance to students who are lagging behind the rest of the class in areas such as language, ICT, mathematics, psychology, and teaching practices. Special attention is established by furnishing micro notes and small learning modules for those weak students in a flexible time frame. For Remedial Teaching, additional sessions are provided for them before and after regular class hours and on holidays.	<ol style="list-style-type: none"> 1. To improve the academic skills of the students in various subjects. 2. To identify the weak points of the level of comprehension of basic subjects to provide a solid foundation for further academic work. 3. To strengthen their knowledge, skills and attitudes in subjects. 4. To enable the students with the latest technologies of the 21st century. 5. To provide more individualized instructions based on the specific requirements of a student's rather than full class instruction.

7	Energy Monitoring Committee	This committee was formed to monitor and manage usages within the campus environment. This committee is responsible for activities aimed that promoting energy efficiency conservation and sustainability in the campus.	<ol style="list-style-type: none"> 1. To encourage sustainable practices to reduce the environmental footprint of the college campus. 2. To raise awareness about energy conservation and providing guidance on how individuals can contribute to energy-saving efforts. 3. To involve students, faculty and staff in energy saving initiatives through campaigns, workshops and participation in energy monitoring efforts. 4. To ensure compliance with energy related regulations and reporting on energy usage and saving to relevant authorities or stakeholders. 5. To introduce energy efficient equipment for minimizing energy waste.
8	Academic Monitoring Cell	This cell uplifts the systematic procedure in academic arena. It analyses time to time whether the institution actually being implemented co- curricular in time properly or not. This cell is concerned about the students progress and it reviews all academic activities (theory and practical) on a regular basis. The cell also monitors the different functions of different cells (anti-ragging cell/ grievances cell) and maintains records	<ol style="list-style-type: none"> 1. To conduct regular meetings before the exam and after the results of each exam. 2. To provide the guidelines to the faculty members as required. 3. To review academic environment time to time. 4. To create anxiety free examination atmosphere among the students. 5. To conduct different academic activities (Seminar / workshop/ guest lecture/ motivational sessions) round the year for the benefit of the students and teachers.

		the documents of the progress organised.	
9.	Students Grievance and Redressal Cell	The cell looks after the complaints lodged by the students' trainees. They can give their grievances in written format at the grievance box or can send through email to the chairperson of the cell. It helps to introduce democratic environment in the college campus and enables immediate action on various educational institution grievances given by the students trainees. It also creates student friendly atmosphere inside campus And helps encourage the students about their grievances regarding teachers, friends, office stuff, facilities etc as their rights and duties.	<ol style="list-style-type: none"> 1) To resolve the issues related to the students' problems 2) To create awareness among the students for their grievances 3) To maintain a harmonious educational atmosphere in the campus 4) To create a hassle-free immediate action against any grievances 5) To redress the complaints as per requirements
10	Reservation Quota Committee	The committee with its different members takes all the decisions regarding admission into two years B.Ed. programme according to the above-mentioned reservation quota by abiding Gauhati university regulations.	<ol style="list-style-type: none"> 1. To rectify the past and historical injustice against the backward classes in India. 2. To ensure that equal representation can be seen from people belonging to all castes in the services and admission into different institutions under the state and centre.

			3. To provide an equal platform for everyone irrespective of their caste.
11	Mentoring Committee	The mentoring committee within a college serves as a vital support system aimed at enhancing the holistic development and academic success of students. By fostering mentorship relationship, the committee facilitates the integration of new students into college community, offering guidance and resources to navigate the academic and social aspects of college life.	<ol style="list-style-type: none"> 1. To provide guidance and resources to help students excel academically. 2. To assist students in setting and achieving personal goals, both inside and outside the classroom. 3. To facilitating peer-to-peer mentoring relationship to foster a supportive learning environment 4. To provide access to mental health resources, counseling services, and wellness programs to support students' overall well-being.
12	Library Advisory Committee	The function of library advisory committee is to support the smooth functioning of the library so that it can facilitate the library development through proper plans.	<ol style="list-style-type: none"> 1. To review the books quarterly and need for required books. 2. To provide general directions to the library regarding opening and closing time. 3. To monitor the library automation with latest technology. 4. To monitor pedagogy based books and submit budget for new books to the authority for purchase.

			<ol style="list-style-type: none"> 5. To provide motivation classes to the students for library work in preparing their course assignments. 6. To observe library day, book reading day among the students trainee for enriching the knowledge of the students. 7. To organize “Book Review” competition among the students trainees. 8. To review library materials requirements 9. To formulate the rules regarding issues, uses of library books. 10. To frame the rules and regulation for community reader during Sunday. 11. To visit other institution’s library to know the mechanism of different libraries time to time with the permission of the authorities.
13	Sexual Harassment Committee	The sexual harassment committee in a college is to provide a safe and supportive environment for addressing complaints of sexual harassment. It typically investigates allegations, offers support to victims, educates the community about sexual harassment prevention and	<ol style="list-style-type: none"> 1. To educate the college community about what constitute sexual harassment and how to prevent it. 2. To increase awareness about reporting procedures and resources available to victims. 3. To conduct fair and impartial investigations into reports of sexual harassment. 4. To provide support and resources to individuals who have experienced sexual harassment.

		recommends actions to prevent future incidents.	<ol style="list-style-type: none"> 5. To offer training sessions for faculty, staff and students on preventing and responding to sexual harassment.
14	Child Protection Cell	The cell looks after the wellbeing of children in any circumstances of the area. It helps to prevent physical, emotional, and sexual abuse as well as neglected children. If required medical advice and other support services are provided to the affected children. Overall, this cell aims to create a safe environment for children.	<ol style="list-style-type: none"> 1. To help monitor the children of the community. 2. To enable the community prevent any kind of physical, emotional and sexual abuse. 3. To make children of the community aware about gender biasness. 4. To make aware the parents of the community regarding substance abuses of the children. 5. To provide suggestions to the parents of the community regarding the rights of children.
15	Monitoring Committee	The institution has a monitoring committee to look after the codes of the students, teacher educator, and non-teaching staff. The committee aims for overall development of the stakeholders by applying codes. It works for the benefit and welfare of the college and provides	<ol style="list-style-type: none"> 1. To look after the needs of the staff, students to maintain peace within the institution. 2. To ensure a favorable working environment for all members of WGCE. 3. To orient student trainees, teachers and non teaching staff about the codes through lectures time to time.

		standard norms to all for the greater interest of WGCE.	
16	Examination Committee	The examination committee of the institution takes a main role for conducting internal, external, unit test, as per the norms of the Gauhati University. The committee is dissolved at the end of every academic year and a new committee is framed at the beginning of the consecutive year.	<ol style="list-style-type: none"> 1. To conduct fair examination procedure in the Institution. 2. To set proper time table for internal examinations of the college. 3. To arrange sitting arrangements of the students during examinations. 4. To provide notice to teachers regarding setting of question papers. 5. To allot invigilators duties to teachers. 6. To instruct teachers for timely evaluation of internal examinations and declaration results. 7. To address students and staffs queries regarding examination related issues.
17	Professional Development Cell	This cell is set up to help in the continuous growth and advancement of individuals within an institution. It fosters culture of lifelong learning within the institution.	<ol style="list-style-type: none"> 1. To upgrade teachers of the institution on the professional front. 2. To hold time to time Faculty Development programs, Teachers Orientation programs and Workshops for teachers upliftment. 3. To encourage teachers for research works and publications. 4. To make teachers upgraded with latest innovations and technologies. 5. To encourage teachers for participation in other institution as guest lecturers, invitees and speakers.