

## DHSK Commerce College: Dibrugarh

---

### **6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.**

DHSK Commerce College (Dibrugarh Hanumanbux Surajmal Kanoi Commerce College) was established in 1960 in Dibrugarh, Assam. The college is affiliated with Dibrugarh University. The Organizational Structure of the College consists of the Management, Governing body, the Principal, Vice – Principal, the teaching staff, the non-teaching staff, Library staff and the students.

#### **Governing Body of DHSK Commerce College:**

The College has a Governing Body which is the main decision making body of the Institution. The GB meets regularly and discusses the agenda prepared by the Principal. It appraises the performance of the institution and decisions taken in the previous meeting and also approves the policy decisions. All new suggestion and proposals are discussed and accordingly decisions are taken.

#### **Main functions of Governing Body:**

1. To approve the decisions of the different committees such as Purchase committee, Construction Committee, IQAC, Library Committee, ICC, Women Cell, RUSA Etc.
2. To appoint Principal, teaching and non teaching staff on the recommendations of the selection committees constituted.
3. Scrutinizing and approving the budgetary proposals.
4. To suggest and approve the student development programs.
5. To monitor and evaluate the teaching programs in the institute and suggest remedial measures
6. To constitute committees, sub committees & standing committees for specific purpose delegating appropriate powers.
7. To approve institution's new programmes of study leading to degrees and diploma
8. To perform any other functions and constitute committees, as may be necessary and deemed fit for the proper development, and fulfill the objectives

**IQAC:** The College has Internal Quality Assurance Cell (IQAC) which works towards realization of the goals of quality enhancement and sustenance. The IQAC plays an important role for monitoring the internal quality of the institution.

**Students Union:** Student Union meetings are held regularly to address the student related issues and organizing extracurricular activities through various Cultural Societies.

## DHSK Commerce College: Dibrugarh

---

The College Library Librarian, Library clerks and library attendants.

The College has Anti Ragging Cell, Grievance Redressal Committee, Equal opportunity Cell, Women Cell and the Internal Complaints Committee: The objective of these committees is to make sure that no disobedience or violence of rules takes place within the College and work towards addressing and settling grievances if any.

  
Principal  
D.H.S.K. Commerce College  
Dibrugarh

# DHSK Commerce College: Dibrugarh



## D. H. S. K. COMMERCE COLLEGE

P.O. DIBRUGARH (ASSAM)  
Pin - 786 001

Website :- [WWW.dhskcommercecollege.edu.in](http://WWW.dhskcommercecollege.edu.in)

e-mail : [dhskcomcol@gmail.com](mailto:dhskcomcol@gmail.com)

☎: (0373) 2321653

Mailing Address : D.H.S.K. Commerce College, K. C. Gogoi Path, Dibrugarh - 786001

Ref. No.....

Date.....

Members of Governing Body (During July-2020 to July-2021)  
D.H.S.K.Commerce College,  
Dibrugarh

1. Sjt.Gopal Chandra Sarma, President
2. Dr.Khanindra Misra Bhagawati,Principal & Secretary,
3. Sjt. Prasanta Phukan, MLA, Special Invitee,
4. Prof. Sarat Kakoty, (University Nominee),
5. Prof. Ashit Saha, (University Nominee),
6. Mr.Prasanta Das, Vice-Principal,
7. Ms.Bani Kachari,(Teachers' Representative),
8. Dr.Jacob Konwar, (Teachers' Representative),
9. Mr.Probal Gogoi, (Guardian Member),
10. Mr.Bhorot Gogoi, (Guardian Member),
11. Ms.Champa Roy Sanyal,(Guardian Member),
12. Ms.Sangeeta Sensua Gogoi,(Librarian),
12. Mr. Amrit Saikia, (Representative of Non-Teaching Staff)

  
Principal,

D.H.S.K.Commerce College,  
Dibrugarh.  
Principal  
DHSK Commerce College  
DIBRUGARH

IQAC: The College has Internal Quality Assurance Cell (IQAC) which works towards realization of the goals of quality enhancement and sustenance. The IQAC plays an important role for monitoring the internal quality of the institution.

## DHSK Commerce College: Dibrugarh

---

Students union: Student Union meetings are held regularly to address the student related issues and organizing extracurricular activities through various Cultural Societies.

The College Library Librarian, Library clerks and library attendants.

The College has Anti Ragging Cell, Grievance Redressal Committee, Equal opportunity Cell, Women Cell and the Internal Complaints Committee: The objective of these committees is to make sure that no disobedience or violence of rules takes place within the College and work towards addressing and settling grievances if any.

# DHSK Commerce College: Dibrugarh

## NOTIFICATION

Ref. no. DHSKCC/IQAC/2020/1

The Governing Body of DHSK Commerce College, on its meeting held on 27/07/2020 has been pleased to re - constitute the IQAC Committee: 2019-20 and Criteria - wise different Cell with immediate effect. The Committees are requested to perform their duties as per revised NAAC's Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) by Accredited Institutions.

### Internal Quality Assurance Cell

SL No	Name	Designation	IQAC Designation
1	Dr. KM Bhagawati	Principal	Chairperson
2	Mr. P. Das	Vice - Principal & HOD, Economics	Member from Management
3	Dr. B. Bhagawati	Associate Professor & HOD, Commerce	Teacher Member
4	Dr. TP Upadhyaya	Associate Professor	Coordinator
5	Mr. Sailen Gogoi	Associate Prof. & HOD, Accountancy	Teacher Member
6	Mr. N. Dutta	Assistant Prof. & HOD, Assamese	Teacher Member
7	Dr. J. Gogoi	Assistant Prof. & HOD, Management	Teacher Member
8	Dr. Ajit Goswami	Assistant Professor	Assistant Coordinator/ Teacher Member
9.	Dr. Bidisha Mahanta	Assistant Professor	Assistant Coordinator/ Teacher Member
9	Dr. K. Goswami	Professor, Dibrugarh University	Nominee from Dibrugarh University
10	Dr. CK Nath	Associate Professor, Dibrugarh University	Alumni Member
11	Mr. Dhruvorshi Padmanav Sen	Advocate, Dibrugarh	Nominee from Local Society
12	Dr. Nirmal Kr. sahwalla	Doctor	Nominee from Industrialist
13	Mr. A. Baglari	Student	Student Member
14	Ms. SS Gogoi	Librarian	Nominee from Library



*KM Bhagawati*  
(Dr. KM Bhagawati)

Principal  
HSK Commerce College  
Dibrugarh  
D.H.S.K. Commerce College  
Dibrugarh

# DHSK Commerce College: Dibrugarh

## NOTIFICATION

This is for information of all concerns that as per the direction of Honorable Governing Body meeting held on 27/7/2020, following Cells have been re-constituted for realizing the goals of quality enhancement and sustenance as well as to develop a system for conscious, consistent and catalytic improvement in the overall performance of our institutions. So all are cordially requested initiate the activities as per latest NAAC – SSR guidelines so as to submit the AQAR and SSR in time.

### Conveners & Members of Criteria - wise Cells for SSR & AQAR: 2019-20

Criteria	Convener	Members
1. Curricular Aspects Cell	Dr. B. Bhagawati	Prof. Anita Baruwa Prof. Bharati Lalung Mr. Raju Baruah
2. Teaching-learning & Evaluation Cell	Dr. B. Mahanta	Dr. I. Bhattacharyya Dr. Kasturi Saikia
3. Research, Innovations & Extension Cell	Dr. Chitra Roy	Dr. Swapna Nath Dr. SR Doley Mr. Amrit Saikia
4. Infrastructure & Learning Resources Cell	Dr. Joydev Gogoi	Prof. S. Gogoi Ms. SS Gogoi Ms. Prema Chutia
5. Student Support & Progression Cell	Dr. Ajit Goswami	Dr. J. Konwar Prof. Luku Morang Prof. K. Haloi Prof. Prasenjit Gogoi Ms. MB Bhowmick Mr. A. Baglari
6. Governance, Leadership & Management Cell	Dr. MK Das	Prof. B. Kachari Prof. B. Hanse Mr. Subrata Roy
7. Institutional Values & Best Practices Cell	Prof. Pankaj Sahu	Prof. N. Dutta Dr. Tulika Mattack Ms. Padma Chetia



*B. Bhagawati*  
(Dr. KM Bhagawati)

Principal  
DHSK Commerce College  
Dibrugarh  
Principal  
D.H.S.K. Commerce College  
Dibrugarh

### **Recruitment of Faculty/Supporting Staff:**

- Advertisements are widely published in the state and national level newspapers.
- Interviews are conducted by a panel consisting of senior faculty, Head of the Department, External subject expert nominated by DHE and Dibrugarh University, Principal and Chairman of Governing Body of the college.
- The guidelines of the UGC and DHE, Assam are followed during the recruitment of the faculty.
- Supporting staff are recruited by the panel consists of HODs, Principal and Chairman after taking written test and interview
- The College follows the Service rule laid by Government of Assam

### **Promotional Policies of Teachers and Staff:**

- Teachers and Staffs are promoted on the basis of API Score as prescribed by UGC & DHE and also based on performance appraisal report of the Staff.
- Qualification, Eligibility and Salary Structure as per UGC norms

  
অসম  বাজপত্র  
सत्यमेव जयते  
**THE ASSAM GAZETTE**  
असाधारण  
**EXTRAORDINARY**  
प्राप्त कर्तृत्व द्वारा प्रकाशित  
**PUBLISHED BY THE AUTHORITY**

নং 339 দিশপুৰ, সোমবাৰ, 22 নবেম্বৰ, 2010, 1 অঘোৰ, 1932 (শক)  
No. 339 Dispur, Monday, 22nd November, 2010, 1st Agrahayana, 1932 (S.E.)

GOVERNMENT OF ASSAM  
ORDERS BY THE GOVERNOR  
EDUCATION (HIGHER) DEPARTMENT, DISPUR

**NOTIFICATION**

The 15th November, 2010

**No. B(2)H.12/2003/Pt-II/113** :- In exercise of Powers conferred under sub-section (1) of Section 12 of the Assam College Employees (Provincialisation) Act, 2005 (Assam Act, No. XLVI of 2005), the Governor of Assam is hereby pleased to make the following Rules for carrying out the purposes of the said Act, namely :-

- |  |   |
|--|---|
| <b>Short title, extent and commencement.</b> | 1. (1) These Rules may be called the " <b>Assam College Employees (Provincialisation) Rules 2010</b> ".<br>(2) They shall come into force on the date of their publication in the Official Gazette.<br>(3) They shall extend to the areas to which the Act applies.   |
| <b>Definitions</b>                           | 2. In these Rules unless the context otherwise requires.<br>(a) "Constitution" means the "Constitution of India";<br>(b) "Governor" means the "Governor of Assam";<br>(c) "Act" means the "The Assam College Employees (Provincialisation), Act, 2005 (Assam Act, XLVI of 2005);<br>(d) "Board" means the "State Selection Board";<br>(e) "Selection Committee" means the Selection Committee Constituted under these Rules.<br>(f) "Departmental Promotion Committee" means a Departmental Promotion Committee constituted under these rules.<br>(g) "Director" means the Director of Higher Education, Assam";<br>(h) "UGC" means the "University Grants Commission", established under the UGC Act, 1956 (Central Act. No. 3 of 1956). |
| <b>Class and Cadre.</b>                      | 3. Each College shall be a separate entry for the purpose of cadres of employees. All Cadres and their class in the Assam Provincialised Colleges will be the same as in Government Colleges.   |