

**GOVERNMENT OF MEGHALAYA
EDUCATION DEPARTMENT**

ORDERS BY THE GOVERNOR
NOTIFICATION

Dated Shillong, the 4th January, 2012

No.EDN. 171/2010/36 :- The Governor of Meghalaya is please to constitute the Advisory Committee of Captain Williamson Memorial Govt. College, Baghmara with the following persons as Members thereof and with immediate effect.

Constitution of the Advisory Committee of Captain Williamson Memorial Govt. College, Baghmara.

1. Chairman - Deputy Commissioner, South Garo Hills District, Baghmara.
2. Vice --Chairman - Addl. Deputy Commissioner, South Garo Hills District, Baghmara.
3. Secretary - Principal, Captain Williamson Memorial Govt. College.
- 4 & 5. Teachers' Representatives - (a) Seniormost, Lecturer in Hiistory.
(b) Seniormost, Lecturer in Economics.
6. E.E. PWD (Building) Baghmara Division.
7. E.E. PHE, Baghmara Division.
8. E.E. Me.CEL. Baghmara Division.
9. District Sports Officer, South Garo Hills, Baghmara.
- 10 & 11. Two prominent local educationist/ citizens: (a) Shri Suresh R.Marak,Bolsagre -794102
(b)Shri Dilip Kumar Sasha,Headmaster,Ranku Memo. Girls S.S. Baghmara-794102
- 12 & 13. NEHU representatives : To be nominated by VC, NEHU.

The Terms of Reference are as under:-

- 1 Recommending proposals to Govt. for teaching and non-teaching posts.
- 2 Finalizing the duties and functions of teaching and non-teaching staff of the College as recommended by the Principal.
- 3 Performance evaluation and review of different Departments after examination results.
- 4 Recommend to the government for disciplinary action against any teaching and non teaching staff.
- 5 Recommend co-curricular and extra curricular activities that will add quality to the academic life of the college.
- 6 Constitution of various Committees for sports and cultural activities.
- 7 Development and application of quality benchmarks / parameters for the various academic and administrative activities of the institution.
- 8 Recommends proposal for creation of infrastructure.
- 9 Organization of workshops, seminars on quality related themes and promotion of quality circles.
- 10 Documentation of the various programmes / activities leading to quality improvement.
- 11 Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.
- 12 (a) Evolve strategies concerning on ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
(b) Optimization and integration of modern methods of teaching learning and evaluation.
- 13) Look into students grievances.

*Sd/-
(P.S.Thangkhiew, IAS.,)
Principal Secretary to the Govt. of Meghalaya,
Education Department*