



## **BONGAIGAON COLLEGE**

*NAAC RE-ACCREDITED  
'B'-GRADE INSTITUTION (3<sup>RD</sup> CYCLE)*

# **PROSPECTUS**

**2022-23**

Provincialised by  
**Govt. of Assam**

Affiliated Under  
**Gauhati University**

Recognised by  
**University Grants Commission (UGC)**  
New Delhi



## Bongaigaon College Prospectus

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## FROM THE DESK OF THE PRINCIPAL



Greetings from BONGAIGAON COLLEGE !

As you all are well aware of, Bongaigaon College is an acclaimed centre of higher learning. Each year, it welcomes students in great numbers with the endeavour to provide them quality education and to fulfill their aspirations.

A group of visionaries contemplated starting an institution at Bongaigaon for higher learning in the educationally backward area of Assam on 8 July, 1964. The establishment of this esteemed institution happens to be the brain child of a group of leading academicians, social workers, political personalities and certain citizens under the leadership of Late Sitanath Brahma Choudhury, an ex-MP and ex-President of Asam Sahitya Sabha. The provincilised system of the college has been accorded by the Government of Assam since 2006 after completing thirty four years of administration under deficit grant-in-aid system. It has been recognized by the UGC under section 2(f) and 12(B) since its coming under deficit system in 1972. The college has been assessed and accredited by NAAC in 2019 for 3<sup>rd</sup> Cycle and has been awarded “B” grade. Recently, the Cabinet meeting held on 24<sup>th</sup> November, 2021 at Bongaigaon in which the Government of Assam approved the Bongaigaon College to be upgraded to a full-fledged State University.

Bongaigaon College is affiliated to Gauhati University. The college with a campus of 60 bighas of land, offers 10+2 Courses (Arts & Com.) and Undergraduate (BA, B.Com., BBA & JMC) – both General and Major/Honours Courses apart from offering MA Course in English and Hindi. The college

has also been the study Centres of IDOL Gauhati University and SOS under AHSEC, Guwahati. In addition, the students also have a choice of several Add On/Career Oriented Courses.

The faculty is highly qualified and committed towards the enlightenment of the students of our college. With a well-developed infrastructure in place, students get the opportunity to benefit from spacious Campus with Boys Hostels, Girls Hostels, Auditoriums, Sports Grounds, Gymnasiums, Smart Classrooms, Seminar/Conference Halls, Multimedia Rooms, etc. Some of the other facilities which can be mentioned are the Automated Air-Conditioned Libraries with Internet (Wi-Fi/LAN/Inflibnet), CCTV 24x7 Surveillance, Computer Laboratories, On-Campus ATM/Bank facilities, special care for differently-abled through Ramps, Washrooms, Wheelchairs, etc. Hence, I can say with great certainty that our college will provide a platform to the students where they gain the acumen and knowledge to help them manifest into reality. It is here that they discover their illumined passions that can eventually lead them to carve out a niche for themselves in the 21<sup>st</sup> Century Global Society. They all must remember that “Education is the passport to the future, for tomorrow belongs to those who prepare for it today”.

It is believed that a Prospectus is like a mirror of the college. It provides detailed information about the courses offered, fee structure, general admission rules and eligibility criteria for entering into various academic fields and overall the ideals and philosophy of the institution. In addition to easy accessibility, it also makes the Admission process more transparent and convenient for the students. So, I appreciate the hard work and dedication of the Prospectus Preparation Team, comprising of Mr. Pradip Kr. Goswami, Dr. Banajit Sharma, Mrs. Bijumoni Bora, Mr. Pulakesh Das and headed by Mrs. Mollika Khakhlary, Vice-Principal of the college. With utmost sincerity, they have worked tirelessly and completed the Prospectus before the commencement of the Admission process. From the bottom of my heart, I wish them great success in their future academic endeavours.

My best wishes to all who desire to learn and educate themselves in the days to come!

Once again, I extend a warm welcome to students, guardians and well wishers of the College. I also pray to God that the New Session of 2022-2023 brings us all together in a healthy environment.

**(Dr. Dinesh Das)**  
Principal,  
Bongaigaon College  
Bongaigaon (Assam)



## ABOUT THE COLLEGE

Bongaigaon College, located in an ideal setting covering 20.91 acres of land, has been working hard with its rich potential to realize its desired goal of spreading quality education from HS to Postgraduate level and meeting the needs of the people of Assam in general and Bongaigaon in particular. Established on 8th July, 1964 Bongaigaon College completed its glorious Fifty years of journey. This College is the brainchild of a concerted enterprise of late Sitanath Brahma Choudhury, ex-MP and ex-President of Assam Sahitya Sabha, Late Bhabeswar Choudhury, and Late Hariprasad Goswami and late Damodar Mahanta. Their resourcefulness, sense of resilience and will power were bolstered by a host of others who worked behind the scene with a mission at heart.

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Recently, the declaration by the Govt. of Assam in its Cabinet Meeting held on 24<sup>th</sup> November, 2021 at Bongaigaon to upgrade Bongaigaon College as a full-fledged State University within three years was the most historic and cherished moment for us. The College family as well as the well wishers of Bongaigaon College showed their tremendous sense of gratitude and acknowledgement with lighting the lamps in and around the college campus.

The College was accorded the status of Deficit Grants-in-Aid in 1972 by the Govt. of Assam. Ever since, the College has grown in stature, in academic excellence and as a citadel of spreading intellectual values. Constraints notwithstanding, Bongaigaon College has made it a mission to promote best values and cherished ideals which symbolized a worthy academic culture.

Located at a distance of 200 kilometers to the west of the State's Capital, Bongaigaon town, over the years, has grown both industrially and educationally making it an important spot in Assam as well as in India. Situated on a sprawling sixty plus bighas of land (20.91 acres) in serene and rural surroundings, the College campus provides a perfect backdrop where learning is an enriching and enjoyable experience, and where apart from giving basic thrust on learning, emphasis is also given on personality development, sports, extra curricular, co-curricular, cultural activities and career development of the students.

The College had a humble beginning with the opening of Pre-university (Arts) classes under Gauhati University in the year 1964 with 150 students and eight teachers. Later, two Commerce subjects were introduced in the pre-university course. The full-fledged Pre-university Commerce course started in 1984. Degree Arts classes started in 1966-67 session and subsequently got affiliated by Gauhati University in 1971. Realizing the absence of any institution for commerce education in undivided Goalpara District and also realizing the increasing commercial importance of the place, Degree Commerce classes started in the year 1978. Today, the College has an enrollment of over 3000 students and offers a wide range of courses and activities. While retaining its natural beauty and spaciousness, the College has moved with times to meet the demands of a developing modern society. Over the years Bongaigaon College has worked tirelessly to develop infrastructure and facilities for students.

We have, at present, three programmes at UG level, i.e., BA, B.Com and BBA (Three years degree course) and two programmes at PG level, i.e., MA in English and MA in Hindi. Apart from these, we introduced from the 2003-04 session some short-term professional courses like Certificate, Advanced Certificate and Diploma courses in computer application, Taxation Practice & Procedure and TALLY based Financial Accounting under UGC sponsored scheme of Equal Opportunity Centre in the College for career orientation of the students. From the Academic Session 2010-11, the College has introduced Major course (now Honours) in Finance in B.Com courses. From the academic Session 2016-2017 the College has introduced Sociology as Elective Subject both in Degree & H.S. Level. The present College authority has taken initiative to introduce Masters Courses in Economics, Assamese and Bodo subjects.

It is worth mentioning here that Bongaigaon College has completed the Third Cycle of NAAC accreditation in the year 2019 and was awarded Grade B (2.02 Grade Point) by the National Assessment & Accreditation Council (NAAC) of UGC on 11th March 2020. The College has been preparing for its Fourth Cycle of accreditation since

2021 and the same may likely be done in 2025-26. In this connection seven Sub-Committees have been formed in conformity with the Seven Assessment Criteria designed by the UGC-NAAC and as per the direction of the Govt. of Assam. It is hoped that the fourth cycle of NAAC accreditation will aggrandise its teachers and students to upgrade the status of the College in future.

## **OUR MISSION AND VISION**

### **MISSION**

Offering Honours Courses in as many as 13 subjects at the undergraduate level, Masters' Programme in English & Hindi, Vocational Courses in BBA, one IDOL Study Centre for both Degree and Masters Degree Programme. With a view to extending institutional support to students in honing their skills leading to various professions, the College has incorporated Handloom and Textiles Certificate Course in the year 2019 which is going well and catering to the students fulfilling their professional and vocational needs as well as promoting the indigenous values. The College is set to expand outreach activities among people of the locality to help them imbibe awareness of exigent ideas for a healthy thinking and all round development.

### **VISION**

Bongaigaon College has just about undertaken a long term Comprehensive Capacity Building Programme whose substantive focus will be on value based or need based education, quality enhancement in educational process, innovative teaching methodology, Skill based learning and developing organisational strategy. Curricular, Co-curricular and extra-curricular activities are given special encouragement to extract the inherent potentialities of the student community.

### **SOME MEMORABLE MOMENTS**

Bongaigaon College which has an existence of glorious 58 years has witnessed a host of cherishable moments in the bygone years. Such moments are highlighted ---

- In 1989, the College celebrated its SILVER JUBILEE with pomp and gaiety. In that connection a SOUVENIR- 'SAURABH' was published which bears the testimony of the colourful first 25 years of the College since its inception.
- In 2004, the College went for its first accreditation process by the NATIONAL ASSESSMENT & ACCREDITATION COUNCIL (NAAC) and successfully secured B+ grade.
- In 2005 ( December), the College hosted Annual General Conference of ACTA Central Committee in which the most demanded and sought after aspiration of the Assam College Teachers was fulfilled with the announcement of Provincialisation of Colleges by the Assam Govt. headed by the then Chief Minister, Late Tarun Kr. Gogoi.
- In 2008 in Kerala (Tirur), the students of Bongaigaon College participated in NATIONAL INTEGRATION CAMP organized by the Central Ministry of Sports and Youth Affairs.
- In November, 2011 the College opted for its second round of NAAC accreditation and secured CGPA- 2.71 (In 4 point Scale) with B grade.
- The Inter College Boxing Tournament under Gauhati University was held at Bongaigaon College in April, 2014 and All Assam Karate-Do competition was held in January, 2014 at the Bongaigaon College premises.
- The College began its Celebration of GOLDEN JUBILEE on 8<sup>th</sup> July, 2014 and the closing ceremony was held in January, 2015. To mark the Grand Occasion, a Souvenir 'SWARNAVA' was published which bears the testimony of its glorious existence for 50 years since inception.
- From 1<sup>st</sup> September to 8<sup>th</sup> September, 2015, a week-long programme covering Workshop and Competition on Bhupendra Sangeet, Seminar and Cultural Procession were organized by the Bongaigaon College in

collaboration with Bhupen Hazarika Cultural Trust (BHCT). On occasion of 89<sup>th</sup> birth day of Late Dr. Bhupen Hazarika, the College celebrated 'SAMANNAY DIBOX' in its campus.

- On 2<sup>nd</sup> July 2016, the College organized SETU Bhandhan & Udjapan Yatra jointly with Bongaigaon Zila Sahitya Sabha to mark the Centenary celebration of Assam Sahitya Sabha which was graced by Dr. Dhruvajyoti Bora, President and Dr. Paramananda Rajbongshi, General Secretary of Assam Sahitya Sabha besides other dignitaries and guests.
- The College feels proud for its ex student, Mr. Abdul Khaleque of Jonia, Barpeta district, Assam who was elected as the Honourable Member of Parliament (Lok Sabha) from 6 Barpeta Parliamentary Constituency in 2019 who is also the President of the Bongaigaon College Alumni Association.
- In June 2019, the College undertook its 3<sup>rd</sup> cycle of NAAC accreditation process and again B grade was accorded by the NAAC in March 2020.
- In 2020, Dr. Mangal Singh Hazowary, an honourable G.B. member of the College (G.U. Nominee) was honoured with the 'PADMASHREE' by the Govt. of India (the fourth highest civilian award of India).
- In 2021, the College did feel honoured to welcome the then Chief Minister, Sri Sarbananda Sonowal during the Saraswati Puja festival of the College (although he came to the College for the first time on 13<sup>th</sup> November, 2020).
- On 24<sup>th</sup> November, 2021 the Assam Cabinet Meeting held at Bongaigaon made the historic declaration to upgrade Bongaigaon College to a full-fledged State University.
- In 2022, the College is further made to feel proud by Mr. Rwngrwa Narzary, an Alumnus of Bongaigaon College who was elected as the Honourable Member of Parliament (Rajya Sabha) from Assam.

## **INFRASTRUCTURE**

### **Central Library**

The Bongaigaon College Central Library, with an area of 4902 sq.ft, is a living force in the educational and cultural realm of the College. The Library has a rich collection of books including academic texts, reference books, archival material, encyclopedias etc. The Library provides Journals, periodicals, newspapers, booklets, government reports, monographs etc. to the readers. At present there are 45,750 books (with accession nos.). There is a good spacious Reading Room with a sitting capacity of fifty. Reading Room facilities for teachers are arranged separately. The Library opens at 8.30 AM and closes at 3.30 PM each day. The issue hours are between 10.00 AM to 2-00 PM. The Library is automated with SOUL software. The Library has a reprographic (Xeroxing) facility. Students can avail xeroxing facility between 2:00 PM to 4:00 PM by paying necessary charges.

### **Book Bank Facility**

The Central Library also has a Book-Bank. Students hailing from poor families are provided books from it on loan for the entire session against a nominal fee. There are about 500 books in the Book-Bank.

### **Membership**

Library memberships for all the students are compulsory. Membership of Library is also open to faculties, office staff of the College. Research Scholars of neighboring institutions are also offered temporary membership and Readers' Card for support to their research activities. Members have to follow strictly the rules and regulations of the Library.

### **Departmental Library**

Each department of the College has its own reference library for the benefit of students and teachers of respective departments. Generous contribution of books by teachers, students and alumni to enrich departmental library is always welcome.



### **Reference Library**

The College has initiated a Remedial Coaching Reference Library during the session 2006-07. Students enrolling in Remedial Coaching can avail the library's lending service as per the terms notified.

### **Knowledge Cafe (Digital Library)**

The College has installed Digital Library to facilitate the students, staff and faculty members in the campus of existing Central Library for the online or offline surfing of e-journals and other study materials. It has also enabled RFID linkage of Library for service automation. The College also provides the access to e-resources through INFLIBNET.

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### **Documentation Centre**

The College has developed a Documentation Centre at the College so as to preserve all research works and publications of the faculty along with the Journals, Magazines, Bulletins and News Letters published by the departments and other Bodies of the College. The Centre also preserves all valuable documents and records relating to academic and infrastructural issues. The Centre also maintains records of students' feedback on teaching, courses and campus environment. Internet facilities have also been arranged for the use of the students and teachers at the Centralised Computer Application Centre

### **Computer Lab**

The College offers the facility of computer lab which is meant primarily for the students enrolled in the computer science and computer applications programme, as well as in the Mathematics and Commerce departments, the labs are also accessible to other students and staff.

### **Canteen**

The College provides one canteen for students and teachers at the back of the inner campus which is a hangout favoured by students, teachers and the non-teaching staff. It provides a variety of vegetarian snacks including South Indian and Chinese cuisine at affordable prices. The new canteen building is constructed with modern kitchen appliances, funded by RUSA. The college has renovated the abandoned Boys' Hostel and converted the same as staff quarters under RUSA Scheme which are now occupied by the three Assistant Professors of the College (One of them, Mr. Bijoy Boro, is the Warden of the Boys' hostel.).

### **Hostel**

The College provides hostel facilities to the students. Presently the College has four hostels, two for women and two for men. The women's hostels are of RCC type and Men's hostels are both R.C.C & of Assam type in nature. The capacity of accommodation in Girls' hostel is 103 and Boys' hostel is 20. A new hostel (RCC Type) for boys has been under construction. Assam type Boys' hostel with occupation capacity of 24 students is exclusively meant for PG students of the department of English and Hindi (Regular). The maintenance of the hostels is done on self-sustaining basis by collecting Annual Hostel Fees. Hostel accommodation is provided to the students according to the availability of seats. Admissions into hostels are made on considerations of merits and distance of the residence of the applicant. The hostels usually reflect the true multiplicity of culture of the region and therefore students are expected to maintain healthy and friendly atmosphere in the hostel. Mr. Bijoy Boro, Assistant Professor, Department of Education is the Warden of the Boys' hostel and Mrs. Manashi Das, Assistant Professor, Department of Political Science is the warden of the Girls' hostel.

### **Hostel Rules**

The hostel Wardens encourage students to follow strict rules and regulations for maintaining discipline and punctuality of boarders apart from the overall administration of the hostel management. The hostel boarders must



abide by the hostel rules, copies of which are available with the Wardens and Prefects of the respective hostels. Violation of hostel rules may lead to the expulsion from the hostels or even from the College. Boarders will be responsible for the loss, impairment or destruction of any hostel property and have to compensate for the loss individually/collectively. Ragging in the hostels is strictly prohibited. Anybody found indulging in ragging is liable to be punished as per hostel rules and verdict of the Supreme Court.

### Motivation Centre

The College provides for scope for extra-curricular activities for promoting the zeal of togetherness and community service among the students. The College has motivational arrangement for students through National Service Scheme (NSS), Rovers & Rangers Unit of Bharat Scouts & Guides and Red Ribbon Club. Students are advised to opt for at least one extra-curricular activity during is/her student life in the College. The College has decided to induct NCC (National Cadet Corps) in its extra-curricular scheme and students will be encouraged to get enrolled in the same from this session (2022-23).

### COURSES AND PROGRAMMES

- I. Three-year Degree Course in Arts & Commerce (semester basis CBCS);
- II. Three-year BBA course on semester basis;
- III. Two-year Post Graduate Course in English (MA) & Hindi (MA) on semester basis;
- IV. Two-year Higher Secondary Courses in Arts & Commerce;
- V. Degree and Post Graduate Courses through IDOL under Gauhati University in distance mode of education;
- VI. Higher Secondary Courses in all streams through Assam State Open Schooling under Assam Higher Secondary Education Council.
- VII. One year Certificate Course in Handloom & Textiles. (**Yarn Bank Facility is provided by ARTFED, Govt. of Assam**).
- VIII. Short-term Certificate Courses on- 1. Make-up Artist 2. Domestic Data Entry Operator

### Regular Course (CBCS)

The College offers B.A. Regular Course incorporating the following subjects: English, MIL (Assamese, Bengali, Bodo, and Hindi & Alternative English), Economics, Education, History, Political Science, Philosophy, Elective Bodo, Mathematics, Environmental Studies, Sociology and Journalism & Mass Communication.

### Honours Course

The College offers Major Courses in the following subjects: Assamese, Bengali, Bodo, Hindi, History, Economics, Education, English, Philosophy and Political Science. Students will be allowed Major Course on the basis of merits of HS marks and the mark in the subject applied for and the departmental entrance examinations whenever necessary.

Course Structure for BA (Semester System): BA programme is constituted of six semesters to be covered in three years. Each paper will have 80% marks for external evaluation and 20% marks for internal evaluation. Internal Evaluation shall be based on two sessional examinations, home assignments, Seminars, and library work in each Semester. External Evaluation shall be through a final examination at the end of the Semester.

### Bachelor Course in Business Administration (BBA)

BBA is introduced as a three-year degree programme to be completed in six semesters under the affiliated to Gauhati University. Each semester will have a term-end examination. Duration of the semester period is as follows: 1st, 3rd and 5th semester - from July to December; 2nd, 4th and 6th semester - from January to June each year.

Students completing 10+2 from any stream or those who have passed three-year diploma course in Engineering with at least 40% marks are eligible to apply for BBA programme.

### **Post Graduate Masters' Degree Course in English & Hindi (M.A.)**

The College offers PG Course in English and Hindi with an affiliation to Gauhati University. The Course leading to Masters' Degree is spread over two years divided into four semesters (6 monthly). Each Semester comprises four papers (each paper earmarks 80 marks for external evaluation and 20 marks for internal assessment). External evaluation follows a conventional pattern of assessment through end of Semester examination. Internal assessment is based on two sessional examinations, home assignments, seminars, group-discussions, dissertation or project work etc. In between each semester there will bi-monthly sessional examinations and continual internal evaluations. After each semester examinations, results are expected within two weeks.

### **Higher Secondary (Arts): 1st & 2nd Year:**

Core Subjects of 100 marks each:

- i) English
- ii) Environmental Science (for 1st year only)
- iii) MIL-(Assamese, Bengali, Bodo and Hindi)

Student must select one Modern Indian Language (MIL) from above.

Select any three elective Subjects and one as 4th Subject from the following:

- 1. Economics    2. Pol. Science / Sociology    3. Education    4. Logic & Philosophy
- 5. History    6. Mathematics    7. Advance Language (Assamese /Bengali/ Hindi/ Bodo)
- 8. Computer Science & Application    9. Swadesh Adhyayan    10. Retail Trade    11. Bihu
- 12. Tourism & Hospitality

**N.B:**    1. Maximum limit of seats in each subject is 200 only.

2. Course pattern opted in H.S. 1st year will remain same in the second year.

3. Students can choose either Pol Science or Sociology but can't choose both (neither at HS nor at UG level).

### **Higher Secondary (Commerce) 1st & 2nd Year:**

Core Subjects of 100 marks each:

- i) Accountancy    ii) Business Studies    iii) English    iv) Env. Science (for 1st year only)
- v) MIL (Assamese, Bengali, Bodo and Hindi)

Elective Subject: (Choose ANY two)

- a) Computer Science & Application.    b) Commercial Arithmetics & Elements of Statistics.
- c) Economics    d) Mathematics    e) Salesmanship & Advertising    f) Banking    g) Bihu
- h) Swadesh Adhyayan    i) Retail Trade    j) Entrepreneurship Development
- k) Tourism & Hospitality

**N.B. Course pattern opted in H.S. 1st year will remain same in 2nd year.**

### **Short-Term Professional Course Conducted by Professional Studies Centre:**

Under the aegis of Professional Studies Centre the College has introduced the following course:

Certificate Course on Handloom & Textiles (CCHT): One Year duration

### Study Centre for Institute of Open & Distance Learning (IDOL) under G U:

The Institute of Open & Distance Learning (IDOL), GU was established in May 1998 with the objective to help enroll themselves as regular students of the University. Accordingly, Bongaigaon College has been running a Contact Centre of IDOL, GU since February 2004 to cater to the needs of the students of this locality. Since 2012, the Centre has been organising contact classes for various TDC and MA/M.Com. Courses at study Centre. The details of courses, fees and modes of payments are given below.

Courses	Course Fee	Mode of Payment
M.A./M.Sc./M.Com.	Rs. 14,000/-	One/two equal installments
PG Diploma	Rs. 7,000/-	One/two equal installments
TDC (Arts & Commerce)	Rs. 6,000/-	One installment

### Programme Coordinators with their Contact numbers:

I.	BBA course:	Dr. P. C. Kalita --- 9435120253
II.	PG Course in English:	Dr. Padumi Singha --- 8011237341
III.	PG Course in Hindi:	Mr. Karuna Patgiri ----9954695585
IV.	Study Centre, IDOL:	Dr. Rupnath Owary ----9401121457
V.	Environmental Studies:	Mr. Karuna Patgiri ----9954695585
VI.	Handloom & Textiles:	Dr. Banajit Sarma ---- 9864925315
VII.	Make-Up Artist & Domestic Data Entry Operator:	Dr. Karabi Saikia ---- 9435511650

### Gauhati University Under Graduate- CBCS (Choice Based Credit System) 2019 Onwards

#### How does CBCS work?

The Courses in UG-CBCS introduced by the Gauhati University are categorised into three types of courses- Core, Elective and Ability/ Skill Enhancement Courses. All the Core and elective courses comprise of six (6) credits and the Skill courses are of four (4) credits.

**A Core Course** is a necessary course that a student MUST take to complete the degree course.

**An Elective Course** is one for which the students have freedom to choose from a pool of courses. There are two kinds of elective courses- **Generic and Discipline Specific**. The Generic elective courses are those which can be chosen by the student belonging to any stream while the Discipline Specific elective courses are particular to only the discipline concerned. However, a student pursuing an Honours degree course can choose a generic elective from any other discipline except from the honours course he/ she has already chosen.

**An Ability/ Skill Enhancement Course** is meant for developing the skill an ability of the students. These courses have to be opted by a student and the student can choose papers from a pool of Skill Enhancement Courses.

**Dissertation / Project:** A student can opt for a dissertation/ project work (subject to condition) in lieu of a 6 –credit discipline specific elective course in the Sixth semester.



**Notion of Credits :**

CLASS	DURATION	CREDIT
1 Theory class	One hour	1
1 Tutorial class	One hour	1
1 Practical class	Two hour	1

**Papers and Credits:** The following table gives an idea about the number of papers one MUST take in a certain degree course and the total credit it contains.

Degree	Minimum Paper Requirements	Minimum Credits
Undergraduate Degree with Honours (All disciplines)	<ul style="list-style-type: none"> <li>• 14 Core</li> <li>• 2 Ability Enhancement</li> <li>• 2 Skill Enhancement</li> <li>• 4 Discipline Specific Elective</li> <li>• 4 Generic Elective</li> </ul>	148
Undergraduate Regular Degree(Humanities/Social Science/Commerce)	<ul style="list-style-type: none"> <li>• 10 Core</li> <li>• 2 Ability Enhancement</li> <li>• 2 Skill Enhancement</li> <li>• 8 Discipline Specific Elective</li> </ul>	124

**Paper Code Structure:**

The Code structure of a paper is given below

AAA	TT	XYXC
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AAA: Subject	: 3 – letter subject code (See the suggested table below)
TP: Type of Course	: HC (Honours Core)
	: RC (Regular Course)
	: HG (Generic Elective for Honours)
	: RG (Generic Elective for Regular)
	: HE (Discipline Specific Elective for Honours)
	: RE (Discipline Specific Elective for Regular)
	: SE (Skill Enhancement)
X: Semester	: Numerical digit for Semester One of 1, 2, 3, 4, 5 or 6
YY: Serial No. of Paper	: Two-digit numerical number (within the semester)
C: Credits	: Either 6 or 4

ENG-AE-1014/ ASM-AE-1014/ HIN-AE-1014/ BEN-AE-1014/ BOD-AE-1014	: AECC- English/Assamese/ Hindi/ Bengali/ Bodo Communication Paper (Students can choose any subject among the five) (Every AECC subject has 60 seats only)
ENV-AE-2014	: AECC- Environmental Science Paper
ENG-CC-X016	: English Compulsory paper (X= 1or 2 depending on semester)
ALT-CC-X016	: Alt. English Compulsory (X= 3 or 4 depending on semester)
ASM-CC-X016/ HIN-CC-X016/ BEN-CC-X016 BOD-CC-X016	: Assamese/ Hindi/ Bengali/ Bodo (MIL) Compulsory (X= 3 or 4 depending on semester)

### Structure of a Course (Programme Template)

The following table gives you the detail papers and credits that a student needs to take for a certain degree

#### Abbreviations:

**AEC:** Ability Enhancement Paper

**SEC :** Skill Enhancement Paper

**DSE:** Discipline Specific Paper

**GEN:** Generic Elective Paper

**XXX:** Subject 1 (Core/Primary for Honours/Regular)

**YYY:** Subject 2

**ZZZ:** Subject 3

#### B.A./B.Com. Honours Programme

S E M	TYPE	CORE	AEC	SEC	DSE	GEN
	CREDITS	14x6=84	2x4=8	2x4=8	4x6=24	4x6=24
I		XXX-HC-1016	ENG-AE-1014/ MIL-AE-1014			GEN-HG-1016
		XXX-HC-1026				
II		XXX-HC-2016	ENV-AE-2014			GEN-HG-2016
		XXX-HC-2026				
III		XXX-HC-3016		SEC-SE-3XX4		GEN-HG-3016
		XXX-HC-3026				
		XXX-HC-3036				
IV		XXX-HC-4016		SEC-SE-4XX4		GEN-HG-4016
		XXX-HC-4026				
		XXX-HC-4036				
V		XXX-HC-5016			DSE-HE-5XX6	
		XXX-HC-5026			DSE-HE-5YY6	
VI		XXX-HC-6016			DSE-HE-6XX6	
		XXX-HC-6026			DSE-HE-6YY6	

**B.A./B.Com. Regular Programme:**

S E M	TYPE	CORE	AECC	SEC	DSE	GEN
	CREDITS	12x6=72	2x4=8	4x4=16	4x6=24	2x6=12
I	ENG-CC-1016	ENG-AE-1014/ MIL-AE-1014				
	YYY-RC-1016					
	ZZZ-RC-1016					
II	ENG-CC-2016	ENV-AE-2014				
	YYY-RC-2016					
	ZZZ-RC-2016					
III	MIL/ALT-CC-3016			SEC-SE-3XX4		
	YYY-RC-3016					
	ZZZ-RC-3016					
IV	MIL/XXX-HC-4016			SEC-SE-4XX4		
	XXX-HC-4026					
	XXX-HC-4036					
V				SEC-SE-5XX4	YYY-RE-5XX6	GEN-RG-5XX6
					ZZZ-RE-5YY6	
VI				SEC-SE-6XX4	YYY-RE-6XX6	GEN-RG-6XX6
					ZZZ-RE-6YY6	

**Combinations of Subjects in B.A.**

While selecting the subjects in TDC (Arts) classes of 1st Semester, the students are to take care of the following facts:

1. Students are allowed to opt for two Honours subjects as 1st and 2nd preferences from Assamese, Bengali, Bodo, Economics, Education, English, Hindi, History, Philosophy and Political Science. The respective department will decide about the selection of the student for Honours subject based on the merit and seat limit and departmental entrance test.
2. Student opting Honours in Language subject are not allowed to take MIL of the same language. However they are allowed to opt for one elective subject in place of MIL.
3. Students with Honours option have to take one elective subject from Economics, Education, Elective Bodo, History, Mathematics, Philosophy, Political Science, sociology and Mass Communication
4. Honours and Regular students opting for MIL may select any one MIL from Assamese, Bengali, Bodo, Hindi and Alternative English.
5. Regular course students are to opt for two electives in addition to two compulsory subjects.
6. Seat limit for each elective subject is 200. Students will be allowed to get admitted in preferred subjects on merit basis, subject to the availability of seats.



## ADMISSION PROCESS

Admission Policy of the College makes the following provisions for the admission in various programmes at the entry level:

Seat Strengths in various courses

a)	M.A. (Semester) English	:	50	seats
b)	B.A. (Regular)	:	200	seats per subject
c)	B.A. (Honours)	:	30	seats in each subject
d)	B.Com (Regular)	:	150	seats
e)	B.Com (Honours)/BBA	:	50	seats in each subject
f)	H.S. (Arts)	:	300	seats in each year
g)	H.S. (Commerce)	:	150	seats in each year.
h)	Handloom & Textiles (Short Term Course)	:	40	seats in each course.
i)	Make-up Artist & Domestic Data Entry Operator (Short Term Certificate Course):	:	60	Seats each (in two separate batches)

**NB: 1. The College authority reserves the right to alter the seat strength. The Principal reserves ten seats in each class for outstanding students and wards of the College employees.**

**2. a) The cut off mark for General category students is 50% (for both H.S. and TDC) at the time of application for admission in the last qualifying examinations.**

**b) The cut off mark for all Reserved Category students is 45% (for both H.S. and TDC) at the time of application for admission in the last qualifying examinations.**

### Admission Procedure:

The College adopts following admission procedures:

1. Admission in HS 1st year and TDC 1st Semester classes for fresh students will be made purely on merit basis. The in-house students duly passed in the HS 1st year/ TDC Ist Semester examination will automatically qualify for admission in the 2nd year/2nd semester.

2. Students passing HS from this college will get preference in admission in TDC classes provided they submit their applications in time and take admission in scheduled time notified for all applicants.

3. Admission form should be submitted along with following testimonials to be uploaded online unless otherwise notified.

i) Marks-sheet of last qualifying examination.

ii) Caste certificate

iii) Original gap certificate.

iv) Passport size photograph.

v) Low Income certificate from Competent Authority (Active Phone No. of both student and his/her parent/guardian to be given).

4. Eligible candidates are enlisted after scrutiny and are duly notified on the College notice board/College Website for admission. Registration forms of Gauhati University & Assam Higher Secondary Education Council will be

issued to the enlisted candidates only at the time of admission. The filled up registration forms must be submitted to the College within seven days from the date of admission. Students seeking admission in degree classes are to enclose a copy of HS registration Certificate along with the registration form.

5. Any pressure or interference from any quarters for admission will automatically disqualify the claims of an admission seeker.

6. Students are required to produce the following documents at the time of verification and admission.

- i) Original marks-sheet of the last qualifying examination;
- ii) Original certificate from the head of the institution last attended;
- iii) Original caste certificate (if applicable).
- iv) Income Certificate (From the competent authority)

### **Reservation of Seats :**

Reservation policy of the government of India is strictly maintained during admission. Seat reservation break-up for each class is as follows:

Scheduled Caste	:	7% of total seats
Scheduled Tribe (Plains)	:	10% of total seats
Scheduled Tribe (Hills)	:	5% of total seats
OBC (including MOBC)	:	27% of total seats
Physically Challenged	:	3% of total seats.

Two seats each are reserved in various courses for students distinguishing in sports and culture. One seat each is reserved for applicants of the NCC and Scouts & Guides (Details can be found in the Website ([www.bongaigaoncollege.ac.in](http://www.bongaigaoncollege.ac.in))). Moreover, students belonging to BPL/EWS/Others category should produce Certificate from the Competent Authority.

### **Attendance Rules:**

**HS:** Students not attending at least 75% of classes held will not be allowed to appear in the final examination conducted by AHSEC.

**B.A. /B. Com.:** Students of TDC classes, both Honours and Regular courses will be assessed internally on the basis of their respective attendance (75%), Sessional examinations, assignments, etc. as per Gauhati University rule.

**M.A. (Semester course) in English & Hindi:** As per instruction of Gauhati University, students not attending at least eighty percent of classes in each semester are not qualified to sit for semester examinations conducted by the University.

### **Special Considerations:**

Students who failed to attend their classes over a certain period of time at a stretch on genuine ground, such as, serious ailment or accidents and related treatment involving themselves and members of the family, death of the near and dear ones, academic/ sports/ cultural activities, etc. as approved by the College, must apply in writing to the Head of the Department/ course coordinator concerned for consideration of the absence in the period - immediately after such absence. Application must be supported by testimonials/ documents, where-ever necessary. Even for such case the actual attendance must not fall short of fifty percent.

**Syllabus Design:**

With a view to bringing more accountability in teaching and bringing uniformity in the teaching-learning experience, the syllabus content in each class is split up and unitized thereby promising an exhaustive and uniform treatment of split up modules of a subject. Accordingly, the time-bound split-up syllabus is notified by all the departments, that indicates the portion of the syllabus/ course contents/ chapters which are to be the modules for particular terminal/ unit test/ test examinations.

**Evaluation System:**

Continuous evaluation is carried out in the form of unit tests and other tests of the students in order to promote students' perception in the subject and locate the weak links/ strong points of particular students. Unit tests of HS and sessional examinations of TDC Semester classes are conducted as per the syllabus breakup notified by each department. The students of TDC classes are internally assessed on the basis of their performance in sessional examination and other student centered activities as per the university rule.

Twenty percent of the full marks are taken from internal evaluation as per the University rule for each paper/subjects opted by the students. The weightage for this twenty per cent of marks based on continuous evaluation will be worked out at the institution level as follows:

1. Two sessional examinations to be organized in each semester of 20 marks	= 40 marks
2. Student centered academic activities	= 20 marks
3. Weightage on 75% or more attendance of students in each semester	= 20 marks
4. Weightage on students' performance in extra/co-curricular activities	= 20 marks
<b>Total</b>	<b>= 100 marks</b>

**Marks allocation for student centered activities (to be judged by the faculty and HOD of the concerned department with following parameters)**

1. Classroom interaction
2. Home assignment evaluation
3. Seminar participation and paper presentation with ICT support
4. Participation in Group Discussion and role played.
5. Natural behaviour, discipline, obedience etc.

**Marks allocation for attendance:**

1. Below 75%	= 0 mark
2. 75% to 80%	= 5 marks
3. 80% to 85%	= 10 marks
4. 85% to 90%	= 15 marks
5. Above 90%	= 20 marks

**Marks allocation for Sports/Culture/Extension activities in the college**

1. No participation round the year in any event during the session	= 0 mark
2. Participation in at least one event	= 3 marks
3. Participation in at least three events	= 5 marks
4. Winning third prize in at least three events	= 10 marks
5. Winning second prize in at least three events	= 15 marks
6. Winning first prize in at least three events	= 20 marks



*(Proportionate marks may be awarded for any other combination of prizes)*

**NB.** Students are to submit their copies of relevant certificates for the session to get the credit of internal evaluation by the concerned department. No students can claim marks without supporting certificates of participation in such events.

## **CO-CURRICULAR AND OTHER ACTIVITIES**

### **SPORTS ACTIVITIES**

College organises Annual College Festival in December/January. Students participate in Indoor and Outdoor Games, Debate and Quiz, Literary and Cultural competitions. The college has an extensive sports ground and a gymnasium within the campus.

### **STUDENTS UNION**

Students are also members of the Bongaigaon College Students Union Society and have the opportunity of serving as its office bearers. Office bearers are elected annually. The Union Body comprises of eleven office bearers and class representatives. Principal is the Chief Advisor of the Body. These secretaries work under the guidance and direct supervision of Professors-in-Charge.

BCSUS will act for upliftment of academic interest of students, emergence of healthy intellectual and cultural milieu and growth of extra-curricular aptitudinal activities of students. The decisions of the College authority will be binding and final. Any agitational move against the authority will be dealt with firmly that may lead to rustication or other severe punishment.

If there are any grievances, complaints relating to academic aspects or general facilities, they must be submitted to the College authority for consideration with at least one month's notice. This may also be addressed to General Grievance Cell of the College. The BCSUS conducts various co-curricular activities in the college.

### **Election Codes of Conduct:**

Any student willing to offer candidature for contesting the BCSUS elections must meet the following eligibility criteria as per the Verdict of the Supreme Court of India:

- I. A candidate must have completed 75% attendance in the regular classes during the current session. Attendance shall be counted subject-wise.
- II. The candidate shall not have any previous criminal records or convicted in any criminal offence.
- III. The candidate must be a regular, a full-time student of the College and must be enrolled in a full-time course.
- IV. Undergraduate students between the age of 17 to 22 may contest elections.
- V. The candidate contesting the election should in no case have any academic arrears, i.e., the candidate must clearly pass out the preceding year's examinations (without back or arrears) before contesting the election.
- VI. One candidate shall have one opportunity to contest for a portfolio of the office bearer of BCSUS. Filing of nomination by one candidate for more than one portfolios shall lead to cancellation of nomination.

**NB:** Other election codes of conducts will be notified as and when necessary.

## **DISCIPLINE**

### **Maintenance of Discipline**

In matters of healthy practices, the College gives high priority to maintenance of discipline in the College campus. Discipline monitoring Cell is actively engaged in supervising the aspects of discipline. Students must abide by the rules and regulations as prescribed by the College authority.

- I. Students having 75% or more class attendance are only eligible to appear in their respective final examinations.

II. Ragging is “human rights abuse in essence”. All forms of ragging in hostel or College campus are prohibited. Strong disciplinary action will be taken if anyone is found to be involved directly or indirectly in ragging.

III. Students must carry valid identity cards in the College days.

IV. Consumption of Gutkha, Pan masala or any other intoxicants is strictly prohibited in the College campus.

V. Violation of rules, irregular attendance, irregular clearance of hostel dues, showing discourtesy to teachers and staff members in any form, adoption of unfair means during examination, delinquent behaviour in the College campus or outside, etc. are some of the offences which may invite disciplinary action like termination of scholarship, compulsory transfer and even expulsion from the College and the hostel.

#### **Academic Discipline Monitoring Cell:**

Bongaigaon College authority has constituted one Academic Discipline Monitoring Cell as an advisory body to remain vigilant over all academy-related activities in the campus and also to analyse the observations and the same to be shared with the Principal and Secretary for major Policy decisions. The Members of the Cell are:-

Dr. Dinesh Das, Principal (Chairman)  
 Mrs. Mollika Khakhlary, Vice-Principal (Covenor)  
 Dr. Rupanjali Devi, HoD, Education  
 Mr. B.P. Sharma, HoD, Political Science  
 Dr. P.C. Kalita, HoD, Commerce  
 Dr. R.C. Das, Co-ordinator, IQAC  
 Dr. R.N. Owary, Dept. of Bodo

#### **Convenors/Members of different Cells**

<b>Sl No</b>	<b>Cell</b>	<b>Convenor</b>	<b>Contact Nos.</b>
1.	PG Studies Management Cell	Mr. Karuna Patgiri Dr. Padumi Singha	7002590910 9854506718
2.	Routine and Classroom Management Cell	Mr. Pradip Kumar Goswami	9435121772
3.	Research and Survey Cell	Dr. Rupanjali Devi	9435325222
4.	Discipline Monitoring Cell & Student Grievance Redressal Cell	Mrs. Mollika Khakhlary	9706736632
5.	Anti-Ragging Committee	Dr. Dinesh Das, Principal	7002129976
6.	Health Awareness & Fitness Cell	Mr. Bhabani Prasad Sharma	9435121890
7.	Extension Activity Cell	Dr. Banajit Sarma	9864925315
8.	Information and Career Guidance Cell	Ms. Sonia Hussain	9864300855
9.	Skill Development Cell	Dr. Karabi Saikia	9435511650
10.	Computer Literacy Cell	Mr. Rajeeb Bora Mrs. Manika Medhi	8638210363 9613176099
11.	Women’s Studies Cell	Mrs. Manashi Das	9954870557
12.	Fine Arts and Drama Society	Mr. Ripunjoy Bezbaruah	7002686447
13.	Games and Sports Cell	Mr. Hari Basumatary	7002116443
14.	Debate, Symposium and Quiz Cell	Mr. Pradip Kumar Goswami	9435121772
15.	Nature and Env Studies Cell	Mr. Karuna Patgiri	7002590910
16.	Literary Cell	Dr. Jaba Nath Thakuria	9435126914
17.	Canteen Management Cell	Mr. Bijoy Boro	9435020596
18.	Cultural Academy Cell	Mrs. Rita Goswami Dr. Hiramoni Kalita	9435973494 9678523944
19.	AISHE Cell	Dr. Rahin Chandra Das	8402936482
20.	Alumni Cell	Mr. Om Prakash. Sah	7002889021

### General Grievance Redressal Cell

The Cell addresses grievances of students and staff relating to academic and infrastructural matters of the College. The convenor of the relevant Cell can be contacted for details.

### Information & Career Guidance Cell (ICGC)

The College has set up the Information & Career Guidance Cell (ICGC) under the supervision of Indian Institute of Entrepreneurship (IIE), Guwahati. This Cell is to guide students about career planning, job prospects, entrepreneurship, etc. Personality development, quantitative aptitude enhancement, imparting skills in facing job interview, etc. will be focal points the Cell will look into.

### Extension Activities

The Extension Education Cell has taken initiative to encourage the faculty and students to respond to the community needs and involve in the extension and awareness programme. The Cell has already conducted a number of awareness programme on Ecological imbalance, Women's empowerment, AIDS, Drugs, Health & Hygiene, etc.

### Medical Camp

Health Awareness & Fitness Cell of the College periodically organises health camp in association with Director of Health, Government of Assam, local doctors, NGOs, etc.

### Anti-ragging Measures

As per the order of the Hon'ble Supreme Court and recommendations of R.K. Raghaban Committee, the College authority has constituted one Anti-Ragging Committee followed by Anti-Ragging Squad as a preventive measure for prevention of ragging both in College and Hostels.

#### Anti- Ragging Committee Members

Sl No	Name	Position	Contact Nos.
1.	Dr. Dinesh Das	Principal & Chairman	7002129976
2.	Mrs. Mollika Khakhlary	Vice-Principal & Convenor	9435325222
3.	Dr. R.C. Das	Co-ordinator IQAC & Co-Convenor	8402936482
4.	Mr. R. Bezbaruah	Programme Officer, NSS, Member	7002686447
5.	Mr. Bijoy Boro	Warden, Boys' Hostel, Member	9435020596
6.	Mrs. Manashi Das	Warden, Girls' Hostel, Member	9954870557
7.	Mr. P.K. Goswami	Secretary, Teachers' Council, Member	9435121772
8.	Dr. Jaba Thakuria	HoD, Assamese, Member	9435126914
9.	Mr. Subrata Roy	HoD, Bengali, Member	8822697062
10.	Dr. Padumi Singha	HoD, English, Member	8011237341
11.	Dr. T.K. Bahadur	HoD, Economics	9435324929
12.	Mr. Hadiul Islam	Faculty, Sociology, Member	9508173825
13.	Mrs. Arpana Dihingia	HoD, Education, Member	9706025632
14.	Mr. Karuna Patgiri	HoD, Hindi	9954695585
15.	Dr. A.Z. Sheikh	HoD, History	9706736632
16.	Dr. Karabi Saikia	HoD, Philosophy	9365376091
17.	Mr. B.P. Sharma	HoD, Political Science	6003783887
18.	Dr. Banajit Sarma	Co-ordinator, Bharat Scout & Guide, Member	9864925315
19.	Mr. Pulakesh Das	Faculty, Mass Communication, Member	9706289460



20.	Dr. P.C. Kalita	HoD, Commerce, Member	9435120253
21.	Mr. Rajeeb Bora	Faculty, Member	8638210363
22.	Mrs. Bijumoni Bora	Faculty, Commerce, Member	8638770897
23.	Mr. O.P. Sah	Faculty, Commerce, Member	7002889021
24.	Mr. Bandhura Brahma	HoD, Bodo, Member	7002440878
25.	Mrs. Nilima Sarma	Librarian, Member	9435560190
26.	Mr. R.C. Singha	LDA, Member	9435312231
27.	Ex –officio	Addl. Deputy Commissioner (Education), Bongaigaon, Assam	
28.	Ex –officio	Dy.S.P. (HQ), Bongaigaon, Assam	
29.	Mr. Abhideep Choudhury	Bureau Chief, News Live, Bongaigaon, Assam, Member	9957568360
30.	Mr. Kunja Mohan Ray	Correspondent, Dainik Agradoot, Bongaigaon, Assam, Member	9854159401
31.	Mr. Pradip Kumar Das	Ex- President Rotary Club, Bongaigaon, Member	9435482521
32.	Vacant	Parent Representative, Member	9435800921
33.	Vacant	Parent Representative, Member	8135893322
34.	Ex –officio	General Secretary, BCSUS, Member	
35.	Ex –officio	Student Representative, Member	

### **Anti- Ragging Squad**

1. Mrs. Mollika Khakhlary, Vice-Principal & Convenor 2. Mr. B.P. Sharma, Co-Convenor  
 3. Mr. P.K. Goswami, Co-Convenor 4. Dr. P.C. Kalita, Member 5. Dr. R.C. Das, Member  
 6. Dr. Banajit Sarma, Member 7. Mr. Bijoy Boro, Member 8. Mr. Karuna Patgiri, Member  
 9. Mr. Ripunjoy Bezbaruah, Member 10. Mrs. Manashi Das, Member  
 11. General Secretary, BCSUS, Member 12. Girls' Common Room Secretary, BCSUS, Member

### **Nature of Punishment**

The R. K. Raghavan Committee recommended for the following punishment to be imposed if any student is found to be indulged or provoking ragging to the freshers / boarders of the College hostels and in College campus:

- a. Suspension from attending classes
- b. Rustication from the College
- c. Expulsion from the College.



### STUDENTS' UNIFORM (COLOUR CODE)

The idea of the uniform is prompted by the institution's initiative in inspiring a sense of togetherness in the multi-ethnic students' community. It is hoped that the uniform will foster a sense of cohesion and institutional allegiance. The colour code of the uniform is as follows:

Boys		Girls	
Pant	Black	Blouse	Black
Shirt	Light Pink	Mekhela/Dokhona/Patani	Pink
Sweater	Navy Blue	Churidar/Salwar	Black
		Kameez/Sameez	Pink
		Worn/Dupatta	Black
		Sweater	Navy Blue
		Chadar	White

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- NB:**
- i) The College monogram should be inscribed on the left chest of the Sweater.
  - ii) Wearing of uniform by the students even during ceremonies and functions organised in the College campus is compulsory.
  - iii) Wearing of Leggings by girls is strictly prohibited.
  - iv) Wearing of Low hips pants by boys is strictly prohibited.
  - v) No washing day is allowed for the students. Hence students are instructed to come in proper uniform on each class day.

### Students' Identity Card and Health Card

College identity cards are issued annually. Old identity card is to be surrendered by each student at the end of academic session of a year for renewal. Students admitted in short-term professional courses are also issued Identity and Health cards for the entire duration of their respective courses. The Health Card records the details of each student's health condition. The College authority reserves the right to issue a duplicate identity card in case of loss /damage of the original card.

### Students' Aid Fund

A students' Aid Fund has been created by taking Rs.25/- (20 for Aid+5 for Publication exp.) from each student as contribution with a view to assisting poor and meritorious students. The Students' Aid Fund Committee, after careful consideration of all applications for financial help, prepares a list of students who really deserve assistance and fixes the amount to be given to each selected applicant.

### Disciplinary Actions

The normal actions taken on student misconduct are as follows:

1. **Censure:** Penalties involving censure are available to the judicial officer by the Grievance Redressal Cell.  
The term 'censure' means the following actions/behavior
  - a. Loss of the privilege of participating in any public function wherein the participant will be thought of as a representative of Bongaigaon College.
  - b. Loss of housing or dining privileges in the campus.
  - c. Loss of privilege of participating in social or ceremonial events in the campus.
  - d. Loss of the privilege of maintaining a motor vehicle in the campus.
  - e. A requirement that a student resigns membership in any or all offices, elected or appointed, held in campus organizations.
  - f. A letter either the Judicial Officer or the Co-Chairs of the Grievance Redressal Cell with a copy to the parents/guardians.
  - g. Any other restrictions (except probation, suspension or dismissal) that seems appropriate to the offence.

2. **Required Actions:** Penalties that require a particular action of a student are available to the Judicial Officer of the Grievance Redressal Cell. This may include request to attend various forms of counseling or educational sessions. A student may be told by the cell or the Judicial Officer to engage in some form of community service (in or outside the college campus).
3. **Disciplinary Probation:** A Penalty of suspension or dismissal is held in abeyance and will take effect only after the Cell finds that the student has committed a further offence. If a student is found to be on disciplinary probation already, then for the second offence, the Cell may take additional action. However, disciplinary probation is not recorded in the student's permanent record, but will remain in his/her confidential file until graduation.
4. **Suspension:** The Cell may suspend a student for a specified period of time or indefinitely. Such a student must leave the campus and can not return until the suspension is revoked. He/she must return their college I.D. to the office.
5. **Dismissal:** The Cell may dismiss (i.e. expel) a student. This severs with finality a student's connection with the college and will be noted in the student's permanent record and also in the student's official transcript.

### **Students' Rights and Responsibilities**

1. The right to notifications of the charges with sufficient proof to allow for preparation to defend against those charges.
2. The right to be accorded as per the procedures outlined in the code of conduct of the student including a pre-hearing at which the student may challenge on the basis of actual fact. The Grievance Redressal cell will make arrangement for such hearing.
3. The right to adjudication of charges with a judicial educator at a hearing.
4. The right to attend the hearing, to make a statement to the Grievance Redressal Cell and to question witnesses through the Co-Chairs.
5. The right to respond all statements, testimony or other evidence offered at the hearing,
6. The right to be free from harassment and retaliation from the complainant or other witnesses at any time during or after the investigation and hearing.
7. The responsibility to refrain from contact with the complainant or other witnesses. Similarly, he/she should also remain aloof from Grievance Redressal Cell members, Judicial officers and the Co-Chairs.
8. The responsibility to make a good-faith effort at conflict resolution options when this option is chosen by all parties as an alternative method of resolution.
9. The responsibility to abide by the instructions of the Co-chairs of the Grievance Redressal Cell including instructions regarding witness.
10. The responsibility to testify truthfully at the hearing.
11. The responsibility to abide by the terms of a conflict resolution agreement or by any penalties determined by the Grievance Redressal Cell, a Co-ordinator's Review or the Student Judicial Board.

### **SESSION FEES**

Session fees broadly include admission, tuition, registration, affiliation/enrollment, development, faculty, library, electricity, maintenance, Students' Union, accreditation and other fees collected annually at the time of admission. Tuition fees are collected as per the government notification. Registration and affiliation fees are charged as per

University/Council's notification. All fees are subject to change as per government/ University/Council/GB's policy decisions. Class-wise fee-details of conventional programmes are summarised below:

Sl No	Fees	HS-I		HS-II		TDC-I/II Sem (1 <sup>st</sup> Year)	TDC-III/IVSem (2 <sup>nd</sup> Year)		TDC-V/VI Sem (3 <sup>rd</sup> Year)		PG
		Boys	Girls	Boys	Girls	H/R	H	R	H	R	Per Year
1.	Admission fee	400	400	400	400	400	400	400	400	400	2305
2.	Tuition fee (12months)	600	0	600	0	720	940	720	940	720	10045
3.	Establishment	700	700	700	700	800	800	800	800	800	0
4.	Field Work of Env. Sc.	50	50	50	50	100	000	000	000	000	0
5.	Electricity	500	500	500	500	500	500	500	500	500	500
6.	Contingency/ Misc	300	300	300	300	300	300	300	300	300	25
7.	Council/universit y Regtn. & Enroll fee	170	170	170	170	620	620	620	620	620	3620
8.	Identity Card	50	50	50	50	50	50	50	50	50	50
9.	College Development	500	500	500	500	500	500	500	500	500	500
10.	Library	200	200	200	200	200	200	200	200	200	600
11.	Internal Exam/ Seminar/Unit Test	120	120	120	120	200	200	200	200	200	400
12.	NSS/Scout & Guide	30	30	30	30	30	30	30	30	30	30
13.	Magazine/ Dept. Journal	150	150	150	150	150	150	150	150	150	150
14.	Student Union & Debating/ Literature	150	150	150	150	150	150	150	150	150	150
15.	Games and Sports	100	100	100	100	100	100	100	100	100	100
16.	Festival fee	100	100	100	100	100	100	100	100	100	100
17.	Co-curricular	100	100	100	100	100	100	100	100	100	100
18.	Cultural/Music	50	50	50	50	50	50	50	50	50	50
19.	Students' Welfare	50	50	50	50	50	50	50	50	50	50
20.	ICT (Faculty Dev)	100	100	100	100	100	100	100	100	100	100
21.	Youth Festival/Music	100	100	100	100	100	100	100	100	100	100
22.	Students' Aid & Publication Fee	25	25	25	25	25	25	25	25	25	25
	<b>Total Fees</b>	<b>4545</b>	<b>3945</b>	<b>4545</b>	<b>3945</b>	<b>5345</b>	<b>5465</b>	<b>5245</b>	<b>5465</b>	<b>5245</b>	<b>19,000.00</b>

**N.B. 1. Registration and Affiliation & Enrollment fee may change from time to time as per the instructions of GU & AHSEC. Students opting for Honours Course in TDC I/II (1<sup>st</sup> Year), i.e. at the time of new admission will have to pay Honours Fee of Rs. 220/- at the College Office after their selection in the Honours Course.**

- All payments for admission & examinations will be received through Bank Challan or Online.
- Selected candidates for Admission are directed to deposit the Admission Fee within 48 hrs from the date of issue of the Challan. Failing which Admission will be treated cancel.
- Students of Low Income Group will have to pay Student Union Fee, College Magazine and Festival Fee & Annual Function Fee during admission in HS-II and TDC-II year classes.
- The fee structure may change subject to the acceptance of Uniform Fee structure of Colleges in Assam
- Students seeking admission in PG in Hindi (MA) shall have to pay additional faculty fee of Rs. 5,000/- (Annual).



### Fee Structure for non-conventional courses:

The College has introduced various non-conventional professional/ vocational courses, some of which are run on self-sustaining basis and are UGC sponsored courses. The fee structure for all these courses are as follows:

- |    |  |  |
|----|--|--|
| 1. | Bachelor of Business Administration  | : Rs.11,000/- per semester   |
| 2. | Short-term professional courses (Handloom & Textile)                           | : Rs.6,000/- (in two equal installments)   |
| 3. | Short-term Certificate Courses (Make-up Artist & Domestic Data Entry Operator) | : Free of Cost (Sponsored by the Ministry of Skill Development & Enterpreunership, Govt. of India) |

### Relevant instructions and informations:

- Caution money of Rs. 500/- is to be deposited at the time of admission for ACFA and CFA.
- The cost of study materials supplied for any course will be charged separately.
- The University registration fee, where ever necessary, will be payable separately as per the rule of Gauhati University.
- Students from other universities are to submit their migration certificate for their registration under GU.

### HOSTEL FEES

The Fee structure of the hostel is generally prepared by and approved by the Governing Body. A uniform fee structure is maintained for admission in both Boys' and Girls' hostels. The present fee structure effective for hostel admission is as follows. (Annual hostel dues are to be paid at the time of admission from June to May).

1.	Admission fees	-Rs. 1000/-
2.	Seat rent @ Rs. 350/- P.M. for 12 months	-Rs. 4200/-
3.	Establishment charge @ Rs. 175/- P.M. for 12 months	-Rs. 2100/-
4.	Electricity charge @ Rs.200/- P.M. for 12 months	-Rs. 2400/-
5.	Common-Room charge @ Rs. 50/- P.M. for 12 months	-Rs. 600/-
6.	Caution Deposit (Refundable) (Subject to adjustment)	-Rs. 200/-
	<b>Total</b>	<b>Rs. 10,500</b>

### PUBLICATIONS BY THE COLLEGE & THE DEPARTMENTS

Bongaigaon College has been taking its venture to publish its annual Magazines, Journals, News Letters, etc. through students' union, Literary Cell, Teachers' Council, Alumni Cell, Women's Studies Cell and various departments. Teachers of various departments are also contributing towards the enrichment of learning resources by authoring books of academic interest for the students and readers in general. Notable publications are as follows:

#### Magazines, Journals, Bulletins and News Letters:

- Bibhavan (College Magazine)-Bongaigaon College Students Union Society.
- Journal- Bongaigaon College Students Union Society.
- Birgwsree (Annual Magazine)- Bongaigaon College Bodo Literary Society.
- Clarion, A mouthpiece of Alumni Cell.
- Yaa Devi. - A mouthpiece of Women's Studies Cell.
- Journal of Literary Studies- P. G. Deptt. of English.



- VII. Commerce Bulletin- Faculty of Commerce.
- VIII. Bodo Bulletin- Deptt. of Bodo.
- IX. News Letter- Deptt. of English.
- X. News Letter- Deptt. of Economics.
- XI. News Letter- Extension Activities Cell.
- XII. PrabandhaBichitra- Departmental Journal of Assamese.
- XIII. Impetus- Students' Activity Volume- Department of Economics.
- XIV. Philosophica (Journal)- Department of Philosophy.
- XV. Srijan, College Journal.
- XVI. Jagriti, Journal, Hindi Department.
- XVII. Hindol, Journal, Bengali Department.
- XVIII. Chayanika, Journal of Assamese Department.
- XIX. Journal, Education Department.
- XX. Mathematica, Journal of Mathematics Department.
- XXI. Commercian, Journal of Commerce Department.
- XXII. Journal, Department of Political Science

## **ADMINISTRATIVE STAFF**

**Dr. Dinesh Das, M.A. B.Ed, M.Phil, Ph.D.**  
Principal

**Mrs. Mollika Khakhlary, M.A.**  
Vice-Principal

## **DEPARTMENTS & FACULTY**

### **ASSAMESE**

1. Dr. Jaba Thakuria, M.A. Ph.D.  
Associate Professor & H.O.D.
2. Dr. Hirusani Kalita, M.A., SLET, M.Phil, Ph.D.  
Assistant Professor
3. Dr. Chandana Das, M.A., NET, Ph.D.  
Assistant Professor
4. VACANT
5. Mr. Rijib Barman (Cont.)
6. Mr. Abhijit Barman (Cont.)

### **BODO**

1. Dr. Rupnath Owary, M.A., NET, Ph.D.  
Assistant Professor
2. Mr. Bandhuram Brahma, M.A., NET  
Assistant Professor & H.O.D
3. Dr. Kaneri Basumatary, M.A., NET, Ph.D.  
Assistant Professor
4. Mr. Hari Basumatary, M.A., SLET  
Assistant Professor
5. Dr. Daithun Boro, M.A., SLET, NET (JRF), Ph.D.  
Assistant Professor

### **EDUCATION**

1. Dr. Rupanjali Devi, M.A. B.Ed, Ph.D.  
Associate Professor & H.O.D.
2. Ms. Arpana Dihingia, M.A.  
Associate Professor
3. Mr. Bijoy Boro, M.A. B.Ed, SLET  
Assistant Professor
4. Ms. Sonia Hussain, M.A. NET, M.Phil  
Assistant Professor
5. Ms. Monica Das (Cont.)
6. Ms. Kavita Roy (Cont.)

### **HINDI**

1. Mr. Karuna Patgiri, M.A. M.Phil  
Assistant Professor & H.O.D
2. VACANT
3. VACANT
4. Dr. Bind Kr. Chouhan (Cont.)

### **BENGALI**

1. Ms. Mithu Das, M.A.  
Assistant Professor
2. Mr. Subrata Roy, M.A., NET, M.Phil  
Assistant Professor & H.O.D.
3. VACANT
4. Mr. Bharat Roy (Cont.)
5. Mr. Suman Dhar (Cont.)

### **ECONOMICS**

1. Dr. Tarun Kr. Bahadur, M.A. Ph.D.  
Associate Professor & H.O.D.
2. Mr. Pradip Kr. Goswami, M.A.  
Associate Professor
3. Dr. Rahin Ch. Das, M.A., NET, M.Phil Ph.D.  
Assistant Professor
4. Mr. Rajeeb Bora, M.A., NET,  
Assistant Professor
5. Dr. Parijat Dhar, M.A., NET, Ph.D.  
Assistant Professor
6. VACANT

### **ENGLISH**

1. Dr. Padumi Singha, M.A., M.Phil  
Assistant Professor & H.O.D.
2. Mr. Subhajit Bhadra, M.A. SLET  
Assistant Professor
3. Mr. Ripunjoy Bezbaruah, M.A. M.Phil  
Assistant Professor
4. Ms. Khalida Ahmed, M.A. M.Phil, SLET  
Assistant Professor
5. VACANT
6. Mr. Jwmwi Basumatary (Cont.)
7. Ms. Bismita Das Sanyal (Cont.)
8. Ms. Shreoshi Saha (Cont.)

### **HISTORY**

1. Mrs. Mollika. Khakhlary, M.A.  
Associate Professor
2. Dr. Amiruzzaman Sheikh, M.A. Ph.D.  
Associate Professor & H.O.D.
3. Mr. Bihung Mushahary (Cont.)

5. Ms. Kanchan Das (Cont.)
6. Mrs. Mitali Das (Cont.)
7. Ms. Sapna Kumari (Cont.)

4. Mr. Jangila Mushahary (Cont.)

### **JOURNALISM & MASS COMMUNICATION**

1. Mr. Pulakesh Das (Cont.)
2. Mr. Kankan Bhagawati (Cont.)

### **MATHEMATICS**

1. VACANT
2. Mr. Atanu Deka (Cont.)

### **PHILOSOPHY**

1. Dr. Karabi Saikia, M.A. Ph.D.  
Associate Professor & H.O.D.
2. Dr. Banajit Sharma, M.A., NET, Ph.D.  
Assistant Professor
3. Mrs. Rita Goswami, M.A., NET  
Assistant Professor
4. Ms. Bithika Ray (Cont.)

### **POLITICAL SCIENCE**

1. Mr. Bhabani Prasad Sharma, M.A.  
Associate Professor & H.O.D.
2. Mrs. Manashi Das, M.A. NET  
Assistant Professor
3. VACANT
4. Mr. Biswarup Saha (Cont.)
5. Mr. Jnyanendra Barman (Cont.)

### **SOCIOLOGY**

1. Mr. Hadiul Islam (Cont.)
2. Mr. Samujjal Ray (Cont.)

### **ENVIRONMENTAL STUDIES**

1. Dr. Nami Prasad (Cont.)

### **FACULTY OF COMMERCE & BBA**

1. Dr. Phatik Ch. Kalita, M.Com, M.Phil, Ph.D.  
Assistant Professor & H.O.D
2. Mrs. Bijumoni Borah, M.Com, M.Phil  
Assistant Professor
3. Dr. Nenglamhoi Hengna, M.Com, NET, Ph.D.  
Assistant Professor
4. Ms. Trishna Saloi, M.Com, NET, M.Phil  
Assistant Professor
5. VACANT
6. VACANT
7. Mr. Om. Prakash Sah (Ad-hoc.)
8. Ms. Manika Medhi (IT) (Cont.)
9. Mr. Krishna Gopal Ghosh (Cont.)
10. Ms. Himashree Baishya (Cont.)
11. Ms. Joyeeta Sanyal (BBA) (Cont.)
12. Ms. Mridusmita Das (Cont.)

### **LIBRARY STAFF**

1. Mrs. Nilima Sarma, M.Sc., B.Lib Librarian (Associate Scale of Pay)
2. Shri Bhubaneswar Roy Library Assistant
3. Mr. Mitul Talukdar Library Assistant (Cont.)
4. Shri Mrigen Singha Grade-IV

### **OFFICE STAFF OF THE COLLEGE**

1. Mr. Ramendra .Ch. Singha, LDA
2. Mr. Gajin.Ch. Rabha, LDA
3. Mr. Hiren Kishore. Ray, LDA
4. Mrs. Minu Das, LDA

5.Mr. Maulik Roy, Jr. Asstt (Cont.)

7.Mr. Jyoti Prakash Sarma, Comp. Asstt. (Cont.)

9. Mr. Dipu.Ch. Roy, Laboratory Bearer

10. Mr. Narayan Ray, Day Chowkidar (ad-hoc)

12. Mr. Lakhi Sarkar, IVth Grade (ad-hoc)

14. Mr. Kul Bahadur, Night Chowkidar, Girls' Hostel (ad-hoc)

15. Mr. Mananjoy Basumatary, IVth Grade (Cont.)

17. Mr. Sandeswar Ray, Night Chowkidar (ad-hoc)

19. Mr. Tajen Barman Night Chowkidar (ad-hoc)

21. Mr. Dulal Basfore, Sweeper

23. Mr. Subhas Basfore, Sweeper

25. Mr. Keshab Kr. Singha, Security Guard

6.Mrs. Purabi Roy, Jr. Asstt (Cont.)

8.Mr. Asit Sarkar, Jr. Asstt. (Comp. Asstt.) (Cont.)

11. Mr. Pradip Ray, IVth Grade (ad-hoc)

13. Mr. Uttam Ray, IVth Grade (ad-hoc)

16. Mr.Harakeswar Baidya,NightChowkidar (ad-hoc)

18. Mr. Bhuban Das, Gardener (ad-hoc)

20. Mr. Shiv Basfore, Sweeper

22. Mrs. Anita Basfore, Sweeper

24. Mrs. Rina Basfore, Sweepe

26. Mr. Janardhan Ray, Security Guard

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