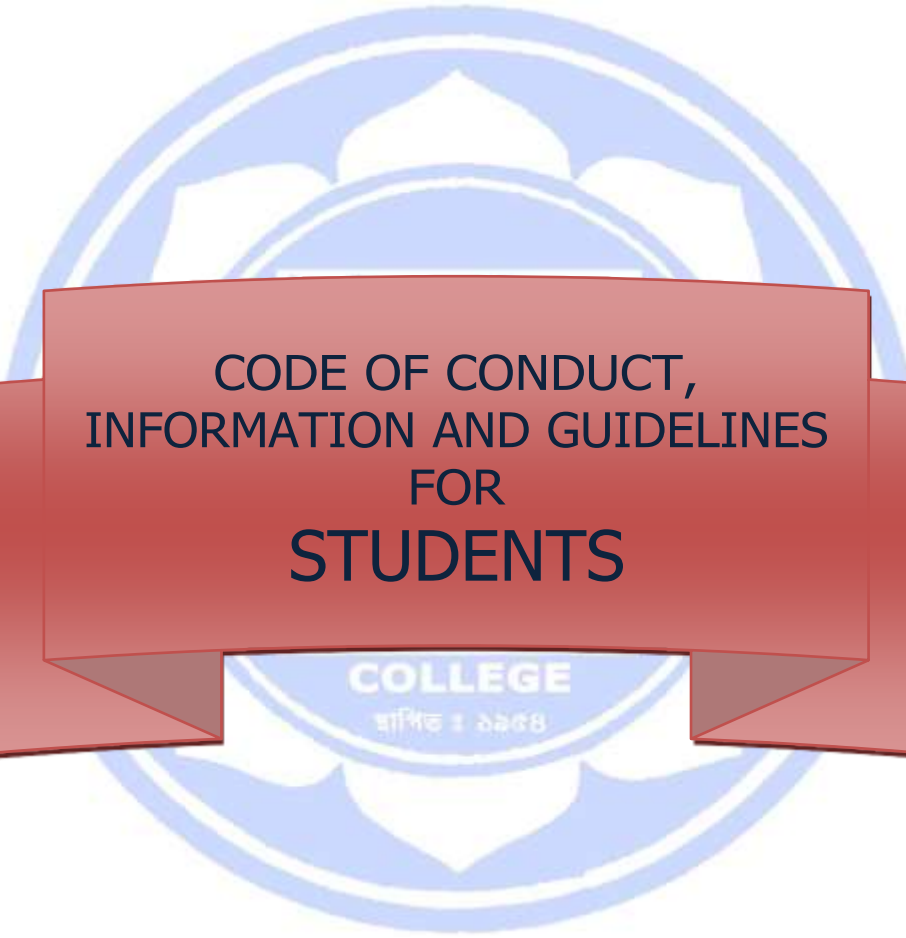


**HAND BOOK
OF
PROFESSIONAL CONDUCT
AND
GUIDELINES**

**FOR
STUDENT**

**PRAGJYOTISH COLLEGE
GUWAHATI- 781009**



**CODE OF CONDUCT,
INFORMATION AND GUIDELINES
FOR
STUDENTS**

COLLEGE
স্থাপিত : ১৯৫৪

SECTION A: CODE OF CONDUCT

- All bona-fide students are expected to be conversant with the code and guidelines as stipulated below and any amendments that might be incorporated from time to time as per requirement and necessity
- Every student shall be familiar with the Academic Calendar of the college (uploaded in the college website)
- Every student shall behave towards every individual inside the campus in a way that is expected from a good educated citizen
- Students shall spend each and every working day inside the college campus in a meaningful way
- Class Representatives from every academic course batches shall be members of Departmental Advisory Committees in every academic department, who shall communicate to the higher authorities the opinion/ suggestions of his/her batch mates
- The institution believes in and follows a decentralized and participatory mode of governance. Student representatives are nominated as members in the following in-house committees : *Anti-Ragging Cum Discipline Maintenance Committee, Anti-Tobacco Squad, Campus Beautification Committee, Canteen Monitoring Committee, Community Development Cell, Electoral Literacy Club, , Health Care Promotion and Maintenance Committee, Hostel Advisory Committee, Career Guidance Cell , Internal Quality Assurance Cell (IQAC), Internal Committee (ICC), Library Advisory Committee, NCC Advisory Committee, NSS Advisory Committee, Project Monitoring Committee RUSA, Scholarship Committee, Sports and Games Promotion Committee, Students' Counseling Centre, Students' Discipline Maintenance Committee, Students' Grievance Redressal Cell, and Pragjyotish College Eco Club.*
- **All students are to note that the entire campus area and classrooms/ laboratories are covered under CCTV surveillance**

1. CONDUCT WITHIN THE GENERAL COLLEGE CAMPUS AREA:

- Students should come to the college preferably by mass transport systems; any other vehicle brought to the college must be parked in a disciplined way in the designated parking lot outside the main gate of the campus
- Wearing of proper college uniform and display of valid identity cards is mandatory to enter the college premises during working days/ hours.

College Uniform: The design and style of the uniform must be formal.

- **H.S. & U.G. (Boys):** Satin blue shirt (decorated with the college emblem), blackish blue trousers, black shoes and white socks; Navy blue blazer/ sweater (with v-shaped white stripe and decorated with the college emblem) during winters; Jeans trousers and shirts are not permitted.
- **H.S. & U.G. (Girls):** Satin blue *kurta* (decorated with the college emblem), blackish blue *churidar*, navy blue *dupatta*; navy blue sweater (decorated with the college emblem) during winters; Jeans and leggings are not permitted.
- **P.G. (Boys):** Formal shirt of blackish blue thin stripes on off-white colour (decorated with the college emblem), blackish blue trousers, black shoes and white socks; Navy blue blazer/ sweater (with v-shaped white stripe and decorated with the college emblem) during winters; Jeans trousers and shirts are not permitted.
- **P.G. (Girls):** Formal *kurta* of blackish blue thin stripes on off-white colour (decorated with the college emblem), blackish blue *churidar* and navy-blue *dupatta*;

navy blue sweater (decorated with the college emblem) during winters; Jeans and leggings are not permitted.

Students' Identity Card: Every student is issued an identity card at the time of admission. The card, which is non-transferable, contains information about the holder, viz. name, session, class, roll number, subject combination, etc. It also contains a passport sized photograph of the student, duly endorsed by the Principal. It is mandatory for every student to carry the identity card with him/ her so that it can be produced whenever necessary.

- Loitering aimlessly inside the campus area is not encouraged. Time intervals obtained between normal scheduled classes should be spent in a productive manner towards engagement in extra-curricular activities/ sports activities/ library visits/ attending any ensuing programs inside the campus or peer discussions amongst fellow students. Moving outside the college campus on flimsy grounds is not encouraged.
- Students should not create ruckus inside the canteen area and should not engage in gossip, thereby occupying the limited eating spaces
- Students are expected to participate actively in all sorts of departmental as well as institutional level activities/ events that shall be held from time to time
- **RAGGING** of newly admitted students is **STRICTLY PROHIBITED** and shall be dealt with a firm hand, under the existing penal provisions. **If any incident of ragging comes to the notice of the college authority, the student (s) involved in ragging shall be given liberty to put forward his/ her explanation, which if not found satisfactory, the authority would expel him/ her from the college.**
- The entire college campus is considered to be a **VIOLENCE INTOLERANCE ZONE**. No student shall be in possession of any offensive item, viz. sharp weapons, arms, ammunition, etc. during their presence inside the campus. Offensive behavior (including eve-teasing), violent behavior, skirmishes, protests, clashes, damage to institutional property and indulging in other unruly acts inside the campus shall be deemed to be acts of insubordination and shall be dealt with in a firm manner. Exemplary punishment will be awarded to students found to be involved in violent acts or incidents which may range from debarring from attending classes, filling up of examination forms and in extreme cases may lead to rustication.
- The entire college campus has been declared a **NO TOBACCO ZONE**. No student shall be in possession of any intoxicating substances (drugs, alcohol, etc), tobacco products, chewing gums, etc. during their presence inside the campus. Incidents pertaining to consumption of tobacco, spitting of tobacco products thereby causing staining of walls, floors, etc., shall be dealt with firmly by the college authority. Any student detected/ identified to be spitting tobacco products at any place thereby causing stains shall be bound to clean all by themselves.
- The entire college campus has been declared a **NO PLASTIC ZONE**. Use of plastic items below the standard accepted norms is strictly prohibited.
- Waste products must be disposed off in the designated dust-bins only
- All educational field trips/ excursions/ study tours shall be undertaken with prior permission of the Principal. All such activities shall be coordinated through a Teacher-in-Charge who shall obtain from each student an undertaking in a standard format before the start of the activity.

- Organization of political meetings inside the campus is strictly prohibited
- Students should not crowd inside the office premises so as to cause hampering in the normal discharge of duties by the office staff. For fees payment and submission of admission/ examination forms, students must queue in an orderly manner in the designated space
- All students are expected to participate in different Feedback Surveys that might be conducted from time to time and forward their valuable suggestions/ opinions, that will be used for betterment of services and conditions
- Use of cell phones is NOT permitted within the classrooms and laboratories. Usage of cell phones is strictly restricted within the Girls' and Boys' Common Rooms. Cell phones must be kept in the SILENT MODE under all circumstances within the college campus.

2. CONDUCT WITHIN THE INDIVIDUAL DEPARTMENTS AND CLASSROOMS:

- Students are expected to actively participate in various departmental programs and activities that might be organized by the respective departments from time to time, viz. Freshmen Socials, Farewell Functions, Talks, Alumni Meets, Student Seminars, Cleanliness activities, Outreach activities, Sports activities, Cultural activities, Literary activities and other such activities and programmes that might be organized by different wings/ cells/ departments within the campus from time to time
- Students are expected to actively contribute towards their respective Departmental Wall Magazines/ Departmental News Letters (if any)/ the annual College Magazine (*Pragjyotishiya*)
- Students shall attend their classes at the designated time as specified in their respective daily class routines
- 75% attendance in each subject is mandatory for every student for appearing in the Term-end University/ Council examinations
- Appearance in Class Tests, Sessional Examinations and other co-curricular activities is mandatory, as notified and held from time to time
- Classes if not held at the proper designated time must be immediately brought to the notice of the Head of the Department/ Vice principal/ Principal
- Class Representatives shall actively participate in the Departmental Advisory Committee meetings and bring to the notice of all concerned various ideas/ academic grievances of his/ her fellow batch mates
- All matters of low class attendance and other acts of indiscipline shall be discussed in the Departmental Advisory Committee meetings, for appropriate remediation
- Every student shall be a member of the Departmental WhatsApp Group, where academic and other important information shall be uploaded from time to time by departmental administrators/ authorities
- Students are expected to browse through the departmental Notice Boards and the WhatsApp Groups on a regular basis for necessary updates by departmental administrators/ authorities

3. CONDUCT INSIDE THE DEPARTMENTAL LABORATORIES:

- Students must adopt statutory precautions inside the laboratories so as to minimize damage to equipments, apparatus, instruments, specimens, models, containers containing hazardous chemicals, etc and to reduce other health hazards to self and others
- Students must strictly follow all instructions and guidelines prescribed by the teachers in charge of the practical classes and laboratory bearers
- Refer to detailed guidelines given at the end (**Appendices A, B and C**)

4. CONDUCT INSIDE THE COLLEGE LIBRARY:

- All library visitors shall hand over their personal books, bags, sticks, umbrellas, parcels, attaches, portfolios, etc. to the library staff at the Property Counter, located at the main entrance; students and staff shall display their valid Library Card at the digital Library Attendance System
- Water bottles and other eatables are not allowed inside the reading room
- Valuable materials like currency, ornaments, mobile phones, electronic gadgets, etc. shall be separated before depositing the bags etc. at the Property Counter; if not separated, the Library Authority will not be held responsible for any subsequent loss of these items; the Property Counter is available to the *bonafide* members of the library and only during their stay within the library premises
- Wearing proper college uniform and possession of College Identity Card is mandatory to enter the library premises
- Complete silence must be maintained inside the library premises; mobile phones, and other audio and video devices should be kept in silent mode inside the library premises
- Class note books and other copy books may be allowed to be taken inside the library, subject to proper checking at the entry points; however, personal books are not allowed to be taken inside
- Books after use should be kept on the reading table; library staff on duty shall arrange these books properly in the respective shelves, stacks or almirahs
- Borrowers and readers are expected to check defects in any books (if any), before being issued in their name; if any such defects are noticed, it should be immediately brought to the notice of the staff on duty. The borrower shall be held responsible for any damage is detected at the time of return and shall be required to compensate for the defect noticed.
- Dog earring the pages, marking or writing, tearing of pages, etc., of books issued, is considered as injuries to the books, which is viewed as a serious offence
- Personal laptops will be allowed inside the library but the users will maintain an environment which shall not cause any disturbance to other users; internet access with necessary access permission through wi-fi mode will be provided to the laptop users; however, computers and internet shall be used only for academic purposes only; users can access the e-resources offered by the library
- Any individual walking out of the library with any book or other resource/ material, or if found to be involved in mutilating/ tampering with any book or other resource/ material, will face disciplinary action

- Violation of these rules may lead to withdrawal of library privileges from any user

5. CONDUCT INSIDE THE EXAMINATION HALLS:

- All examinees are expected to maintain decorum inside the examination halls and strictly follow all disciplinary instructions as printed in cover page of the University/ Council answer-scripts and other oral/ printed instructions communicated/ provided by the invigilator (s)
- Examinees should NOT bring any book/ loose paper/ mobile phones/ headphones/ electronic calculators and other electronic devices inside the examination hall, except the ADMIT CARD, REGISTRATION CERTIFICATE and required stationery materials and hard boards
- Examinees are required to bring their own pens/ pencils/ erasers and other stationery materials as per requirement and should not create commotion inside the examination halls by way of borrowing from the fellow examinees seated near them or inside the hall
- Examinees may preferably bring their own water bottles, or it will be provided by the roombearers, upon request made to the invigilators
- Any deed that demands the attention of the invigilators must be brought to attention of the concerned invigilator (s) by raising the hand
- All examinees must speak in a soft tone while conversing with the invigilator (s) regarding their need or clarification
- Questions papers should NOT be taken out of the examination halls while going to the washrooms
- There should not be any unreasonable delay in coming back from the washrooms after attending nature's call
- Scribbling is NOT permitted on the question papers/ hard boards/ admit cards/ registration certificates/ pencil and geometry boxes or any part of the body like palms etc
- Scribbling of notes/ answers on the desks/ benches/ walls of the examination halls is strictly prohibited
- Examinees must hand over the answer-scripts to the invigilators on duty at the end of their examination and on no account should leave it on their allotted desks

6. CONDUCT WITHIN THE GIRLS' HOSTEL CAMPUS:

- **RAGGING is STRICTLY PROHIBITED. Reported cases of ragging incidents shall be dealt with a strong hand as per prescribed law**
- Boarders must positively enter the hostel premises on or before 6.00 p.m. during the period April to October and 5.00 p.m. during the period November to March
- Boarders must be available/ present for evening assembly sharp at 6.00 p.m. (during April to October) and at 5.00 p.m. (during November to March)
- Every boarder must STRICTLY maintain the entry and exit register
- Visiting hours for guests is between 3.00 p.m. to 5.00 p.m.
- Compulsory study hour period for all boarders is 6.30 p.m. to 9.00 p.m.

- Meal timings must be STRICTLY maintained. If any boarder misses the meals during the scheduled timings, it will not be provided later
- Overnight stay outside the hostel is not permissible otherwise than on specific/ emergency circumstances and with prior permission of the Hostel Superintendent
- Any male person, even belonging to the family members of the boarders, is not permitted to enter the hostel premises
- Mess dues should be paid within 1st week of every calendar month. In case of late payment, an amount of Rs. 30.00 shall be charged for the first 15 days and thereafter Rs. 50.00 for every 15 days
- Mess dues for every month shall have to be paid as per rates fixed by the Hostel Superintendent. Boarders not staying in the hostel continuously for 15 days or less shall have to pay full mess dues. Boarders not staying in the hostel continuously for 16 days or more shall have to pay one-fourth of the mess dues.
- Annual admission to the hostel is compulsory
- Fans and lights are to be switched off and water taps turned off when not in use
- Strict decorum must be ensured in the dining halls and other common areas
- Use of electrical appliances such as room heaters, immersion rods, iron, stove etc is STRICTLY PROHIBITED in the rooms. Any of these forbidden items if found, will be confiscated and appropriate fine realized from the users.
- Use of intoxicating substances like narcotic drugs, alcohol, cigarettes, pan masala, etc by the boarders is STRICTLY PROHIBITED
- Clean and decent dresses must be worn within the hostel complex. Short/ vulgar dresses are NOT allowed outside the rooms.
- Cleanliness in the hostel premises is mandatory. Boarders shall keep their rooms neat and tidy and also dispose off garbage in a proper manner.
- Responsibility of keeping care of personal belongings lies with the individual boarders. Valuable items must be kept under proper lock and key. Hostel authorities shall not be responsible for any loss or damage of personal belongings.
- Hostel Superintendent is authorized to check the belongings of any boarder without prior information, for ensuring the safety, security and overall well-being of the inmates
- Hostel properties subject to damage will have to be appropriately replaced at the earliest by the boarder causing the damage; otherwise, the damage amount will be realized from the caution deposit
- Violation of any of the stipulated rules and guidelines shall be treated as acts of misconduct and appropriate action shall be taken
- All forms of misconduct, misbehavior, disobedience, insubordination and violence shall invite appropriate disciplinary action which may amount to expulsion from the hostel or from even the institution

- The Hostel Superintendent may be approached anytime by any boarder for any sort of problem or guidance

7. CONDUCT OUTSIDE THE COLLEGE CAMPUS:

- Students are expected to actively participate in various activities and programs that might be organized by the respective departments or by other wings/ cells/ departments outside the college campus
- Students must practice acts of self-discipline and restraint in all public places so as not to tarnish the name of their *alma mater*

SECTION B: INFORMATION AND GUIDELINES

1. PANDIT TIRTHA NATH SARMA LIBRARY

- The College Central Library (Pundit Tirtha Nath Sarma Library) is fully automated and offers library services in **RFID based digital platform**, by using SOUL 2.0 and D-Space
- The Library timings are from **09.30 a.m. to 04.30 p.m.** while book issue timings are from **11.00 a.m. to 03.00 p.m.** (except on Sundays and Holidays prescribed by the Gauhati University). The library remains open during the summer and winter breaks of the college
- The library has a well-equipped Reading Room with a seating capacity for 72 persons and a E-corner for students.
- The library block is entirely covered with Wi-Fi connectivity and CCTV surveillance system. The first floor of the library is runs with solar power facility.
- Library users can search documents by **Online Public Access Catalogue (OPAC)**
- The library has a collection of more than 60,000 books, 21 periodicals, 14 daily newspapers and unlimited e-resources
- A **United Nations Library Corner** was inaugurated on 09.03.2019, with a collection of around 529 reference books. Another two specialized units, viz. a **North-east India Corner** and a **Career Development Corner** are also maintained in the library premises
- Students of different classes are entitled to borrow books as follows:
Undergraduate (Major/ Honours Course) Students: 4 (four) books at a time
HS/ Undergraduate (General Course)/ Post-graduate Students: 2 (two) books at a time
- A Smart Card is issued to every student which shall be used during issue and return of books. Books can also be borrowed through the use of the Self-service Kiosk.
- Loss of Library Cards will have to be immediately reported to the Librarian; duplicate cards may be issued on payment of Rs. 150.00
- Library books are normally issued for 30 (thirty) days; however, the books can be re-issued for 7 (seven) more days
- If any member fails to return the borrowed book (s) or other resource within the stipulated due date, he/she shall be suspended from the library membership for a specified period; for final semester students, late fine is Rs. 1.00 per day per book
- Library membership may be suspended at the sole discretion of the Librarian, if any member is found to be constantly irregular in returning books
- A **Book Bank** facility is maintained in the central library for catering to the demands of poor and meritorious students; such students can borrow 4 (four) books from the book bank for the entire semester period
- Reprographic services is available on payment basis
- Orientation programs are conducted for the users on a periodical basis
- Encyclopedias, dictionaries, periodicals, newspapers and other reference materials shall not be loaned out of the library
- For all materials that are lost or damaged while on loan, the borrower shall be held responsible, and he/she shall be required to compensate for the loss
- All borrowers whose membership ceases or is suspended, must return all books that were issued in his/ her name
- ☐ The Librarian reserves the right to recall any book (s) before the due date if necessity arises.

- The library reserves the right not to issue any book having maximum demand and less number of copies
- The library has the membership of N-LIST; for using it, library members will have to collect User IDs/ Passwords from the Office of the Librarian
- The library is under the supervision of a Library Advisory Committee
- Contact Info: **Librarian**
Pandit Tirtha Nath Sarma Library
E-mail: librarian@pragjyotishcollege.ac.in

2. ANTI RAGGING CUM DISCIPLINE MAINTENANCE COMMITTEE:

- All ragging incidents must be reported to any member of the Committee, either in person or over mobile phone (List displayed in the College Campus and website) and through email communication with the Convener.
- Contact Info: **Convener: Dr Reena Barman Kalita**
Mobile No: 9101327072
E-mail: raggingcomplaint@pragjyotishcollege.ac.in

3. STUDENTS' GRIEVANCE REDRESSAL COMMITTEE (SGRC):

- All grievances of the students must be lodged with the Coordinator of the Cell, either in offline (in writing) or online mode (at www.pragjyotishcollege.ac.in). For offline mode, applications in plain paper must be deposited in the drop-box placed in front of the Principal's office, located in the Block-A (Ground Floor).
- Contact Info: **Chairperson: Mr Bishwajyoti Dev Mahanta**
Mobile No: 9435307853
E-mail: grievance@pragjyotishcollege.ac.in

4. CAREER GUIDANCE CELL:

- The ICGC was set up in 2001 for creating awareness amongst students regarding various higher education and career options and to provide information thereof. The ICGC organizes various career-oriented programs from time to time, in collaboration with different external agencies/ organizations.
- Contact Info: **Coordinator: Dr. Satya Sandhya Das**
Mobile No: 9707056662
E-mail: icgc@pragjyotishcollege.ac.in

5. NATIONAL CADET CORPS:

- The NCC is the Youth Wing of the armed forces of the country, which is open to school and college students on voluntary basis. It is engaged in grooming the youth of the country into disciplined and patriotic citizens. (More details at www.nccindia.nic.in). The institutional NCC is full-fledged with all the four units. Training of the cadets and other activities are conducted on a regular basis round the year. There is a NCC Coordination Committee to monitor the various activities of the four units.

A. ARMY WING – 1 ASSAM BATTALION:

Contact Info: **C.T.O. Rewata Chowhai**
Mobile no: 8638135134
E-mail: nccarmy@pragjyotishcollege.ac.in

B. NAVY WING – 48 ASSAM NAVAL UNIT:

Contact Info: **Sub. Lieutenant Dr Bidyut Bikash Baishya**
Mobile no 9127476851
E-mail: nccnavy@pragjyotishcollege.ac.in

C. AIR WING – 50 ASSAM AIR SQUADRON (FLY):

Contact Info: **C.T.O. Dr. Pallabi Dutta**
Mobile no 8011623236
E-mail: nccair@pragjyotishcollege.ac.in

D. GIRLS' WING – 60 ASSAM GIRLS' BATTALION:

Contact Info: **C.T.O. Dr. Gangotri Bhuyan**
MOBILE NO-8721955170
E-mail: nccgirls@pragjyotishcollege.ac.in

6. NATIONAL SERVICE SCHEME:

- The NSS is a Central Sector Scheme of Govt. of India, under Ministry of Youth Affairs & Sports. It provides opportunity to students to take part in various government led community service, activities and programs (more details at www.nss.gov.in). The NSS Unit of the college as introduced in 1978 with financial aid from Govt. of India.
- Contact Info: **Programme Officer: Dr. Nandita Rajbongshi**
Mobile No:7002803066
E-mail: nss@pragjyotishcollege.ac.in

7. RED RIBBON CLUB:

- Red Ribbon is an awareness ribbon and is used as the symbol for the solidarity of people living with HIV/ AIDS. The primary aim of RRC is to spread awareness through correct as well as adequate information about HIV/ AIDS related issues amongst one and all. The RRC of the college was set up in 2009 with financial aid from AIDS Control Society, Govt.of Assam.
- Contact Info: **Coordinator: Dr. Jayanta Deka**
Mobile No: 9864063325
E-mail: rrc@pragjyotishcollege.ac.in

8. YOUTH RED CROSS SOCIETY:

- The Indian Red Cross is a voluntary humanitarian organization having a network of over 700 branches throughout the country, providing relief in times of disasters/ emergencies and promotes health and care of the vulnerable people and communities (more details at www.indianredcross.org). The Pragjyotish College Unit of YRCS was set up in 2019.
- Contact Info: **Coordinator: Seema Kaur**
Mobile no: 7577037017
E-mail: irc@pragjyotishcollege.ac.in

9. BHARAT SCOUTS AND GUIDES:

- The Rover Crew and Ranger Team are BSG units for boys and girls students respectively. These units impart training courses, organizes camping, community and adventure activities for the students.
- Contact Info: **Convener: Gaurav Das**
Mobile No: 7002758314
E-mail: bsg@pragjyotishcollege.ac.in

10. PRAGJYOTISH COLLEGE STUDENTS' UNION:

- The PCSU is the general body of the college, membership of which is compulsory for every student admitted in the college. The Executive Committee of PCSU includes the following office bearers (i) *President* (ii) *Vice President* (iii) *General Secretary* (iv) *Assistant General Secretaries–Boys* (v) *Assistant General Secretary–Girls* (vi) *General Sports Secretary* (vii) *Minor Games Secretary* (viii) *Cricket Secretary* (ix) *Gymnasium Secretary* (x) *Debate & Symposium Secretary* (xi) *Cultural Secretary* (xii) *Music Secretary* (xiii) *Editor, College Magazine* (xiv) *Social Service Secretary* (xv) *Girls' Common Room Secretary* (xvi) *Boys' Common Room Secretary*. There are Teacher-in-Charges are for every office bearer. The Executive Committee members of PCSU are elected annually by voting through secret ballot and held during October-November every year. The PCSU organizes various sports, cultural, literary and social activities amongst students both within and outside the institutional campus. Apart from the Executive Committee as mentioned above, there are also 6 Class/ Stream/ Departmental Representatives, 1 from each of the following, viz. H.S. 1st Year, H.S. 2nd Year, B.Com. (Odd Semester), B.B.A. (Odd Semester), B.C.A. (Odd Semester) and P.G. (Odd Semester). Although these members are not members of the Executive Committee, they may be invited to the Executive Committee meetings to raise their grievances.
- Contact Info: **Vice President: Kabita Chetry**
Mobile NO. 9864959407
E-mail: pcsu@pragjyotishcollege.ac.in

11. PRAGJYOTISH COLLEGE GUARDIANS' FORUM:

- The PCGF came into being on 09.03.2019 under active initiation of the Internal Quality

Assurance Cell (IQAC) of the college. The PCGF Core Committee comprises of one guardian representative from every academic department. The PCGF takes active role in

various academic and administrative matters of the college and also organizes different programmes from time to time with the active involvement of its members

- Contact Info: **President - Dr. Dipak Pathak**
Mobile no:9435543904
E-mail: pcgf@pragjyotishcollege.ac.in

12. PRAGJYOTISH COLLEGE ALUMNI ASSOCIATION:

- Apart from departmental level alumni associations, a centralized body of alumni members also exists in the college. All students who have undergone any academic programme in the college can become a *bonafide* member of PCAA upon payment of a nominal membership fees. The PCAA organizes different programmes from time to time with the active involvement of its members
- Contact Info: **President – Dewan Dhruvajyoti Maral**
Mobile no: 8638661449
E-mail: alumni@pragjyotishcollege.ac.in

13. GYMNASIUM HUB:

- The Gymnasium Hub was constructed from funds obtained from Rashtriya Uchchattar Shiksha Abhiyan (RUSA) and inaugurated on 03.05.2016 by Shri Paban Barthakur, IAS. The Gymnasium Hub caters to the needs of students, teaching staff, non-teaching staff and residents of the fringe localities. The Gymnasium Hub is equipped with the following infrastructural provisions, viz. *Treadmill (3 nos.), Cycle (1 no.), Multi-Machine (1 no.), Bench (3 nos.), Ball (2 nos.), Skipping Rope (4 nos.), Push-up Stand (8 nos.), Twisting Machine (1 no.), Cross Cable Machine (1 no.), Yoga Mats (4 nos.), Weight Plate (13kg x 2, 10kg x 2, 5kg x 4, 3kg x 4, 2kg x 4), Bar (7 nos.), Dumbell (5kg x 6, 2.5kg x 2, 1kg x 2, 8kgx 2, 15kg x 2), Ab Roller (1 no.), Weight Machine (1 no.)*. The membership enrolment form can be downloaded from the college website. Terms and conditions for use of the Gymnasium Hub facility are detailed in the membership form.
- The Gymnasium Hub provides gym facilities at reasonable fees as detailed below:

CATEGORY	FEE RATES (in INR))		
	MONTHLY	HALF-YEARLY	YEARLY
STUDENTS	300	1800	3600
TEACHING STAFF (OTHERS)	300	1800	3600
TEACHING STAFF (REGULAR)	300	1800	3600
NON-TEACHING STAFF (NON-CAMPUS)	300	1800	3600
NON-TEACHING STAFF (CAMPUS)	300	1800	3600
ADMISSION FEE OF RS. 300/- APPLICABLE FOR ALL CATEGORIES			

- Gym Timing Schedule:

CATEGORY	TIME SLOT
CAMPUS RESIDENTS (MALE)	06.00 A.M. – 07.00 A.M.
TEACHING STAFF & STUDENTS (MALE)	07.00 A.M. – 09.00 A.M.
TEACHING STAFF & NON-TEACHING STAFF (FEMALE)	12.00 NOON – 01.30 P.M.
TEACHING STAFF & NON-TEACHING STAFF (MALE)	01.30 P.M. – 03.00 P.M.
STUDENTS (FEMALE)	03.00 P.M. – 04.00 P.M.
STUDENTS (MALE)	04.00 P.M. – 05.00 P.M.
GIRLS' HOSTEL INMATES & CAMPUS RESIDENTS (FEMALE)	05.00 P.M. – 06.00 P.M.

- Contact Info: **Gym Trainer-Moloy Talukdar**
MOBILE NO.-9678696957

14. FIRST AID CENTRE:

- The FAC functions under the Health Care Monitoring and Promotion Committee. It provides free first aid health facilities in cases of emergency to all students and staff of the college. The FAC has one ANM nurse to provide immediate medical assistance. The FAC is equipped with the following infrastructural provisions, viz. Semi Fowler Hospital Bed, Stretcher, Self-Care Kit, Wheel Chair, Digital B.P. Apparatus (Automatic), Accu Check Instant and Saline Stand.
- Contact Info: **Coordinator: PRIYANKA SARMAH**
Mobile No: 9864295545
E-mail: phc@pragjyotishcollege.ac.in

15. CANTEEN MONITORING COMMITTEE:

- The canteen is a privately managed unit that runs on periodical contract basis. It is under the supervision of a Canteen Monitoring Committee. The canteen provides various snacks and beverages at reasonable rates
- Contact Info: **Convenor: Seema Kaur**
Mobile No: 7577037017

16. AMALPRABHA DAS GIRLS' HOSTEL:

- The hostel was inaugurated on 30.08.2013, with funds obtained from the UGC. The seats in the hostel are allotted after admission on the basis of merit and first come first served basis. The total intake capacity of the hostel is 67. The hostel is monitored by a Hostel Monitoring Committee.
- Fee Structure: (i) Admission Fee – Rs. 3000.00
(ii) Caution Deposit (refundable) – Rs. 5000.00
(iii) Monthly Dues (Seat Rent) – Rs. 1200.00
- Contact Info: **Warden: Ruby Deka**
Mobile No: 8660016426
E-mail: girlshostel@pragjyotishcollege.ac.in

17. ELECTORAL LITERACY CLUB :

- ☐ Electoral Literacy Clubs are being set up across the country in order to develop a political culture of electoral awareness across educational institutions. These clubs are anticipated to organise engaging and interesting activities and hands-on experience but in an apolitical, neutral and non-partisan manner. Electoral Literacy Clubs are especially being set up with the motive of targeting the new voters, (in the age-group of 18-21 years old) pursuing their graduation. The clubs will have all the students from all semesters as its members.
- Contact Info: **Coordinator: Dr. Sabrina Iqbal Sircar**
Mobile no: 9864011433

PRAGJYOTISH COLLEGE ECO CLUB :

- ☐ Eco clubs aims to empower students to participate and take up meaningful environmental activities and projects. It is a forum through which students can reach out to influence, engage their parents and neighborhood communities to promote sound environmental behavior. It will empower students to explore environmental concepts and actions beyond the confines of a syllabus or curriculum. While everyone, everywhere, asserts the importance of 'learning to live sustainably,' environment remains a peripheral issue in the formal education system. Eco Club Pragjyotish College was constituted on 12th August 2022. Pragjyotish College is already registered under ASTEC Eco Club Society
- Contact Info: **Coordinator: Dr. Makibur Rahman**
Mobile no: 9401183655

STUDENT COUNSELLING CELL:

- The Student Counselling Cell encourages the students to understand themselves and the issues that troubles them and guides them to resolve their problems. These problems can be personal, emotional, social, familial, peer, academic, sexual, etc.
- Through counseling, students can work with emotion, cognition and interpersonal relationships in ways that help them manage their emotions and see things from a different perspective.
- Contact Info: **Coordinator: Gauri Hazarila**
Mobile no:9678138318
E-mail: scc@pragjyotishcollege.ac.in

17. SCHOLARSHIP COMMITTEE:

- The Scholarship Committee support a student's education, awarded based on academic or other achievement.
- The Scholarship Committee arrange for suitable presentation of academic awards. To assist the recruitment committee in examining the scholastic potential of prospects. To maintain a healthy attitude toward scholastic attainment.
- Contact Info: **Convenor: Saroj Sarma** **ph. 9864269017**
Pradip Kalita **ph. 9864042577**
E-mail: scholarship@pragjyotishcollege.ac.in

NB: For recent updates, students may refer to the institutional website:
www.pragjyotishcollege.ac.in

APPENDIX – A

SAFETY GUIDELINES FOR SCIENTIFIC LABS

The following guidelines are designed to ensure optimum safety conditions inside the labs and to ensure protection against various forms of injuries. These guidelines are enforceable at all times by authorized departmental personnel only. Students who do not follow these guidelines are liable for dismissal from the lab and other disciplinary action as deemed fit. Visitors and children are permitted to enter the laboratories under proper supervision and guidance only.

- Entrance to a laboratory is not encouraged unless specifically permitted for any intended use by the departmental head/ teachers/ lab in-charges/ instructors
- Students must carefully read any experiment before coming to the laboratory
- All doubts needs to be cleared before the start of any activity/ experiment
- Students should not perform unauthorized/ unscheduled experiments; Prior permission is required from the concerned teachers before starting of any activity/ experiment
- Students are expected to follow all written instructions (displayed) and verbal instructions given by the concerned teachers/ lab in-charges/ instructors
- Students must remain alert and attentive at all times
- Chemicals/ equipment/ instruments/ materials/ tools should not be touched unless instructed by the concerned teachers/ lab in-charges/ instructors
- Visitors to any lab must be aware of location and usage of all safety equipment and measures that are available, e.g. fire extinguisher, first aid kit, etc.
- Belongings not required for experimental work must be kept at a distance in proper places
- Food and beverages should not be brought inside or consumed inside the lab
- Dangling jewelry and loose-fitting clothes must be avoided; Loose sleeves must be rolled up; Long hairs must be pinned/ tied back
- Chemicals/ equipment/ instruments/ materials/ tools inside the lab must be handled carefully and for the purpose for which it is intended
- Equipment/ instruments/ materials/ tools must be checked before the start of any experiment; Damaged, cracked and defective equipment/ instruments must be reported immediately to the concerned teachers/ lab in-charges/ instructors
- Malfunctioning of equipment/ instruments and accidents/ breakages during the course of any experiment must be reported immediately to the concerned teachers/ lab in-charges/ instructors

- Equipment/ instruments/ materials/ tools that were used in the lab for the conduct of any experiment must be returned in clean and good condition at the end of the practical sessions, and kept in the proper designated location if trans-located during the conduct of experiments
- Hands must be washed thoroughly after leaving the lab
- Lab area must be left in a clean condition at the end of practical sessions
- Do not carry inflammable items like match boxes, gas lighters, etc. inside the laboratory
- Safety goggles and lab coat must be worn inside the laboratory at all times
- Always stand during experiments involving Bunsen burners or chemicals
- Think of how much chemicals are needed before being taken out from a reagent stock bottle
- Do not overcrowd in the experiment area
- Be careful when handling apparatus that may be hot; hot apparatus must be picked up using tongs, wet paper towel or other appropriate holder
- Immediately wash off any chemicals spilled on your skin or clothes
- Chemical spills and broken glass must be cleaned up immediately
- In case of breakage of thermometers, do not attempt to clean up Mercury spills by yourself; report to the concerned teachers/ lab in-charges/ instructors immediately
- Unused chemicals must be returned to reagent stock bottles only as instructed
- Dispose off waste chemicals only as instructed
- Concerned teachers/ lab in-charges/ instructors must be requested to check all electrical circuits before power is turned on
- When working with electrical circuits, be sure that the current is turned off before making adjustments in the circuit
- Do not connect the terminals of a battery or power supply to each other with a wire; such a wire will become dangerously hot
- Caution must be exercised when handling liquids in the vicinity of electrical equipment
- In emergency situations like fire and earthquake:
 1. Laboratory/ building must be vacated immediately through the nearest exit point
 2. All electrical switches must be turned off
 3. Running experiment must be aborted and instruments quickly turned off



Compiled for in-house circulation by:
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(IQAC)
Pragjyotish College