

**STUDENT  
INFORMATION  
BOOKLET**

**PRAGJYOTISH COLLEGE**

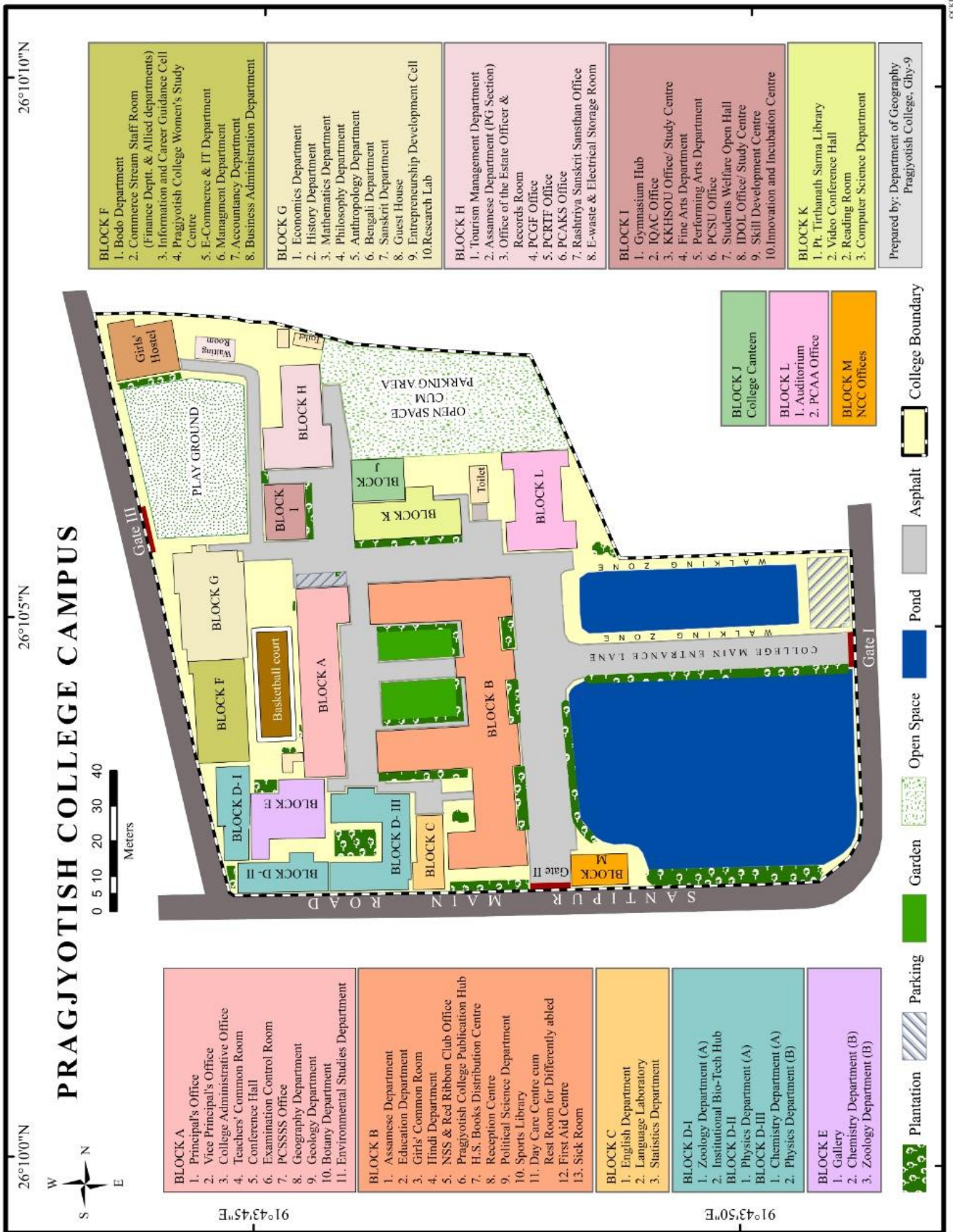
**GUWAHATI- 781009**

**ACADEMIC SESSION: 2020 - 2021**

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# LAYOUT OF DIFFERENT BLOCKS/ UNITS IN THE COLLEGE CAMPUS



## SECTION A: GENERAL INFORMATION

### MOTTO, VISION, MISSION AND THE EMBLEM OF THE COLLEGE

#### MOTTO:

तेजस्विनावधीतमस्तु

**Tejasvinavadhitamastu**

*(May our study make us illumined)*

#### VISION

To fulfil the visionary aspirations of the regional youth segment through a process of vibrant and continuous innovations and initiatives in multiple spheres of academic as well as professional development, leading to the fullest realisation of the potentials of the students.

#### MISSION

- To make teachers and the taught partners in the learning process
- To promote a student friendly atmosphere for encouraging them to be self-reliant and self-employable
- To promote extra-curricular activities simultaneously with curricular activities
- To mould the students into socially conscious human beings
- To encourage students to think globally and act locally as productive citizens, through the promotion of scientific temper and action
- To foster and inculcate moral and spiritual accomplishments amongst the students
- To develop a transparent and responsive administration
- To undergo self-analysis and self-discovery leading to elimination of bottlenecks in the context of a holistic framework

#### EMBLEM



The conch on the eight-petaloid full-bloomed graceful lotus symbolises pure knowledge. **तेजस्विनावधीतमस्तु** (*Tejasvinavadhitamastu*), the inspiring Motto of our college, speaks: *May our study make us illumined*. The aims, objectives and ideals of education are epitomised in this great saying of *Taittiriya Upanishad* (Ch. II *BrahmanandaValli, Section 1, Invocation*).

## INTERNAL DISCIPLINE

### RAGGING-FREE CAMPUS

Ragging is a punishable offence under the Indian Penal Code (IPC). The Hon'ble Supreme Court of India has ordered all universities and their affiliated colleges under the University Grants Commission (U.G.C.) that if any incident of ragging comes to the notice of the authority, the students involved in ragging shall be given liberty to explain and if his/her explanation is not found satisfactory, the authority would expel him/her from the institution (UGC letter No. F.1-8/2006 (CPP- II) February, 2008). **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. Instances of violent incidents incurring grievous injuries and loss of life and property will be reported to the police.**

### TOBACCO-FREE CAMPUS

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.

**ANY PERSON FOUND TO BE CONSUMING AND IN POSSESSION OF BANNED TOBACCO PRODUCTS INSIDE THE COLLEGE CAMPUS SHALL BE FINED WITH AN AMOUNT OF RUPEES 2000/- (TWO THOUSAND ONLY).**

### PLASTIC-FREE CAMPUS

The entire college campus has been declared a **NO PLASTIC ZONE**. Use of plastic items below the standard accepted norms is strictly prohibited.

### VIOLENCE-FREE CAMPUS

The entire college campus has been declared as 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.

### USE OF CELL PHONES

Use of cell phones for conversation is strictly prohibited inside the classrooms/ laboratories/ verandahs/ building passages. Students can use the cell phones only in the designated areas like student common rooms, canteen, etc. Students found to violate this statutory instruction are liable to face disciplinary action including the seizure of the cell phones.

### COLLEGE UNIFORM

Wearing of proper college uniform and display of valid identity cards is mandatory to enter the college premises during working days/ hours. 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 after admission. The card is non-transferrable and contains information about the holder, such as Name, Session, Class, Roll No., Combination of Subjects, 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.

### **NOTICE BOARDS AND INSTITUTIONAL PORTAL**

Students should, in their own interest, read all the notices displayed on the departmental notice boards, office notice boards, Digital Notice Board and other display boards frequently, for remaining fully aware of the latest information displayed thereon. Students also advised to browse the institutional website ([www.pragjyotishcollege.ac.in](http://www.pragjyotishcollege.ac.in)) for various notices and updates.

### **ATTENDANCE RULES**

All students on roll should attend at least 75% of the classes held in each subject to become eligible for appearing in the Council/ University examinations. Students not fulfilling the above requirement will not be allowed to appear in the final/ term-end examinations.

### **CO-CURRICULAR ACTIVITIES**

In addition to the prescribed courses of study, the college encourages and motivates the students to organize and actively participate in various co-curricular activities such as games and sports, drama, fine-arts, literary and cultural activities, debating, symposium, and so on from time to time.

**BRIDGE COURSES/ ORIENTATION PROGRAMS:** At the beginning of new academic session, several departments organizes introductory sessions in the form of bridge courses for the newly admitted students, not only for giving them a broad overview of the institution, but also to help them understand the curriculum and broad perspectives of the subject they will be required to study in the next few semesters. The PTNS Library of the college organizes library orientation programs for making the newly admitted students acquainted with the library facilities, provisions and other rules/ regulations.

**EDUCATIONAL EXCURSIONS, FIELD WORKS AND INSTITUTIONAL VISITS:** Several departments organize these programs and activities for the students. For some subjects, these activities form part of the co-curricular activities. Faculty members from respective departments accompany the student groups during such programs.

**HOME ASSIGNMENTS AND STUDENT SEMINARS:** Students of several departments are required to submit home assignments and participate in student seminars on topics that are allotted from the syllabus of the concerned semester in which a student is studying.

### **EXTRA-CURRICULAR ACTIVITIES**

**CULTURAL ACTIVITIES:** Various cultural activities are held inside the college campus at different times of the year. Cultural programs are organized in every department on the occasion of departmental freshman social and farewell functions, while a wide spectrum of other such programs are held during the annual College Freshman Social event and the Annual College Week. Activities like folk dance, modern dance, one act plays, street plays, group songs, solo songs etc. are performed in the college campus on various occasions Annual College Week Festival, Foundation Day, etc. Faculty members of the Performing Arts Department coordinate most of the cultural activities, with logistic support of the PCSU secretary in-charge of cultural affairs.

**EXTENSION AND OUTREACH ACTIVITIES:** In order to develop social aptitude of the students, various extension education programs are organized from time to time in the fringe areas

of the institution. These activities are primarily facilitated, coordinated and monitored by the Extension Education Advisory Committee.

**Convenor of the Committee:**

**Dr. Jayanta Deka**

**Assistant Professor, Zoology Department**

**GAMES AND SPORTS:** The college provides facilities for games like volleyball, badminton, table tennis, carom, chess, etc. There are separate PCSU office bearers for general sports, minor sports, cricket and gymnasium. The indoor games are mostly held within the college campus while some of the outdoor games like kabaddi, football, cricket etc. are played in the Sonaram H.S. School playground. A MoU has been executed with Sonaram Higher Secondary School in this regard. A well-equipped Sports Library has been recently set up, for stock piling various sports equipment. A basket-ball court of size 27.7 metres x 12.70 metres has been developed inside the college campus. A wide range of games and sport events are held during the Annual College Week, under active coordination of PCSU. Students also participate in various other similar events organized by external agencies outside the college campus from time to time. Students are encouraged to participate in collegiate, inter-collegiate, inter-zonal, inter-university, state, national and international level competitions.

**LITERARY ACTIVITIES AND PUBLICATIONS:** The annual college magazine *PRAGJYOTISHIYA* is the springboard for shaping the literary and other creative interests of the students and teachers alike. Articles, creative write-ups, reviews as well as achievements of educational, cultural, social and sports activities of students and teachers of the college are published in this annual mouth-piece. The magazine is edited by a student editor under the guidance and supervision of an Editorial Board. Over and above, several departments publish departmental newsletters on a periodical basis. Every department has their own departmental wall magazines. Almost all departments have individual wall-magazines which serve to portray the literary and creative interests of the students. Several departments publish departmental newsletters on a periodical basis, which also provides ample opportunity to the departmental students to publish their write-ups.

**MISCELLANEOUS ACTIVITIES:** Various other activities like observance of days of international/national significance like International Yoga Day, National Science Day, etc. are observed from time to time. Moreover, different types of quiz competitions, exhibitions, cultural programs, invited talks, seminars, workshops, training programs, etc. are being held from time to time. Religious festivals like are also celebrated throughout the year. Students are expected to actively participate in all such events.

**PRAGJYOTISH COLLEGE STUDENTS' UNION (PCSU):** The PCSU is the general body of the students of the college. Its membership is compulsory for every admitted student of the college. The PCSU has its own distinct Constitution. The office bearers are elected annually through the method of direct voting. Faculty members are nominated for every PCSU office bearer for coordinating and monitoring the allotted activities. To ensure the welfare of the students and to inculcate a culture of democracy on campus, the PCSU works for different varieties of student-centric activities. The PCSU endeavors to foster and promote fraternity, mutual understanding and sense of responsibility among the students through a host of activities. It organizes games and sports, debates, cultural and social activities among the students. The General Freshman Social and Annual College Week of the college is held under the direct coordination of PCSU.

Sl. No.	Name of PCSU Office Bearers (for the session 2019-20)	PCSU Portfolio	Teacher In-Charge
1	Rabisankar Konwar	President	Dr. Ranjit Das
2	Bhanita Devi	Vice President	Dr. Ranjita Deka
3	Diuk Jyoti Handique	General Secretary	Pradip Chandra Kalita
4	Ujjal Paul	Assistant General Secretary	Niva Deka

5	<b>Harsita Das</b>	Assistant General Secretary (Girls)	Dr. Namita Das
6	<b>Shashanka Barman</b>	General Sports Secretary	Dr. Jyoti Prasad Das
7	<b>Sankar Saha</b>	Minor Sports Secretary	Dr. Amar Jyoti Dutta
8	<b>Rakesh Borah</b>	Cricket Secretary	Dr. Priyam Barthakur
9	<b>Himanshu Baruah</b>	Gymnasium Secretary	Dr. Mridul Rabha
10	<b>Jyotshna Hujuri</b>	Debate & Symposium Secretary	Dr. Nandini Sarma
11	<b>Sabnam Pathak</b>	Music Secretary	Bishwajyoti Dev Mahanta
12	<b>Priyanka Gogoi</b>	Editor, College Magazine	Dr. Baikuntha Rajbangshi
13	<b>Chimi Choudhury</b>	Social Service Secretary	Nandita Rajbangshi
14	<b>Tribenee Taye</b>	Girls' Common Room Secretary	Dr. Reena Barman Kalita
15	<b>Koushik Uzir</b>	Boys' Common Room Secretary	Nabadeep Das
16	<b>Shubham Mallick</b>	Cultural Secretary	Dr. Satya Sandha Das

#### **STUDENTS' TRAVEL CONCESSION**

Students may avail themselves of travel concession as stipulated by the railway authorities on their way home from the institution and back during vacations (Summer Vacation and Durga Puja Vacation) and educational tours. The Railway Concession Form is available in the college office. Students who are in need of this form are required to apply in plain paper to the Principal, stating reasons thereof.

#### **STUDENTS' WELFARE FUND**

The college maintains a Students' Welfare Fund to provide financial help to the poor and deserving students. Such students may apply for financial help in plain paper to the Principal. Funds will be disbursed to the deserving students, subject to availability of funds.

#### **INTERNAL/SESSIONAL EXAMINATIONS**

Students must appear in unit tests/ sessional examinations, held for each subject of each class in all the streams, from time to time. Allowing a candidate for the Final/ Term-end examinations will be determined by the overall performance of the student in the unit tests/ sessional examinations, class attendance, etc. Internal Assessments will be done taking into account of the students' attendance, assignments, seminar presentations, performance in the unit tests/ sessional examinations.



## SECTION B: 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 program 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 different in-house wings of the college: *Anti-Ragging cum Discipline Maintenance Committee, Campus Beautification Committee, Canteen Monitoring Committee, Extension Education Cell, Health Care Promotion and Maintenance Committee, Hostel Advisory Committee, Information and Career Guidance Cell (ICGC), Internal Quality Assurance Cell (IQAC), Internal Complaints Committee (ICC), Library Advisory Committee, NCC Advisory Committee, NSS Advisory Committee, Project Monitoring Committee RUSA, Bharat Scouts and Guides Advisory Committee, Sports and Games Promotion Committee, Students' Counseling Cell and Collegiate Student Grievance Redressal Committee.*
- **All students are to note that most of the general campus area and classrooms/ laboratories are covered under CCTV surveillance**

### 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
- 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
- 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.

### **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

### **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 below

### **GENERAL 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
- 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

#### **SAFETY GUIDELINES FOR CHEMISTRY LABS**

- 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 not be returned to reagent stock bottles
- Dispose off waste chemicals only as instructed

#### **SAFETY GUIDELINES FOR PHYSICS LABS**

- 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

### 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

### 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 room bearers, 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

### 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 1<sup>st</sup> 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

### 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 C: INFORMATION AND GUIDELINES ON VARIOUS INSTITUTIONAL FACILITIES

### ANTI-RAGGING COMMITTEE

In pursuance to the Hon'ble Supreme Court's Judgement dated 06 May 2009, the University Grants Commission had notified the ***Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009***, which are mandatory for all higher educational institutions across the country. In accordance with this direction, this particular committee has been constituted, the task of which is to ensure a ragging-free campus through adoption of multiple mechanisms. This committee is in charge of the following responsibilities:

- To monitor, prevent and handle all forms of ragging that may come to notice or are being reported by any affected student of the college. Any student who suffers or undergoes any form of physical, mental or other forms of violence may immediately report to any of the following members for proper disciplinary action.
- To make surprise inspections in the classrooms, laboratories, hostel premises, boys and girls common rooms, college canteen, toilets or any other vulnerable spot
- To enforce all sorts of discipline in the college campus during the working hours
- To impose punitive and other forms of disciplinary action on any offender, as considered to be appropriate/ justified

Name	Designation	Capacity
Dr. Manoj Kumar Mahanta	Principal	Chairperson
Dr. Baikuntha Rajbongshi	Associate Professor & HoD, Assamese Dept.	Convenor
Dipika Roy Medhi	Associate Professor & HoD, Philosophy Dept.	Members
Dr. Priyam Barthakur	Associate Professor & HoD, Geology Dept.	
Badan Chandra Mahanta	Associate Professor, History Dept.	
Dr. Jayanta Deka	Assistant Professor, Zoology Dept.	
Pradip Chandra Kalita	Assistant Professor, Geography Dept.	
Dr. Avijit Kumar Dutta	Assistant Professor, English Dept.	
Dr. Jyoti Prasad Das	Assistant Professor, Geography Dept.	
Dr. Priti Baishya	Assistant Professor, Hindi Dept.	
Dr. Sabrina Iqbal Sircar	Assistant Professor, Political Science Dept.	
Rabisankar Konwar	President, PCSU	
Diuk Jyoti Handique	General Secretary, PCSU	
Tribenee Taye	Girls' Common Room Secretary, PCSU	

### BHARAT SCOUTS AND GUIDES (BSG)

The college has a vibrant BSG unit of Rover Crew and Ranger Team for the boys and girls students respectively, registered under The Bharat Scouts & Guides (BSG), Assam. The unit imparts regular training courses and organizes camping, community and adventure activities throughout the year.

**Contact Info:**

**Dr. Chandra Kant Pawe**

**Coordinator, BSG;**

**Assistant Professor, Geography Department**

### CANTEEN

The canteen is a privately managed unit that runs on periodical contract/ lease basis which provides various snacks and beverages to students, teachers, employees and visitors at reasonable rates. The lessee to which the contract is awarded is required to pay a pre-determined amount to the college fund on annual basis. Monitoring of the functioning and maintenance of the canteen is governed through a Canteen Monitoring Committee constituted

by the Principal in consultation with the IQAC. A Grievance Redressal Form to address grievance issues related to the canteen services and products is available with the canteen proprietor (also available in the college website in the **Downloads Section**).

**Contact Info:**

1. **Dr. Namita Das**  
**Convenor, Canteen Monitoring Committee;**  
**Associate Professor & HoD, Economics Department**
2. **Gobinda Saha**  
**Canteen Proprietor**  
**Phone: 84863-42144**

### **DAY CARE CENTRE CUM REST ROOM FOR DIFFERENTLY-ABLED**

Inaugurated in 2012, the Day Care Centre has been providing basic amenities to working mothers, especially lady teachers and women employees of the college, for taking care of their infants and minor children during working hours.

**Contact Info:**

**Ms. Priyanka Sarmah**  
**In-Charge, DCCRRD;**  
**Associate Professor & HoD, English Department**

### **EXAMINATION SICK ROOM**

This particular facility is meant for providing a comfortable ambience for those students who are physically unwell at the time of appearing for the theory papers in different academic examinations. Students are allowed to sit inside this room and appear for the examination under supervision of designated supervisors.

**Contact Info:**

**Ms. Priyanka Sarmah**  
**In-Charge, DCCRRD;**  
**Associate Professor & HoD, English Department**

### **FIRST AID CENTRE**

The FAC functions under the Health Care Monitoring and Promotion Committee. It provides basic infrastructure for any individual who suddenly falls ill or meets with accidents while within the campus and hence serves as a temporary measure to provide first-aid facilities until expert medical supervision is arranged, if required for the affected individual. It provides free first aid health facilities in cases of emergency. 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, Saline Stand, etc.

**Contact Info:**

**Priyanka Sarmah**  
**In-Charge, FAC;**  
**Associate Professor & HoD, English Department**

### **DEPARTMENTAL ADVISORY COMMITTEES**

The Departmental Advisory Committees exist in as much as 24 departments of the college, comprising of all faculty members, student and guardian representatives. Separate guardian representatives are nominated for different programs run in the departments. The DACs function with the following core objectives:

- Interaction and liaising with various institutional stakeholders
- Monitoring all academic and administrative programs/ tasks of the department
- Planning and execution of existing and new programs and policies pertinent to the department



- Holding of regular meetings with active participation of all stakeholder members and ensuring that all resolutions adopted in the different meetings are successfully complied with
- Advocate and formulate constructive suggestions pertaining to academic and administrative issues, thereby acting as a link between the department and the college administration

### GRIEVANCE REDRESSAL COMMITTEE

The core objective of the GRC is to put in place a democratic, responsive and accountable administrative system, for creating a harmonious teaching-learning environment in the college campus. The cell is intended to resolve different forms of grievances that may arise from time to time amongst the institutional stakeholders. It has been constituted in accordance with the **University Grants Commission (Redress of Grievances of Students) Regulations, 2019**. The members of GRC are nominated by the Principal in active consultation with the IQAC.

#### LAI D DOWN PROCEDURE FOR GRIEVANCE REDRESS:

Various categories of grievances shall be redressed through a mechanism as stipulated below:

#### 1. Lodging of grievances:

- (i) Grievances may be lodged by
  - (a) By using the institutional portal
  - (b) By using the drop-box facilities available in front of the Principal's Office and IQAC Office
- (ii) Grievances written/typed on plain paper and addressed to the Principal, may be dropped in any one of the two (2) boxes available.

#### 2. Deadline for grievance redressal: Within 15 working days

#### 3. Mode of grievance redressal:

##### • For grievances related to academic issues:

- (a) Grievances received shall be dealt by the GRC
- (b) Fair resolution of the matter shall be done through discussions with different stakeholders involved, viz. Principal, Vice Principal, Academic Head, Head of concerned Department, Departmental Advisory Committee, complainant, etc.

##### • For grievances related to ragging:

- (c) Grievances received shall be forwarded to the Convener of the Anti-Ragging Committee
- (d) Fair resolution of the matter shall be done by through discussions with different stakeholders involved

##### • For grievances related to classroom and campus hygiene, drinking water, electrical problems, washrooms/ toilets:

- (a) Grievances received shall be forwarded to the Estate Officer
- (b) Fair resolution of the matter shall be done by through discussions with different stakeholders involved

##### • For grievances related to hostel, library, canteen, college office and any other grievances not listed above:

- (a) Grievances shall be dealt by the GRC
- (b) Fair resolution of the matter shall be done by through discussions with different stakeholders involved

Name	Designation	Capacity
Dr. Manoj Kumar Mahanta	Principal	Chairperson
Atanu Kumar Chowdhury	Associate Professor, Economics Dept.	Convener
Dr. Manjit Kumar Mazumdar	Coordinator, IQAC	Members
Dr. Reena Barman Kalita	Convener, Hostel Advisory Committee	
Dr. Namita Das	Convener, Canteen Monitoring Committee	
Dr. Avijit Kumar Dutta	Convener, Office Orientation Committee	

Unindajyoti Choudhury	Librarian, PTNS Library	
Diuk Jyoti Handique	General Secretary, PCSU	

### GIRLS' HOSTEL (AMALPRABHA DAS GIRLS' HOSTEL)

The hostel is monitored by a Hostel Monitoring Committee. This committee is in charge of monitoring the functioning of the Amalprabha Das Girls' Hostel, which was inaugurated on 30.08.2013, with funds obtained from the UGC. The committee is constituted by the Principal in consultation with the IQAC. Seats in the hostel are allotted after admission on the basis of merit and first come first served basis. Day to day affairs of the hostel are managed and monitored by a lady warden/ superintendent stationed in the hostel premises. Caution money is refunded after a student completes her program of study in the college. However, it is not refunded if any student leaves the hostel in the midst of any semester. The seat and fees break-up of the hostel (for the session 2020-21) is detailed below:

<b>No. of available Seats</b>	<b>65</b>
<b>Admission Fees</b>	<b>Rs. 3000</b>
<b>Caution Deposit (Refundable)</b>	<b>Rs. 3000</b>
<b>Seat Rent</b>	<b>Rs. 2000 (per month)</b>

**Contact Info:**

**Dr. Reena Barman Kalita**  
**Convenor, Hostel Advisory Committee;**  
**Associate Professor & HoD, Botany Department**

### 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, 8kg x 2, 15kg x 2), Ab Roller (1 no.), Weight Machine (1 no.)*. The membership enrolment form can be downloaded from the college website from the **Download Section**. 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
<b>STUDENTS</b>	<b>100</b>	<b>500</b>	<b>1000</b>
<b>TEACHING STAFF (OTHERS)</b>	<b>200</b>	<b>1000</b>	<b>2000</b>
<b>TEACHING STAFF (REGULAR)</b>	<b>300</b>	<b>1500</b>	<b>3000</b>
<b>NON-TEACHING STAFF (NON-CAMPUS)</b>	<b>200</b>	<b>1000</b>	<b>2000</b>
<b>NON-TEACHING STAFF (CAMPUS)</b>	<b>300</b>	<b>1500</b>	<b>3000</b>

**ADMISSION FEE OF RS. 100/- APPLICABLE FOR ALL CATEGORIES**

#### Gym Timing Schedule

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

Any individual desirous of acquiring membership of the gymnasium is required to fill up the Membership Enrolment Form (available in the college website or with the Gymnasium Instructor) and submit the same to the Gymnasium Instructor with the requisite amount of

fee. Other terms and conditions for use of the Gymnasium Hub are detailed in the membership form.

**Contact Info:**

**Maloy Talukdar**

**Gym Instructor & Caretaker**

**INFORMATION AND CAREER GUIDANCE CELL (ICGC)**

The ICGC of the college was constituted in 2001 with the following aims and objectives:

- 1) To provide information regarding higher study options and careers
- 2) To create awareness about self-employment and entrepreneurship career options
- 3) To provide basic information about opportunities for self-employment and entrepreneurship and support system available
- 4) To provide assistance to students for recruitment in various organizations from time to time
- 5) To provide job-oriented training to students seeking jobs

**Contact Info:**

**Ms. Dipika Roy Medhi**

**Coordinator, ICGC;**

**Associate Professor & HoD, Philosophy Department**

**INTERNAL COMPLAINTS COMMITTEE**

The ICC has been constituted in the college as per requirements of *The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013* and *The UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulation, 2015*.

**Contact Info:**

**Dr. Reena Barman Kalita**

**Presiding Officer, ICC;**

**Associate Professor & HoD, Botany Department**

**LIBRARY (PANDIT TIRTHA NATH SARMA LIBRARY/ CENTRAL LIBRARY)**

**History:** The PTNS Library was established in 1954 by Pandit Tirthanath arma, the founder principal and an eminent scholar, in a tiny room attached to his office at Sonaram H.S. School with a modest collection of about 150 books. In 1963, the library was run in one room with a collection of 700 books. The library developed continuously and it was shifted to its own permanent building in 1991. At that time, the library collection was nearly 35,000 books. The college library was named after Pandit Tirthanath Sarma on February 24, 1995. Since its inception, the college library is striving for providing maximum support to the students as well as teachers in the teaching learning process. The library is very rich in terms of collection of Assamese and Sanskrit Literature. Presently, the library is running with Radio Frequency Identification (RFID) Technology. The library is linked up with INFLIBNET. Besides other modern services, the Pandit Tirthanath Sarma Library provides access to e-journals facilities to its users through the program entitled National Library and Information Services Infrastructure for Scholarly Content (N-LIST) under National Mission on Education. The entire first floor of the library building is presently running on solar power system.

**Library Timings:** The library remains open in all working days. Even during summer and winter breaks, the library remains open.

**Library Hours:** 9:30 am–4:30 pm

**Book Issue Timings:** 10:00 am–4:00 pm

**Library Membership:** Library membership is given to all students, teachers, and other staff of the college only.

**Library Cards:** Smart Library Cards are provided to all the members of the library. These cards are mandatory to enter the library. The digital attendance system of the library also operates with the smart library cards. Students can borrow and return library books through the self-service kiosks by using these smart library cards.

**U.G. students** having Major/Honours subjects can borrow **four** books at a time.

**U.G. students** of general course can borrow **two** books at a time.

**H.S., B.B.A., B.C.A., M.A., M.Sc. and M.T.M. students** can borrow **two** books at a time.

**Book Bank:** A book bank, sponsored and financed by the UGC has been maintained by the college since 1971. Poor and meritorious students are provided with books from the book bank for a complete academic session.

#### **Library Services:**

1. Operating with Online Public Access Catalogue (OPAC)
2. Borrowing and returning of library books with the help of self-service kiosks
3. Wi-Fi connectivity covering the entire library building
4. Provision of reprographic service at nominal costs
5. Facility for renewal and reservation of important books
6. Digital display of current books and journal stock
7. Display of current journals and magazines in the reading room
8. Providing documents on career development
9. Provision of user orientation programs for both teachers and students
10. Entire library building covered under CCTV surveillance

#### **Library Collection:**

Books: 60,386

Journals subscription: 16

Magazine subscription: 05

Newspaper subscription: 14 (both regional and national)

e-Journals and e-books: Membership of N-LIST, linkage with NDJ, NSDL, DOAJ, etc.

**Reading Room cum Reference Section:** The library has a spacious and well-equipped modern reading room accommodating about 72 students and a separate reading corner for teachers. Newspapers and periodicals are displayed in the reading room. Journals, magazines, periodicals and reference books are issued for use inside the reading room only. The library has a very good collection of dictionaries and encyclopaedias in the reference section.

**Special Service:** The library has a United Nations Library Corner which contains lots of valuable and rare publications of UNESCO, WHO, etc. There are two reference corners in the library – North East India reference corner and Pandit Tirthanath Sarma reference corner, for advance learners. The family of Late Pandit Tirthanath Sarma donated his valuable collection of books to the library. Maximum books of this collection pertain to Sanskrit and English literature. In this collection, a lot of rare and old books are available, which caters to the needs of learners with special interests. The library has a good collection of books for career guidance. The library is very rich in reference books viz. encyclopaedias, dictionaries, bound periodicals, record books, atlases, handbooks, etc.

#### **Contact Info:**

**Shri Unindajyoti Choudhury**

**Librarian**

#### **LIBRARIES (DEPARTMENTAL)**

1. Stock piling, usage and maintenance of these libraries is under the sole jurisdiction of the departments concerned
2. Books of these libraries may be collected/ accumulated/ stockpiled through voluntary donation of different individuals and stakeholders, viz. alumni, retired faculty members, faculty members of other institutions, serving faculty members, students currently enrolled or any member of the public
3. Books may be issued from these libraries to the departmental students for short term periods or to the faculty members for academic usage
4. Records of books issued may be done through designated registers and faculty members may take turns to serve as departmental librarian-in-charges

#### **NATIONAL CADET CORPS (NCC)**

The NCC unit of the college is full-fledged, with four different wings viz. Army, Navy, Air and Girls'. Regular training is imparted to the students throughout the year under trained Associate NCC Officers (A.N.O). The cadets participate in various activities and events throughout the year.

Associate NCC Officer(A.N.O)/ Care Taking Officer (C.T.O)	NCC Wing
<b>C.T.O. Dr. Jyoti Prasad Das</b>	1 Assam Battalion
<b>Sub. Lieutenant. Dr. Bidyut Bikash Baishya</b>	48 Assam Naval Unit
<b>C.T.O. Dr. Karabi Kherkatary Boro</b>	50 Assam Air Sqn. (Fly)
<b>C.T.O. Upama Kalita</b>	60 Assam Girls Battalion

### NATIONAL SERVICE SCHEME (NSS)

The NSS was introduced in the college in 1978 with financial aid from Govt. of India. Under this scheme, students render social service in backward rural areas and also undertake adult education programs. NSS volunteers of the college get the opportunities to participate in various social programs, both at the national and international levels.

**Contact Info:**

**Ms. Nandita Rajbangshi**  
Programme Officer, NSS;  
Assistant Professor & HOD (i/c), Hindi Department

### RED RIBBON CLUB (RRC)

The RRC was introduced in the college in 2009 with financial aid from the AIDS Control Society, Govt. of Assam. The club is associated with various awareness activities.

**Contact Info:**

**Dr. Jayanta Deka**  
Coordinator, RRC;  
Assistant Professor, Zoology Department

### SPORTS LIBRARY

- Convener of the Sports and Games Promotion Committee shall be the In-Charge of the Sports Library
- In-Charge of the Sports Library will be assisted in day to functioning by the PCSU Secretaries in charge of General Sports, Minor Sports and Cricket
- Separate Stock Register of sports items will be maintained by the In-Charge
- Issue and return of sports items to any intended user shall be done against proper entry in the Issue Register
- Appropriate compensation will have to be borne by the users if any damage is caused during the period of usage; this shall exclude consumable items like shuttle cock
- Under normal circumstances, items issued on any particular day shall be returned in good condition on the same day itself
- Special permission will have to be obtained from the In-Charge if the issued items are required to be kept under the custody of the intended users for more than 1 (one) day
- Nodal person for monitoring and maintenance of the SL:

**Dr. Amar Jyoti Dutta**  
Associate Professor, Mathematics Department

## STUDENT ACTIVITY BODIES

- **Bodo Literary Society:** This society was established in the year 1997 and functions under the Bodo Department as the nodal department. The mouth-piece of this society is *Pragjyotishani Sansri*, which is published on an annual basis.
- **Dhatu-The Chemical Forum:** This association came into existence on 11.03.2016 and functions under the Chemistry Department as the nodal department. Several in-house activities are organized annually under this forum.
- **Eco Club:** Established in the year 2019, the Eco Club has been formulated under the banner of National Green Corps Programme, which has been running since 2001-02 under the Ministry of Environment, Forests and Climate Change. In Assam, the Assam Science Technology and Environment Council (ASTEC) is the nodal agency. Some of the key activities of the chain of Eco Clubs include organization of various activities on environmental issues, organization of field visits to environmentally important sites, preparation of inventories of polluting sources and forward it to enforcement agencies, undertake case studies, creation of database on land use pattern etc., promotion of eco-friendly practices, acting as volunteers in national parks, botanical gardens, etc.
- **Economic Planning Forum:** It functions under the Economics Department as the nodal department. To carry out co-curricular and extra-curricular activities, and also on the directive of the then Central Government, an Economic Planning Forum was set up in 1964. Activities like memorial lectures, study tours, socio-economic surveys, popular talks, plant visits etc. are conducted under the aegis of the forum.
- **Geological Society of Pragjyotish College:** It functions under the Geology Department as the nodal department. The GSoPC came into existence on 10.03.2016, in a joint teacher-student initiative. It was brought forth with the motive to forge healthy ties and a feeling of togetherness among the youth belonging to the geological community. GSoPC aims to popularize the realm of geoscience and bridge the gap between the past and present students of the department.
- **Mathematical Society of Pragjyotish College:** It functions under the mathematics Department as the nodal department. The MSoPC officially came into being on 05.01.2021 with the broad objectives of popularizing the realm of Mathematics, forge healthy ties amongst members of mathematical fraternity and to bridge the gap between the students of different departments whose fields of works have some interconnections.
- **Pragjyotish College Geographical Society:** It functions under the Geography Department as the nodal department. The PCGS was established on 01.09.1954, aims at popularizing Geography as a subject. The vision of PCGS includes inculcating the member's mindset for thinking globally and acting locally; engaging the members in the program 'From Lab to Land' thrusting on ecology and environment-related issues; exploring the economic opportunities and employment possibilities through the application of job-oriented market based on geographical knowledge and skill; creation of awareness and promotion of application of GIS and remote Sensing techniques in the field of geographical and its allied studies; etc.
- **Pragjyotish College Students' Union:** The PCSU has been mandated to undertake different activities like extending of cooperation to the college authority for maintaining peace, harmony and conducive academic atmosphere; engaging students in social works; encouraging students to participate in various student-related activities; encouraging cultural and literary activities amongst the students; participation in various competitions; etc. The 16 members of office bearers are elected on an annual basis, for which a teacher in-charge is also nominated to supervise and coordinate the tasks of the concerned office bearer.

Name of Office Bearers	Portfolios	Teacher In-Charges
Rabisankar Konwar	President	Dr. Ranjit Das
Bhanita Devi	Vice President	Dr. RanjitaDeka

<b>Diuk Jyoti Handique</b>	General Secretary	Pradip Chandra Kalita
<b>Ujjal Paul</b>	Assistant General Secretary	Niva Deka
<b>Harsita Das</b>	Assistant General Secretary (Girls)	Dr. Namita Das
<b>Shashanka Barman</b>	General Sports Secretary	Dr. Jyoti Prasad Das
<b>Sankar Saha</b>	Minor Sports Secretary	Dr. Amar Jyoti Dutta
<b>Rakesh Borah</b>	Cricket Secretary	Dr. Priyam Barthakur
<b>Himanshu Baruah</b>	Gymnasium Secretary	Dr. Mridul Rabha
<b>Jyotshna Hujuri</b>	Debate & Symposium Secretary	Dr. Nandini Sarma
<b>Sabnam Pathak</b>	Music Secretary	Bishwajyoti Dev Mahanta
<b>Priyanka Gogoi</b>	Editor, College Magazine	Dr. Baikuntha Rajbongshi
<b>Chimi Choudhury</b>	Social Service Secretary	Nandita Rajbangshi
<b>Tribenee Taye</b>	Girls' Common Room Secretary	Dr. Reena Barman Kalita
<b>Koushik Uzir</b>	Boys' Common Room Secretary	Nabadeep Das
<b>Shubham Mallick</b>	Cultural Secretary	Dr. SatyaSandha Das

- **Students' First:** It is a platform for sharing experiences and views of the faculty members and student, which was established on 02.06.2015. This forum has organized several talks, poster presentations, awareness programs, etc., totalling about ten till date.

Name	Designation	Capacity
<b>Dr. Manoj Kumar Mahanta</b>	Principal	Chairperson
<b>Atanu Kumar Chowdhury</b>	Associate Professor, Economics Dept.	Convenor
<b>Dr. Avijit Kumar Dutta</b>	Assistant Professor, English Dept.	Members
<b>Dr. Jayanta Deka</b>	Assistant Professor, Zoology Dept.	
<b>Dr. Bidyut Bikash Baishya</b>	Assistant Professor, Economics Dept.	
<b>Dr. Makibur Rahman</b>	Assistant Professor, Zoology Dept.	
<b>Dr. Saitanya Kumar Bharadwaj</b>	Assistant Professor, Chemistry Dept.	

- **Pragjyotish College Zoological Forum:** It functions under the Zoology Department as the nodal department. It has been formed with the objectives like promotion and advancing the cause of Zoology, promoting zoological education to college and school students around the college areas, dissemination of scientific knowledge through activities, popularization of biological sciences and its benefits, promotion of awareness of biodiversity and promotion of extension education.

### STUDENTS' COUNSELLING CELL (SCC)

The SCC is entrusted with the responsibility of undertaking personal counseling issues of the students with professional assistance wherever required. The SCC is also entrusted with the task of coordinating and monitoring the departmental level student mentoring system. The members of SCC are nominated by the Principal in consultation with the IQAC.

Name	Designation	Capacity
<b>Dr. Manoj Kumar Mahanta</b>	Principal	Chairperson
<b>Gauri Hazarika</b>	Assistant Professor & HoD (i/c), Education Dept.	Coordinator
<b>Dipika Roy Medhi</b>	Associate Professor & HoD, Philosophy Dept.	Advisers
<b>Dr. Jayanta Deka</b>	Assistant Professor, Zoology Dept.	
<b>Arpita Das</b>	Assistant Professor, Political Science Dept.	Members
<b>Dr. Bagmita Bhagawati</b>	Assistant Professor, Chemistry Dept.	
<b>Dr. Priti Baishya</b>	Assistant Professor, Hindi Dept.	
<b>Dr. Mridusmita Devi</b>	Assistant Professor, Education Dept.	
<b>Amit Kumar Pradhan</b>	Assistant Professor, Botany Dept.	
<b>Unindajyoti Choudhury</b>	Librarian, PTNS Library	
<b>Dr. Jayanta Das</b>	Psychiatrist	
<b>Diuk Jyoti Handique</b>	General Secretary, PCSU	

## STUDENTS' DISCIPLINE MAINTENANCE COMMITTEE

The primary objective of this committee is to ensure the prevalence of a healthy academic atmosphere in the college campus. The committee shall seek to regulate all sorts of unruly behavior of students during college hours. All sorts of nuisance and menace caused due to unruly and improper behavior of the students shall be dealt with by this committee and appropriate disciplinary measures initiated considering the gravity of the offences. Matters pertaining to proper donning of the college uniform, proper use of student identity cards, decent behavior inside the classrooms and other places inside the campus etc shall also come within the jurisdictional ambit of this committee.

Name	Designation	Capacity
<b>Dr. Manoj Kumar Mahanta</b>	Principal	Chairperson
<b>Dr. Bimal Kumar Tamuli</b>	Assistant Professor, Geology Dept.	Convenor
<b>Seema Kaur</b>	Assistant Professor, Geology Dept.	Members
<b>Dr. Mridul Rabha</b>	Assistant Professor, Geology Dept.	
<b>Dr. Jyoti Prasad Das</b>	Assistant Professor, Geology Dept.	
<b>Barnali Mahanta</b>	Contractual Faculty & HoD i/c, Tourism Management Dept.	
<b>Diganta Talukdar</b>	Contractual Faculty & HoD i/c, Business Admin. Dept.	
<b>Bipasha Das</b>	Contractual Faculty & HoD i/c, Management Dept.	
<b>Bhanita Devi</b>	Vice President, PCSU	

## YOGA ARENA (YA)

- The Convenor of HCPMC shall coordinate with the Yoga Instructor for fixing up different issues pertaining to admission, session timing schedule, etc.
  - Materials pertaining to yoga training shall be in custody of the Convenor of HCPMC who shall arrange for safe storage of the same in a designated space
  - General cleanliness and hygiene of this facility will be monitored by the HCPMC
- Nodal person for monitoring and maintenance of the YA:

**Priyanka Sarmah**

**Associate Professor & HoD, English Department**

## YOUTH RED CROSS SOCIETY (under IRCS)

The Pragjyotish College unit of YRC has been formed in 2019. The objective of the society is to provide relief in times of disasters/ emergencies and also to promote health and care of the vulnerable people and communities.

**Contact Info:**

**Ms. Seema Kaur**

**Coordinator, YRCS;**

**Assistant Professor & HoD i/c, Zoology Department**

**NB: Please also refer to the following publications:**

- HANDBOOK OF PROFESSIONAL CONDUCT AND GUIDELINES**
- HANDBOOK OF INSTITUTIONAL USAGE AND MAINTENANCE POLICY**





**NB: For recent updates, students may refer to the institutional website:**  
[www.pragjyotishcollege.ac.in](http://www.pragjyotishcollege.ac.in)

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