

P R O S P E C T U S

College is the temple of knowledge

**YEAR
2016-17**



SAPATGRAM COLLEGE, SAPATGRAM
P.O.: SAPATGRAM :: DISTRICT : DHUBRI, ASSAM



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

*The Executive Committee of the
National Assessment and Accreditation Council
on the recommendation of the duly appointed
Peer Team is pleased to declare the
Sapatgram College
Sapatgram, Dist. Dhubri, affiliated to Gauhati University, Assam as
Accredited
with CGPA of 2.52 on four point scale
at B grade
valid up to February 18, 2021*

Date : February 19, 2016



[Signature]
Director

FOREWORD



Sapatgram College, a pioneering institution of higher learning in Bilasipara West Constituency, was established on 7th August, 1972. It is pertinent to mention that brilliant students of Higher Secondary Arts and Bachelor of Arts courses have been enhancing the glory of this coveted institution over the years. It is our endeavour to build in our students an analytical mind-set, in-depth professional knowledge, a passion for achievement and a socially desirable outlook. We firmly believe that our students bear all the qualities, virtues and capabilities to handle multifarious problems and challenges that confront the business world in general and the society in particular.

However, we cannot remain complacent with our brilliant achievement during the tenure of 44 years of our glorious existence, but we want to thrive worthily in the years to come with an eye to achieving the distinction of an eminent educational institution of lower Assam.

Towards our firm commitment to produce good professionals, corporate executives, administrators, academicians, we pledge our sincere effort and we hope to convert our dream to a reality by working in unison in spite of having different stakes, status and discharging abilities. Over and above, we attach paramount importance to rendering services to the society through our brilliant student brigade and we believe in letter and spirit that "Service to man is service to God".

I trust the teachers and students of Sapatgram College will give their best in materializing our dream of making this institution of ours a still better one and thus cementing its place as a unique institution from all perspectives.

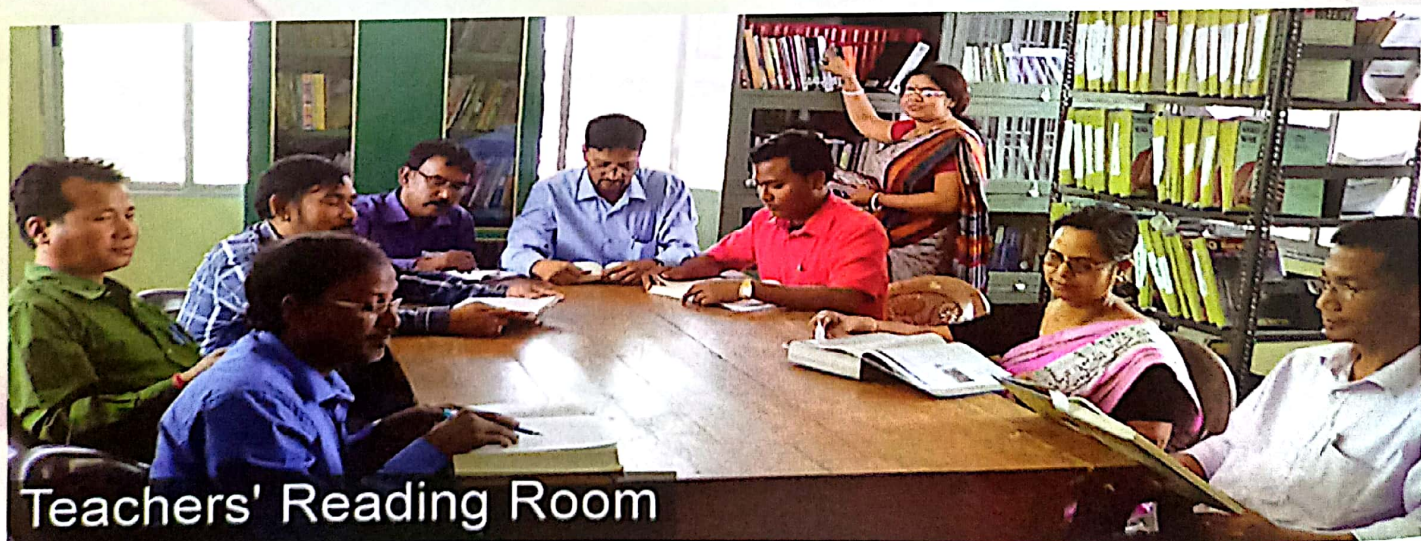
I extend my heartiest compliments to all the prospective students who have undertaken to receive education in this educational institution. I wish you all a fruitful academic session during 2016-17.

With best wishes,

*Principal
Sapatgram College*



College Entrance



Teachers' Reading Room



A BRIEF HISTORY OF THE COLLEGE

Sapatgram College is the only institution of higher education in this highly backward area of western Assam. It was started at the initiative of some local people interested in dissemination of higher education in this economically backward area. The college came into existence as a result of the untiring efforts and sacrifices of some of the leading personalities of the area like Late Panchanan Badhuri, Late Panchanan Medhi, Late Indubhusan Bhadra, Late Sunilal Narzary, Sri Santosh Kumar Dutta, Sri Samar Kanti Poit, Mr. P.K. Das, Mr A. Bhaduri, Mr Pabitra Kr. Das, Sri Ranajit Saha, Md. Sirajuddin Ahmed and others.

Initially the college functioned from the Kachari building of the Zamindar of Parbatjoar situated in Ward No. 1 of Sapatgram Town on the 7th August 1972. Later on, it was shifted to its present site. Then Late Lilananda Thakur (commonly known as Pagal Baba) donated a building along with 1 (one) bigha of land to the College which helped the college a lot in the initial period. The College is, at present, spread over an area of 25 (twenty five) bighas of land in the Sonamoyee Gaon Panchayat on the banks of the river Loska, allotted to the College by the Government of Assam. The College was accorded affiliation by Gauhati University in 1980-81. Subsequently, it was brought under the Deficit Grants- in- Aid system on the 1st September 1983 due to the active help of Late Ranendra Narayan Basumatary, Ex-Cabinet Minister of Assam. The College was recognized by the University Grants Commission under Section 2(f) and 12 (B) of the UGC Act, 1956 in July, 2002. In December, 2004 the college was assessed by the National Assessment and Accreditation Council, Bangalore and was accorded the grade C++. The College came under Provincialisation Act from 1st December 2005. Conforming to the National Pattern of Education (10+2+3 system), this full- fledged Degree College imparts two- year Higher Secondary and three- year Degree courses of studies in Arts stream and one year Regular PGDCA Course. The college has undergone the 2nd cycle of assessment by NAAC, Bangalore and has been accorded the Grade 'B' with CGPA 2.52 in February, 2016.

The College was under the stewardship of a number of educationists and administrators at different times. Sri R.K. Sharma was the founder Principal of the College. After him Sri R.N. Pandey took over the administration of the College as Principal. The great scholar and renowned economist, Dr B.P Mishra, was the Principal of the College from 4.9.1981 to 21.4.1982. Sri S.P Mukherjee remained the Principal i/c from time to time. Sri A. K Sengupta remained the Principal i/c for a short period. Sri. D. Sarkar joined the College as Principal on 1.4.1984 and continued up to 30.11.1996. Sri S.P. Mukherjee again became the Principal i/c till 30.5.99. Sri N. Roy remained the Principal i/c from 1.6.99 upto 1st August 2005. Dr T. K. Sarmah joined the College as Principal on 2nd August 2005 and continued up to 29.2.2016. Mr. S. K. Panigrahi became the Principal i/c on 1.3.2016.

**VISION:**

- The vision of Sapatgram College is to transform this Institution into a centre of excellence of higher learning by continuous working towards making education socially relevant and meaningful.

MISSION:

- Sapatgram College believes in imparting life-oriented and value-based education- an education aimed at strengthening the body, purifying the mind and sharpening the intellect.
- The college seeks to present itself as a major centre of learning for advancement, preservation, dissemination and use of knowledge in this rural and economically backward region of the state and thereby cater to the needs of the society and the nation.
- It encourages enrollment of students from different cross-sections of society by providing them with the best of infrastructure and learning resources, so as to make teaching and learning a pleasurable and profitable experience.

GOALS AND OBJECTIVES:

The chief goals and objectives of the institution are as follows:

- Imparting higher education in the field of Arts to the youths of this locality.
- Imparting job- oriented education through vocational / computer courses of studies.
- Promoting, highlighting and preserving local culture and cultural stuff.
- Inculcating moral and ethical values in the students.
- Addressing social needs and problems through extension services like organizing Health Awareness Camps, Free Medical Camps, AIDS Awareness Programmes, and Training Programmes on how to face natural calamities like flood, soil erosion, cyclone etc .
- Preparing young people who can transform knowledge/ideas into action and social reality.

COURSES OF STUDIES**Regular Courses:**

1. Two Year Higher Secondary course in Arts
2. Three Year Degree (General) course in Arts
3. Three Year Degree (Major) course in Arts
4. Post-Graduate Diploma in Computer Application (PGDCA)

Subjects Offered in H.S. Course, Arts:

ii) English.

ii) M.I.L. (Assamese / Bengali / Bodo / Alternative English)

iii) A student is required to take English, M.I.L. as compulsory subjects and three / four of the elective subjects from the following list:

1. Economics, 2. Education, 3. History, 4. Political Science, 5. Logic & Philosophy, 6. Advance Assamese, 7. Advance Bengali, 8. Computer Science & Application, 9. Mathematics.

Subjects Offered in Three Year (Six Semesters) Degree General Course, Arts:-

i) English.

ii) M.I.L. (Assamese / Bengali / Bodo / Alternative English).

iii) Environmental Studies.

iv) A student is required to take English and M.I.L. as compulsory subjects in 1st & 2nd Semesters, M.I.L. and Environmental Studies as compulsory subjects in 3rd & 4th Semesters (for both General & Major) and two of the elective subjects from the following list (for General):

1. Economics, 2. Education, 3. History, 4. Political Science, 5. Philosophy, 6. Computer Application (Vocational), 7. Mathematics.

Subjects Offered in Three Year (Six Semesters) Degree Major Course, Arts:-

Major Subjects	Combination Subjects (Any one of the following)
1. English	Economics / Education / Political Science / Philosophy/History / Computer Application / Mathematics.
2.Assamese	Economics / Political Science / Education / History / Philosophy / Computer Application / Mathematics.
3.Bengali	Political Science / Education / Economics / History / Philosophy / Computer Application / Mathematics.
4.Education	Economics / Political Science/ History/ Philosophy / Computer Application / Mathematics.
5.Political Science	Economics / Education / Philosophy/ History / Computer Application / Mathematics.
6.Economics	Political Science / Education / Philosophy / History / Computer Application / Mathematics.
7.History	Political Science / Education / Economics / Philosophy / Computer Application / Mathematics.

*** Note:**

However, it is worth mentioning that the major seats in each subject are 25 and will be filled up strictly on the basis of Merit and Counselling. The seats in every Elective Subject are 200 and will be filled up on the basis of merit.



Self Financing Courses

1. Certificate course in Communicative English.

Duration	: 3 Months
Eligibility	: H.S.
Number of Seats	: 20
Fees	: Rs. 200/-

2. Basic Course in Computer Application.

Duration	: 1 Year (Compulsory for H.S. 1st Year Students)
Eligibility	: H.S.L.C.
Fees	: Rs. 500/-

3. Certificate Course in Computer Application like C, C++, Internet, DTP, Hardware, Web Designing etc. (Under Third Eye Education, Sapatgram)

Duration	: 6 Months
Eligibility	: H.S.L.C.
Fees	: Rs. 4000/-

4. Post Graduate Diploma in Computer Application (Under Gauhati University)

Duration	: 1 Year
Eligibility	: Bachelor Degree (Any Stream)
Number of Seats	: 20
Fees	: Rs.12000/-

5. Diploma in Accounts & Finance (Under Third Eye Education, Sapatgram)

Duration	: 6 Months
Eligibility	: H.S.
Number of Seats	: 20
Fees	: Rs. 5000/-

Admission Process:

How to Apply:

Before the beginning of the academic session the Principal generally notifies the date for collection and submission of application forms on the college Notice Board and in the college website (sapatgramcollege.org). The college does not entertain applications for admission received after the last date of submission. The applicants have to submit attested copies of relevant certificates along with the applications. Incomplete forms are rejected. A Prospectus is supplied along with the application form. Applicants have to bring original certificates for verification at the time of admission.

**Selection Procedure:**

Students seeking admission have to present themselves before the selection committee as per dates to be notified. Selection is made on the basis of merit and personal interview. A list of the selected candidates for admission is notified on the college notice board.

Documents to be Submitted with the Form:

1. Attested copy of Mark Sheet.
2. Attested copy of Admit Card
3. Attested copy of Pass Certificate.
4. Attested copy of Caste Certificate.
5. 3 copies of stamp size photographs.
6. Self addressed envelope – 2 copies

Documents to be Produced at the Time of Admission:

1. Admit Card
2. Mark Sheet
3. Pass Certificate
4. Caste Certificate

Reservation of Seats:

There is a provision for reservation of seats belonging to S.C, S.T(P), S. T (H), O.B.C. and M. O.B. C. categories as per Government Rules. The candidates have to produce valid certificates issued by the competent authorities.

Attendance Rules in Classes

Attendance of students in class lectures, tutorial classes is compulsory. Students attending individual classes up to 75% or above in the H.S. (both 1st and 2nd Year) classes are only allowed to appear as regular candidates in A.H.S.E.C. Examinations. The students attending individual classes up to 75% or above in B.A. 1st, 2nd, 3rd, 4th, 5th & 6th Semesters are only allowed to appear as regular candidate at the Gauhati University Examinations. For Private candidates specific University regulations are applicable.

Teaching and Evaluation

The College follows the academic calendars of G.U. and A.H.S.E.C. for B.A. and H.S. courses respectively. Besides, the college has got its own academic calendar showing total working days, teaching days and date and time for various examinations. The academic year commences from the month of July.

In addition to normal classroom teaching, the college imparts teaching by organizing Departmental Seminars and tutorial classes.



The evaluation process is continuous and is based on the students' progress in home assignments, unit tests, laboratory work (for the students of Major In Education) field work, examinations and internal assessments.

Discipline

The students admitted to the college must abide by the rules and regulations of the college. Violation of rules, irregular attendance, non-payment of college dues and fees, showing discourtesy to the teachers and employees in any form, ragging, adoption of unfair means during examinations, causing damage to the college property, smoking, taking alcohol and intoxication drugs within the campus or in public places are some of the offences which may make a student liable for disciplinary action, viz, forced transfer, termination of scholarship and even expulsion from the college. Use of mobile phones in the college campus is strictly prohibited.

Uniform

The students admitted to the college must wear college uniform during class hours, in the examination hall and during all other college activities such as seminars, college week, extension activities and so on. The College Uniform is as follows:

- | | |
|---|---|
| 1. Boys: Black trousers
Cream colour shirt | 2. Girls: Black churidar
Cream colour kameez
Black dupatta. |
|---|---|

FACILITIES

• Central Library:

Central Library, Sapatgram College has been trying its best to provide efficient service to the readers. The Library has been aiming at supplementing the knowledge of the students which they acquire from their teachers. Central Library, Sapatgram College is well stocked with more than 17000 texts and reference books, more than a dozen of local and national journals and a few newspapers and other information sources like maps, globes CD-ROMs etc. It is situated on the 1st floor of the Administrative Building with a Reading Hall for students and a Reading Room for teachers. The library follows open access system and it remains open from 9:30 AM to 4:30 PM on the working days.

• Scholarship:

The following categories of scholarships are provided to the students studying in the college.

- i) State Merit Scholarship.
- ii) National Scholarship.
- iii) Scholarship to S.C., S.T., O.B.C., and M.O.B.C. category of students.
- iv) Scholarship for wards of Beedi workers.
- v) Minority Scholarship.
- vi) Joy Ram Jindal Scholarship.

- **Class Rooms:**

21 classrooms, both big and small, are available for taking theoretical and Education Major Practical Classes. There are 10 large Class Rooms for Higher Secondary classes and Degree Course General Classes, 10 small Class Rooms for Degree Major and Practical Classes and 1 Smart Class Room

- **Indoor Stadium cum Auditorium:**

The college has built an Indoor Stadium with UGC grant having provision for Badminton, Volleyball and other indoor games. The gallery can accommodate more than 700 audience. In the absence of an auditorium, the Indoor Stadium is being used as an Auditorium. There is a large stage in the building and as an auditorium it can accommodate more than 1500 audience.

- **Students' Common Room:**

There are separate Common Rooms for boys and girls with adequate toilet facilities and indoor games like table tennis, carom, chess etc. The Girls' Common Room is situated on the 2nd Floor of the Administrative Building with the provision of running water in the toilets and filtered drinking water. The Boys' Common Room is situated adjacent to the small class rooms with toilet facility with running water. Filters have been provided there for drinking water.

- **Women's Hostel:**

Sapatgram College has a Women's Hostel constructed with the UGC grants in two phases. The Women's Hostel is situated within the college campus in a healthy and secured environment. It is adjacent to the Principal's Quarter. The hostel has its own set of rules and regulations which are strictly mandatory for all the boarders. Students are encouraged to practise yoga in the hostel in the evening. One Yoga teacher teaches them the fundamentals of yoga every Sunday morning. This helps the boarders to concentrate their minds to devote for learning.

Administration:

The Women's Hostel, Sapatgram College has a strong and effective administrative base comprising the following members:

1. Mr. S. K. Panigrahi, Principal I/C: Overall Administrator
2. Mr. Mahabul Hoque Choudhury, Associate Professor: Superintendent
3. Miss. Nilima Das: Warden
4. Monitress: Selected from among boarders

Hostel Admission:

Regular hostel admission is done at the time of admission in college of each academic session. Students are selected strictly on the basis of merit. However, the reservation policy for SC/ST/OBC category students is strictly maintained.



Women's Hostel Fees:

1. Admission Fee	: Rs. 1000/-
2. Seat Rent (for 12 months)	: Rs. 2400/-
3. Electricity Fee	: Rs. 1500/-
4. Utensil Fee	: Rs. 100/-
5. Furniture Fee	: Rs. 200/-
6. Maintenance Fee	: Rs. 1000/-
Total	: Rs. 6200/-

- **Drinking Water:**

The college has taken adequate steps to provide safe drinking water to the students. There are online ultraviolet water purifiers in the Girls' Common Room, Central Library and Teachers' Common Room. Besides, a water cooler fitted to an online ultraviolet water purifier has been put for the use of all under the staircase of the Administrative Building. This comes as a boon to the students during the summer.

- **Toilets:**

The college has provided toilets in Girls' Common Room and Boys' Common Room. Besides, there is a separate toilet for boys. There are toilets in the Teachers' Common Room, Principal's Room, Conference Room for teachers, Conference Hall, the Central Library and the Office Room. The toilet in the Central Library is specifically meant for the female teachers and staff. All the toilets are cleaned regularly by a sweeper appointed by the college.

- **Canteen:**

College canteen remains open from 9am to 5pm. It is under the supervision of a contractor who is generally an ex-student of this college. There is a Canteen Supervisory Cell which looks after the smooth running of the canteen, regulates the prices of food items and inspects the quality of the food items. The canteen has separate sitting arrangement for students and teachers.

- **Internet:**

Internet facility has been provided to the students and teachers in the Central Library, Network Resource Centre and the Computer Centre of the college. There are 3 computers in the Central Library, 2 computers in the Network Resource Centre and 4 computers in the Computer Centre with internet facility which remain open to the students and teachers from 9.00 A.M to 4.30 P.M. The browsing and downloading in these computers are free of cost.



- **Sports Activity:**

The college has its athletics and sports equipments. One part time qualified Physical Education Teacher has been appointed to train the students in football, volleyball, cricket, gymnastics, high jump, long jump and other games and sports activities. The Indoor Games are conducted in the Mini Indoor Stadium.

- **Study Tour:** The Departments organize Study Tours for their students to places of historical, cultural and educational importance. The college organizes an environmental Study Tour for the students of 4th Semester as part of their syllabus of Environmental Studies. In such study tours the male and female teachers of the college accompany the students for maintaining discipline among them and to elaborate the historical/cultural/environmental significance of the places visited.

- **Literary Activity:**

Sapatgram College Magazine is published annually. It publishes the literary writings, views and opinions of students and teachers. Some of the Departments have their Wall Magazines which carry the poems, articles, cartoons and paintings of the students. Some of the Departments publish their Annual Journals which contain the research papers of the students presented in the Seminar Classes. All such efforts are aimed at bringing out the latent creative and critical talent in the budding students.

- **Quiz and Debate:**

There is a Debating Society in the college which organizes debates, extempore speeches and quiz competitions among the students from time to time and prizes are given to the winners on the Final Day Function of the College Week. All such activities are conducted with an aim of bringing out the latent talent in the students. The students of the college have won prizes in the quiz and debate competitions held at the sub-divisional and district levels by the Govt. of Assam.

- **Music and Dance:**

Music and dance are encouraged by the college. Of course, these are not actively promoted by the college because of lack of space and time. Competitions of music and dance are conducted during the College Week and the winners are awarded prizes and certificates on the Final Day Function of the College Week. The recognized singers and dancers are encouraged to perform in different meetings, workshops, seminars and functions of the college. Thus such talent is recognized by the college.

- **Scouts and Guides:**

Scouts and Guides was introduced in the college in 2004. The boys are encouraged to join Scouts as Rovers and the girls are encouraged to join Guides as Rangers. Dr. Padma Guha Agarwala, Associate Professor, is the Ranger Leader (H.W.B) and Mr. Abdul Rezzak Sheikh, Assistant Professor, is the Rover Leader. The main motto of Scouts and Guides is to build the students as good citizens by inculcating in them the sense of discipline, sense of self-sufficiency and the value of dignity of labour. The physical activities help the students in shaping their physical health and the cultural activities bring out the latent talent in them. The



Rangers and Rovers of the college are engaged in maintaining discipline, law and order in the functions in the college and also in the meetings, and functions in the neighbouring areas. Miss Nur Akhtara Begum and Ms. Gitarani Kalita were awarded the Rashtrapati Award for Ranger Testing conducted by the National Headquarter, Bharat Scouts and Guides, New Delhi in 2010. They received awards from Mrs. Pratibha Devi Singh Patil, Hon'ble President of India at Rashtrapati Bhavan in 2011. Sri Ratan Roy won the third prize in the Quiz Competition held in the North East Regional Tribal Scouts and Guides Meet at State Training Centre, Agartala, Tripura from 9th to 13th September, 2013.

- **National Service Scheme:**

NSS has been introduced in the college from the academic session 2015-16. 100 students of the college have joined it as volunteers.

- **Students' Union:**

Sapatgram College Students' Union Council is the elected body of representatives of the students. Each year the election to the posts of Vice-President, General Secretary, Asst. General Secretary, Secretary-Major Games, Secretary-Minor Games, Secretary-Debate & Culture, Social Service Secretary, Secretary-Boys' Common Room and Secretary-Girls' Common Room of SCSUC is held in the month of September and the elected representatives assume office and remain in power for one year, i.e. up to the newly elected representatives assume office. The Principal is the President of SCSUC. Teachers are appointed as Professor In-Charge against different portfolios and the Secretaries perform their activities under the active supervision of the teachers.

- **Recreation:**

The college takes steps in organizing music and dance shows by the students and by experts from outside. Prominent folk-singers are invited to perform before students in order to inculcate in the students a love for their own cultural heritage.

- **Discipline:**

The college believes that the objective of imparting education to the students and thus transform them into good citizens can be achieved only in a conducive atmosphere for such activities. In that case, the students have to be highly disciplined and punctual. Hence, the college maintains discipline in the campus. A Grade-IV employee at the entry gate does not allow the students without uniform and Identity Card to enter the campus. This is done in order to check the entry of trouble shooters. Any kind of indiscipline in the classroom and in the campus is strictly dealt with. The Class Management and Academic Atmosphere Supervisory Cell takes active steps in this regard.

- **Students' Aid Fund:**

Applications are invited from poor and meritorious students at the beginning of every academic session which are scrutinized by the Students' Aid Fund Committee and scholarships are given to the deserving students on the basis of merit out of the collection of Students' Aid Fund.



- **Departmental Rooms:**

All the Departments have been provided separate Departmental Rooms in the Old Building as well as in the New Building. Computers have been provided to most of the Departments and the computers in the newly constructed Teachers' Common Room have been provided Internet facility.

- **Career Counseling Cell:**

Counselling of students in the choice of subjects in General and Major Courses during admission and in the choice of career options to fresh graduates is an important aspect of every institution of higher education. Sapatgram College has a Career Counselling Cell which organizes counselling of students before admission regarding choice of subjects in General and Major Courses. It also organizes seminars and workshops in career counselling of fresh graduates regarding career options. Mr. Indranil Sarkar, Associate Professor and Head of the Department of English, is the Coordinator of the Career Counselling Cell.

- **Staff Quarters:**

The Principal's Quarters have been built with UGC grant in the college campus. There is a plan to build some staff quarters.

- **Communicative English:**

The Department of English conducts a 3 month Certificate Course in Communicative English for the interested students. The classes are conducted by the faculty of the Department after regular classes and on Sundays and holidays. The students have to pay only a Registration fee of Rs.200/- for the course which is utilized for purchase of study materials and stationery expenditure. The course is conducted twice in a year and 20 students are selected on the basis of merit and aptitude for each course. Mr. Indranil Sarkar, Associate Professor and Head of the Department of English, is the Coordinator of the Certificate Course.

- **Computer Centre:**

The Computer Centre, situated on the 2nd floor of the Administrative Building, conducts a number of computer courses in collaboration with Third Eye Education. The Basic Course in Computer Application has been made compulsory for H.S 1st Year students since 2008-09 academic session. The certificates to the successful students are given by the college. There are other courses such as Certificate Course in Computer Application (6 months), PGDCA(Regular) (1 year) under Gauhati University, and Diploma in Accounts & Finance (6 months) conducted by Third Eye Education. At present there are 20 computers in the Computer Centre.

- **Grievance Redressal Cell:**

The Grievance Redressal Cell, Sapatgram College remains active throughout the year and remains more vigilant at the commencement of every academic session in order to prevent any kind of ragging of the freshers. There is a Grievance Box in front of the Principal's Office which is opened at 4.00 P.M every day. The Principal, who is the Convener of the Cell, holds a meeting of the cell to discuss the grievances received and the cell tries to redress the grievances of the students.

- **Smart Class Room:**

The Smart Class Room has been constructed in the college with the grant from State Government in 2015-16. Some of the classes are held in this room where interactive sessions are held. Such things have immensely benefited the students.

- **Guest House:**

The college has constructed a Guest House out of the UGC grants. The Guest House was a necessity of the college in this rural area.

- **Post Graduate Correspondence School:**

The college has the facility of distance learning by its study centres of IDOL & KKHSOU. The courses offered are Post Graduate course in English, Assamese, Bengali, Political Science, Economics, History, Mathematics and Sanskrit. The Post Graduate Diploma Course in Sales & Marketing Management and Human Resource Management are also offered in these study centres.

Administration:

Governing Body:

Name of the Workforce	Designation of the Individual	Name of the Individual	Remark
Governing Body	President	Sri Ashok Kumar Sengupta	
	Secretary cum Principal i/c	Mr. Suman Kumar Panigrahi	
	Members	Mr. Majibar Rahman, Former Principal, Bilasipara College	University Nominee
		Dr. Kamal Narayan Choudhury, Former Principal, P.B.College,	University Nominee
		Mr. Abani Kanta Adhikary	Teachers' Representative
		Mr. Argeng Narzary	Teachers' Representative
		Mrs. Sabitri Roy,	Guardians' Representative
		Mr. Jaynal Abedin,	Guardians' Representative
		Mr. Biraj Chandra Das,	Guardians' Representative
		Mr. Jagadish Chandra Roy, Senior Assistant	Office Staff Representative



President, Governing Body:

Sri Ashok Kumar Sengupta

Head of the Institution:

Mr. Suman Kumar Panigrahi,

Principal i/c

Planning Board, Sapatgram College:

1. Mr. Suman Kumar Panigrahi, Principal i/c : Chairman
2. Dr. Padma Guha Agarwala : Member
3. Mr. Mahabul Hoque Choudhury : Member
4. Mr. Abdul Batan Mondal : Member
5. Mr. Jagadish Chandra Roy : Member

Internal Quality Assurance Cell:

1. Mr. S. K. Panigrahi, Principal I/C & Coordinator
2. Mr. M. H. Choudhury, Associate Professor: Assistant Coordinator
3. Dr. G. K. Saha, Associate Professor: Member
4. Ms. Aparna Sengupta, Associate Professor: Member
5. Dr. A. B. Mondal, Associate Professor: Member
6. Dr. K. K. Roy, Assistant Professor: Member
7. Mrs. R. Malakar, Librarian: Member
8. Mr. Samar Kanti Poit, Local Society Representative: Member
9. Mr. Prabuddha Gautam Sinha, Alumni Representative: Member

Admission Committee:

- | | | |
|-----------------------------|---------------|----------|
| Mr. Suman Kumar Panigrahi, | Principal I/C | Chairman |
| Mr. Maniruddin Sarkar | Member | |
| Mr. Mahabul Hoque Choudhury | Member | |
| Mr. Indranil Sarkar | Member | |
| Mr. Durgeshwar Sahariah | Member | |
| Mr. Jagadish Chandara Roy | Member | |

Students Aid Fund Committee:

1. Mr. Suman Kumar Panigrahi, Principal I/C : Chairman
2. Mr. Maniruddin Sarkar : Member
3. Mr. Mahabul Hoque Choudhury : Member

DEPARTMENTS:

Department of Assamese:

1. Sri Dinesh Kalita, Associate Professor & H.O.D.
2. Dr. Abdul Baten Mondal, Associate Professor
3. Sri Abani Kanta Adhikary, Assistant Professor.
4. Mr. Jinnat Ali Fakir, Guest Lecturer.

**Department of Bengali:**

1. Dr. Krishna Kanta Roy, Assistant Professor & H.O.D
2. Mr. Biswajit Roy, Assistant Professor.
3. Dr. Mayurakshi Nath, Assistant Professor.

Department of Bodo:

1. Mr. Argeng Narzary, Assistant Professor.

Department of Economics:

1. Mr. Maniruddin Sarkar, Associate Professor & H.O.D.
2. Ms. Aparna Sengupta, Associate Professor.
3. Dr. Gour Krishna Saha, Associate Professor.
4. Vacant (since 01.02.2014 after the retirement of the former H.O.D)

Department of Education:

1. Dr. Padma Guha Agarwala, Associate Professor
2. Mr. Shyamal Saha, Associate Professor & H.O.D
3. Ms. Munmun Banerjee, Assistant Professor

Department of English:

1. Mr. Suman Kumar Panigrahi, Associate Professor
2. Mr. Indranil Sarkar, Associate Professor & H.O.D
3. Mr. Rajendra Kumar Acharya, Associate Professor
4. Miss Sudeshna Chakraborty, Guest lecturer.

Department of History:

1. Mr. Durgeswar Sahariah, Associate Professor
2. Mr. Nozrul Islam Mondal, Associate Professor & H.O.D
3. Mr. Biswajit Barman, Guest Lecturer.

Department of Philosophy:

1. Mr. Abdul Razzak Sheikh, Assistant Professor & H.O.D
2. Vacant (since 01.01.2015 after the retirement of the former H.O.D)

Department of Political Science:

1. Mr. Baladev Roy, Associate Professor
2. Mr. Mahabul Hoque Choudhury, Associate Professor & H.O.D
3. Mr. Dhiraj Chandra Bordoloi, Associate Professor
4. Mr. Mithinga Brahma, Assistant Professor
5. Mr. Mantu Ram Das, Guest Lecturer.

Department of Computer Science:

1. Mr. Jaynal Abdin, Assistant Professor & H.O.D
2. Mr. Jahangir Alom Ahmed, Assistant Professor.

Department of Mathematics:

1. Mr. Eusob Ali Ahmed, Assistant Professor & H.O.D

Library Staff:

1. Mrs. Rita Malakar : Senior Librarian
2. Sri Manoj Kumar Das: Library Bearer

Office Staff:

1. Sri Jagadish Chandra Roy: Senior Assistant
2. Sri Kamaleswar Brahma: Junior Assistant
3. Sri Bijoy Roy: Junior Assistant
4. Sri Biswajit Barman: Junior Assistant
5. Sri Ratan Kumar Das: Junior Assistant
6. Sri Saidul Bepari: Grade-IV
7. Sri Tajurul Hoque Mondal: Grade-IV
8. Sri Bhim Bahadur Chetri: Grade IV
9. Sri Ramesh Basfore: Sweeper
10. Smt. Bina Ganguly: Grade IV
11. Smt. Milan Roy: Grade IV
12. Sri Nipan Adhikary: Grade IV
13. Sri Kamini Kalita: (Night guard)
14. Sri Kristo Roy: (Night guard)

Core Committees

Sl No	Committees & their Functions	Members
01	<u>ACADEMIC COUNCIL</u> i) Responsible for admissions, Curriculum design and Examinations. ii) Plan for introduction of new courses.	Mr. Suman Kumar Panigrahi, Principal I/C Mr. M. Sarkar, Convener Mr. D. Kalita Mr. B. Roy Mr. D. C. Bordoloi Mrs.R.Malakar
02	<u>ASSETS & MANAGEMENT CELL</u> i)Supervision of new construction. ii)Maintenance of college building. iii) Plan for expansion of college building. iv) Maintenance of the stock Register.	Mr. Suman Kumar Panigrahi, Principal I/C, Convener Mr. D. Kalita Dr. P. G. Agarwala Mr. M. H. Choudhury Mr. J. C. Roy



03	<u>LIBRARY ADVISORY COMMITTEE</u> i) Maintenance & development of college library. ii) Provide Internet facility for students iii) Provide adequate number of text books and reference books for teachers and students. iv) Provide Journals and Online Journals v) Provide Books and Materials for Competitive Examinations vi) Take steps for the automation of library functions vii) Adopt measures for overall maintenance and cleanliness of library	Mr. Suman Kumar Panigrahi, Principal I/C & Coordinator Mrs. R. Malakar, Librarian, Convener. All Head of the Departments.
04	<u>RESEARCH CELL</u> i) Undertake micro research projects related to the region. ii) Motivate others to engage in research. iii) Provide facilities for undertaking research work	Mr. Suman Kumar Panigrahi, Principal I/C Dr. G. K. Saha, Convener Dr. P. G. Agarwala Dr. A. B. Mondal Miss. A. Sengupta Mr. M. H. Choudhury Mr. K. K. Roy
05	<u>EXTENSION EDUCATION CELL</u> i) Undertake extension work in the nearby areas. ii) Undertake projects on extension education sponsored by U.G.C.	Mr. Suman Kumar Panigrahi, Principal I/C Mr. N. I. Mondal, Convener Mr. M. H. Choudhury, Co-Convener Dr. G. K. Saha Mr. D. Sahariah Mr. A. Narzary
06	<u>FINANCE AND ACCOUNTS CELL</u> i) Preparation of Annual Budget of the college. ii) Assist in the Internal Audit of the college.	Mr. Suman Kumar Panigrahi, Principal I/C, Convener Mr. M. H. Choudhury Mr. J. C. Roy Mr. B. Barman
07	<u>CLASS MANAGEMENT AND ACADEMIC ATMOSPHERE SUPERVISORY CELL</u> i) Preparation of daily routine for classes. ii) Preparation of academic calendar. iii) Supervision of class rooms. iv) Maintenance of academic atmosphere in the college.	Mr. Suman Kumar Panigrahi, Principal I/C, Convener Mr. D. Kalita, Co-Convener Mr. M. Sarkar Ms. A. Sengupta Mr. M. H. Choudhury Dr. A. B. Mondal Mr. A. Narzary
08	<u>GRIEVANCE REDRESSAL CELL</u> i) Look into grievances of students and other college staff. ii) Assist the Principal in redressal of grievances.	Mr. Suman Kumar Panigrahi, Principal I/C, Convener Mr. D. Kalita Mr. M. Sarkar Mr. B. Roy Dr. G. K. Saha Mr. M. H. Choudhury



09	<u>ALUMNI CELL</u> i) Preparation of alumni register of the college. ii) Work in co-operation with Alumni association. iii) Supervision of the work undertaken by the Alumni Association.	Mr. Suman Kumar Panigrahi, Principal I/C Mr. M. H. Choudhury, Convener Dr. G. K. Saha Mr. I. Sarkar Ms. M. Banerjee
10	<u>CAREER COUNSELLING CELL</u> i) Counselling of students at the time of admission. ii) Organize seminars and workshops in career counselling. iii) Counselling of fresh graduates about career options.	Mr. Suman Kumar Panigrahi, Principal I/C Mr. I. Sarkar, Convener Dr. G. K. Saha, Co-Convener Mr. N. I. Mondal Dr. A. B. Mondal Mr. D. Sahariah
11	<u>ANTI-RAGGING CELL</u> i) Prevention of ragging in college campus. ii) Making students aware of the evils of ragging. iii) Punishing those found involved in ragging. iv) If the need arises to file an FIR in local Police Station against those involved in ragging.	Mr. Suman Kumar Panigrahi, Principal I/C, Convener Mr. D. Kalita, Mr. B. Roy Mr. M. H. Choudhury Mr. N. I. Mondal Dr. G. K. Saha
12	<u>WOMEN CELL</u> i) To organize seminars and symposiums on women's issues. ii) To take up issues of exploitation and suppression of women in the locality. iii) To take appropriate steps for the creation of a congenial atmosphere for the girl students.	Mr. Suman Kumar Panigrahi, Principal I/C Dr. P. G. Agarwala, Convener Miss. A. Sengupta Mrs. R. Malakar Ms. M. Banerjee Ms. M. Nath
13	<u>DISASTER MANAGEMENT CELL</u> i) Preparation of Disaster Management Plans. ii) Sensitization of the staff and students of the college iii) Holding of mock drill exercises. iv) Holding of painting, essay writing, slogan writing and drama competitions on disaster management topics.	Mr. Suman Kumar Panigrahi, Principal I/C, Convener Mr. B. Roy Dr. G. K. Saha Mr. D. C. Bordoloi Mr. M. H. Choudhury Mr. N. I. Mondal Officer In-Charge, Sapatgram Public Health Centre Officer In-Charge, Sapatgram Police Station

**Non-Core Committees:**

Sl.No.	Committees and their Functions	Members
01	<u>LITERARY SOCIETY</u> i) Development of creative thinking in the students. ii) Development of writing ability of students.	Mr. Suman Kumar Panigrahi, Principal I/C Mr. D. Kalita, Convener Mr. I. Sarkar Mr. A. K. Adhikary Dr. A. B. Mondal Mr. K. K. Roy Mr. A. Narzary
02	<u>NATURE CELL</u> i) Beautification of college campus. ii) Undertake farm projects.	Mr. Suman Kumar Panigrahi, Principal I/C Mr. N. I. Mondal, Convener Mr. D. Sahariah, Co-Convener Dr. G. K. Saha Mr. M. H. Choudhury Mr. A. R. Sheikh Dr. A. B. Mondal Mr. M. Brahma.
03	<u>DEBATING SOCIETY</u> i) Organize debates, extempore speeches, quiz competitions etc.	Mr. Suman Kumar Panigrahi, Principal I/C Mr. I. Sarkar, Convener Mr. D. Kalita Dr. G. K. Saha Mr. D. Sahariah Mr. K. K. Roy
04	<u>GAMES AND SPORTS CELL</u> i) Promotion of games and sports in the college.	Mr. Suman Kumar Panigrahi, Principal I/C Mr. A. Narzary, Convener Mr. M. H. Choudhury, Co-Convener Mr. M. Brahma Mr. B. Roy Mr. N. I. Mondal Mr. Biswajit Roy
05	<u>COMPUTER CELL</u> i) Promotion of computer literacy in the college.. ii) Introduction of new computer aided courses.	Mr. Suman Kumar Panigrahi, Principal I/C Mr. M. H. Choudhury, Convener Ms. R. Malakar Dr. G. K. Saha Mr. Biswajit Roy
06	<u>CANTEEN SUPERVISORY CELL</u> i) Look after the smooth running of the canteen. ii) Regulate the prices of food items. iii) Quality control of the food items.	Mr. Suman Kumar Panigrahi, Principal I/C Dr. G. K. Saha, Convener Mr. M. Das Mr. M. Sarkar Mr. S. Saha Mr. K. K. Roy



07	VALUE BASED EDUCATION CELL i) Arrange weekly classes on value-based education. ii) Introduce yoga and meditation classes. iii) Organize seminars on value-based education.	Mr. Suman Kumar Panigrahi, Principal I/C Mr. N. I. Mondal, Convener Mr. M. Sarkar, Co-Convener Mr. R. K. Acharya Mr. D. Sahariah
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Fee Structure 2016-17:

Note:

- All the students of H.S 1st Year of the college have to pay a fee of Rs.500/- for the Basic Course in Computer Application which has been made compulsory from the session 2008-09.
- The girl students of H.S 1st Year and 2nd Year do not have to pay the tuition fee of Rs.600/-.

FEE STRUCTURE 2016-17 OF SAPATGRAM COLLEGE

Fees Heads	H.S. 1 st Year	H.S. 2 nd Year	1 st Semester		3 rd Semester		5 th Semester	
			Gen.	Major	Gen.	Major	Gen.	Major
Admission	100	100	200	200	200	200	200	200
Enrolment	25	25	220	220	220	220	220	220
Registration	75		370	370				
Building	200	200	200	200	200	200	200	200
Faculty Dev.	100	100	100	100	100	100	100	100
Development	200	200	200	200	200	200	200	200
Electricity	170	170	170	170	170	170	170	170
Permission			100	100	100	100	100	100
Library	150	150	175	175	175	175	175	175
Certificate	40	40	40	40	40	40	40	40
Identity Card	40	40	40	40	40	40	40	40
Maintenance	100	100	100	100	100	100	100	100
Scout & Guide	15	15	15	15	15	15	15	15
Seminar			25	25	25	25	25	25
Contingency	100	100	100	100	100	100	100	100
Practical Exam								
Student Aid	20	20	20	20	20	20	20	20
College Exam	200	200	300	300	300	300	300	300
Environment					300	300		
Major Subject				300		300		300
Union	200	200	200	200	200	200	200	200
Tuition	600	600	720	720	720	720	720	720
College Festival	40	40	40	40	40	40	40	40
Solar Maintenance	50	50	50	50	50	50	50	50
NSS	15	15	15	15	15	15	15	15
Computer Basic Course	500							
Total	2940	2365	3400	3700	3330	3630	3030	3330

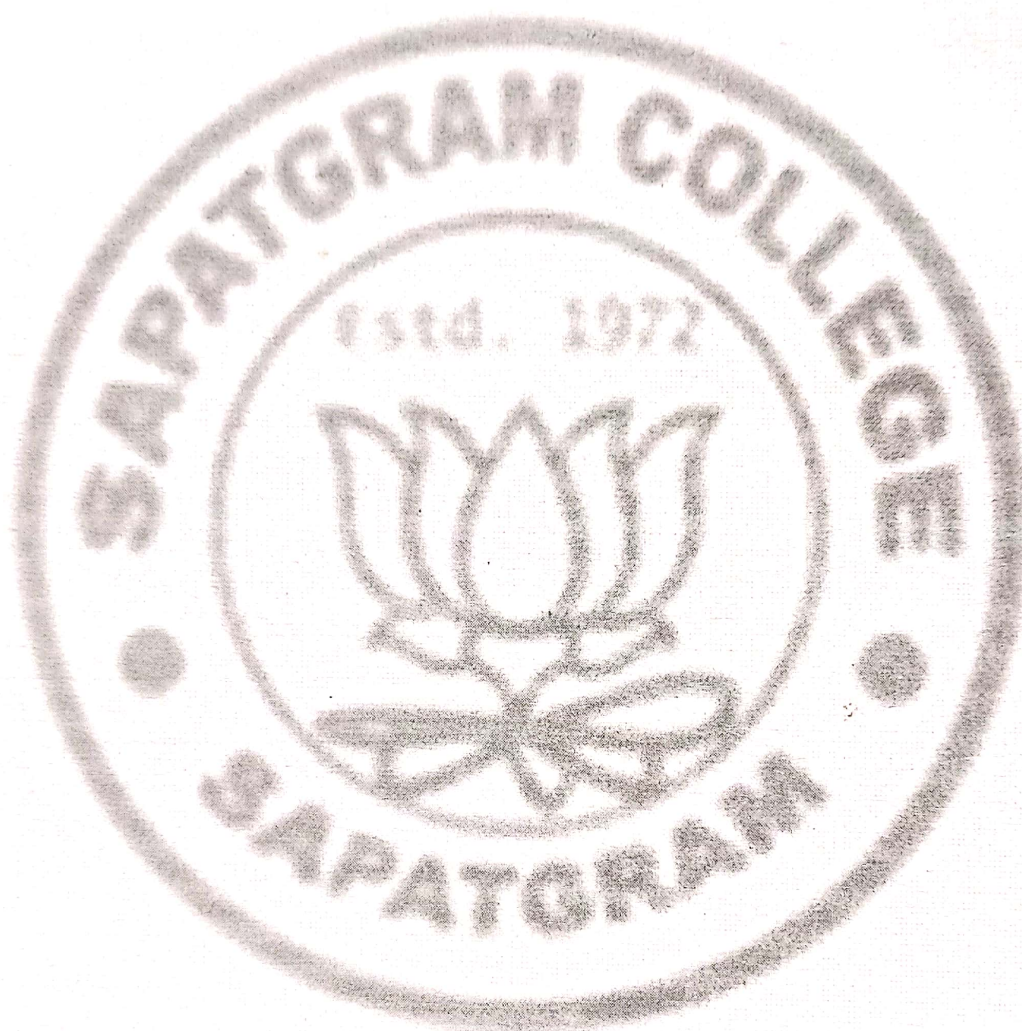


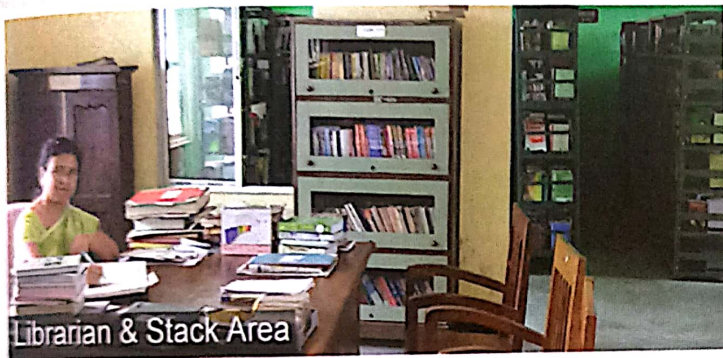
ACADEMIC CALENDAR FOR THE SESSION 2016-17
FOR B. A. CLASSES (Under Semester System), Sapatgram College under
GAUHATI UNIVERSITY

Month & Year	Working Days	Teaching Days	Exam. Days	Programmes Observed	Sundays	Holidays
July, 2016	1, 2, 4-5, 8-9, 11-16, 18-23, 25-30	NIL	NIL	Admission of B. A. classes be completed by 15 th July, 2016	3, 10, 17, 24, 31	1-31- Summer Vacation 6-7 - Id-Ul-Fitre
Total	24				5	31(2)
August, 2016	1-6, 8-13, 16-20, 23-24, 26-27, 29-31	1-6, 8-13, 16-20, 23-24, 26-27, 29-31	NIL	Classes of Odd Semester from 1 st Aug, 2016 7 th College Foundation Day, 15 th Independence Day	7, 14, 21, 28	7- Foundation Day 15 - Independence Day 22- Tithi of Sri Sri Madhabdev 25- Janmastomi
Total	24	24			4	4
September, 2016	1, 2, 5-10, 13-17, 19-24, 26-30	1, 2, 5-10, 13-17, 19-24, 26-30	NIL	3 rd Tithi of Sri Sri Sankardev	4, 11, 18, 25	3 rd Tithi of Sri Sri Sankardev 12 th Id-Uz-Zuha.
Total	24	24			4	2
October, 2016	1, 3-6, 18-22, 24-28, 31	3-6, 18-22	Mid Sem. Exam started from 24 th Oct.	Election of SCSUC will be held on 1 st October. 2 nd October Gandhi Jayanti.	2, 9, 16, 23, 30	2 nd Birthday of Mahatma Gandhi & Muharam, 7-15 Durga Puja, Lakshmi Puja. 17 th Kati Bihu. 29-30 Kali Puja & Dewali
Total	16	9			5	13
November, 2016	1-5, 7-12, 15-19, 21-26, 28-30	1-5, 7-12, 15-19, 21-26, 28-30	24-30 th Exam Days	Odd Semester Exam will start from 4 th week of the month.	6, 13, 20, 27	14 th Guru Nanak's Birthday
Total	25	25			4	1
December, 2016	1, 3, 5-10, 12-17, 19-24, 26-31	NIL	Odd Semester Exam be completed by 31 st Dec. 2016		4, 11, 18, 25	2 nd Asom Divas (Sukafa Divas) 25- Christmas Day
Total	26				4	2
January, 2017	2-7, 9-12, 16-21, 23-25, 27-28, 30-31	11-12, 16-21, 23-25	Nil	26 th Republic Day. 27-31 st College Week	1, 8, 15, 22, 29	1 st to 10 th Winter vacation 13-14 Magh Bihu, 26 th Republic Day.
Total	23	11	Nil		5	13

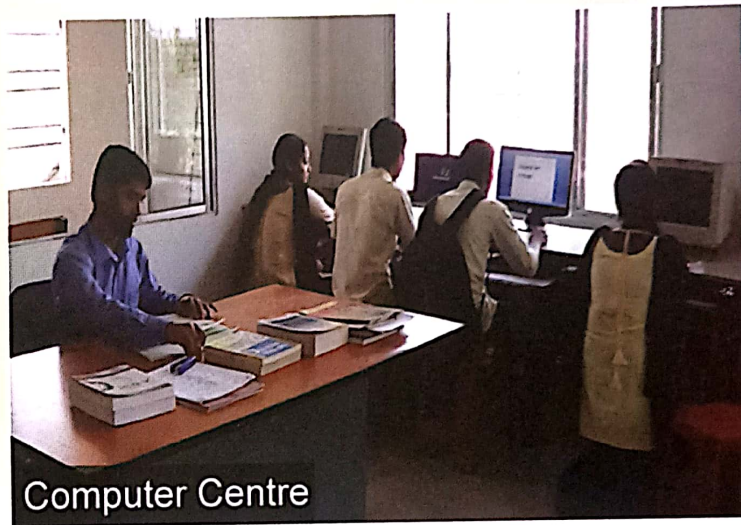


February, 2017	2-4, 6-11, 13-18, 20-24, 27-28	2-4, 6-11, 13-18, 20-24, 27-28	Nil	1 st Saraswati Puja 10 th Chilarai Divas	5, 12, 19, 26	1 st Saraswati Puja 25 th Maha Shivratri
Total	22	22			4	2
March, 2017	1-4, 6-11, 14-18, 20-25, 27-31	1-4, 6-11, 14-18, 20-25, 27-31			5, 12, 19, 26	13 th Dol Yatra
Total	26	26			4	1
April, 2017	1, 3-8, 10-12, 17-22, 24-29	1, 3-5, 17-22, 24-29	Mid Sem. Started from 6 th April		2, 9, 16, 23, 30	13-16 th Bohag Bihu
Total	22	16			5	4
May, 2017	2-6, 8-9, 11-13, 15-20, 22-27, 29-31	2-6, 8-9, 11-13, 15-20, 22-27, 29-31	End Sem. will start from last week		7, 14, 21, 28	1 st May Day 10 th Buddha Purnima
Total	25	25			4	2
June, 2017	1-3, 5-10, 12-17, 19-24, 27-30	NIL	End Sem. Exam.		4, 11, 18, 25	26 th Id-Ul-Fitre
Total	25	Nil			4	1
Grand Total	282	182				





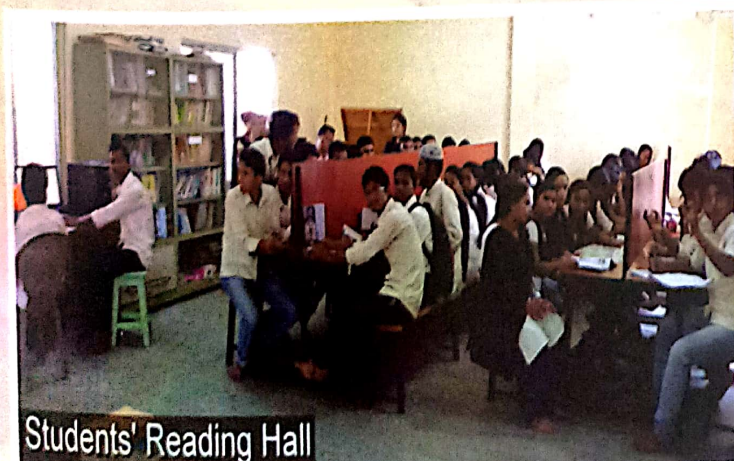
Librarian & Stack Area



Computer Centre



Stack Area



Students' Reading Hall



Computer Centre



National Seminar



Inauguration of Indoor Stadium



Rangers Nur Akhtara Begum & Gita Rani Kalita received the Rashtrapati Award in 2011





Students' Reading Hall



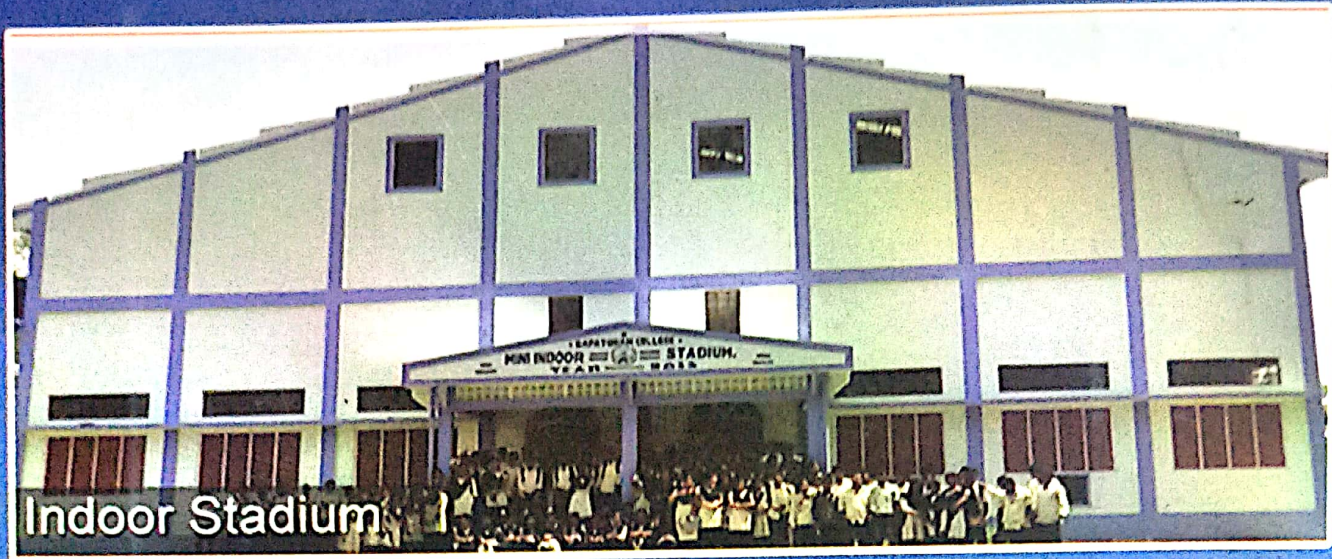
Women's Hostel



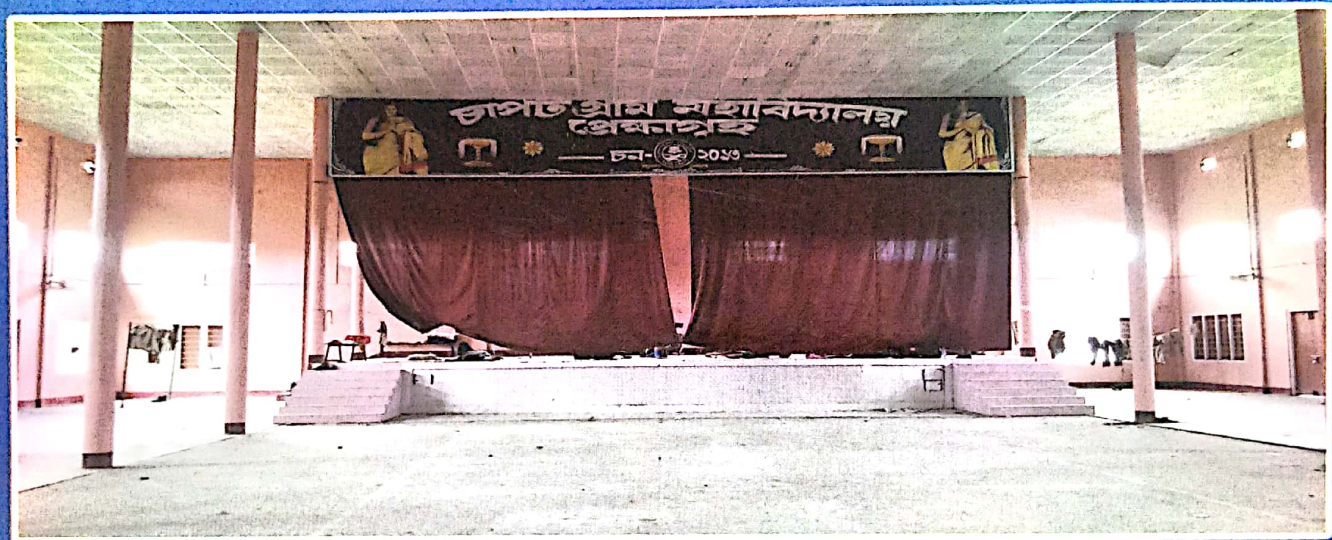
Women's Hostel



Indoor Stadium



Indoor Stadium



PROSPECTUS 2016-17 **SAPATGRAM COLLEGE, SAPATGRAM**

Rs. 100/-

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