

PROSPECTUS, 2024-25



SAPATGRAM COLLEGE

SAPATGRAM, DHUBRI, ASSAM

Website: www.sapatgramcollege.in

THE
COLLEGE
OF YOUR
DREAM



Online Portals

www.darpan.ahseconline.in (for Admission into Higher Secondary)

www.assamadmission.samarth.ac.in (for Admission into Degree)

www.sapatgramcollegeonline.co.in (College Admission Portal)

**Email: principalsapatgramcollege@gmail.com
sapatgramcollegeiqac@gmail.com**

Principal's Message



Dear Students,

Our Institution believes that the purpose of education is to turn mirrors into windows, and as such is focused not only on pure studies but also on providing opportunities to each student to explore his or her own capabilities and area of interest – curricular, co-curricular, or extra-curricular. We aim to develop soft skills that will equip them to manage and lead the varied opportunities and challenges of society with an added edge.

The constant growth in information and communication-related technologies in the recent past has brought about remarkable changes in various aspects of human life and led to the creation of a knowledge-based society where knowledge is the most powerful tool for success. In this context, being familiar with the latest technological advances in various fields has become an extreme need of the hour. Hence, apart from delivering excellent academic content and developing skills through practical experiences, the students are encouraged to develop interpersonal skills through interaction with knowledgeable resource persons. Various modules are chalked out to make them “industry ready”. The placement of young energetic, budding students is of prime importance to all of us. Systematic development and overall confidence building through bridge courses and weekly programs are unique to our institution.

Our faculty is a blend of seasoned mentors and innovative educators dedicated to imparting both knowledge and wisdom. While our foundation lies in the humanities, we enthusiastically embrace innovation, offering self-financed programmes like Computer Applications. Additionally, Skill Hub Initiative of PMKVY under National Skill Development Corporation (NSDC) provides our students with diverse skill based courses, integrating elements of science and arts seamlessly into our curriculum. This holistic approach ensures our students excel academically and are well-equipped for success in today's dynamic professional landscape.

Congratulations to the students for the session 2024-25 and best wishes for their bright futures. I sincerely thank the management for their visionary support at every moment. My words are not capable to express my deep sense of gratitude to parents & students for their faith in the Sapatgram College family. At last, I would like to convey heartfelt congratulations to my staff for their constant support.

Dr. Rajeshwar Prasad Singh
Principal
Sapatgram College

ABOUT THE COLLEGE

Sapatgram College, a pioneering institution of higher learning in Bilasipara West Constituency, was established on 7th August, 1972. 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, popularly 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 was accredited Grade B with CGPA 2.52 in February, 2016.

The present campus is spread over a little more than 25 Bighas of land. The campus is beautifully interspersed with gardens and different plants. The campus is ecofriendly with a great scenic beauty. The college has infrastructural facilities for all departments with well equipped library and wi fi connectivity. It has a Canteen, Guest House, Indoor Stadium, two Women's Hostels and a Solar Plant.

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.
- Creating a congenial atmosphere to create and disseminate knowledge of human experience, thought and creativity to advance human welfare in all its dimensions.

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.
- Preparing young people who can transform knowledge/ideas into action and social reality.
- Imparting highly professional and effective academic exposure to the student community of the locality.
- Establishing a centre of excellence to incorporate students, scholars, academicians and general community to translate institutional academic experience into a mass of social empowerment.
- To instill leadership role among the youth in order to develop environmental leadership

COURSES OF STUDY

Regular Courses:

The college provides the following regular courses:

1. Two Year Higher Secondary course in Arts
2. Four Year Under Graduate Programmes (FYUGP) under NEP 2020
3. Post Graduate Course on Computer Application (PGDCA)

Subjects Offered in H.S. Course, Arts:

i) English.

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

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. 10. Alternative English

About Four Years Under Graduate Programme (FYUGP)

Four years Under Graduate Programme (FYUGP) has been introduced from the academic session 2023-24 as per NEP-2020. There are eight semesters in UG courses over a period of four calendars years.

The schedule for the semester system is as follows:

First, third, fifth, seventh Semester (including examination) : August to December

Second, fourth, sixth, eight Semester (including examination) : January to June

In FYUGP, broadly there are two programmes:

B.A (Honours): One major- two minors

B.A (Without Honours): Three minors

In FYUGP, students have the option to exit the programme after 3 years. If one exits after three years in Honours programme, Student will get a Bachelor's Degree with Major. If a student completes the whole 4- year, student will get Bachelor's Degree with Honours.

In FYUGP, There are two courses: core course and common course:

In core course students have to select 3 subjects as per their choice.

Bachelor's Degree with Major

Bachelor's Degree with Honours

Common course is same for all students. In Common course, different Skill Enhancement Course, Multidisciplinary course Ability enhancement course and Value-added courses are offered

1. All students have to do Summer Internship programme of 4 credits

Summary of One major-two minors Programme upto VI semesters

Semester	Core Course				Common Course			
I	Major	Minor:1	Minor:2	-	MDC-I	VAC-I	AEC-I(MIL/AE)	SEC-I
II	Major	Minor1	Minor2	-	MDC-II	VAC-II	AEC-II(Eng)	SEC-II
III	Major	Minor1	Minor2	-	MDC-III			SEC-III
IV	Major	Major	Major	Major				
V	Major	Major	Major	Major			AEC-V(MIL/AE)	
VI	Major	Major	Major	Major			AEC-VI(Eng)	

Summary of three minors Programme

Semester	Core Course				Common Course			
I	Minor-1	Minor-2	Minor-3	-	MDC-I	VAC-I	AEC-I(MIL/AE)	SEC-I
II	Minor-1	Minor-2	Minor-3	-	MDC-II	VAC-II	AEC-II(Eng)	SEC-II
III	Minor-1	Minor-2	Minor-3	-	MDC-III			SEC-III
IV	Minor-1	Minor-2	Minor-3	One extra paper From minor subjects				
V	Minor-1	Minor-2	Minor-3	One extra paper From minor subjects			AEC-V(MIL/AE)	
VI	Minor-1	Minor-2	Minor-3	One extra paper From minor subjects			AEC-VI(Eng)	

Self Financing Courses

1. Certificate course in Communicative English.
Duration : 3 Months
Eligibility : H.S.
Number of Seats : 20
Fees : Rs. 500/-
2. Basic Course in Computer Application.
Duration : 1 Year (Compulsory for H.S. 1st Year& TDC 1st Semester Students)
Eligibility : H.S.L.C.
Fees : Rs. 1500/-
3. Certificate Course in Computer Application like C, C++, Internet, DTP, Hardware, Web Designing etc.
Duration : 6 Months
Eligibility : H.S.L.C.
Fees : Rs. 4000/-
4. Post Graduate Diploma in Computer Application (Regular)
Duration : 1 Year
Eligibility : Bachelor Degree (Any Stream)
Number of Seats : 20
Fees : Rs.12000/-
5. Diploma in Accounts & Finance
Duration : 6 Months

Eligibility : H.S.
Number of Seats : 20
Fees : Rs. 4000/-

Admission Procedure:

Issuing application for admission into all classes/courses begins with the notification issued by the principal immediately after the announcement of respective results in the college Notice Board and college website (www.sapatgramcollege.in) and the Form and the Prospectus for admission can be obtained from our College Website and also from our Online Admission Portal(www.sapatgramcollegeonline.co.in/www.darpan.ahseconline.in/www.assamadmission.samarth.ac.in).The intending candidates are asked to download the prospectus which is free of cost and to submit the online filled forms along with all required documents within prescribed time limit. Applications are scrutinized and finalized by the “Admission Committee”. The lists of selected candidates are displayed on the college website and the selected candidates are to get themselves admitted accordingly, failing which the selection stands cancelled. The college will not entertain any other mode of applications for admission except online mode and after the last date of submission.

Selection Procedure:

Selection is made on the basis of merit. A list of the selected candidates for admission is notified on the college website. The details procedure of online admission and their supporting documents which to be submitted along with application form will be notified in the College website after getting the Govt. of Assam guidelines.

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. and physically handicapped categories as per Government Rules. The candidates have to produce valid certificates issued by the competent authorities.

COLLECTION OF FEES

As per govt. of Assam guidelines.

Academic Regulations:

The college follows the regulation prepared by A.H.S.E.C and G.U. being in force from time to time in respect of concerned Courses.

GENERAL RULES AND REGULATIONS:-

1. Identity Card is mandatory for all the students during college hours.
2. Students must wear College Uniform in the College campus during the College hours.
The Uniform shall be of the following specification-

For Boys	For Girls
Shirt – Cream Colour Trousers- Black Colour	Salwar- Black Colour Kameez-Cream Colour Dupatta- Black Colour

3. Students shall abide by the rules and regulations prescribed by the college authority.
4. A student shall be subjected to disciplinary action if he/she is found to be disobedient or indecent in his/her behavior with the teachers, other employees & students and with the college authority.
5. A student who is found to have violated college rules and regulations shall be liable to expulsion.
6. No notice or leaflet can be circulated anywhere in the college premises without the prior approval of the Principal.
7. Ragging in any form strictly prohibited. Anyone found guilty of ragging or averting, it is punishable as per order of Honourable Supreme Court of India.

TEACHING AND EVALUATION

The college follows the ACADEMIC CALENDER of G.U. for graduate and of A.H.S.E.C. for H.S. course and is subject to G.U. and A.H.S.E.C. course regulation respectively. Besides, the college has got its own academic calendar showing total number of working days, teaching days, date and time for various Internal Examination. The college has its own mechanism to evaluate the performances of the students for continuous evaluation and thereby maintaining quality education. The college has shown excellent results all along.

In addition to normal class room teaching, the college imparts teaching by organizing seminars, departmental seminars, tutorial classes etc. The Evaluation process is continuous and based on the student's progress in class assignments, unit test.

FACILITIES

- **Class Rooms:**

22 classrooms, both big and small, are available for taking theoretical and Education Major Practical Classes. There are 7 large Class Rooms for Higher Secondary classes and Degree Course General Classes and 15 small Class Rooms for Degree Major and Practical Classes including 3 smart class rooms.

- **Mini Indoor Stadium**

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 audiences.

- **Community Hall cum auditorium:** The College has a well furnished Community Hall cum auditorium in the college campus which is constructed under WPT ministry, govt. of Assam. Various cultural programme, Seminar, conference, Symposium etc. are organized in that hall.

- **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 Indoor Stadium with toilet facility. Steps are being taken to provide running water to it. Filters have been provided there for drinking water.

- **Drinking Water:**

The college has taken adequate steps to provide safe drinking water to the students. There are water purifiers in the Girls' Common Room, Central Library and Teachers' Common Room. Besides, a water cooler fitted with an ultraviolet water purifier. 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 9:00 am to 5:00 pm. 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 food items. The canteen has separate sitting arrangement for students and teachers. The college canteen is adjacent to the Indoor Stadium.

- **Internet:**

Wi-Fi facility has been provided to the students and teachers from 9.00 am to 5.30 pm. The browsing and downloading 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.

- **Gymnasium:** The College has a gymnasium with modern equipments and facilities. The Sapatgram College families and the students have the opportunity to utilize the well equipped gym tools.

- **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 hidden talent of 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, retired 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 hidden talent in them. The Rangers and Rovers of the college are engaged in maintaining discipline, law and order in the functions of the college and also in the meetings, and functions in the neighboring 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:**

Aims and Objectives of NSS

The National Service Scheme (NSS) aims to instill in students a sense of social responsibility, community service, and civic engagement. Its objectives are centered around fostering a sense of community, understanding societal issues, and encouraging personal and social development through volunteer work. Here's a breakdown of the key aims and objectives of NSS:

1. **Develop Social Awareness:** Encourage volunteers to understand the needs and problems of the community and identify ways to help.
2. **Promote Civic Responsibility:** Instill a sense of duty towards society and encourage active participation in civic life.
3. **Encourage Leadership and Teamwork:** Provide opportunities for volunteers to develop leadership skills and teamwork by engaging in various activities.
4. **Foster National Integration:** Promote unity and integration by bringing together volunteers from diverse backgrounds.
5. **Encourage Personal Growth:** Help volunteers develop confidence, empathy, and a sense of purpose through community service.
6. **Promote Environmental Awareness:** Engage volunteers in environmental conservation activities to promote sustainability and environmental awareness.

Process of Regulation

The regulation and management of NSS units, like the one at Sapatgram College under Gauhati University, involves a structured approach to ensure effective operation and fulfillment of objectives. Here's an outline of the process:

1. **Annual Enrollment:** Each year, the NSS unit admits a new batch of volunteers. In the case of Sapatgram College, 50 volunteers are admitted annually, totaling 100 volunteers.
2. **Program Coordination:** The NSS Program Officer (PO) at the college is responsible for coordinating activities, training volunteers, and liaising with the Gauhati University Cell. The PO plays a key role in planning and executing activities.
3. **Activity Planning:** The NSS unit plans various activities throughout the academic year, focusing on community service, environmental projects, health camps, literacy programs, and more.
4. **Volunteer Training:** Volunteers receive training and orientation to prepare them for community service. This training includes the NSS motto, "Not Me, But You," emphasizing the spirit of selfless service.

5. **Community Engagement:** Volunteers engage in community service activities, working with local communities, schools, and other organizations. These activities are designed to address societal needs and promote social welfare.
6. **Monitoring and Evaluation:** The NSS unit monitors and evaluates the effectiveness of its activities. This includes assessing volunteer participation, the impact of activities on the community, and overall program success.
7. **Annual Reports:** The NSS unit submits annual reports to Gauhati University Cell, detailing activities, volunteer participation, and outcomes. These reports help maintain accountability and ensure alignment with NSS objectives.
8. **Recognition and Rewards:** Volunteers who demonstrate exceptional commitment and leadership may receive recognition or awards for their contributions. This recognition can motivate volunteers to continue their efforts.

By following this structured approach, the NSS unit at Sapatgram College contributes to the overall goals of the National Service Scheme, promoting social responsibility, civic engagement, and community development.

- **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 November 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 take active steps in this regard.

- **Departmental Rooms:**

Some of the Departments have been provided separate Departmental Rooms and only 4 Departments have been shifted to the newly constructed Teachers' Common Room. Computers have been provided to the Departments and the computers in the newly constructed Teachers' Common Room have been provided Internet facility.

- **Career Counseling Cell:**

Counseling 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 Counseling Cell which organizes counseling of students before admission regarding choice of subjects in General and Major Courses. It also organizes seminars and workshops in career counseling of fresh graduates regarding career options.

- **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 months 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.

- **Computer Centre:**

The Computer Centre, situated on the ground floor of the Administrative Building, conducts a number of computer courses. The certificates to the successful students are given by the college. At present there are 24 working computers in the Computer Centre. The centre also successfully conducts PGDCA course under GU (Regular) mode since 2009-10

- **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:**

At present 3 well equipped fully functional Smart Class Rooms are there in the college.

Some of the ICT classes are held in the room having internet facilities with Interactive Panel, Modern digital Podium, Projectors etc.. 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.

- **Central Library**

Central Library, Sapatgram College has been trying its best to provide efficient service to the readers and its users. 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 20,000 thousand 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 also subscribes online journal and books from N-list developed by INFLIBNET, Ahmedabad.

The library is partially automated using Soul 2.0 software developed by INFLIBNET centre. At present library is automated having RFID technology integrated with SOUL 2.0 software. Use of RFID technology enables the users self issue and return facility and web apac facility. From web apac facility users can search the documents available in our library. In RFID technology we have one anti theft gate security system. 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 all working days. Students get membership at the time of their admission in the college. But they have to apply separately to obtain library cards. All teaching and non-teaching staff are also members of the library. Efforts are made to include the alumni and interested people of the local society as members of the Central Library at the cost of caution money.

Services:

The Library provides the following services:

1. Lending Service
2. Reference and Information Service
3. Reading Room Service
4. Photocopy Service
5. User Orientation Service
6. Internet Service
7. Book Bank Service

Library Card:

Each students issued library card and borrow two books at a time. Students should return the books within 15 days from the date of issue. Student must abide by the rules & regulation of the library for the greater interest of the college.

Women's Hostels:

Sapatgram College has two Women's Hostels constructed with the UGC grants in two phases. The Women's Hostels are in the college campus in a healthy and secured environment. Both the Hostels are adjacent to the Principal's Quarter. The hostels have their own set of rules and regulations which are strictly mandatory for all the boarders.

Administration:

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

1. Dr. R. P. Singh, Principal : Overall Administrator
2. Dr. Munmun Banarjee, Assistant Professor: Superintendent
3. Ms. Jenifa Parbin (Warden)

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.2000/-
4. Utensil Fee	: Rs.100/-
5. Furniture Fee	: Rs.200/-
6. Maintenance Fee	: Rs.1200/-

Total	: Rs.6, 900/-
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LIST OF ADMINISTRATIVE, TEACHING and NON-TEACHING STAFF:

ADMINISTRATIVE STAFF:

DR. RAJESHWAR PRASAD SINGH M.A., Ph.D., Principal
MR. MAHABUL HOQUE CHOUDHURY, Academic Officer

NON-TEACHING STAFF:

Sri Jagadish Chandra Roy, Senior Assistant
Sri Kamaleshwar Brahma, Junior Assistant
Sri Bijoy Roy, Junior Assistant

Mr. Sumit Dutta, Junior Assistant
 Mr. Shahidul Bepari, Grade-IV
 Mr. Tajurul Hoque Mondal, Grade –IV
 Ms. Aparajita Choudhury, Grade- IV
 Mr. Bhim Bahadur Chetry, Grade –IV (Temporary)
 Mr. Manoj Kr. Das, Grade-IV (Temporary)
 Mr. Nur Islam Bepari, Night Chowkidar, Women's' Hostels
 Mr. Anay Barman, Electrician (For looking after the Solar System specially)
 Mrs. Milon Roy-Grade-IV
 Mr. Mustafa Bepari(Cleaner)
 Mr. Priya Guha- Grade-IV
 Mr. Romesh Basfore, Sweeper

Voluntary Service

Dr. Hemanta Nath , Medical Consultant

Library Staff:

Mrs. Rita Malakar, Librarian

Mr. Risab Dey (Library Assistant, Temporary)

Teaching Staff:

DEPARTMENT	NAME OF THE FACULTY	DESIGNATION
ASSAMESE	1. Dr. Abdul Baten Mondal (HOD)	Associate Professor
	2. Mrs. Lekhika Gogoi	Assistant Professor
	3. Ms. Jenifa Parbin	Assistant Professor
Bengali	1. Dr. Krishna Kanta Roy(HOD)	Assistant Professor
	2. Dr. Chaitali Bhowmick	Assistant Professor
	3. Dr. Bapi Ch. Das	Assistant Professor
English	1. Dr. Ronchai Basumatary(HOD)	Assistant Professor
	2. Mr. Bulen Chutia	Assistant Professor
	3. Mr. Saiful Sheikh	Assistant Professor
Bodo	1. Sri Argeng Narzary(HOD)	Assistant Professor
Economics	1. Mrs. Smriti Rekha Barman (HOD)	Assistant Professor
	2. Mrs. Manisha Singha	Assistant Professor
	3. Dr. Jogomaya Paul	Assistant Professor
	4. Vacant	Assistant Professor
Political Science	1. Mr Mahabul Hoque Choudhury(HOD)	Associate Professor
	2. Mr. Mithinga Brahma	Assistant Professor
	3. Dr. Juthika Das	Assistant Professor
	1. Dr. Munmun Banarjee (HOD)	Assistant Professor

Education	2. Mrs. Trishna Bhuyan	Assistant Professor
	3. Ms. Monisha Borah	Assistant Professor
History	1. Ms. Dipanjali Barman (HOD)	Assistant Professor
	2. Vacant	Assistant Professor
Philosophy	1. Mr. Abdul Rezak Sk	Assistant Professor
	2. Dr. Abu Zafar Ahmed (HOD)	Assistant Professor
Mathematics	1. Dr. Eusob Ali Ahmed(HOD)	Assistant Professor
Computer Science	1. Mr. Jaynal Abdin (HOD)	Assistant Professor

IQAC:

Internal Quality Assurance Cell, Sapatgram College was formed in February, 2016 after the Accreditation (2nd Cycle) by NAAC. Dr. Jogomaya Paul was appointed as Coordinator of the IQAC in 2023. It runs with the help of its members under his leadership. The cell meets frequently to discuss the quality aspects, financial aspects and planning. The cell has already adopted some measures for improvement in academic life of the college. It has introduced uniform Teaching Plan and Execution Diary for the teachers of all the Departments. Attendance of students and teachers are monitored and annual assessment of teachers by students is regularly carried out. The suggestions of IQAC have helped to improve Financial and Managerial affairs of the college. The following Cells are functioning under IQAC

INTERNAL QUALITY ASSURANCE CELL:

1. Dr. R. P. Singh, Principal	: Chairperson
2. .Dr. Jogomaya Paul, Assistant Professor	: Coordinator
3. Mr. M. H. Choudhury, Associate professor	: Assistant Coordinator
4. Dr. E. Ali Ahmed, Assistant Professor	: Assistant Coordinator
5.Dr. Juthika Das, Assistant Professor	: Assistant Coordinator
6. Mr. Bulen Chutia , Assistant Professor	: Assistant Coordinator
7. Dr. A. B. Mondal, Associate professor	: Member
8. Dr. Ronchai Basumatary	: Member
9. Ms. Dipanjali Barman , Assistant Professor	: Member
10. Mr. Jaynal Abdin	: Member
11. Mr. D. C. Bordoloi	: Member (Management)
12. Dr. H.K.Nath	: Member (SAO)
13.Mr. Samar Kanti Poit	: Member (Local Society)
14. Ankur Nath	: Member(Student)
15.Dr. Munmun Banerjee	: Member (Alumni)
16. Mr. Iman Ali	: Member (Stake Holder)

Rastriya Uchchatar Shiksha Abhiyan (RUSA)

The college has appointed the following teacher as the office bearer of RUSA for overall quality enhancement and faculty development of the institution with proper planning and monitoring. The Project Monitoring Unit has been constituted as follows:

1. Mr. Hemendra Nath Brahma, President , GB
2. Dr. R. P. Singh, Principal, Chairperson
3. Mr. Argeng Narzary (Coordinator, RUSA)
4. Dr. Jogomaya Paul, Coordinator, IQAC, Member
5. Ms. Mithinga Brahma, Member
6. Mr. Subhash Roy, (Archetect&Engineer)
7. Jaynal Abdin , Assistant Professor (Technical Expert)
8. Two students from the Students' Union (subject to selection by PMU)

Governing Body of the College:

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|--------------------------------|-------------------------------|
| 1. Mr.Hemendra Nath Brahma, | : President |
| 2. Dr. R. P. Singh, | : Principal & Secretary |
| 3. Dr.Haren Ch. Roy, | : GU. Nominee |
| 4. Mr. D.C.Bordoloi, | :GU. Nominee |
| 5. Dr.Munmun Banerjee | :Teacher Representative |
| 6. Mr.Argeng Narzary | : Teacher Representative |
| 7. Mrs. Rita Malakar, | : Librarian |
| 8. Mr. J. C. Roy, | : Office Staff Representative |
| 9. Mr. Iman Ali | : Guardian Representative |
| 10. Mr. Rameshwar Barman | :Guardian Representative |
| 11. Mrs. Suchandra Sarkar Saha | :Guardian Representative |

Admission Committee:

- | | |
|-------------------------------|------------|
| 1. Dr. R. P. Singh, Principal | : Chairman |
| 2. Mr. M. H. Choudhury | : Member |
| 3. Dr. Jogomaya paul | : Member |
| 4. Mr. Argeng Narzary | : Member |
| 5. Mr. J.Abdin | : Convenor |
| 6. Mrs. Rita Malakar | : Member |
| 7. Mr. Saiful Sheikh | : Member |
| 8. Mr. J.C.Roy | : Member |
| 9. Mr. B.K.Roy | : Member |

Core Committees

Sl No	Committees & their Functions	Members
01	<u>Academic Council</u> i) Responsible for admissions, Curriculum design and Examination ii) Plan for introduction of new courses.	Dr. R.P. Singh, Principal, Chairperson Dr.Jogomaya Paul, IQAC Coordinator Mr. M.H. Choudhury, Convener Dr. A.B. Mandal, Academic-in charge Dr. E. Ali Ahmed
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.	Dr. R.P. Singh, Principal, Chairperson Dr.Jogomaya Paul, IQAC Coordinator Mr. A. Narzary, Convener Dr. Krishna Kanta Roy Mr. J.C. Roy Mr. M.H. Choudhury
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, 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	Dr. R.P. Singh, Principal, Chairperson Mr. M.H. Choudhury, Academic Officer Mrs. Rita Malakar, Librarian, Convener Dr. A.B. Mandal, Associate professor Dr. Jogomaya Paul, IQAC Coordinator
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	Dr. R.P. Singh, Principal, Chairperson Dr.Jogomaya Paul, IQAC Coordinator Dr.Juthika Das, Convener Dr. Krishna Kanta Roy Dr. A.B. Mandal Dr. Munmun Banerjee Dr.Ronchai Basumatary
05	<u>Finance And Accounts Cell</u> i) Preparation of Annual Budget of the college. ii) Assist in the Internal Audit of the college.	Dr. R.P. Singh, Principal, Chairperson Dr.Jogomaya Paul, IQAC Coordinator Mr. A. Narzary, Convener Mr. Jaynal Abdin, Co-Convener Mr. J.C. Roy
06	<u>Class Management, Discipline and Academic Atmosphere Supervisory Cell</u>	Dr. R.P. Singh, Principal, Chairperson

	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.	Dr.Jogomaya Paul, IQAC Coordinator Mr. M.H. Choudhury, Convener Dr. E. Ali Ahmed Dr. A.B. Mandal
07	<u>Grievance Redressal Cell</u> i) Look into grievances of students and other college staff. ii) Assist the Principal in redressal of grievances.	Dr. R.P. Singh, Principal, Chairperson Dr.Jogomaya Paul, IQAC Coordinator Mr. M.H. Choudhury, Convener Dr. Krishna Kanta Roy Dr. Munmun Banerjee Paramjit Roy, Student Representative
08	<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.	Dr. R.P. Singh, Principal, Chairperson Dr.Jogomaya Paul, IQAC Coordinator Dr. Munmun Banerjee, Convener Mr. M.H. Choudhury Mr. Bulen Chutia Mrs. M. Singha
09	<u>Career Counselling Cell</u> i) Counseling of students at the time of admission. ii) Organize seminars and workshops in career counseling. iii) Counseling of fresh graduates about career options.	Dr. R.P. Singh, Principal, Chairperson Dr.Jogomaya Paul, IQAC Coordinator Mr. Bulen Chutia, Convener Dr. E. Ali Ahmed Mrs. S.R. Barman
10	<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.	Dr. R.P. Singh, Principal, Chairperson Mr. Dhiraj Chandra Bordoloi, V.C. Nominee to C.B. Dr.Jogomaya Paul, IQAC Coordinator Dr. A.B. Mandal, Convener Ms. Dipanjali Barman, Hostel Warden Mr. M.H. Choudhury Dr.Padma Guha Agarwala, NGO Activist Mr. Karim Ahmed, Advocate, Bilasipara Court Dipjyoti Shil, Student Representative
11	<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.	Dr. R.P. Singh, Principal, Chairperson Dr.Jogomaya Paul, IQAC Coordinator Dr. Munmun Banerjee, Convener Dr.Juthika Das Mrs. Rita Malakar
12	<u>Disaster Management Cell</u>	Dr. R.P. Singh, Principal, Chairperson

	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.	Dr.Jogomaya Paul, IQAC Coordinator Mr. Saiful Shiekh, Convener Mr. M.H. Choudhury Mr. A.R. Shiekh Mr. M. Brahma
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Non-Core Committees:

Sl.No.	Committees and their Functions	Members
01	<u>Literary cum Cultural Society</u> i) Development of creative thinking in the students. ii) Development of writing ability of students.	Dr. R.P. Singh, Principal, Chairperson Dr.Jogomaya Paul, IQAC Coordinator Mrs. Lekhika Gogoi, Convener Mrs. Trishna Bhuyan Ms. Dipanjali Barman Mr. Saiful Shiek Dr. C. Bhoumick
02	<u>Eco Club</u> i) Beautification of college campus. ii) Undertake farm projects. iii) Maintain Green Audit.	Dr. R.P. Singh, Principal, Chairperson Dr.Jogomaya Paul, IQAC Coordinator Mrs. S.R. Barman, Convener Mr. M.H. Choudhury Dr. Rochai Basumatary Mr. A.R. Shiekh Dr. B.C. Das
03	<u>Games and Sports Cell</u> i) Promotion of games and sports in the college.	Dr. R.P. Singh, Principal, Chairperson Dr.Jogomaya Paul, IQAC Coordinator Mr. A.R. Shiekh, Convener Mr. Saiful Shiekh Mr. A. Narzary Mrs. S.R. Barman Mr. B. Brahma
04	<u>Computer cum ICT Cell</u> i) Promotion of computer literacy in the college.. ii) Introduction of new computer aided courses.	Dr. R.P. Singh, Principal, Chairperson Dr.Jogomaya Paul, IQAC Coordinator Mr. Jaynal Abdin, Convener Dr. E. Ali Ahmed Mrs. S.R. Barman
05	<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.	Dr. R.P. Singh, Principal, Chairperson Dr.Jogomaya Paul, IQAC Coordinator Mr. M.H. Choudhury Dr. A.B. Mandal, Convener

06	<u>Value Based Education Cell</u> i) Arrange weekly classes on value-based education. ii) Introduce yoga and meditation classes. iii) Organize seminars on value-based education.	Dr. R.P. Singh, Principal, Chairperson Dr. Jogomaya Paul, IQAC Coordinator Mrs. M. Singha, Convener Mr. Bulen Chutia Miss D. Barman Mrs. Trishna Bhuyan Dr. J. Das
07	<u>Innovative Best Practices Cell</u> i) To promote innovation in teaching learning aspects ii) To explore the creativity and potentiality through extracurricular activities. iii) Organize art competition, picture story writing etc.	Dr. R.P. Singh, Principal, Chairperson Dr. Jogomaya Paul, IQAC Coordinator Dr. Chaitali Bhomick, Convener Dr. A.Z. Ahmed Dr. Juthika Das Dr. E.A. Ahmed
08	<u>RTI Cell</u> i) To bring transparency and accountability in working of public authorities. ii) To provide much information to the public at regular through various means of communications	Dr. R. P. Singh, Principal: PIO Mr. M. H. Choudhury, Member Mr. J. Abdin, Member Dr. Jogomaya Paul, IQAC Coordinator

Fee for Admission

Students seeking admission in various courses in the college will have to pay fees as per Government of Assam's notifications and it will be notified as and when received from the Government. Students will have to pay fees only for Self Financing courses and for Hostels.

Student's welfare Programmers

1. Book Bank Facility: The college central library offers Book Bank facility to fulfill the text book requirements to the poor students. The college is also having Departmental Library for all departments.
2. Academic Incentives and Awards: The College has the tradition of felicitating students who performs brilliantly in academic results to encourage them for further commitment towards achieving academic excellence.

Scholarship Section

The scholarship section of the college provides all necessary support to students for availing the following scholarships offered by the Union and State Govt. as well as other private agencies.

1. National Scholarship
2. State Merit Scholarship
3. SC/ST Scholarship
4. OBC/MOBC Scholarship
5. Minority Scholarship etc.

Extra and Co-curricular Activities

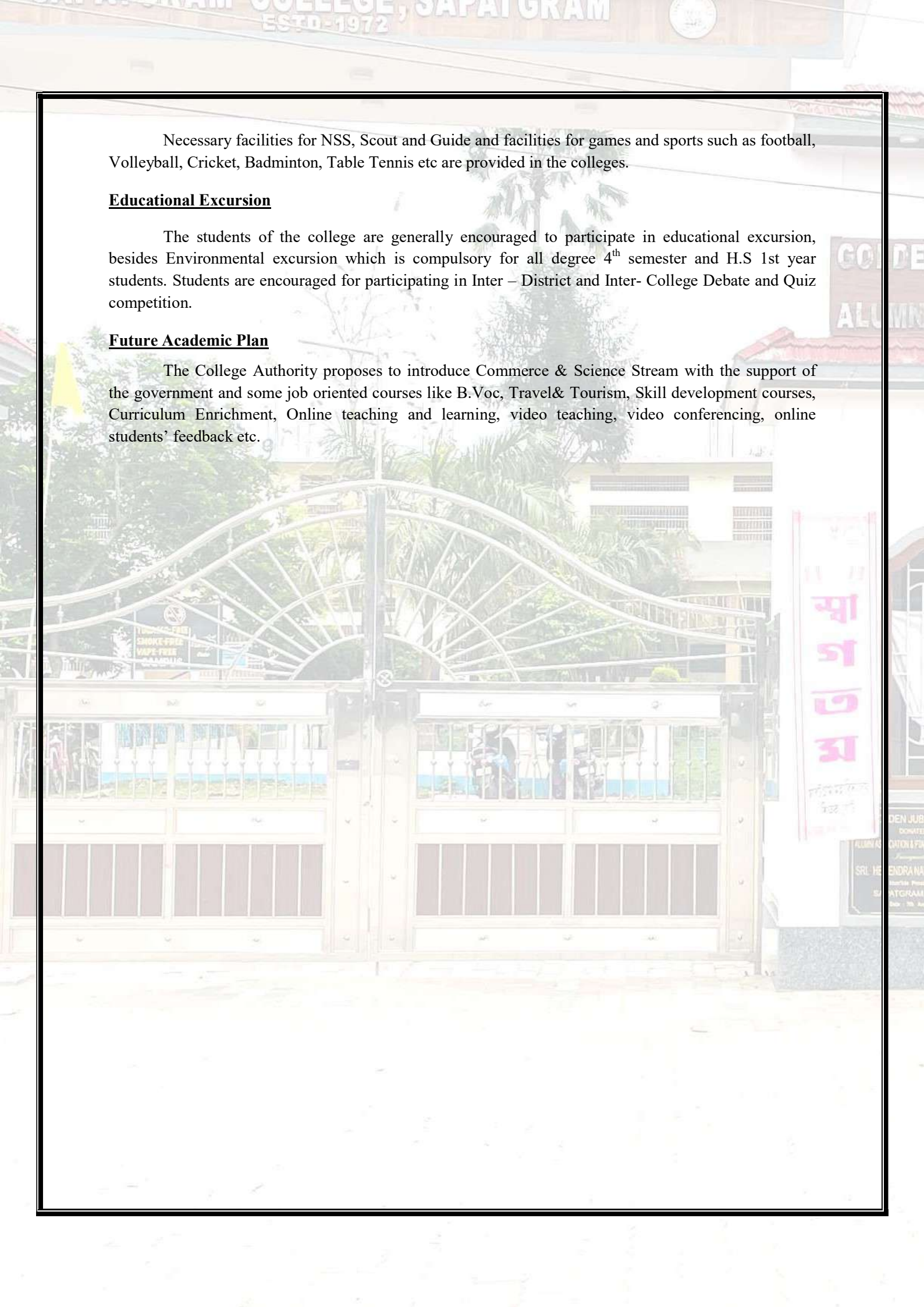
Necessary facilities for NSS, Scout and Guide and facilities for games and sports such as football, Volleyball, Cricket, Badminton, Table Tennis etc are provided in the colleges.

Educational Excursion

The students of the college are generally encouraged to participate in educational excursion, besides Environmental excursion which is compulsory for all degree 4th semester and H.S 1st year students. Students are encouraged for participating in Inter – District and Inter- College Debate and Quiz competition.

Future Academic Plan

The College Authority proposes to introduce Commerce & Science Stream with the support of the government and some job oriented courses like B.Voc, Travel & Tourism, Skill development courses, Curriculum Enrichment, Online teaching and learning, video teaching, video conferencing, online students' feedback etc.



Gallery

