



PROSPECTUS

FOUR & A HALF DECADE
OF GLORIOUS JOURNEY ...

2018-2019

SAPATGRAM COLLEGE



SAPATGRAM :: DHUBRI :: ASSAM

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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 upto February, 18, 2021

Date : February 19, 2016



D. Singh
Director





Prospectus Preparation & Publication Committee -

- | | |
|---|-------------------|
| 1. Dr. R. P. Singh, Principal | Chairman |
| 2. Dr. G. K. Saha, Associate Prof., Economics | Coordinator, IQAC |
| 3. Mr. Dinesh Kalita, Associate Prof., Assamese | Member |
| 4. Mr. M. H. Choudhury, Associate Prof., Pol. Science | Member |
| 5. Dr. A. B. Mondal, Associate Prof., Assamese | Member |
| 6. Mr. J. Abedin, Asstt. Prof., Computer Science | Member |
| 7. Mr. Eusuf Ali Ahmed, Asstt. Prof., Mathematics | Member |
| 8. Mr. J.A. Ahmed, Asstt. Prof., Computer Science | Member |

Principal's Message

Dear students,

Today, students are growing in a more challenging and demanding environment. The rate of change in every sphere is rapid owing to enhanced knowledge exchange and technology development, the world is going flatter.



Globalization demands a new dimension to our approach to education. We, thus have to recognize the need for a globally relevant education. Such an education would mean imparting skills that would develop mental agility in individuals to confidently interact and work in diverse situations. In this era of cut throat competition, it is of paramount importance to be equipped with appropriate knowledge, habits, attitudes and values leading to holistic development. In order to sustain the global demands, our college is all set to impart quality education with experienced and dedicated teachers and the existing infrastructure where students can realize their goals in life. Students are expected to take advantage of the opportunities provided by the college and involve themselves in all the extracurricular activities that are offered.

As we step into this new academic year, filled with hopes and dreams of scaling new heights, I wish to reiterate the importance of few things that we have to keep in mind. The role of parents should be to guide the children in order to achieve whatever goals they may have in their minds in an easy and pleasing manner, so that we may be able to discover the particular touch of genius in each one of them. The purpose of education is to teach our students to think and develop a capacity to reason out facts. Hence the students should keep in mind the importance of planning and prioritizing their time and effective use of it which are essential to achieve success.

Students should always think and review –discover the cause and effect of every event, in which they are involved. Do not surrender or become a slave to youthful fancies and indulgences. Be steady in your studies. Learn to enjoy hard work –particularly your studies. Think wisely, prepare yourself for next day's lesson and be serious and attentive in class. Hard work, dedication and perseverance are the most important traits in a person that lead to success. The future belongs to you; therefore, you need to prepare yourself for an active participation in the world. This participation demands that you become well-informed and hence develop yourself like a pioneer and ultimately grow as responsible men and women.

"We cannot always build the future for our youth but we can build our youth for the future."

Wishing you Good Luck.

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 Sunil 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 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 eco friendly with a great scenic beauty. The college has infrastructural facilities for all departments with well equipped library and wi fi connectivity.



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 ethnic stuff.
- Inculcating moral and ethical values in the students.
- Preparing young people who can transform knowledge/ideas into action and reality.
- Imparting highly professional and effective academic exposure to the student community of the locality.
- To instill leadership quality among the youth in order to develop environmental leadership.

COURSES OF STUDY

Regular Courses:

The college provides the following regular courses of studies:

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:

- i) 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:**

In the TDC Degree Courses, major seats in each subject are limited and will be filled up strictly on the basis of Merit , performances in the screening test by the respective department. The seat strength in every Elective Subject are 200 and will be filled up on the basis of merit. A student opting for Major in Assamese and in Bengali, will not allowed to opt for ASL or BSL.

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 & TDC 1st Semester 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, Guwahati)

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. 4000/-

Open and Distance Learning System

The college has been offering Under Graduate, P.G. Diploma & Post Graduate courses through its study centre of Institute of Distance and open learning (IDOL) Under Gauhati University.

A study centre of K.K. Handiqui State Open University has been offering undergraduate courses.

N.B. The details of the courses are available in the prospectus of the respective centre.

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 (sapatgramcollege.org). and the Form and the Prospectus for admission can be obtained from the college office on payment of the prescribed fee and the intending candidates are required to submit the filled in forms within prescribed time limit .Applications are processed and finalized by the "Admission Committee". The list of selected candidates are displayed in the college notice board and the selected candidates are to get themselves admitted accordingly failing which the selection stands cancelled The college does not entertain applications for admission received after the last date of submission. The applicants have to submit self 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 and students availing free admission under BPL Category have to submit the original certificate and marksheet in the College Office.

Admission Committee:

1. Dr. R. P. Singh, Principal	: Chairman	2. Dr. G. K. Saha	: Member
3. Mr. Dinesh Kalita	: Member	4. Mr. Eusuf Ali Ahmed	: Member
5. Mr. Durgeswar Sahariah	: Member	6. Mr. D. C. Bordoloi	: Member
7. Mr. A. K. Adhikary	: Member	8. Mr. M. H. Choudhury	: Member
9. Mr. J. A. Ahmed	: Member	10. Mr. Jagadish Chandara Roy	: Member
11. Dr. A.B. Mondal	: Member	12. Ms. A. Sengupta	: Member



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Admission 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 (Original)
2. Mark Sheet (Original)
3. Pass Certificate (Original)
4. Caste Certificate (Original)

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 P.W.D. categories as per Government Rules. The candidates have to produce valid certificates issued by the competent authorities.

COLLECTION OF FEES

As a part of the attempt to go for cashless mode of transaction. All fees shall be collected through UCO Bank, Sapatgram Branch. Students are required to fill in challan in triplicate in prescribed form for payment of fees. The first copy of the Challan is to be retained by the bank. The second copy of the same is required to be produced before the Cash Counter of the college. On receipt of the same the college furnishes its own Receipt acknowledging the receipt of fees. The third copy of the challan is to be retained by the student concerned for future reference. Payment may also be made through cheque favouring Sapatgram College, UCO Bank, Sapatgram Branch, Account No. - 04040100003620 & IFS Code-UCBA0000404. Fees once paid are not refundable. Fee structure may be changed as per Govt. Notification.

Registration and Migration -

Registration is Compulsory for all students on submission of prescribed forms after admission under A.H.S.E.C. or G. U. and students from Board, Council or Universities other than S.E.B.A., A.H.S.E.C. or G.U. shall have to produce Migration Certificates at the time of admission.

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. The student must wear College Uniform in the College campus during the college hours. The college uniform shall be of the following specification –

For boys - Shirt – Cream Colour
Trousers – Black Colour

For Girls - Salwar – Black Colour
Kameez – Cream Colour
Dupatta – Black Colour

3. Attendance of the students in classes as well as in academic activities is mandatory. Class attendance shall be counted and published every month by each Department.
4. Ragging in any form strictly prohibited. Any one found guilty of ragging or aveting, it is punishable as per order of Honorable Supreme Court of India.
5. Students shall abide by the rules and regulations prescribed by the college authority.
6. 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.
7. A student who is found to have violated college rules and regulations shall be liable to expulsion.
8. No notice or leaflet can be circulated anywhere in the college premises without the prior approval of the College Authority.

TEACHING AND EVALUATION

The college follows the ACADEMIC CALENDAR of G.U. for under graduate and of A.H.S.E.C. for H.S. courses and is subject to G.U. and A.H.S.E.C. course regulations respectively. Besides, the college has got its own academic calendar showing total no of working days, teaching days, date and times for various Internal Examinations. The college has its own mechanism for evaluating the performance 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, mentoring classes etc. The Evaluation process is continuous and based on the students progress in class assignments, unit test, laboratory works (for Education subject), field works and examinations. Evaluation process of students' performance in TDC classes shall be based on the regulation of G.U. as framed from time to time. The internal Evaluation will carry maximum 20% weightage and shall be a continuous process through Sessional Examinations, Home assignment(s), Seminar(s), Co-cuicricular activities and Incentive for Attendance in class.

FACILITIES

• Class Rooms:

22 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 and 12 small Class Rooms for Degree Major and Practical Classes.

• 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 provided with drinking water and toilet facility.

• 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.

• Internet with wi-fi facility:

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 4 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. Wi-fi facility is also accessible in the College Campus.



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• 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 sitting arrangement for students and teachers.



• 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.

• 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. Following the instruction of G.U. and AHSEC the collage arranges classes on Environmental Studies.



• 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. Mr. Ali Rahosan, Mr. Ratan Kr. Roy and Mr. Rituparna Sarma under the leadership of Mr. Abdul Rezzak Sheikh (Advance Course), Assistant Professor were awarded Rastrapati Award for Rover Testing conducted by the National Headquarter, Bharat Scouts and Guides, New Delhi in 2016. They received awards from Mr. Pranab Kr. Mukherjee, Hon'ble President of India at Rashtrapati Bhawan on 12th August, 2016. Mention may be noted altogether 14 Rovers & Rangers received Rajya Puraskar (State Level) from Mr. Banowarilal Purohit, Governor of Assam on 10th May, 2017.

• 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 October 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.

• 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.



• 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.

• 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.

Students Aid Fund Committee:

1. Dr. R. P. Singh, Principal : Chairman
2. Dr. G. K. Saha : Member
3. Mr. Dinesh Kalita : Member
4. Mr. D. C. Bordoloi : Member
5. Mr. N.I. Mondal : Member
6. Mr. M. H. Choudhury : Member
7. Dr. A. B. Mondal : Member
8. Mr. A. Narzary : Member

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• Discipline:

The college believes that the objective of imparting education to the students 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.

• Departmental Rooms:

Most 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 most of the Departments and the computers in the newly constructed Teachers' Common Room have been provided Internet facility.

• Career Counselling 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 in 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 for the teachers.

• 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 items. 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 in 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. 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) and Diploma in Accounts & Finance (6 months) conducted by this centre. At present there are 24 computers in the Computer Centre. The centre also successfully conducts PGDCA Course under Gauhati University since 2009-10.

• School Adaption :

The college has enthusiastically adopted a school, namely Lokopriya High School, Rabantari under Sonamoyi Gram Panchayat as a part of its outreach services by tacking classes in the area of the weakness in the school. As per its plan, the college is taking every necessary step towards cleanliness drive, charity, organising health camp and plantation etc.



• 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.



• 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. 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 on to include the alumni and interested people of the local society as members of the Central Library on the deposit of caution money.

Services of Central Library :

The Library provides the following types of 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 student is issued on 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.



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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. Another Hostel is under construction. The hostel has its own set of rules and regulations which are strictly mandatory for all the boarders.

Administration:

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

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|---|--|
| 1. Dr. R. P. Singh, Principal : Overall Administrator | 2. Dr. Munmun Banarjee, Asstt. Professor, Superintendent |
| 3. Warden on leave. | 4. Ms. Nilima Das, Caretaker |

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. 6,200/-



LIST OF ADMINISTRATIVE, TEACHING AND NON TEACHING STAFF

Administrative staff

Dr. Rajeshware Prasad Singh, M.A., Ph. D.,
Principal

Sri Dinesh Kalita, M.A.,
Vice-Principal

LIST OF TEACHERS OF SAPATGRAM COLLEGE

DEPARTMENT OF ASSAMESE:

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

DEPARTMENT OF BENGALI:

1. Dr. Krishna Kanta Roy, Assistant Professor & H.O.D.
2. Mr. Biswajit Roy, Assistant Professor (on lien)
3. Vacant
4. Miss Surabhi Talukdar, Guest Lecturer

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. Ms Smriti Rekha Barman, Assistant Professor

DEPARTMENT OF PHILOSOPHY:

1. Mr. Abdul Rezak Sheikh, Assistant Professor & H.O.D.
2. Dr. Abu Zafar Ahmed, Assistant Professor.

DEPARTMENT OF ENGLISH:

1. Mr. Indranil Sarkar, Associate Professor & HOD
2. Vacant
3. Vacant
4. Miss Sudeshna Chakraborty, Guest Lecturer

DEPARTMENT OF BODO:

1. Mr. Argeng Narzary, Assistant Professor & H.O.D

DEPARTMENT OF HISTORY:

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

DEPARTMENT OF EDUCATION:

1. Mr. Shyamal Saha, Associate Professor & H.O.D.
2. Ms. Munmun Banerjee, Assistant Professor
3. Vacant

DEPARTMENT OF MATHEMATICS:

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

DEPARTMENT OF POLITICAL SCIENCE:

1. Mr. Dhiraj Chandra Bordoloi, Associate Professor & H.O.D
2. Mr. Mahabul Hoque Choudhury, Associate Professor
3. Mr. Mithinga Brahma, Assistant Professor
4. 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
3. Mr. Mominul Hoque, Computer Operator

LIST OF NON-TEACHING STAFF OF SAPATGRAM COLLEGE

Office Staff:

Sri Jagadish Chandra Roy: Senior Assistant
 Sri Kamaleswar Brahma: Junior Assistant
 Sri Bijoy Roy: Junior Assistant
 Sri Ratan Kr. Das : Junior Assistant
 Mr. Saidul Bepari: Grade-IV
 Mr. Tajurul Hoque Mondal: Grade-IV
 Sri Bhim Bahadur Chetri: Grade-IV
 Sri Kamini Kalita : Grade-IV
 Sri Nipon Adhikary : Grade-IV
 Smt Milan Roy : Grade-IV
 Sri Ratan Dutta : Electrician
 Sri Ramesh Basfore : Sweeper

Library Staff:

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

Voluntary Service :

Dr. Hemanta Nath (Medical Consultant)
 Sri Akhil Chandra Das (Yoga Instructors)
 Mr. Gias Uddin Ahmed (Sports Instructor)
 Mr. Prabhat Barman (Physical Instructor)

IQAC

Internal Quality Assurance Cell, Sapatgram College was formed in February, 2016 after the 2nd Cycle of NAAC Assessment of the College. It consists of 10 members with Dr. G. K. Saha as a Coordinator. The cell meets frequently to discuss the quality aspects of academic, management and financial aspects. 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. Financial and Managerial affairs of the college have improved on suggestions of IQAC.



INTERNAL QUALITY ASSURANCE CELL:

1. Dr. R. P. Singh, Principal, Chairperson
2. Dr. G. K. Saha, Associate Professor, Coordinator
3. Mr. M. H. Choudhury, Member
4. Dr. A. B. Mondal, Member
5. Ms. A. Sengupta, Member
6. Mrs. Rita Malakar, Librarian , Member
7. Mr. Santosh Kumar Dutta., Nominee, Local Society
8. Mr. S. K. Poit, Nominee, Local Society
9. Dr. H. Nath, Professional Management
10. Dr. Umesh Das (Alumni)

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 planing and monitoring.

1. Dr. R. P. Singh, Principal, Chairperson
2. Mr. M. H. Choudhury, Associate Professor, Coordinator
3. Dr. G. K. Saha, Nodal Officer
4. Dr. A. B. Mondal, Nodal Officer
5. Mr. S. Saha, Nodal Officer
6. Mr. J. Roy, Nodal Member

SAPATGRAM COLLEGE

PROSPECTUS 2017-2018

GOVERNING BODY OF THE COLLEGE -

Dr. Dwipendra Kumar Adhikary, M.A. Ph.D.	: President
Dr. Rajeswar Prasad Singh, M.A., Ph.d.	: Principal & Secretary
Dr. Sunil Kumar Sarma, M.A. Ph.D.	: G.U. Nominee
Mr. Pratul Kumar Das, M.A.	: G.U. Nominee
Mr. Mahabul Hoque Choudhury, M.A.	: Teacher Representative
Dr. Munmun Banarjee, M.A. Ph.D.	: Teacher Representative
Mrs. Namita Das, Asstt. Teacher	: Guardian Representative
Mr. Khairul Islam, B.Sc.	: Guardian Representative
Mr. Samarendra Roy , B.A.	: Guardian Representative
Mr. Jagadish Roy , B.A., P.G.D.C.A.	: Office Staff Representative

PARENT -TEACHER ASSOCIATION -

The recently formed association of the Parent's and Teacher of Sapatgram College is expected to play a vital role in maintaining a conducive atmosphere for the greater interest of the students to the Institution by coordination and exchange of views in the different aspects of development of the college.



Student's welfare Programmes

1. **Poor Fund** : The college has set up a special corpus fund to provide financial support to the economically poor but meritorious students.
2. **Book Bank Facility** : The college central library offers Book Bank facility to fulfil the text book requirements to the poor students. This college is also having Departmental library for all departments.
3. **Academic Incentives and Awards** : The college has a tradition to felicitate students showing brilliant results to encourage them for further commitment towards achieving academic excellences.

Scholarship Section

The scholarship section of the college provided all necessary support to students to avail the following scholarship 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
6. Ishan Uday Scholarship of UGC.

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, an Environmental excursion is compulsory for all degree 4th semester and H.S 1st year. Students. Students are encouraged for participation in Inter-District and Inter-Collage Debate and Quiz Competition.

Future academic plan

The college Authority proposes to introduce Commerce Stream and some others job oriented courses like **B. Voc in IT, Travel & Tourism Management** & Skill development courses like Diploma in Computer & Digital Application, Diploma Finance & Accounts, Diploma in Hardware and Networking.



CORE COMMITTEES

Sl. No.	Committees & Their Function	Members
01	<p><u>Academic Council</u> i) Responsible for admissions, Curriculum design and Examination ii) Plan for introduction of new courses.</p>	Dr. R. P. Singh, Principal, Convener Dr. G. K. Saha, Coordinator, IQAC Mr. D. Kalita, Co-convener Mr. M. Sarkar Mr. D. C. Bordoloi Mr. I. Sarkar Dr. A. B. Mondal Mrs. R. Malakar
02	<p><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.</p>	Dr. R. P. Singh, Principal Dr. G. K. Saha, Coordinator, IQAC Mr. S. Saha, Convener Mr. A. K. Adhikary, Co- Convener Mr. D. C. Bordoloi Mr. D. Kalita Mrs. R. Malakar Mr. N. I. Mondal Mr.J. C. Roy
03	<p><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.</p>	Dr. R. P. Singh, Principal Dr. G. K. Saha, Coordinator, IQAC Mrs.R.Malakar, Librarian, Convener. All Head of the Departments.
04	<p><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.</p>	Dr. R. P. Singh, Principal Dr. G. K. Saha, Coordinator, IQAC Dr. A. B. Mondal, Convener Dr. K. K. Roy, Co-convener Mr. D. Kalita Ms. A. Sengupta Dr. M. Banarjee Dr. A. Z. Ahmed Ms. S. R. Barman Mr. A. R. Sheikh Mr. J.A. Ahmed
05	<p><u>Extension Education Cell</u> i) Undertake extension work in the nearby areas. ii) Undertake projects on extension education sponsored by U.G.C.</p>	Dr. R. P. Singh, Principal Dr. G. K. Saha, Coordinator, IQAC Dr. Mrs. M. Banerjee, Convener Mr. M. H. Choudhury, Co-convener Mr. N. I. Mondal, Mr. D. Sahariah Mr. A. Narzary Mr. A. K. Adhikary Mr. A. R. Sheikh

SAPATGRAM COLLEGE

PROSPECTUS 2018-2019

Sl. No.	Committees & Their Function	Members
05	<p><u>Finance And Accounts Cell</u></p> <p>i) Preparation of Annual Budget of the college. ii) Assist in the Internal Audit of the college.</p>	<p>Dr. R. P. Singh, Principal, Convener Dr. G. K. Saha, Coordinator, IQAC Mr. D.C. Bordoloi, Co-Convener Mr. M. Sarkar Mr. D. Sahariah Ms. A. Sengupta Mr. S. Saha Mrs. R. Malakar Mr. J. abedin Mr.J.C.Roy</p>
07	<p><u>Class Management, Discipline and Academic Atmosphere Supervisory Cell</u></p> <p>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.</p>	<p>Dr. R. P. Singh, Principal, Convener Dr. G. K. Saha, Coordinator, IQAC Mr. M. H. Choudhury Co-Convener Mr. D. Kalita Mr. M. Sarker Dr. A. B. Mondal Mr. A. Narzary Ms. S. R. Barman Mr. A. K. Adhikary</p>
08	<p><u>Grievance Redressal Cell</u></p> <p>i) Look into grievances of students and other college staff. ii) Assist the Principal in redressal of grievances.</p>	<p>Dr. R. P. Singh, Principal, Convener Mr. M. H. Choudhury, Co- Convener Dr. G. K. Saha, Coordinator, IQAC Mr. D. Kalita Mr. D. C. Bordoloi Mr. A. K. Adhikary Mr. J. Abdin Dr. A. B. Mondal Mr. J. C. Roy Mr. E. A. Ali</p>
09	<p><u>Alumni Cell</u></p> <p>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.</p>	<p>Dr. R. P. Singh, Principal Dr. G. K. Saha, Coordinator, IQAC Mr. M. H. Choudhury, Convener Mrs. M. Banerjee, Co- Convener Mr. I. Sarkar Mr. A. K. Adhikary Mr. J. C. Roy Mr. M. R. Das</p>
10	<p><u>Career Counselling Cell</u></p> <p>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.</p>	<p>Dr. R. P. Singh, Principal Dr. G. K. Saha, Coordinator, IQAC Mr. I. Sarkar, Convener Dr. A. B. Mondal, Co-Convener Mr. N. I. Mondal Mr. D. Sahariah Mr. E. A. Ahmed Mr. J. A. Ahmed</p>