



H. C. D. G. College

হেমচন্দ্র দেব গোস্বামী মহাবিদ্যালয়

www.hcdgcollege.org

NAAC Accredited "B"
Nitaipukhuri, Sivasagar, Assam

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CHAPTER-I

ABOUT THE COLLEGE

HCDG College is an Arts College basically imparting higher education in Social Sciences and Humanities. The college, however, has embarked on creating opportunities for unprivileged students of this remote rural area so that parents of aspiring students do not have to travel far in their pursuance of higher education.

MISSION

Our Mission is academic pursuit and professional competency. The college seeks to promote learning and scholarship for the service of the society and the humanity.

Here the college fraternity strives hard to create an environment for all round development of the students in academic and personal level. HCDG College aims at inculcating human values and social responsibility for a better future and to empower the students to face the challenges of this competitive world.

VISION

HCDG College strives to become a premier educational institution of higher education in this rural area. The institution endeavours to imbibe in students the value and importance of education and to make the student realize his/her real potential and to utilize the same in achieving upward social mobility.

OBJECTIVES

- The institution endeavours to spread the message of importance of education in the present globalized world among the students of this rural area.
- To make this institution one of the best rural centres of higher education by providing the students quality education through the use of modern infrastructure.
- To imbibe a sense of social consciousness among the students by engaging them in various extension activities and community service/work.
- To shape them as individuals and citizens contributing, according to their capacity, to

the well being and progress of the society.

- To inculcate in them a sense of belonging to the country and thereby spread the message of national integration.
- To develop their personality so that they can find themselves fit to compete with others in the struggle for life as confident young men and women.
- To make them fit and capable to gain accessibility to upward social mobility through proper education.
- To make them understand the importance of education in modern society and spread this message among their peers in their respective fields and thereby help in the spread of literacy.
- To make them aware of their democratic rights and responsibilities so that they can be shaped as conscious and law abiding citizens of the country.
- To broaden their outlook in a way to make them capable to think in terms secularism and rise above parochial considerations.
- To develop in them love for fine arts and attract them to explore their inherent artistic talent.
- To make them aware of the environment so that they can be conscious and active to the issues of conservation of the environment.

BRIEF HISTORY OF THE COLLEGE

Set in the sylvan surrounding of expansive paddy fields, Nitaipukhuri, historically an important place of Assam, offers a great visual treat of natural beauty. The Dehing River flows quietly to the south and to the north there is the National Highway-37, connecting it with all major towns of Assam. Nitaipukhuri is the nerve centre of more than fifty six smaller villages that dot the landscape around it.

Ever since 1960 the need of a college was felt by the conscious masses of this area who wanted to shape the future of the younger generation by providing them an opportunity to pursue higher education without having to travel far and spend-ing an unaffordable amount. In 1965 a managing Committee was constituted consisting of a few educationists of this area like late Tarun Gogoi, Sri Kukheswar Gogoi, first President and Secretary respectively. Under their able stewardship the college was established and was

named after the then Auniatiya Satradhikar, Majuli, Hem Chandra Deva Goswami who had donated generously to construct the main building of the college. The regular academic session commenced in July 1965. The Managing Committee and everybody associated with it worked tirelessly and selflessly to give shape to this nascent institution. Lt. Mina Dutta became the next Secretary of this Managing Committee and continued the effort of taking this institution a step forward. It was during his secretaryship the college continued its mission of catering to the educational needs of the students of this backward area in-habited by many ethnic groups. The college was brought under Grants-in-Aid Scheme on 1st July 1977. Finally, in September 1998 the college got registered under 2 (f) and 12 (b) clause of University Grants Commission. In 2003 the college also got the permanent affiliation of the Assam Higher Secondary Education Council, Guwahati. At present the college is permanently affiliated to the Dibrugarh University, Dibrugarh, Assam. In February, 2017 the college has been accredited by NAAC with a B grade. The college has been adopting itself to face the new challenges in the field of higher education and continues to strive to excel in the changed educational scenario.

IQAC

The college has established Internal Quality Assurance Cell (IQAC) for the all round development of the institution. IQAC in this college was formed as per the guidelines of National Assessment and Accreditation Council (NAAC).

RESEARCH COUNCIL

To monitor research activities, to ensure quality research and to give a pace to research works in the institution, a Research Council has been formed in the college with the Principal as its Director, and Dr. Leena Dutta, as Secretary, and two senior teachers from each department as its members.

ECO CLUB

The Eco Club of HCDG College has been empowering its members to participate and take up meaningful environmental activities and projects. Eco Club is under the supervision of Dr. Diganta Gogoi, and teaching, non-teaching staff, library staff and students are the members.

SATTRIYA NRITYA VISHARAD COURSE

Sattriya nritya Visharad course is introduced in collaboration with Nrityalaya, Demow. It follows the course prescribed by Sankari Sangeet Vidyapeeth, Dhekial, Golaghat. Pubali Thengal Gogoi and Rupali Dutta are the teachers. The course is open for all.

THE COLLEGE STAFFS AND DEPARTMENTS

Principal : Dr. Sanjib Kr. Borgohain, M.A. Ph.D.

Office Staff :

Sri Tulan Changmai. (UDA)

Sri Jadav Gogoi. (LDA)

Sri Gupinath Chetia (LDA)

Sri Sanjib Dutta (LDA)

Sri Tikendrajit Borah (LDA)

Library Staff :

Sri Tinku Pegu. M.Li.Sc. M. Phil (Librarian)

Sri Sibananda Sharma B.A. M. Li.Sc (Asstt. Librarian)

Mrs. Dipika Baruah (Library Bearer)

Service Staff:

Sri Gobin Dutta Sri Dulal Gogoi

Smt. Rakhi Shyam Sri Rajib Changmai

DEPARTMENTS

ASSAMESE

The department of Assamese was started in 1965 with the very inception of the college. Later on MIL and Advance Assamese, and Major in Assamese were introduced. Dr. Prahlad Kumar Barua, one of the doyens of Assamese literature, was appointed as a faculty in this department.

The department provides opportunity to the teachers and students to involve in academic and extra-curricular activities.

Present Faculty :

Dr. Diganta Gogoi. M.A. Ph.D. (HoD)

Dr. Niva Das. M.A., Ph.D

Dr. Pikumoni Chutia, M.A., M.Phil., Ph.D

Dr. Mridusmita Dutta. M.A., M.Phil, Ph.D.

ECONOMICS

Department of Economics was started with the very inception of the college. B.A(Honors) in Economics was started in 1978 and received concurrence from the Dibrugarh University, Dibrugarh in 1979. Honours in Economics started with 8 students, and all are well established now. The department comprises dedicated and qualified faculties who effort tirelessly for the upliftment of the students. The department organizes National seminar, extra- curricular activities and makes the students involve in some extension activities.

Present faculty :

Mrs. Bornali Saikia Sonowal. M.A. B.Ed. M. Phil (HoD)
Sri Ronjit Khanikar. M A.
Mrs. Nilakshi Goswami, M.A.
Mr. Hemanta Bori (Temporary)

EDUCATION

The department of Education was started in 1965 with the inception of the college. A number of dedicated teachers have been working in this department. Students passed out from this department have attained placements in different parts of India.

There is a **Psychological Laboratory** in this department.

Present faculty :

Mrs Dipali Gogoi. M.A.(HoD)
Mrs Manashi Gogoi. M.A.
Dr. Leena Dutta, M.A. Ph.D.
Dr. Rashmi Rekha Duwarah, M.A. M.Phil. Ph.D

ENGLISH

The department of English was established in 1965, and Major in English was introduced in 1993. A number of qualified teachers have been serving in the department since its inception. The department encourages creative and critical thinking and writing skill development instead of rote learning, memorization and cramming. Along with classroom pedagogy screening of films, literary and scholarly discussions, recitation, competitions are held for better understanding of literature and developing Soft Skill.

It has a well stocked library and an e-library for the easy access to the teachers and students.

Present faculty:

Mrs Gitali Saikia. M.A. (HoD)
Mrs. Meghali Boruah. M.A. B.Ed
Mrs. L.X. Polin Hazarika, M.A.

HISTORY

Though this department was started from the inception of the college Major in History was introduced in 1993. This department has a forum for arousing awareness for preservation of rich cultural heritage and historical monuments in surrounding areas. The department produces rank holders in BA Final Examinations held under Dibrugarh University. The department has a library with 600 books.

Present faculty :

Sri Sivarajan Sharma. M.A.
Dr. Tarun Gogoi. M. A. M.Phil., Ph.D (HoD)
Sri Horen Bhuyan. M.A.

POLITICAL SCIENCE

The department of Political Science is an integral part of the college since its inception. . The department has a well stocked library. “Raj Chora” is its Wall Magazine, published annually. The department conducts academic and extra-curricular activities for the benefit of the students. The Department has ‘Whats App Group’ for communication and intercommunication, for better circulation of knowledge.

Present Faculty :

Sri Phanidhar Saikia. M. A. M.Phil (HoD)
Dr. Gitamoni Handique. M.A. M.Phil. Ph.D.
Sri Bitul Saikia. M.A.
Ms. Gitashree Dutta. M.A.

MULTIMEDIA & WEB TECHNOLOGY

In 2008 Computer Courses was introduced in the college to develop skill and professional competency of the students. The college provides more computers for learning and practising of computer based courses.

Present faculty: Mrs. Lucky Bakal.

CHAPTER-II

ADMINISTRATIVE REGULATIONS

College Rules

1. The Academic session of the College begins from June.
2. Admission procedure begins after the declaration of the result of the SEBA, AHSEC and University and continues till the last day prescribed by the Council or University.
3. The College offers instruction in the courses of **Arts stream** only.

Admission Procedure

1. For admission in to H.S. 1st year and Semester- I, the candidate should apply in the prescribed application form along with self attested copies of the certificate and mark-sheet of the last qualifying examination passed.

NO XEROX OR ANY OTHER REPRODUCED COPY OF THE PRESCRIBED FORM OF APPLICATION WILL BE ACCEPTED.

2. Documents required at the time of admission:
 - (i) Provisional certificate of the qualifying examination last passed.
 - (ii) Mark sheet of the last qualifying examination passed.
 - (iii) Gap certificate (if required) from the appropriate authority.
 - (iv) Two copies of recent passport size photograph (colour or black & white).Self attested copies of above documents should be submitted along with the application form. However, at the time of interview for admission all these documents must be produced in original.
3. Mid-term admission in transfer cases beyond the normal admission period will be accepted only after getting prior permission from the Council/ University as the case may be.

Identity card

After admission each and every student of the college will be issued an identity card which is non-transferable. The identity card should be carried all the time by the students. For issuance of duplicate identity card the students should apply in plain paper with a signed passport size photograph to the Principal and deposit an amount of fine as fixed by the authority.

Change of Address

Any subsequent change of address (present/permanent) of the student should be immediately intimated to the college office in writing.

Change of Subjects

Under exceptional case change of subject is allowed only in H.S. Courses. The student should apply to the principal within two weeks of the completion of admission process.

Change of subject is not allowed in Semester system.

Fee Structure

Fees will be decided as per Assam Govt. Rule for colleges of rural areas and Dibrugarh University notification.

CHAPTER-III

ACADEMIC REGULATIONS

Course and subjects available for admission

Bachelor Degree (For B.A. Honours)

Subject Offered:

Honours Subjects:

- | | | |
|--------------|------------|----------------------|
| 1. Assamese | 2. English | 3. Economics, |
| 4. Education | 5. History | 6. Political Science |

Compulsory Subjects :

- | | |
|-----------------------------------|----------------------------------|
| 1. AECC-1 : Communicative English | 2. AECC-2 : MIL (Assamese)/ ALTE |
|-----------------------------------|----------------------------------|

Generic Electives (GE):

- | | | |
|--------------|------------|----------------------|
| 1. Assamese | 2. English | 3. Education |
| 4. Economics | 5. History | 6. Political Science |

Eligibility : for admission in B.A. First Semester with honours)

Any student passed in H.S.S.L.C. or equivalent examination is eligible for admission, in the Semester- I Course. Students aspiring for Honours courses must appear at an Entrance Test conducted by the concerning departments.

Higher Secondary Course

Compulsory Subjects :

- | | |
|--|------------|
| 1. MIL (Assamese)/ Alternative English | 2. English |
| 3. Environment Studies | |

Elective Subjects:

- | | |
|-----------------------------------|----------------------|
| 1. Economics | 2. Education |
| 3. Advance Assamese | 4. Political Science |
| 5 History | 6. Mathematics |
| 7. Multi-Media and Web Technology | 8. Swadesh Adhyan |

Eligibility : for admission in Higher Secondary Courses

Any student passed in H.S.L.C. or equivalent examination is eligible for admission in the H.S. Course. Higher Secondary Students have to appear class tests in every week. It is compulsory for each & every student.

Other Skill Based Certificate Courses

We offer some skill based certificate courses as well for all Graduate and Secondary level Students:

1. **Spoken English** (Vocational Subject)
2. **Computer Skill Development Course**, in collaboration with IIT, Bombay
3. **Satriya Nritya Visharad Course**

Eligibility : All bonafied secondary and graduate level students can enrol the courses.

Related regulations are as per AHSEC/Dibrugarh University examination notification published from time to time.

Academic Calendar for the session 2020-2021 will be as per Dibrugarh University notification.

Class routine will be provided at the time of admission.

IMPORTANT POINTS

- The Prospectus contains necessary information about the college.*
- For day to day information make a habit to see the notice board every day.*
- Don't temper the papers on the notice board.*
- Ignorance of rule is no excuse, hence read the notices carefully and thoroughly.*
- Always bring your identity card with you.*
- The college is your alma mater, it's your duty to protect its property.*
- Always wear college uniform.*

COURSE STRUCTURE OF BACHELOR OF ARTS (B.A.) PROGRAMME IN CBCS SYSTEM

1. The syllabus for each course should be divided into modules or units and questions shall be set from each unit and students shall be required to answer questions in each unit. Unit-wise distribution of marks shall be in the syllabus.

2. The Theory and Practical courses of a particular subject shall be separate and independent.

3. The courses to be offered in each semester shall be as below:

SEM	Courses with Credit								Remarks
	Core Courses		Elective Courses				AEC/SEC		
			DSE		GE*				
Course Code	Credit (L+T)	Course Code	Credit (L+T)	Course Code	Credit (L+T)	Course	Credit		
SEM -I	C-101	(5+1)= 6	---	---	GE-1	(5+1)= 6	AEC C-1 (Communi-cative English)	2	---
	C-102	(5+1)= 6	---	---			AEC C-2(MIL/Alt. English/Comm u-nicative Hindi)	2	
SEM -II	C-201	(5+1)= 6	---	---	GE-2	(5+1)= 6	AEC C-3 (Environmental Studies/Science)	2	---
	C-202	(5+1)= 6	---	---					
SEM -III	C-301	(5+1)= 6	---	---	GE-3	(5+1)= 6	SEC-1.1	2	---
	C-302	(5+1)= 6	---	---					
	C-303	(5+1)= 6	---	---					
SEM -IV	C-401	(5+1)= 6	---	---	GE-4	(5+1)= 6	SEC-2.1	2	---
	C-402	(5+1)= 6	---	---					
	C-403	(5+1)= 6	---	---					
SEM -V	C-501	(5+1)= 6	DSE-50 1	(5+1)= 6	---	---	---	---	R*
	C-502	(5+1)= 6	DSE-50 2	(5+1)= 6	---	---	---	---	R*
SEM -VI	C-601	(5+1)= 6	DSE-60 1	(5+1)= 6	---	---	---	---	R**
	C-602	(5+1)= 6	DSE-60 2	(5+1)= 6	---	---	---	---	
Total	14	84	04	24	04	24	05	10	

Note:

1. **SEM**=Semester, **C**=Core Courses, **DSE**=Discipline Specific Elective, **GE**=Generic Elective, **AECC**=Ability Enhancement Core Courses, **SEC**=Skill Enhancement Courses, **L+T**= Lecture+Tutorial

2. **R* & R****= Students have to opt for any two DSE courses out of the bunch DSE courses offered in the semester.

3. **GE***= **GE** Courses are for the students having Honours in disciplines other than his/her own discipline.

Grading System

1. The absolute grading system shall be applied in evaluating performance of the students.
2. The following scale of grading system shall be applied to indicate the performances of students in terms of letter grade and grade points as given below:

Letter Grade with meaning		Grade Point
O	Outstanding 10	(Marks securing above 90%)
A+	Excellent 9	(Marks securing 80%-90%)
A	Very Good 8	(Marks securing 70% -80%)
B+	Good 7	(Marks securing 60% -70%)
B	Above Average 6	(Marks securing 50% -60%)
P	Pass 5	(Marks securing 40% -50%)
F	Fail 0	(Marks securing below 40%)
Abs	Absent/ Incomplete	0

WEAVING TRAINING CENTRE

HCDG College has started “Earn while you learn” programme for aspiring poor students. In 2017 WEAVING TRAINING COURSE is introduced in the college to provide opportunity of higher education for the under-privileged students who can earn money during the period of their learning.

BEAUTY THERAPY COURSE

Self-sustaining Certificate Course in Beauty Therapy will be started from the forthcoming session for the aspiring students.

SWAYAM

SWAYAM is a programme initiated by Government of India and designed to achieve the three cardinal principles of Education Policy viz., access, equity and quality. The objective of this effort is to take the best teaching learning resources to all, including the most disadvantaged. Under SWAYAM we are trying to open up new avenues for our aspiring learners.

CHAPTER-IV

COLLEGE LIBRARY

The college library contains over **10,000 books**; it subscribes **19 journals** and periodicals, **8 Assamese and 4 English daily newspapers** at present. It has a reading room with internet facility. The college is registered under N-List Infflibnet e-Library, an initiative of Ministry of Human Resource Development (MHRD) under the NME-ICE, funded by UGC, under UGCINFONET Digital Library Consortium. Nlist Infflibnet Library extends access to **6000+ e-journals, 31,35,000+ e-books**.

There is also a digital library section where 3,000 books including theses, journals and magazines are preserved.

Photocopying Facility

The library provides photocopying facility to the readers at subsidized rates.

Circulation

Issue/return/renew of books has been digitalized in the library. Barcode based circulation is introduced from 2016. The library staff is always ready to provide necessary information required by the users.

Reader's Card

Every admitted student by submitting the money receipt at the library counter can collect his/her library card. The reader's card remains valid up to the filling up of forms for the examination.

Transaction of Books

A maximum number of two books shall be issued to a student and he/she can retain the books for a maximum period of two weeks or 15 days.

The same must be returned on the due date, failing which a fine of Rs. 2/- per book will be levied for every overdue day.

At the time of issuing books, the student is advised to check the pages, if there is any damage or mutilation of pages found, it should be brought to the notice of the librarian instantly. The librarian reserves the right to recall any book at any time. In case of loss of any book or part thereof shall have to be replaced by the borrower or double the cost of the book may be deposited.

Book Bank Facility

A Book Bank was started in the college library in 2011 for providing text books to poor and meritorious students (both Higher Secondary and Degree students). At present it has 1355 books.

THIS YEAR MORE STUDENTS WILL BE COVERED UNDER THE BOOK BANK FACILITY.

EXEMPTION OF FEES

1. Poor meritorious students (generally) belonging to SC/ST are exempted from payment of admission fee and tuition fee on production of caste and annual income certificate from the competent authority.
2. SC/ST/OBC (NCL)/Minority/Economically deprived (BPL card holder)/ Physically Challenged Degree students of the college will be given a periodic stipend.
3. Girl students are exempted from payment of tuition fee in H.S. Course only.

ISSUE OF CERTIFICATE

- i) All kinds of certificate shall ordinarily be issued within three days of application.
- ii) When an original certificate is lost by an ex-student a duplicate transfer certificate/ college leaving certificates may be issued on application by the candidate after payment of the requisite fees.

DISCIPLINE

- (a) College uniform for the students:
 - Boys:** Black trousers and white shirt with Badge.
 - Girls :** White *mekhela-chadar* with sky-blue border and matching blouse in sky blue/ white kurta & sky blue *pajama* with sky blue *dupatta* with Badge.
- (b) College Uniform is must for all the students.
- (c) All students are required to attend their classes regularly and punctually. Continuous absence from the class without prior permission or information is a serious breach of discipline of the college.
- (d) A student should maintain class room decency at any cost and any breach of decorum inside the class room will be viewed seriously.
- e) Students are prohibited from loitering on the verandah or crowding in front of the office.
- f) Students are not allowed to join any political party or indulge in any political activity in the college campus.
- g) Students should put their grievances before the Grievances Redressal Cell in writing or consult the Prof.-in-charge.
- h) Students should not damage the electrical fittings; disfigure walls by spitting break window panes, desk or benches and other college property. This is a punishable offence. Any

student involved in such activities must replace the same as per the decision of the Grievances Redressal Cell.

- i) Use of intoxicants and smoking inside the college campus is strictly prohibited. Erring students will be severely dealt with.
- j) No students can represent any activity in the name of the college without prior permission of the college authority.
- k) Mobile Phones and other such devices can not be used inside the class room.

Violation of any of the clauses mentioned above may be punished by a fine, suspension, rustication or expulsion as deemed fit by the authority.

Attendance

A student is required to attend a minimum 85% of the lecture delivered in the session to be eligible to appear in college/Council/University examinations.

Condonation of attendance may be granted by the Principal in exceptional cases if he is satisfied by the reason(s)

Examination

- i) The H.S/Semester students will have to appear at Unit Examinations to be eligible to submit their final Examination Form(s)
- ii) For Semester students there shall be one University conducted (End Semester) examination usually in the month of May/November in every six months.

Internal Assessment for Degree Students as per DU rules:

The marks allotted for Internal Assessment (20%) in each course shall be based on the following:

- (a) Sessional Examination I (Written): 25% of the marks allotted for Internal Assessment
- (b) Sessional Examination II (Written): 25% of the marks allotted for Internal Assessment.
- (c) Seminar / Group Discussion etc.: 25% of the marks allotted for Internal Assessment.
- (d) Attendance: 25% of marks allotted or Internal Assessment

Range of % of Attendance	Marks to be awarded
80 % to less than 85 %	2
85 % to less than 90 %	3
90 % to less than 95 %	4
95 % to 100 %	5

Provided that one (1) mark for attendance shall be awarded to the candidates falling under Non-collegiate category within the range of 70% to less than 80% attendance, who are allowed to appear in the end-semester examination of the concerned semester.