



# OFFICE OF THE PRINCIPAL KAKOJAN COLLEGE

**Re-accredited B+ Grade by NAAC**

P.O. & T.O. KAKOJAN, JORHAT: Assam-785 107

website: [www.kakojancollege.edu.in](http://www.kakojancollege.edu.in)

E-mail: [kakojancollegeadm@gmail.com](mailto:kakojancollegeadm@gmail.com)


## Supporting Documents for NAAC Self Study Report (SSR)

(3rd Cycle)

Period: 2017 – 2022

<b>Criterion – 5</b>	<b>Key Indicator – 5.1</b>
<b>Student Support and Progression</b>	<b>Student Support</b>
<b>Metric Number: 5.1.4.</b>	The institution has a transparent mechanism for timely redressal of students grievances including sexual harassment and ragging cases

Prepared and submitted by  
IQAC, Kakojan College, Jorhat, Assam

  
(Dr. Ruprekha Bordoloi)

Principal  
Kakojan College  
Jorhat, Assam



  
(Dr. Nibedita Gogoi)

Co-ordinator  
IQAC  
Kakojan College  
Jorhat, Assam

Metric No.	Heading
5.1.4	The institution has a transparent mechanism for timely redressal of students grievances including sexual harassment and ragging cases


## Constitution of Internal Committee/Grievances Committees

**Kakojan College**  
 Re-accredited by *Golden Jubilee Special Edition*  
 NAAC with B+ Grade Since 1967 to 2017

**50**  
 Estd. 1967

**Academic Calendar**  
 Session : 2017-18

**Kakojan, Jorhat, Assam**  
 Pin: 785107  
[www.kakojancollege.edu.in](http://www.kakojancollege.edu.in)

  
 (Dr. Ruprekha Bordoloi)  
 Principal  
 Kakojan College  
 Jorhat, Assam



  
 (Dr. Nibedita Gogoi)  
 Co-ordinator  
 IQAC  
 Kakojan College  
 Jorhat, Assam

7. ✓

**GRIEVANCE REDRESSAL COMMITTEE :**

1. Dr. Raju Baruah, Vice Principal - Chairperson
2. Dr. Archana Bhattacharjee, Academic Vice Principal & Co-ordinator, IQAC - Member
3. Dr. Bijoylakshmi Neog, Member
4. Mr. Mridul Gogoi, Member
5. Mr. Tufail Zilani, Member
6. Mrs. Junmoni Baruah, Member
7. Mr. Jayanta Duarah, Member
8. Mr. Prasanna Hazarika, Member
9. President, Students' Union Society
10. General Secretary, Students' Union Society

8.

**CENTRE FOR WOMEN'S STUDIES  
(WOMEN CELL)**

1. Dr. Ruprekha Bordoloi, Principal - Chairperson
2. Mrs. Sarmistha Goswami - Co-ordinator

**EXECUTIVE MEMBER**

3. Mrs. Joyashree Saikia
4. Mrs. Mridula Neog

9.


**ROUTINE COMMITTEE**

1. Dr. Raju Baruah, Vice Principal, Chairperson
2. Dr. Archana Bhattacharjee, Academic Vice Principal & Co-ordinator, IQAC
3. Mr. Kshirod Saikia - Convener
4. ✓ Mrs. Babita Phukan Borkotoky, Member
5. Mr. Sanjib Borah, Member
6. Mrs. Junmoni Baruah, Member
7. Dr. Dharmendra Dutta, Member
8. Mr. Ratul Baruah (Librarian, i/c)

  
(Dr. Ruprekha Bordoloi)

Principal  
Kakojan College  
Jorhat, Assam



  
(Dr. Nibedita Gogoi)

Co-ordinator  
IQAC  
Kakojan College  
Jorhat, Assam

# Kakojan College

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Estd.: 1967

## Academic Calendar

Session : 2018-19



**Kakojan, Jorhat, Assam**

**Pin: 785107**

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(Dr. Ruprekha Bordoloi)

Principal  
Kakojan College  
Jorhat, Assam



(Dr. Nibedita Gogoi)


Co-ordinator  
IQAC  
Kakojan College  
Jorhat, Assam

4. **INFRASTRUCTURE DEVELOPMENT COMMITTEE**
1. Dr. Ruprekha Bordoloi, Principal (Chairperson)
  2. Dr. Raju Baruah, Vice Principal - Member
  3. Dr. Archana Bhattacharjee, Academic Vice Principal & Co-ordinator, IQAC - Member
  4. Dr. Bijoylakshmi Neog, Member
  5. Dr. Pankaj Goswami, Convener, UGC Cell - Member
  6. Dr. Partha Pratim Baruah - Member
  7. Mr. Mukul Bordoloi - (Office)- Member


5. **PURCHASING COMMITTEE  
(FOR GENERAL PURPOSE)**
1. Dr. Ruprekha Bordoloi, Principal (Chairperson)
  2. Dr. Raju Baruah, Vice Principal, Member
  3. Dr. Archana Bhattacharjee, Academic Vice Principal & Co-ordinator, IQAC - Member
  4. Dr. Pankaj Goswami, Convener, UGC Cell
  5. Mr. Mukul Bordoloi (Office) - Member

6. **LIBRARY COMMITTEE :**
1. Dr. Ruprekha Bordoloi, Principal (Chairperson)
  2. Dr. Raju Baruah, Vice Principal
  3. Dr. Archana Bhattacharjee, Academic Vice Principal & Co-ordinator, IQAC - Member
  4. Mr. Ratul Baruah (Convener) Librarian, i/c
  5. Mr. Mridul Gogoi - Member
  6. Mrs. Dipti Tamuli - Member
  7. Mrs. Babita Phukan Borkotoky - Member

7. **GRIEVANCE REDRESSEL COMMITTEE :**
1. Dr. Raju Baruah, Vice Principal - Chairperson
  2. Dr. Archana Bhattacharjee, Academic Vice Principal & Co-ordinator, IQAC - Member

  
(Dr. Ruprekha Bordoloi)  
Principal  
Kakojan College  
Jorhat, Assam



  
(Dr. Nibedita Gogoi)  
Co-ordinator  
IQAC  
Kakojan College  
Jorhat, Assam

3. Mr. Subhasis Kotoky (Convener)
4. Mr. Tufail Zilani Imdad Ullah - Member
5. Mrs. Junmoni Barauh - Member
6. Mr. Jāyanta Duarah - Member
7. President - Students' Union Society
8. General Secy, Students' Union Society

**8. CENTRE FOR WOMEN'S STUDIES  
(WOMEN CELL)**

1. Dr. Ruprekha Bordoloi, Principal - Chairperson
2. Mrs. Sarmistha Goswami, (Co-ordinator)

**EXECUTIVE MEMBER**


3. Mrs. Joyashree Saikia
4. Mrs. Mridula Neog

**9. ROUTINE COMMITTEE**


1. Dr. Raju Baruah, Vice Principal (Chairperson)
2. Dr. Archana Bhattacharjee, Academic Vice Principal & Co-ordinator, IQAC - Member
3. Mr. Kshirod Saikia, Convener
4. Mrs. Babita Phukan Borkotoky, Member
5. Mrs. Jita Dutta - Member
6. Dr. Dharmendra Dutta, Member
7. Mr. Ratul Boruah, (Librarian, i/c) - Member

**10. NEWS LETTER 'ALERT' COMMITTEE :**

1. Dr. Ruprekha Bordoloi, Principal, Chairperson
2. Dr. Archana Bhattacharjee, Academic Vice Principal & Co-ordinator, IQAC - Adviser
3. Mr. Dhrubajyoti Saikia, Editor
4. Mr. Lakhya Protim Nirmolia, Assistant Co-ordinator, IQAC, Member

  
(Dr. Ruprekha Bordoloi)  
Principal  
Kakojan College  
Jorhat, Assam



  
(Dr. Nibedita Gogoi)  
Co-ordinator  
IQAC  
Kakojan College  
Jorhat, Assam

# Kakojan College

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Estd.: 1967

## Academic Calendar

*Session : 2019-20*



Kakojan, Jorhat, Assam  
Pin: 785107

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(Dr. Ruprekha Bordoloi)

Principal  
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Jorhat, Assam



(Dr. Nibedita Gogoi)


Co-ordinator  
IQAC  
Kakojan College  
Jorhat, Assam

- 11. STUDENTS ADVISORY COUNCIL**
1. Dr. Ruprekha Bordoloi, Principal (Chairperson)
  2. Mrs. Babita Phukan Borkotoky - Cultural
  3. Mr. Rajdeep Bora - Games and Sports
  4. Mr. Sanjib Bora - Function
  5. Mr. Dhruvjyoti Saikia - Debating
  6. Dr. Pankaj Goswami - Literary
  7. Dr. Archana Bhattacharjee
  8. Mr. Tufail Zilani Imdad Ullah } Magazine
  9. Mr. Lakhya Pratim Nirmolia - Social Service
  10. Mr. Utpal Sadhanidar - Boys' Common Room
  11. Mrs. Jinumoni Saikia - Girls' Common Room
- 12. INFORMATION AND CAREER GUIDANCE CELL (ICGC)**
1. Dr. Ruprekha Bordoloi, Principal (Chairperson)
  2. Mrs. Mridula Neog (Convener)
  3. Mr. Utpal Sadhanidar, Member
  4. Mr. Dhruvajyoti Saikia, Member
- 13. TECHNICAL MAINTENANCE COMMITTEE**
1. Dr. Ruprekha Bordoloi, Principal (Chairperson)
  2. Mr. Nondon Pachani, Convener
  3. Mr. Pallab Pran Bora, Member
  4. Mr. Lakhya Pratim Nirmolia, Member
  5. Mr. Mriganka Hazarika, Member
  6. Mr. Asfiqur Rahman, Member
  7. Mr. Rajesh Bordoloi, Member
  8. Mr. Romen Borah, Member

**14. INTERNAL COMPLAINTS COMMITTEE (ICC),  
W.E.F. 08/01/2018**

Internal Complaints Committee (ICC) for Gender Sensitization against Sexual harassment.

As per Section 4 of the UGC (Prevention, Prohibition and Redressal of Sexual harassment of Women Employees and Students in Higher Education Institutions) Regulation 2015.

  
(Dr. Ruprekha Bordoloi)  
Principal  
Kakojan College  
Jorhat, Assam



  
(Dr. Nibedita Gogoi)  
Co-ordinator  
IQAC  
Kakojan College  
Jorhat, Assam




1. Dr. Bijoy Lakshmi Neog, Presiding Officer
2. Mr. Mridul Gogoi, Member from Faculty
3. Mrs. Jinumoni Saikia, Member from Faculty
4. Mrs. Pallabi Lahon, Member from Non-Teaching Staff
5. Mrs. Munmi Gogoi, Member from Non-Teaching Staff
6. President, Student Union Society (Student member)
7. General Secretary, Student Union Society (Student member)
8. Secretary, Girls' Common Room (Student member)
9. Ms. Monti Saikia (Member from NGO)

**15. SC/ST/MINORITY CELL :**

1. Dr. Ruprekha Bordoloi, Principal - Chairperson
2. Mr. Tufail Zilani Imdad Ullah - Convener
3. Mrs. Kanon Deka, Member
4. Mrs. Anita Das, Member
5. Mrs. Semima Yasmin, Member
6. Mrs. Minakshi Mili - Member
7. Mr. Motibur Rahman (Office), Member

**16. DISCIPLINARY COMMITTEE**

1. Dr. Ruprekha Bordoloi, Principal - Chairperson
2. Dr. Raju Baruah, Vice Principal - Convener
3. Dr. Archana Bhattacharjee, Academic Vice Principal & Co-ordinator, IQAC - Member
4. Dr. Bijoylakshmi Neog, Member
5. Mr. Mridul Gogoi, Member
6. Mr. Tufail Zilani Imdad Ullah, Member
7. Mr. Dhrubajyoti Sarmah, Member

  
(Dr. Ruprekha Bordoloi)

Principal  
Kakojan College  
Jorhat, Assam



  
(Dr. Nibedita Gogoi)

Co-ordinator  
IQAC  
Kakojan College  
Jorhat, Assam

# ACADEMIC CALENDAR

(2020 – 2021)

## KAKOJAN COLLEGE

KAKOJAN, JORHAT, ASSAM - 785107

ESTD: 1967



(Dr. Ruprekha Bordoloi)

Principal  
Kakojan College  
Jorhat, Assam



(Dr. Nibedita Gogoi)

Co-ordinator  
IQAC  
Kakojan College  
Jorhat, Assam

**LIBRARY COMMITTEE:**

1. Dr. Ruprekha Bordoloi, Principal (Chairperson)
2. Dr. Bijoylakshmi Neog, Vice Principal, Member
3. Mr. Mridul Gogoi, Academic Vice Principal, Member
4. Dr. Nibedita Gogoi, Coordinator, IQAC – Member
5. Dr. Pankaj Goswami, Coordinator RUSA - Member
6. Mr. Ratul Baruah (Convenor) Librarian-, i/c
7. Mrs. Joyashree Saikia - Member
8. Mr. Prasanna Hazarika – Member
9. Dr. Partha Protim Boruah – Member
10. Mrs. Munmi Gogoi – Member
11. Mr. Pallab Pran Bora – Member

**INTERNAL COMPLAINTS COMMITTEE (ICC), W.E.F. 08/01/2018**

1. Dr. Bijoy Lakshmi Neog, Presiding Officer
2. Mr. Mridul Gogoi, Member from Faculty
3. Mrs. Jinumoni Saikia, Member from Faculty
4. Mrs. Pallabi Lahon, Member from Non-Teaching Staff
5. Mrs. Munmi Gogoi, Member from Non-Teaching Staff
6. President, Student Union Society (Student member)
7. General Secretary, Student Union Society (Student member)
8. Secretary, Girls' Common Room (Student member)
9. Ms. Monti Saikia (Member from NGO)

**COLLEGE STUDENT GRIEVANCE REDRESSAL COMMITTEE: (CSGRC)**

1. Dr. Ruprekha Bordoloi, Principal – Chairperson
2. Dr. Bijoylakshmi Neog, Vice Principal - Faculty Member
3. Mr. Mridul Gogoi, AVP - Faculty Member
4. Dr. Babita Phukan Borkotoky - Faculty Member
5. Special invitee will be nominated by the Principal after admission (According to UGC Guideline)

**CENTRE FOR WOMEN'S STUDIES (WOMEN CELL)**

1. Dr. Ruprekha Bordoloi, Principal – Chairperson
2. Mrs. Sarmistha Goswami, (Coordinator)

**Executive Member**

3. Mrs. Joyashree Saikia
4. Mrs. Mridula Neog

**NEWS LETTER 'ALERT' COMMITTEE:**

1. Dr. Ruprekha Bordoloi, Principal, Chairperson
2. Mr. Tufail Zilani Imdad Ullah, Editor
3. Dr. Nibedita Gogoi, Co-ordinator, IQAC – Member
4. Mr. Lakhya Pratim Nirmolia, Assistant Coordinator, IQAC, Member
5. Dr. Sikhamoni Gogoi – Member

**STUDENTS ADVISORY COUNCIL**

1. Dr. Ruprekha Bordoloi, Principal (Chairperson)
2. Mr. Mridul Gogoi – Function
3. Mrs. Bobita Phukan Borkotoky – Cultural
4. Mr. Rajdeep Bora - Games and Sports
5. Mrs. Mridula Neog – Debating
6. Mrs. Kanon Deka – Literary
7. Mr. Tufail Zilani Imdad Ullah – Magazine (English Section)
8. Ms. Navanita Nath – Magazine (Assamese Section)
9. Mr. Jayanta Duarah - Social Service
10. Mr. Probin Das - Boys' Common Room
11. Dr. Anita Das - Girls' Common Room

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

1. Dr. Ruprekha Bordoloi, Principal (Chairperson)
2. Dr. Nibedita Gogoi, Coordinator, IQAC
3. Mrs. Mridula Neog (Convener)

(Dr. Ruprekha Bordoloi)

Principal  
Kakojan College  
Jorhat, Assam



(Dr. Nibedita Gogoi)

Co-ordinator  
IQAC  
Kakojan College  
Jorhat, Assam

# ACADEMIC CALANDER

(2021 – 2022)

## KAKOJAN COLLEGE

(Accredited B+ Grade by NAAC)

An ISO Certified Institution

KAKOJAN, JORHAT, ASSAM - 785107

ESTD: 1967



*R. Bordoloi*

(Dr. Ruprekha Bordoloi)

Principal  
Kakojan College  
Jorhat, Assam



*N. Gogoi*

(Dr. Nibedita Gogoi)

Co-ordinator  
IQAC  
Kakojan College  
Jorhat, Assam

**LIBRARY COMMITTEE:**

1. Dr. Ruprekha Bordoloi, Principal (Chairperson)
2. Dr. Bijoylakshmi Neog, Vice Principal, Member
3. Mr. Mridul Gogoi, Academic Vice Principal - Member
4. Dr. Nibedita Gogoi, Coordinator, IQAC - Member
5. Mr. Ratul Baruah (Convener) Librarian, i/c
6. Mr. Prasanna Hazarika - Member
7. Dr. Partha Protim Baruah - Member
8. Mrs. Munmi Gogoi - Member
9. Mr. Pallab Pran Borah - Member

**INTERNAL COMPLAINTS COMMITTEE (ICC), W.E.F. 08/01/2018**

1. Dr. Bijoy Lakshmi Neog, Presiding Officer
2. Mr. Mridul Gogoi, Member from Faculty
3. Mrs. Jinumoni Saikia, Member from Faculty
4. Mrs. Pallabi Lahon, Member from Non-Teaching Staff
5. Mrs. Munmi Gogoi, Member from Non-Teaching Staff
6. President, Student Union Society (Student member)
7. General Secretary, Student Union Society (Student member)
8. Secretary, Girls' Common Room (Student member)
9. Ms. Monti Saikia (Member from NGO)

**COLLEGIATE STUDENT GRIEVANCE REDRESSAL COMMITTEE (CSGR)**


1. Dr. Ruprekha Bordoloi, Principal - Chairperson
2. Dr. Bijoylakshmi Neog, Vice Principal - Faculty Member
3. Mr. Mridul Gogoi, Academic Vice Principal - Faculty Member
4. Mrs. Babita Phukan Borkotoky - Faculty Member
5. Special invitee will be nominated by the Principal after admission (According to UGC Guideline)

**CENTRE FOR WOMEN'S STUDIES (WOMEN CELL)**


1. Dr. Ruprekha Bordoloi, Principal - Chairperson
  2. Mrs. Samistha Goswami, (Coordinator)
- Executive Member**
3. Mrs. Joyashree Saikia
  4. Mrs. Mridula Neog

**NEWS LETTER 'ALERT' COMMITTEE:**

1. Dr. Ruprekha Bordoloi, Principal, Chairperson
2. Mr. Dhruvajyoti Saikia, Editor
3. Dr. Nibedita Gogoi, Coordinator, IQAC - Member
4. Mr. Lakhya Pratim Nirmolia, Assistant Coordinator, IQAC, Member

  
 (Dr. Ruprekha Bordoloi)  
 Principal  
 Kakojan College  
 Jorhat, Assam



  
 (Dr. Nibedita Gogoi)  
 Co-ordinator  
 IQAC  
 Kakojan College  
 Jorhat, Assam