

ACADEMIC CALENDAR

(2022 – 2023)

KAKOJAN COLLEGE

(Accredited B+ Grade by NAAC)

An ISO Certified Institution

KAKOJAN, JORHAT, ASSAM - 785107

ESTD: 1967



ACADEMIC CALENDAR 2022 – 2023

KAKOJAN COLLEGE

Jorhat, Assam

PIN : 785 107

Tel: 0376-2335023 / 9854055331 (M)

E-mail: kakojancollegeadm@gmail.com

kakojancollege@yahoo.com

Website: www.kakojancollege.edu.in

Personal Memoranda

Name :

Department :

Name of Parent/Guardian :

Address (Permanent) :

:

:

Telephone :

E-mail :

Address (Present) :

:

:

Blood Group :

Note:

* This calendar is to be carried and kept by students at all times for instruction, guidance and general reference.

* Students are to write down their respective class routine on the time table provided on page.

* Students may write down classes taken/not taken/missed in the remarks column of the Academic Calendar.

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Kakojan College: An Overview

Introduction:

Kakojan College was established by the educationists, public, social workers and others in the greater Kakojan area which is located in the eastern part of the District of Jorhat, Assam by the side of National Highway 37.

The college is situated in an ideal place which is 15 km away from the city of Jorhat. The institution invariably secures distinguished results in Higher Secondary and Degree Examinations including Rank, 1st Class, Distinction, Star Marks, Letter Marks etc. The healthy academic atmosphere, the good results, the personal care and guidance offered by the faculty members, and the Career Guidance Cell of the college have collectively contributed towards the holistic growth of the students.

The National Assessment and Accreditation Council (NAAC) visited the college in 2016 for 2nd cycle of re-accreditation. The college was re-accredited by NAAC with B+ Grade.

Besides the regular B.A./B.Sc. courses the institute offers eight (08) short-term add-on certificate courses for skill and entrepreneurship development.

The college also offers online computer-based courses in association with IIT, Bombay under MHRD, Govt. of India

FOUNDATION DAY

24th July, 1967

Kakojan College was established on 24th July, 1967

GOALS, VISION AND MISSION OF THE COLLEGE

OUR VISION

The vision of the college is to impart “**Quality Education**” for all round development of human resources under guidance of Affiliating University, UGC, NAAC and Govt. of Assam. The institution upholds the highest standards for instruction in Arts, Science and Career oriented courses. Along with academic excellence, the Institution lays stress on integrity, democracy, co-operation and cultural sensitivity, so that the students may serve best the Society, Nation and the World. The Institution also cherishes vision to impart education to those learners who have been deprived of formal system of Higher Education because of age, economic background etc. through “Open Distance Learning” (ODL) system.

MISSION

- * Imparting Quality Education of National Standard and Imbibing Skill for solving real life problems.
- * Inculcating global perspective in attitude.
- * Creating leadership qualities with futuristic vision.
- * Fostering spirit of entrepreneurship and realization of social responsibilities.
- * Cultivating ethics, morality and healthy practices in academic and professional life.
- * To formulate adequate action-plan to enable learners to equip themselves with competitive National and Global environment.
- * To ensure adequate infrastructure and support system of quality education to create awareness on human rights, value system, culture, heritage, scientific temper and environment.
- * Instilling habit of continual learning.
- * Encouraging and supporting creative and research temperament.
- * Establishing and promoting linkages with Institutions and Organizations of National and International level.
- * To organize community development programmes for the socio-economic development of the neighbourhood.

SPECIAL FEATURES

The college being an institution of Higher Education is marching for ‘Quality Education’

- All the courses of both Arts and Science streams are affiliated to the University of Dibrugarh and recognized by the UGC.
- Proper academic environment for effective development of human resource.
- Regularity and punctuality in teaching - learning system. Experienced and highly qualified faculties not only give theoretical teaching to students, but also guide them in future course of study, placement and practical knowledge. Shaping the attitude and aptitude, personality and skill of the students to make them smart, energetic and dynamic citizens of the society.
- The traditional method of teaching is supplemented with the use of Audio-visual Aids, Group Discussion, Individual Guidance, Seminar, Workshop, Field work etc.
- Mentoring System for Three Years Degree Honours Students
- The institution has established a linkage with IIT, Bombay to train student on Basic Computer Skills, Software and IT through online course.
- Students can avail Digital Library facility of institution.

COLLABORATION WITH OTHER INSTITUTIONS/ORGANIZATIONS

- In the area of teaching and learning, faculty exchange and community development programme, the college has signed MOU's with School of Social Sciences, Assam Kaziranga University, Jorhat.
- As a part of extension activities and also for the sake of sustainable development, the college has established "Organic Model Garden and Production Unit" in its extended area of the campus (Sector-B) with initial support from Fertile Ground (NGO) and Rotary International, Canada and NEADS, a local NGO.
- To encourage the spirit of self-employment and attitude of entrepreneurship among the students the college has signed MOU's with Indian Institute of Entrepreneurship (IIE), Guwahati (A Govt. of India) Assam for 6th months *Entrepreneurship Development Certificate Course*.
- The College has also signed MOU's with North East Small Scale Industries Association (NESIA), Jorhat to provide training on *Entrepreneurship Development and Skill Development*.
- The College has established linkage as ASSOCIATION of Knowledge partner, spoken Tutorial Programme with IIT, Bombay under the National Mission of Education through ICT, MHRD, Govt. of India, to train students on Basic Computer Skills, Software and IT.
- The college has signed MOU's with PRAGATI, a registered association, Jorhat, Assam to provide guidance and counselling programmes to guide students in career, personality, leadership and entrepreneurship development and to provide community services in the rural, flood affected and tea garden areas by creating awareness in areas of health, hygiene, education and agricultural sector.
- The College has signed MOU with JYOTISKA, a Govt. of India (MSME) Registered Enterprise to train and guide students and neighbouring youths for skill development especially in Fine Arts, Photography, Bamboo Craft and Fashion (Floral).
- The College has signed MOA with North Eastern Regional Institute of Water and Land Management (NERIWALM), Tezpur, a Govt. of India undertaking to implement training program for teachers and students in the field of Eco Restoration, Environment, Land and Water Management
- The College has signed MoU with Kakojan Sports Association and Academic Departments of the college has established linkages with other institutions' Academic Departments.
- The College signed MoU with NEATEHUB, Assam Agricultural University, Jorhat for supporting students to pursue entrepreneurship, business ideas and support the creation of sustainable business models.

KAKOJAN COLLEGE

Established: 1967

PRINCIPALS FROM 1967

Sl. No.	Period	Name	Qualification
1.	1967-70	Dulal Ch. Khound	M.A., LLB
2.	1970-74	J. Bhuyan, I/C	M. A.
3.	1974-78	H. Gogoi	M. A.
4.	1978-79	Mrs. Nilima Bora, I/C	M. A.
5.	1979-91	Dulal Ch. Khound	M. A., LLB
6.	1991-1997	Syed Sirazul Hussain	M. A.
7.	1997-2000	Dr. Prabhat Ch. Goswami, I/C	M. A.
8.	2000-2006	Dr. Akon Ch. Saikia	M. A., Ph.D.
9.	01-02-06 - 30-06-06	Madhab Ch. Sharma, I/C	M. A.
10.	01-07-06 - 30-11-12	Dr. Deepak Kr. Sarma	M. Sc., Ph. D.
11.	01-12-12 - 14-11-13	Ms. Kabita Mahanta, I/C	M. A.
12.	15-11-2013 – Onwards	Dr. Ruprekha Bordoloi	M. A., Ph.D.

KAKOJAN COLLEGE FAMILY

List of the Administrative, Academic, Teaching and Non-Teaching Staff :

Principal	:	Dr. Ruprekha Bordoloi, M.A. Ph. D.
Vice Principal	:	Dr. Bijoylakshmi Neog, M.A., M.Phil., Ph.D.
Academic Vice Principal	:	Mr. Mridul Gogoi, M. A.

Faculty of Arts:

Department of Assamese:

1. Mrs. Mamoni Dutta, M. A., M. Phil., HOD and Associate Professor
2. Mrs. Kanon Deka, M. A., M.Phil., Assistant Professor
3. Dr. Dharmendra Dutta, M. A., M.Phil., Ph.D., Assistant Professor
4. Ms. Navanita Nath, M. A., M. Phil., Assistant Professor
5. Ms. Minakshi Hazarika, M.A., M.Phil., Assistant Professor

Department of English:

1. Dr. Pankaj Goswami, M. A., M.Phil., Ph.D., HOD & Assistant Professor
2. Md. Tufail Zilani Imdad Ullah, M. A., M. Phil., Assistant Professor
3. Dr. Sikhamoni Gogoi, M.A., Ph.D., Assistant Professor
4. Dr. Hasnahana Gogoi, M.A., M.Phil., Ph.D., Assistant Professor
5. Mr. Bhairabanan Borah, M. A. Assistant Professor

Department of Economics:

1. Mrs. Jinumoni Saikia, M. A., M.Phil., HOD and Assistant Professor
2. Ms. Rini Kramsapi, M.A., Assistant Professor
3. Dr. Nirmali Doley, M.A., M.Phil., Ph.D., Assistant Professor
4. Mr. Ujjwal Pran Goswami, M. A., Contractual

Department of Education:

1. Dr. Bijoy Lakshmi Neog, M.A., M.Phil., Ph.D., HOD and Associate Professor
2. Mrs. Rinti Rani Sarmah, M.A., M.Phil. , Assistant Professor
3. Vacant
4. Mrs. Inumoni Gogoi, M.A., M.Phil. Assistant Professor

Department of History:

1. Mrs. Joyashree Saikia, M.A., M.Phil., HOD and Assistant Professor
2. Mrs. Sarmistha Goswami, M.A., M.Phil., Assistant Professor
3. Mr. Lakhya Protim Nirmolia, M.A., M.Phil., Assistant Professor

Department of Political Science:

1. Mr. Mridul Gogoi, M.A., HOD and Associate Professor
2. Dr. Kshirod Saikia, M.A., M.Phil, Ph.D., Assistant Professor
3. Mr. Dhruvajyoti Saikia M.A., M.Phil., Assistant Professor
4. Dr. Anita Das, M.A., M. Phil., Ph.D., Assistant Professor

Department of Sociology:

1. Mrs. Dipti Tamuli, M.A., M.Phil, HOD and Assistant Professor
2. Mrs. Borsha Rani Borah, M.A., B.Ed., Assistant Professor
3. Mrs. Minakshi Mili, M.A., B.Ed., Assistant Professor
4. Mr. Probin Das, M.A., M.Phil., Assistant Professor

Faculty of Science:**Department of Botany:**

1. Mrs. Babita Phukan Borkotoky, M.Sc., M.Phil., Assistant Professor
2. Mr. Jayanta Duarah, M.Sc., M.Phil, Assistant Professor
3. Mr. Ashish Pratim Hazarika, M.Sc., M.Phil., HOD & Assistant Professor
4. Mr. Romen Borah, Laboratory Bearer

Department of Chemistry:

1. Mrs. Mridula Neog, M.Sc., M.Phil., HOD & Assistant Professor
2. Dr. Partha Protim Baruah, M.Sc., Ph.D., Assistant Professor
3. Mr. Utpal Sadhonider, M.Sc., M.Phil., Assistant Professor
4. Dr. Sidhartha Kr. Bharodwaj, M.Sc., Ph.D., Assistant Professor
5. Mr. Rajesh Bordoloi, Laboratory Bearer

Department of Physics:

1. Mr. Sanjib Borah, M.Sc., M.Phil., HOD & Assistant Professor
2. Mr. Dhruvajyoti Sarmah, M.Sc., M.Phil., Assistant Professor
3. Mrs. Masum Das, M.Sc., M.Phil., Assistant Professor
4. Ms. Bandita Bordoloi, M.Sc., Contractual
4. Mr. Pranjit Borah, Laboratory Bearer

Department of Mathematics:

1. Mrs. Jita Dutta, M.Sc., M.Phil. B.Ed., HOD & Assistant Professor
2. Mr. Subhasis Kotoky, M.Sc., M.Phil., Assistant Professor
3. Mr. Rajdeep Borah, M.Sc., M.Phil., Assistant Professor
4. Mrs. Banashree Borah, M.Sc., Assistant Professor

Department of Zoology:

1. Mrs. Junmoni Baruah, M.Sc., M.Phil., Assistant Professor
2. Dr. Nibedita Gogoi, M.Sc. M.Phil., Ph.D., B.Ed., Assistant Professor
3. Mr. Prasanna Hazarika, M.Sc., M.Phil., HOD & Assistant Professor
4. Dr. Semima Yasmin, M.Sc., Ph.D., B.Ed., Assistant Professor
5. Mr. Sanjib Dutta, Laboratory Bearer

Department of Statistics:

1. Mr Prasanta Sut, M.Sc., M.Phil., HOD & Assistant Professor

Faculty of Computer Course:

1. Mr. Nondon Pachani, MCA
2. Mr. Pallab Pran Bora, MCA

Library Staff:

1. Ms. Parishmita Hazarika, M.Lib.I.Sc., NET (Librarian)
2. Mrs. Munmi Gogoi Saikia, (Library Bearer)
3. Md. Mujibur Rohman, (Grade IV)
4. Mr. Pallab Pran Bora, MCA
(In charge, Digital Library Section) - Contractual

Non-Teaching Office Staff :

1. Mr. Ratul Boruah, Head Assistant
2. Mrs. Pallabi Lahon, Junior Assistant
3. Mr. Naba Protim Handique, Junior Assistant
4. Mr. Satyajit Borah, Junior Assistant
5. Mr. Mriganka Hazarika, Junior Assistant (Contractual)
6. Md. Asfiqur Rahman, Junior Assistant (Contractual)
7. Mr. Dulen Borthakur, (Contractual)

Grade IV Staff

1. Md. Motibur Rahman
2. Mr. Jibon Mesh
3. Mr. Dambaru Borah
4. Mr. Suren Saikia
5. Mrs. Bijoya Bora
6. Mr. Tepuram Saikia (Contractual)

COLLEGE COMMITTEES

GOVERNING BODY:

The college is under a Governing Body duly appointed and formed by D.H.E., Assam.

For smooth functioning of the administrative and academic activities of the college, various committees have been formed. These committees working under the chairmanship of the college Principal are as follows:

COLLEGE CHOICE BASED CREDIT SYSTEM (CBCS) BOARD:

As per Dibrugarh University Guideline

1. Dr. Ruprekha Bordoloi, Principal (Chairperson)
2. Dr. Bijoylakshmi Neog, Vice Principal, (Vice Chairperson)
3. Heads of the Departments, Members
4. Dr. Nibedita Gogoi, Coordinator, IQAC, Member
5. Dr. Babita Phukan Borkotoky, Convener, Teaching Learning and Evaluation, Member Secretary

ACADEMIC COUNCIL:

1. Dr. Ruprekha Bordoloi, Principal (Chairperson)
2. Dr. Bijoylakshmi Neog, Vice Principal
3. Mr. Mridul Gogoi, Academic Vice Principal - Convener
4. Dr. Nibedita Gogoi, Coordinator, IQAC
5. Dr. Babita Phukan Borkotoky, Convener, Teaching Learning and Evaluation
6. All HODs.

ADMISSION COMMITTEE:

Admission Committee is formed in the college by the authority with all HOD's and Staff to conduct the admission procedure smoothly.

1. Dr. Ruprekha Bordoloi, Principal, Chairperson
2. Dr. Bijoylakshmi Neog, Vice Principal
3. Mr. Mridul Gogoi, Academic Vice Principal
4. Dr. Nibedita Gogoi, Coordinator, IQAC
5. Dr. Babita Phukan Borkotoky, Member
6. Mr. Pallab Pran Bora, Member
7. All Heads' of the Department (Arts and Science)
8. All Office Staff

EXAMINATION COMMITTEE:

Examination Committees are formed to conduct the Internal and External Examinations of AHSEC and Dibrugarh University. Faculties and Staff are closely associated with these committees.

ROUTINE COMMITTEE

1. Mr. Mridul Gogoi, Academic Vice Principal - Chairperson
2. Dr. Nibedita Gogoi, Coordinator, IQAC - Member
3. Mr. Subhasis Kotoky, Convener
4. Mrs. Joyashree Saikia, Member
5. Mrs. Jinumoni Saikia, Member
6. Dr. Babita Phukan Borkotoky, Member
7. Mr. Ratul Baruah, - Member

STEERING COMMITTEE (NAAC)

1. Dr. Nibedita Gogoi, Coordinator, IQAC - Convener
2. Dr. Babita Phukan Borkotoky, Assistant Coordinator
3. Mr. Lakhya Protim Nirmolia, Assistant Coordinator
4. Mr. Dhruvajyoti Saikia, Assistant Coordinator

CONVENERS OF SEVEN CRITERIONS (IQAC)

1. Curricular Aspect - Mrs. Joyashree Saikia & Mrs. Mridula Neog, Assistant Professor
2. Teaching, Learning and Evaluation- Dr. Babita Phukan Borkotoky, Assistant Professor
3. Research, Innovation and Extension – Dr. Dharmendra Dutta, Assistant Professor
4. Governance and Leadership - Dr. Ruprekha Bordoloi, Principal
5. Infrastructure and Learning Resources - Dr. Partha Pratim Boruah, Assistant Professor
6. Student Support and Progression - Mr. Dhruvajyoti Saikia, Assistant Professor
7. Institutional Values and Best Practices - Mrs. Junmoni Baruah, Assistant Professor

PROSPECTUS COMMITTEE:

1. Dr. Ruprekha Bordoloi, Principal - Chairperson
2. Dr. Babita Phukan Borkotoky – Convener

Members:

1. Dr. Bijoylakshmi Neog, Vice Principal
2. Mr. Mridul Gogoi, Academic Vice Principal, Member
3. Dr. Nibedita Gogoi, Coordinator, IQAC
4. Mr. Lakhya Protim Nirmolia, Assistant Coordinator, IQAC
5. Mr. Nondon Pachani, Computer Faculty

ACADEMIC CALENDAR COMMITTEE

The Academic Calendar of the institution is by published by Internal Quality Assurance Cell (IQAC)

1. Dr. Ruprekha Bordoloi, Principal – Chairperson
2. Mr. Utpal Sadhanidar, Convener

Members:

1. Dr. Bijoylakshmi Neog, Vice Principal
2. Mr. Mridul Gogoi, Academic Vice Principal
3. Dr. Nibedita Gogoi, Coordinator, IQAC
4. Mr. Lakhya Protim Nirmolia, Assistant Coordinator, IQAC
5. Mr. Nondon Pachani, Computer Faculty

RASTRIYA UCHCHATAR SHIKSHA ABHIYAN (RUSA) COMMITTEE

1. Dr. Ruprekha Bordoloi, Principal (Chairman)
2. Dr. Bijoylakshmi Neog, Vice Principal (Vice Chairman)
3. Dr. Pankaj Goswami, Assistant Professor, Coordinator
4. Dr. Partha Protim Boruah, Assistant Professor, Representative of Faculty
5. Mr. Lakhya Protim Nirmolia, Assistant Professor, Representative of Faculty
6. President, Student Union Society
7. General Secretary, Student Union Society
8. Mr. S. K. Sarma, Retd. Assistant Engineer, PWD, Jorhat, Technical Support Staff

UGC CELL

1. Dr. Ruprekha Bordoloi, Principal (Chairperson)
2. Dr. Pankaj Goswami – Convener
3. Dr. Nibedita Gogoi, Coordinator, IQAC – Member
4. Mr. Rajdeep Borah – Member
5. Mr. Ratul Baruah (Office) - Member

UGC RESEARCH BODY

1. Dr. Ruprekha Bordoloi, Principal (Chairperson)
2. Dr. Pankaj Goswami, Convener
3. Dr. Nibedita Gogoi, Coordinator, IQAC – Member
4. Dr. Sikhamoni Gogoi – Member
5. Dr. Anita Das - Member

INFRASTRUCTURE DEVELOPMENT COMMITTEE

1. Dr. Ruprekha Bordoloi, Principal (Chairperson)
2. Dr. Bijoylakshmi Neog, Vice Principal – Member
3. Mr. Mridul Gogoi, Academic Vice Principal – Member
4. Dr. Pankaj Goswami, Coordinator, RUSA and Convener, UGC Cell – Member
5. Dr. Nibedita Gogoi, Coordinator, IQAC – Member
6. Dr. Partha Protim Boruah – Member
7. Mr. Ratul Baruah - Member

PURCHASING COMMITTEE (FOR GENERAL PURPOSE)

1. Dr. Ruprekha Bordoloi, Principal (Chairperson)
2. Dr. Bijoylakshmi Neog, Vice Principal, Member
3. Mr. Mridul Gogoi, Academic Vice Principal, Member
4. Dr. Pankaj Goswami, Coordinator, RUSA and Convener, UGC Cell – Member
5. Dr. Nibedita Gogoi, Coordinator, IQAC – Member
6. Mr. Ratul Baruah (Non-Teaching Staff) - Member

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 and Convener, UGC Cell – Member
6. Librarian (Convener)
7. Mrs. Joyashree Saikia – Member
8. Mr. Prasanna Hazarika – Member
9. Dr. Partha Protim Boruah – Member
10. Mr. Ratul Baruah – Member
11. Mrs. Munmi Gogoi – Member
12. 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)

COLLEGIATE STUDENT GRIEVANCE REDRESSEL COMMITTEE: (CSGR)

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. Sikhmoni Gogoi, Member

STUDENTS ADVISORY COUNCIL

1. Dr. Ruprekha Bordoloi, Principal (Chairperson)
2. Dr. Kshirod Saikia – Function
3. Mrs. Sarmistha Goswami – Cultural
4. Mr. Rajdeep Bora - Games and Sports
5. Mr. Dhruvjayoti Saikia – Debating
6. Dr. Pankaj Goswami – Literary
7. Dr. Sikhmoni Gogoi – Magazine (English Section)
8. Dr. Dharmendra Dutta – Magazine (Assamese Section)
9. Dr. Partha Protim Boruah - Social Service
10. Mr. Subhasis Kotoky - Boys' Common Room
11. Dr. Nirmali Doley - 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)
4. Mr. Dhruvajyoti Saikia, Member
5. Mr. Ashish Pratim Hazarika, Member
6. Mrs. Navanita Nath, Member
7. Dr. Nirmali Doley, Member
8. Dr. Hasnahana Gogoi, Member
9. Dr. Semima Yasmin

SPOKEN TUTORIAL ONLINE COURSE(UNDER IIT, BOMBAY)

The institution has established a linkage with IIT, Bombay under the National Mission of Education through ICT, MHRD, Govt. of India to train students on Basic Computer Skills, Software and IT through online course.

Faculty Organizer:

Mr. Pallab Pran Bora, MCA

TECHNICAL MAINTENANCE COMMITTEE

1. Dr. Ruprekha Bordoloi, Principal (Chairperson)
2. Mr. Pallab Pran Bora, Convener
3. Mr. Nondon Pachani, Member
4. Mr. Prasanta Sut, Member
5. Mr. Rajesh Bordoloi, Member
6. Mr. Romen Borah, Member
7. Mr. Mriganka Hazarika, Member
8. Mr. Asfiqur Rahman, Member

NATIONAL SERVICE SCHEME (NSS)

1. Dr. Ruprekha Bordoloi, Principal - Chairperson
2. Mr. Jayanta Duarah - Programme Officer
3. Ms. Navanita Nath - Assistant Programme Officer

Members

1. Dr. Nibedita Gogoi, Co-ordinator, IQAC
2. Mrs. Dipti Tamuli
3. Mr. Sanjib Borah
4. Dr. Anita Das
5. Mrs. Borsha Rani Borah
6. Mr. Probin Das
7. Dr. Nirmali Doley
8. Mr. Rajdeep Bora
9. Mrs. Masum Das
10. Mr. Satyajit Borah (Office)

SC/ST/MINORITY CELL:

1. Dr. Ruprekha Bordoloi, Principal - Chairperson
2. Mr. Tufail Zilani Imdad Ullah - Convener
3. Mrs. Kanon Deka, Member
4. Mrs. Minakshi Mili – Member
5. Mr. Probin Das, Member
6. Ms. Rini Kramsapi – Member
7. Dr. Nirmali Doley – Member
8. Mr. Motibur Rahman (Office) – Member

DISCIPLINARY COMMITTEE

1. Dr. Ruprekha Bordoloi, Principal - Chairperson
2. Dr. Bijoylakshmi Neog, Vice Principal - Convener
3. Mr. Mridul Gogoi, Academic Vice Principal - Member
4. Mrs. Mamoni Dutta, Member
5. Dr. Kshirod Saikia, Member

6. Mrs. Dipti Tamuli, Member
7. Mrs. Jita Dutta, Member
8. Mr. Ashish Pratim Hazarika, Member

PUBLICATION CELL

1. Dr. Ruprekha Bordoloi, Principal-Chairperson
2. Dr. Pankaj Goswami - Convener
3. Mr. Tufail Zilani Imdad Ullah, Member
4. Dr. Nibedita Gogoi, Coordinator, IQAC, Member
5. Mr. Lakhya Protim Nirmolia, Member
5. Mrs. Barsha Rani Borah, Member
6. Dr. Sikhamoni Gogoi, Member
7. Mrs. Minakshi Hazarika, Member
8. Dr. Siddhartha Bhorodwaj, Member

ACADEMIC AUDIT COMMITTEE

1. Dr. Ruprekha Bordoloi, Chairperson
2. Mr. Mridul Gogoi, Convener
3. Dr. Dharmendra Dutta, Member
4. Mr. Jayanta Duarah, Member
5. Mr. Subhasish Kotoky, Member
6. Mr. Dhruvabjyoti Sarmah, Member
7. Mrs. Masum Das, Member
8. Mr. Bhairabanan Borah, Member

GIRLS' HOSTEL COMMITTEE, KAKOJAN COLLEGE

1. Dr. Ruprekha Bordoloi, Principal, Chairperson
2. Mrs. Jinumoni Saikia, Warden
3. Dr. Bijoylakshmi Neog, Vice Principal, Member
4. Mr. Mridul Gogoi, Academic Vice Principal, Member
5. Dr. Nibedita Gogoi, Coordinator, IQAC, Member
6. Mrs. Mamoni Dutta, Member
7. Mrs. Joyshree Saikia, Member
8. Mrs. Inumoni Gogoi, Member

ENVIRONMENT MANAGEMENT COMMITTEE

1. Dr. Ruprekha Bordoloi, Principal (Chairperson)
2. Ms. Masum Das - Convener
3. Mrs. Kanon Deka – Member
4. Mrs. Sarmistha Goswami – Member
5. Mrs. Rinti Rani Sarmah – Member
6. Mr. Ashish Pratim Hazarika - Member
7. Mr. Prasanna Hazarika – Member
8. Mr. Utpal Sadhonidar – Member
9. Ms. Minakshi Mili – Member
10. Ms. Minakshi Hazarika – Member
11. Dr. Hasnahana Gogoi – Member
12. Mrs. Banashree Borah – Member
13. Mrs. Inumoni Gogoi – Member

ADMINISTRATIVE AUDIT COMMITTEE:

1. Dr. Ruprekha Bordoloi, Principal - Chairperson
2. Dr. Nibedita Gogoi, Coordinator, IQAC - Convener
3. Dr. Pankaj Goswami – Member
4. Mr. Ratul Baruah - Member
5. Mr. Naba Protim Handique – Member
6. Mr. Satyajit Borah – Member

CANTEEN COMMITTEE:

1. Dr. Ruprekha Bordoloi, Principal (Chairperson)
2. Mrs. Junmoni Baruah, Convener
3. Mr. Tufail Zilani Imdad Ullah, Member
4. Dr. Babita Phukan Borkotoky, Member
5. Mrs. Mridula Neog, Member
6. Dr. Partha Pratim Baruah, Member
7. Dr. Dharmendra Dutta, Member

COMMITTEE UNDER RECOGNISED SAP (SWACHHATA ACTION PLAN) INSTITUTION (Ministry of Human Resource Development - MGNCRE)

1. Sanitation and Hygiene

- a) Mrs. Sarmistha Goswami
- b) Mrs. Rinti Rani Sarmah
- c) Mrs. Junmoni Baruah
- d) Dr. Nibedita Gogoi
- e) Dr. Dharmendra Dutta
- f) Mr. Prasanna Hazarika
- g) Mrs. Minakshi Mili
- h) Dr. Hasnahana Gogoi

2. Waste Management

- a) Dr. Nibedita Gogoi
- b) Mrs. Junmoni Baruah
- c) Dr. Anita Das
- d) Dr. Sikhamoni Gogoi
- e) Ms. Rini Kramsapi
- f) Dr. Semima Yasmin

3. Water Management

- a) Mrs. Mridula Neog
- b) Mrs. Jinumoni Saikia
- c) Dr. Partha Protim Boruah
- d) Mr. Utpal Sadhonider
- e) Dr. Siddhartha Kumar Bhorodwaj

4. Energy Management

- a) Mr. Sanjib Borah
- b) Mr. Dhruvajyoti Sarmah
- c) Mrs. Jita Dutta
- d) Mr. Subhasis Kotoky
- e) Mr. Dhruvajyoti Saikia
- f) Mrs. Banashree Bora

5. Greenery

- a) Dr. Babita Phukan Borkotoky
- b) Mrs. Kanon Deka
- c) Mr. Jayanta Duarah
- d) Mr. Ashish Pratim Hazarika
- e) Mrs. Borsha Rani Borah
- f) Mrs. Navanita Nath
- g) Mr. Probin Das

**INSTITUTION'S INNOVATION COUNCIL (IIC)
KAKOJAN COLLEGE, JORHAT, ASSAM**

Sr. No.	Name of Member	Member Type (Teaching/ Non- teaching / External Expert)	Key Role/ Position assigned in IIC
1.	Dr. Babita Phukan Borkotoky	Teaching	President
2.	Dr. Bijoylakshmi Neog	Teaching	Vice President
3.	Mr. Rajdeep Borah	Teaching	Convener
4.	Ashish Pratim Hazarika	Teaching	Innovation Activity Coordinator
5.	Mridula Neog	Teaching	Internship Coordinator
6.	Dr. Nibedita Gogoi	Teaching	Startup Activity Coordinator, IPR Activity Coordinator
7.	Tufail Zilani Imdad Ullah	Teaching	Social Media Coordinator
8.	Lakhya Protim Nirmolia	Teaching	ARIIA Coordinator, NIRF Coordinator
9.	Mridul Gogoi	Teaching	Member
10.	Sarmistha Goswami	Teaching	Member
11.	Jayanta Duarah	Teaching	Member
12.	Dhrubajyoti Sarmah	Teaching	Member
13.	Dr. Dharmendra Dutta	Teaching	Member
14.	Dhrubajyoti Saikia	Teaching	Member
15.	Utpal Sadhonider	Teaching	Member
16.	Dr. Anita Das	Teaching	Member
17.	Masum Das	Teaching	Member
18.	Borsha Rani Borah	Teaching	Member
19.	Bhairabanan Bora	Teaching	Member
20.	Navanita Nath	Teaching	Member
21.	Probin Das	Teaching	Member
22.	Rini Kramsapi	Teaching	Member
23.	Dr. Hasnahana Gogoi	Teaching	Member
24.	Dr. Nirmali Doley	Teaching	Member
25.	Banashree Bora	Teaching	Member
26.	Inumoni Gogoi	Teaching	Member
27.	Pallab Pran Bora	Teaching	Member
28.	Nondon Pachani	Teaching	Member
29.	Ratul Baruah	Non-Teaching	Member
30.	Naba Protim Handique	Non-Teaching	Member

K. K. HANDIQUE S. O. U. STUDY CENTRE

1. Dr. Ruprekha Bordoloi, Principal, Chairperson
2. Mr. Tufail Zilani Imdad Ullah, Coordinator
3. Mr. Lakhya Protim Nirmolia, Assistant Coordinator
4. Ms. Sabina Yasmin (Office Assistant)

DODL, DU

1. Dr. Ruprekha Bordoloi, Principal
2. Mr. Tufail Zilani Imadad Ullah, Coordinator
3. Mr. Lakhya Protim Nirmolia, Assistant Coordinator

NEWSLETTER 'ALERT'

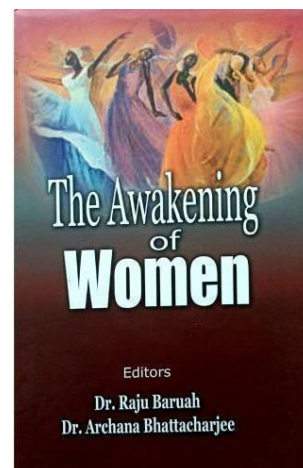
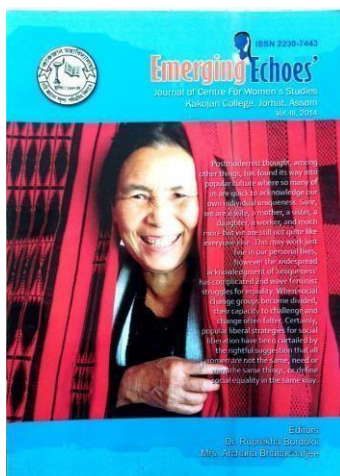
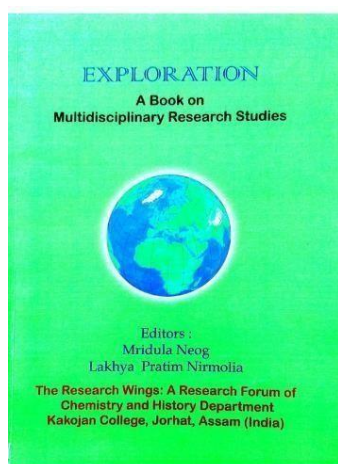
Kakojan College News Letter 'Alert' is brought out annually at the end of each academic session. Information of all the activities including academic, faculty development, achievement, institutional development activities, activities for the community development of the neighborhood are published systematically. The objective of this newsletter 'Alert' is to let the public and students know about various constructive activities of the institution.

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

The college has a Centre for Women's Studies (Women's Cell) and it is recognized by the Centre for Women's Studies, Dibrugarh University, Assam. The Centre seeks to resolve various problems and finds solutions, prospects of the girl students of the college and women of the neighbourhood. It promotes academic development and research activities on Women Studies. An ISSN Journal (2230-7443) Journal "Emerging Echoes" is being published annually under Centre for Women's Studies (Women's Cell) of the institution. It has also published books named "Awakening of Women" and "Jagriti" respectively.

RESEARCH WING

Department of Chemistry and History has formed a research forum named as "Research Wing". It has a publishing unit which publishes books annually containing research articles on various issues. To date, it has published two books, 'Exploration' and 'Illumination' with ISBN.



KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY STUDY CENTRE

Krishna Kanta Handiqui State Open University started a study center in Kakojan College in 2008.

Kakojan College study center is one of the first group centers running from the very beginning of the University bearing code no. 1301.

The Motto, Objectives, Vision & Mission of the University are as follows.

Motto:

The very purpose of establishment of the University is to promote education to reach the unreached through the Open and Distance Learning System and the Motto of the University is 'Education beyond Barriers' of age, academic background and geographical boundaries.

Objectives:

The main objectives of the Krishna Kanta Handiqui State Open University among others are:

1. To provide access to higher education to large segments of the population, and in particular the disadvantaged groups such as those living in remote and rural areas including Working people, housewives and other adults who wish to upgrade or acquire knowledge through studies in various fields.
2. To provide opportunities for higher education to a large segment of the population, including those who could not pursue higher education at appropriate time due to various reasons.
3. To strengthen and diversify the degree, diploma and certificate courses related to the needs of employment and necessary for building the economy of the country on the basis of its natural and human resources.
4. To contribute to the improvement of the educational system in the state by providing a non-formal channel complementary to the formal system.
5. To advance and disseminate learning and knowledge by a diversity of means including the use of any communication technology.
6. To provide education and training to develop skills in various arts and crafts, raising their quality and improving their availability to the people.
7. To provide counseling and guidance to the learners.

Vision and Mission:

With a view to make higher education more accessible, KKHSOU has classified its diverse academic programme to suit the potential learners of the following target groups.

1. People living in rural, remote, mountainous and border areas.
2. Persons deprived of higher education in young age and desirous to improve their qualification.
3. People engaged in different services, business, agriculture or other professions.
4. Persons deprived of admission in conventional Universities of the state.
5. Women, particularly housewives.
6. People belonging to Scheduled Tribes, Hill Tribes, socially and educationally backward classes.
7. Physically handicapped.
8. People engaged in arts, crafts, cottage industries.
9. Prisoners and
10. Working people who wish to develop their professional skills.

In the initial stage B.P.P. (Bachelor of Preparatory Programme) was started.

From the session (2008-09) the degree courses are started two batches have already come out successfully taking degree in the following concerns:

- a) B.A. (Bachelor of Arts)
- b) B.M.C. (Bachelor of Mass Communication)
- c) B.C.A. (Bachelor of Computer Application)
- d) P.G. Courses (MCA, MSW, MA in Assamese, English, Pol. Science, Sociology)

For the smooth running of the center there is a managing committee in Kakojan College.

The Study Centre comprising the following persons -

Centre In-charge : Dr. Ruprekha Bordoloi, Principal

Coordinator : Md. Tufail Zilani Imdad Ullah, M.A., M.Phil

Assistant Professor - Contact No. +919435248807

Assistant Coordinator: Mr. Lakhya Protim Nirmolia, M.A., M. Phil.,

Assistant Professor - Contact No. +919435993315

Office Assistant : Ms. Sabina Yasmin

To get detail information please contact office of the Coordinator, KKHSOU, Kakojan College Study Centre from 1 pm to 3 pm.

Directorate of Open and Distance Learning (DODL)

The Directorate of Open and Distance Learning (DODL), Dibrugarh University was established in 2001 with a vision to reach the unreached. Considering the necessity of enabling the youths who are either employed or self-employed and who are unable to prosecute higher education due to economic or other reasons, the University has set the vision of taking Higher Education to the doorsteps of the learners.

The major objectives of the Directorate are:

1. To provide access to quality higher education to the people of the region who are deprived of higher education due to various reasons.
2. To provide higher education to those who wish to upgrade or acquire knowledge through studies in various field.
3. To develop knowledge and skills in different areas which are hitherto covered by formal education system existing in the North-East Region.
4. To promote research in different fields.
5. To provide guidance and counseling to its students.

Keeping the vision of DODL in mind Kakojan College has started a study center of Directorate of Open and Distance Learning (DODL), Dibrugarh University from 2019. It starts with Post Graduate courses in Five Subjects i.e. Assamese, English, Education, Political Science, Sociology.

The management committee of DODL study center, Kakojan College, Jorhat.

Centre-in-Charge	: Dr. Ruprekha Bordoloi, Principal
Coordinator	: Mr. Tufail Zilani Imdad Ullah, Assistant Professor
Assistant Coordinator	: Mr. Lakhya Protim Nirmolia, Assistant Professor

ACADEMIC ENVIRONMENT IN THE COLLEGE

The College is marching for '*Quality Education*'. For the proper growth of human resources all possible measures have been taken by providing following infrastructure facility:

Library:

The college has a Central Library which is the key resource center to support the educational and research programme. Digital Library facility is available in the college library. The students may avail digital library facilities. The students must register themselves to avail the digital library facilities. The college Digital Library is also linked up with National Digital Library (NDL). Students requiring academic resources can avail the facility of INFLIBNET (NLIST). The College library contains a good collection of books on various subjects which caters to the needs of students and faculties. All possible steps are taken to equip the library with modern facilities. The library subscribes ample number of Journals, Magazines, and News Papers etc. The students have to deposit a library caution money at the time of admission and it is refundable after completion of the course on the basis of the clearance certificate issued by the librarian. The library has been providing one multi-media computer system, Photocopy and Internet facilities are also available. The departmental library facilities are also available in each department.

Laboratory:

- (i) All the Departments of Science Stream possess well equipped and modern laboratories for conducting practical classes.
- (ii) The Department of Mathematics has a Mathematics laboratory i.e. Matlab.
- (iii) The Department of English has a mini language laboratory
- (iv) There is a computer laboratory with high speed internet facility.
- (v) The Department of Education has a laboratory for conducting practical classes.

Museum:

The institution has a mini ethnic museum at Central library. The museum is maintained by Department of History.

ICT Facility:

In addition to general classrooms the institution has -

- (a) A well-equipped digital conference hall for seminar, workshop etc.
- (b) 2 digital smart classroom.

**Other Infrastructure Facility:****HOSTEL FACILITY:**

Hostel facility is available for girl students with 34 seats. Hostel Admission Forms can be obtained from college office. Construction of Boys Hostel is going on.

CANTEEN FACILITY:

Canteen facility is available for the students and staff inside the college campus.

STUDENT SUPPORT

1. Students' Aid Fund:

Poor and needy students are granted financial assistance in the form of examination fees from the students' Aid Fund.

2. Mentoring System:

It is now well established that "Mentoring Systems" are the best practice strategies for promoting success of the students. Full all round development of the students, the college has introduced Mentoring system to provide information, advice and emotional support to the students. For this purpose each faculty member of the institution assigned with a group of students at Honours level according to the strength of their respective departments.

3. Information and Career Guidance Cell (ICGC):

The ICGC of the college has been functioning to give proper guidance and counseling related to different Courses of study, Career, Placement etc. The Cell also monitors personality development and mental health of the students. The ICGC also monitors six months Career Oriented Certificate Courses.

4. Grievance Redressal Cell:

As the students are primary stakeholder of the institution, the college authority has responsibility to meet their necessities, whether academic or administrative. To solve their problem a Grievance Redressal Cell has established in the college. The grievances may be communicated in the form of written complaint and dropped in the grievance redressal box placed for that purpose. Grievances may also communicated to the authority through Student Union Society. The Grievance Redressal Cell takes all possible measure for welfare of the student community.

5. 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, the institution has formed an "Internal Complaints Committee (ICC) for Gender Sensitization against sexual harassment.

6. Various Wings of Department & Activities

Various Departmental Bulletins and Journals are published by the faculties and students through various wings of the Departments. The students of each department of the institution prepared Departmental Wall Magazines each year. These Bulletins, Journals & Wall Magazines reflect the activities of the Department and serve as an instrument for the students to express their creative efforts.

List of Various Wings of Department and Publication:

Department	Wings	Publications	Wall Magazines
Assamese	-	Panchai	Kachiali
		Anuranan	Akhora Ghar
		Bikshan	
English	English Study & Literary Forum (ESALF)	The Phoenix	Innovation
		The Rainbow	
Economics	Economic Study & Research Centre (ESARC)	Eco Desk	Eco-Vision
Education	All Assam Education Society	Abhigyan	Sugandhi
History	Historical Research Centre (HRC)	-	Itihase Ringiyai
Political Science	Political Science Study Centre	Politica	Swaraj Kantha
Sociology	Sociological Study Centre	Sociological Insight	Samaj Bikshan
Science Stream	Science Club	-	Vigyan Probah
Chemistry	Chemical Society	Chemlet	Molecule
Botany		Chiraseuj	Mohiruh
Mathematics	Mathematical Society	-	Integer
Physics	Physics Society	-	Universe
Zoology	-	Pranapank	Chromobikash

CO-CURRICULAR ACTIVITIES

1. Students' Union Society:

The Students' Union Society is a democratic unit formed with the elected members from the Students Community annually. The objectives of this society are promotion of Cultural, Social and Corporate life of the institution.

2. College Magazine:

College Magazine is published to encourage literary and journalistic activities among the students. The magazine is edited by the student editor elected annually by the students.

3. National Cadet Corps (NCC):

NCC the World's largest youth organization, open to the students of Academic Institution. It imparts military training to over 1 million school and college students. The NCC is only organization of its kind, which imparts Leadership, Discipline, Integration, Adventure, Military, Physical and Community Development training to over 13 lakhs youth of the country. NCC offers a wide spectrum of activities classified into five main areas. Institutional training is paramount amongst these and it includes conduct Annual Training Camp. Flying, Sea training and familiarization training with various services institute like Indian Military Academy (IMA), at Dehradun and Officers Training Academy (OTA) at Chennai. Community Development programme by involving in various activities viz. adult literacy, anti-drug, anti-leprosy campaigns, planting of tree to conserve ecology etc. Student can acquire NCC 'B' and 'C' certificate by completing 3 years course.

Incentive for NCC Cadres:

Vacancies reserved for commission in Defense Forces for NCC C Certificate Holders:

- (a) Army – 64 every year for IMA. Dehradun through UPSC and SSB interview. 100 in Officer Training Academy (OTA), Chennai for Short Service Commission Non-Technical No UPSC Exam, only SSB every year.
- (b) For ORs, Sailors, and Airmen: 5 to 10 percent bonus marks awarded for recruitment.
- (c) Para Military Forces: 2 to 10 bonus marks awarded for recruitment
- (d) Department of telecommunication: Bonus marks awarded for recruitment
- (e) CRPF: NCC cadets holding 3rd division degree eligible for recruitment to gazette posts.
- (f) NCC: Civilian Gliding instructors/Girl Cadet Instructors/ Whole Time Lady Officers.
- (g) State Govts.: Preference for State Services in certain States.
- (h) Industry: Some industries give preference to NCC C certificate holders for various jobs related with the field of security.

(i) NCC Games: Cash awards to teams and individuals for excellence.

The college has an NCC Unit for both boys and girls students under 9-Assam BN, Jorhat Group. The Unit participates in training and social service programmes in different parts of India.

Lt. Ratul Barauh, (MA,MLISC, MPS) Associate NCC Officer (ANO)

4. National Service Scheme (NSS)

The National Service Scheme (NSS) under Dibrugarh University and sponsored by the Ministry of Youth Affairs, Govt. of India, functions effectively on the campus and neighbourhood, conducting various social and community programmes.

** The institution provides the basic facilities for games and sports in terms of sports field, courts and playing equipment both for practice and competition.

Cultural activities among the students are promoted through various platforms such as - Music, Literature, Drama, Debating etc. Willing students can join either NSS or NCC where the students get an opportunity to develop a spirit of co-operation and leadership qualities.

5. Excursion/Field Works:

Besides departmental compulsory excursion the institution arranges Educational Excursions and Field Works for students. The Excursion team accompanied by teacher in-charge gets an opportunity to see and interact with people from different regions and states.



ASSOCIATION OF STAKEHOLDER

1. Teachers' Unit:

The Teachers' Unit of the college is a democratic association of the teachers under the banner of Assam College Teachers Association (ACTA) which deal with various problems of the teachers.

2. Alumni Association:

The college has an Alumni Association to establish a network between the college and its alumni. The alumni gets an opportunity to be involved in the academic and developmental activities of the college.

3. Guardian Association:

To establish a network between the institution and the guardians of the students 'Kakojan College Guardian Association' was constituted and is functioning smoothly till now. Efforts have been made for the better involvement of the guardians in the academic and other activities of the college.

4. Extension Service Cell:

The institution has an "Extension Services Cell" for the benefit of the students and people in the neighborhood. It organizes Medical Camps, Social Awareness and Community Development Programmes annually.

5. Organic Model Garden and Production Unit:

Kakojan College has established an "Organic Model Garden and Input Unit" in its extended area (Sector - B) as a part of extension activities with initial support of **Fertile Ground (NGO) Canada and Rotary International, Canada** and NEADS, a local NGO. Career oriented agro based short term certificate programmes was started from session 2017 - 2018, keeping in view the need for implementation of organic agricultural practices.

"Project Implementation Committee"

1. Dr. Rurprekha Bordoloi, Principal, Project Coordinator
2. Dr. Bijoylakshmi Neog, Vice Principal
3. Dr. Nibedita Gogoi, Assistant Professor, Coordinator, IQAC
4. Mrs. Babita Phukan Borkotoky, Assistant Professor, Convener
5. Dr. Pankaj Goswami, Assistant Professor, Project Facilitator
6. Mr. Mohan Bora, Alumni, Organic Farmer cum Team Leader
7. Mr. Abhoy Bora, Member

ABOUT THE INFORMATION AND CAREER GUIDANCE CELL

The “Information and Career Guidance Cell” was established to give an average kakojanian a small glimpse of the large horizon that awaits to take him/her by surprise. Someone once said - *“Learn from the experience of others. Life is too short.”* Abiding this adage one must learn how to plan carefully their career and go about turning all dreams into reality. Its aim is to make the students conscious about their career and also give them all required information about career opportunities in diverse fields. The Information and Career Guidance Cell (ICGC) is there to lend a helping hand at each and every step of their journey towards their goal.

The following six months career oriented courses are available and monitored by the Information and Career Guidance Cell (ICGC).

1. Certificate course on Entrepreneurship Development
2. Certificate course on Personality Development & Human Values
3. Certificate course on Organic Farming and Production of Organic Inputs
4. Certificate course on Basic Computer Application
5. Certificate course on Internet Based Web Designing
6. Certificate course on Computer Hardware and Networking
7. Certificate course on Leadership Development
8. Certificate course on Fine Arts

These courses are compulsory for the students, semester wise as mentioned below:

- | | | | |
|-----|---|---|--|
| 1. | B. A. 1 st Semester (Honours) | - | Basic Computer Application |
| 2. | B. A. 2 nd Semester (Honours) | - | Internet Based Web Designing |
| 3. | B. A. 3 rd Semester (Honours) | - | Entrepreneurship Development/Fine Arts |
| 4. | B. A. 4 th Semester (Honours) | - | Personality Development and Human Values |
| 5. | B. A. 5 th Semester (Major) | - | Computer Hardware and Networking |
| 6. | B. A. 6 th Semester (Major) | - | Leadership Development |
| 7. | B. Sc. 1 st Semester (Honours) | - | Organic Farming and Production of Inputs |
| 8. | B. Sc. 2 nd Semester (Honours) | - | Entrepreneurship Development/Fine Arts |
| 9. | B. Sc. 3 rd Semester (Honours) | - | Basic Computer Application |
| 10. | B. Sc. 4 th Semester (Honours) | - | Personality Development and Human Values |
| 11. | B. Sc. 5 th Semester (Major) | - | Internet Based Web Designing |
| 12. | B. Sc. 6 th Semester (Major) | - | Leadership Development |

*** In even semester session (January to June), 20 seats of Entrepreneurship Development are reserved for outside students on first come first serve basis.**

SOME IMPORTANT RULES

ATTENDANCE:

A student who has less than 80% attendance in average shall not be eligible to sit for the End-Semester examination. Provided that it shall be open to the University to grant exemption to a student who has attended a minimum of 70% classes but failed to obtain the prescribed 80% attendance for valid reasons, on recommendation of the Head/Principal of the college on payment of a prescribed fee(s).

The Principals of the college shall announce the names of all students who shall not be eligible to take the End-semester examinations in the various courses and send a copy of the same to the Controller of Examinations. Such candidates shall have to repeat the concerned courses when it is offered next.

A student declared as dis-collegiate shall not be allowed to proceed to the next higher Semester. He / She will need to pursue the Semester afresh in which he/she was declared as dis-collegiate along with the next fresh batch.

DISCIPLINE:

The College being an institution of higher learning and the objective is not only to impart education but also to build the character of the students and transform them into better human beings, the students are, therefore, expected to observe proper discipline during the entire period they spend in the institution. Failure to observe the norms of discipline will invite appropriate punishment. Regulations are designed to ensure that the conduct of the students and discipline are up to the required standards.

GENERAL RULES FOR MAINTENANCE OF DISCIPLINE AMONG STUDENTS

1. Students must obey the rules and regulations of the college and they are expected to maintain a high standard of discipline.
2. The students, admitted to the college must abide by all the rules and regulations as prescribed by the college authority. Violation of rules, unsatisfactory progress, irregular attendance, irregular clearance of college, showing discourtesy to the teachers and staff members in any form, adopting unfair means in examinations etc. are some of the offences which may make students liable for disciplinary action like termination of scholarship, non-awards of college degree, forced transfer and even expulsion from the college.

3. It is the duty of the students to keep the college campus and class rooms clean. Any damages and disfiguring of college property is taken serious notice of.
4. A student must attend unit tests, sessional and annual tests or examinations in each subjects to qualify themselves for appearing in the final examinations.
5. Students' Union Society and Association shall be subject to rules and regulations of the College prescribed by the authority from time to time.
6. All powers for maintenance of discipline are vested on the Principal and his/her decision shall be final on such matters.

ACTS OF INDISCIPLINE:

The following are regarded as acts of indiscipline

1. Failure to attend classes on regular basis.
2. Failure to comply with the instructions of teaching and non-teaching staff.
3. Adopting unfair means in examinations.
4. Any wanton act which results in the damages or destruction of college property.
5. Misappropriation of college property.
6. Ragging
7. Physical assault on students and Teachers / Staff.
8. Any conduct unbecoming of a student, like smoking, drinking etc.
9. Use of mobile phone within the college campus.

Penalty, fines, warning, expulsion from the institute may be levied as per regulations. The fines so collected will be deposited in the Students' Aid Fund.

ANTI RAGGING MEASURES

The Hon'ble Supreme Court has directed that ragging be banned from all educational institutions. Ragging has been made cognizable offence and it attracts a punishment of rigorous imprisonment of three years and fine of Rs. 25,000/- (Rupees Twenty Five Thousand) only.

Ragging has been defined as - *“Any act causing, inducing, compelling or forcing a student, whether by way of a practical joke or otherwise, to do any act which detracts from human dignity or violates his person or exposes him to ridicule or to forbear from doing any lawful act, by intimidating, wrongfully restraining, wrongfully confining or injuring him or by using criminal force to him or by holding out to him any threat of such intimidation, wrongful restraint, wrongful*

Confinement, injury or the use of criminal offence." Supreme Court of India has defined ragging as a criminal offence.

Ragging is strictly prohibited in the college. Attempt has been made to foster a strong vibrant and warm relationship amongst the senior and junior students. In some occasions interactive session between senior and junior students is conducted in the presence of the faculty members. Any interaction beyond this invites harsh punishment that may take any of the following forms depending upon the severity of offence.

1. Suspension from classes.
2. Debarring from appearing in Examination.
3. Rustication from the college for a period up to two years.
Expulsion from the college.
4. Fine up to `10,000/- (Rupees Ten Thousand) only.
5. Rigorous imprisonment upto 3 years through the process of court of law.

In this context the students and their guardians are required to submit court affidavit duly signed by them in the format which is attached with this prospectus.

An Anti-Ragging committee is formed with the following members.

ANTI RAGGING COMMITTEE

1. Dr. Ruprekha Bordoloi, Principal - Chairperson
2. Dr. Bijoylakshmi Neog - Vice Principal and Representative of faculty members.
3. Mr. Kshirod Saikia - Convener/Member Secretary
4. I/C Lahdoigarh Police Outpost - Representative of Police Administration
5. Mr. Ram Prasad Phukan - Representative of local print media
6. Mr. Manab Jyoti Bordoloi - Representative of local electronic media
7. Mr. Mohan Bora - Representative of NGO
8. Mr. Keshab Borah - Representative of parents
9. Representative of students belonging to the fresher's category
(To be nominated after admission)
10. General Secretary, Students' Union Society - (Representative of students)
11. Mrs. Pallabi Lahon - (Representative from non-teaching staff)
12. Block Development Officer (Central Jorhat Development Block) - Representative of Civil Administration.

GENERAL RULES

- 1) The courses offered in Kakojan College are full time courses. No students can take any other full time courses simultaneously. If any student is found violating this provision, disciplinary action will be taken.

- 2) Students are prohibited from doing anything either inside or outside of the college that amounts to breach of discipline or interference in the normal working of the college. Disciplinary action will be taken against any student who are found violating any rules set down by the college.
- 3) Students must maintain perfect discipline in the classroom and refrain from any unruly behaviour. They must maintain silence while passing through the corridor, while classes are going on.
- 4) Students must keep their bicycles, scooters and motorcycles locked in the proper place. No students should park their two wheelers in any other part of the college campus.
- 5) No student will be permitted to attend classes and other activities held inside the college without their uniform.

Leave Rules: For B.A./B.Sc. Semester Programme

- 1) 07% semester leave for participation in NCC Camps, Debates, Quiz, Sports, and Cultural Programmes etc. will be granted as per College Guidelines. Prior intimation for leave for such activities will have to be submitted to the Vice Principal.
- 2) Members of College Team participating in the Inter College Competitions will be granted 10% attendance if they fail to fulfill the required attendance of 80%.
- 3) Members of the Kakojan College Students' Union will be granted 10% attendance if they fail to fulfill the required attendance of 80% due to their engagements in Union related activities.
- 4) Students will be granted 12% attendance on medical ground. Students applying for medical leave will have to submit a medical certificate issued by a Govt. Doctor along with the application. The Application must be submitted to the Vice Principal within a week of his/her rejoining his/her class.

CHOICE BASED CREDIT SYSTEM (CBCS)

Dibrugarh University, Assam decided to introduce Choice Based Credit System (CBCS) from the academic session 2019 - 2020 in undergraduate level.

About Choice Based Credit System (CBCS)

CBCS means Choice Based Credit System, is a flexible system of learning. *Credit* defines the quantum of contents/syllabus prescribed for a course and determines the number of hours of instruction required.

Opportunity of CBCS

1. Learn at their own pace
2. Choose electives from a wide range of Elective Courses offered for the programme.
3. Undergo additional courses and acquire more than the required number of credits.
4. Adopt an inter-disciplinary approach in learning
5. Make best use of the expertise of available faculty.

Credit

'Credit' defines the quantum of contents/syllabus prescribed for a course and determines the number of hours of instruction required per week. Thus, normally in each of the course, credits will be assigned on the basis of the number of lectures/tutorials/laboratory work and other forms of learning required to complete the course contents in a 14 - 15 week schedule:

- i) 1 Lecture per week = 1 Hour duration per week = 1 Credit
- ii) 1 Tutorial per week = 1 Hour duration per week = 1 Credit
- iii) 1 Practical per week = 2 Hours duration per week = 1 Credit

Note: *The lecture sessions and tutorials shall not be substituted with any other activities like seminars, group discussion etc.*

Semester Duration

- i. Odd Semester : June - November (including end-semester examination and semester breaks)
- ii. Even Semester: December - May (including end-semester examination and semester break)

Course Structure:

Under CBCS system students have to study 3 different types of courses in B.Sc./B.A. honours programme. **The traditional concept 'paper' is replaced by course.**

Core Course (CC):

The courses are to be compulsory studied as a core requirement for the programme. For B.A./B.Sc. honours There shall be 14 courses of 6 credits (Core courses are similar to previous Honours courses)

ELECTIVE COURSE (EC): There shall be two types of Elective Courses (EC)

Discipline Specific Elective (DSE):

These courses are Intra Departmental. There shall be 4 courses of 6 credits. The DSE shall be in 5th and 6th Semester.

Generic Elective (GE):

The Generic Elective courses are similar to that of pass courses of previous semester system. There shall be 4 courses of 6 credits. The Generic Elective will be in 1st, 2nd, 3rd and 4th semester.

The students shall have to choose minimum numbers of DSE and GE in every semester as prescribed in the course structure.

Ability Enhancement Course (AEC):

Ability Enhancement Courses (AEC) are the courses based upon the content that leads to knowledge enhancement. These courses shall be inter disciplinary in nature. There shall be two types of AEC courses:

(i) Ability Enhancement Compulsory Courses (AECC): There shall be three courses of 2 credit each, i.e. (a) Communicative English, (b) Alternative English/Communicative Hindi/MIL, (c) Environmental Sciences. AECC shall be in 1st and 2nd semester.

Skill Enhancement Course (SEC):

These courses may be chosen from a pool of courses designed to provide value based and/or skill based knowledge. The main purpose of these courses is to provide students life skills in hands on mode so as to in case their employability. SEC shall be in 3rd and 4th semester. There shall be 2 courses with 2 credit each.

The Institution offers following Skill Enhancement Course

1. National Service Scheme (NSS)
2. Web designing
3. Travel and Tourism Management

✪ *Students may opt Optional Dissertation or project work in place of one Discipline Specific Elective Course (6 credits) in 6th semester.*

Total credit structure (Minimum)

Core	DSE	GE	AECC	SEC	Total
14 course of 6 credits	4 course of 6 credits	4 course of 6 credits	3 course of 2credits	1 subject of 4 credits (2 credit in each)	26 courses
84	24	24	06	04	142

Courses offered:

College offers B.A. & B.Sc. (Honours) under CBCS. For each programme the minimum credit is 142. The stream wise details of course structure are as follows:

B.A. Honours Programme:

A student shall be awarded B.A. degree in particular discipline, if he/she completes 14 core courses in that discipline, 3 Ability Enhancement Compulsory Courses (AECC), 2 Skill Enhancement Courses (SEC) and 4 Discipline Specific Courses (DSC) and Generic Elective Courses respectively.

Courses offered in B.A. Honours programme:

Sl. No.	Core Courses	Ability Enhancement Courses	Generic Elective Course
i)	Assamese	(a) AECC	(a)
ii)	Economics	(i) Communicative English (ii) MIL/Alternative English (iii) Environmental Sciences	(b) Economics
iii)	Education	(b) SEC for 3 rd & 4 th Semester Students	(c) Education
iv)	English		(d) English
v)	History		(e) History
vi)	Political Science		(f) Political Science
vii)	Sociology		(g) Sociology

✪ 2 courses of same subjects from a pool of SEC courses offered by the college.

✪ In 5th and 6th semester a student of a particular discipline has to choose 4 DSE from a pool of courses from the same discipline offered by the concerned departments

B.Sc. Honours Programme:

A student shall be awarded B.Sc. degree in particular discipline, if he/she completes 14 core courses in that discipline, 3 Ability Enhancement Compulsory Courses (AECC), 2 Skill Enhancement Courses (SEC) and 4 Discipline Specific Courses (DSC) and Generic Elective Courses respectively.

Courses offered in B.Sc. Honours programme:

Sl. No.	Core Courses	Ability Enhancement Courses	Generic Elective Course
i)	Botany	(a) AECC	(a) Botany
ii)	Chemistry	(i) Communicative English (ii) MIL/Alternative English	(b) Chemistry
iii)	Mathematics	(b) SEC for 3 rd & 4 th Semester Students	(c) Mathematics
iv)	Physics		(d) Physics
v)	Zoology		(e) Zoology
vi)			(f) Statistics

Elective Course: DSE

(in 5th & 6th Semester)

- ☛ Students shall have to choose 2 courses of same subjects from a pool of SEC courses offered by the college in 3rd and 4th Semester.
- ☛ In 5th and 6th semester a student of a particular discipline has to choose 4 DSE from a pool of courses from the same discipline offered by the concerned departments.

Seat Capacity:

Subject-wise Seat Capacity for B.A. & B.Sc. Honours Courses

	Core Course	Seat
	(Arts)	
1.	Assamese	50
2.	English	50
3.	Economics	50
4.	Education	60
5.	History	50
6.	Political Science	60
7.	Sociology	60
	(Science)	
1.	Botany	45
2.	Chemistry	45
3.	Mathematics	45
4.	Physics	45
5.	Zoology	45
6.	Statistics	-

EXAMINATION AND EVALUATION

Higher Secondary (HS)

Apart from the final examination of AHSEC, it is mandatory to both Higher Secondary I year and II year to appear in the Pre-Final Examination arranged by the institution.

B.A. & B.Sc. (Both CBCS & Semester System)

(a) Examination and evaluation shall be done on a continuous basis, at least three times during each semester.

(b) There shall be 20% marks for internal assessment and 80% marks for End-semester examination in each course during every semester.

Internal Assessment:

(i) In Internal Assessment, different tools such as objective tests, written tests, assignments, paperpresentation, laboratory works, etc. suitable to the courses may be employed.

(ii) The students shall be required to compulsorily attend internal assessment including appearing the Sessional Tests, failing which they will not be allowed to appear for the End- Semester Examination. A student cannot repeat in-semester examinations. The department may arrange special in-semester examination whenever necessary.

*** Rules for Internal Assessment in B.A./B.Sc./ B.Com. Programme in Semester System**

1. 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: 25 % of the marks allotted for internal assessment.
- d) Attendance: 25 % of the marks allotted for internal assessment

End Semester Examination:

(i) There shall be one End semester examination carrying 80% Marks in each course of a Semester covering the entire syllabus prescribed for the course. The End semester examination is normally a written/laboratory-based examination/Project work/Dissertation.

Results and Progression:

1. A candidate shall be declared as passed a course, provided he/she secures:

- (a) At least 40% of marks in each Course in the End Semester Examinations
- (b) At least 'P' Grade in the 10 point scale combining both the in-semester and End-Semester performance. There shall be no separate pass mark for Internal Assessment.

2. A candidate shall be declared as passed a semester/programme, provided he/she secured at least 'P' grade in the 10 point scale in all the courses separately.

3. The marks of In-semester examinations obtained by the candidate shall be carried over for declaring any result.

4. A candidate who fails or does not appear in one or more courses of any end semester examinations up to 6th Semester shall be provisionally promoted to the next higher semester with the failed course as carry over course (s). Such candidates will be eligible to appear in the carry over course in the next regular examinations of those courses.
5. If a candidate clears the 6th Semester examination before clearing all the courses of the previous semesters, the result of the 6th Semester examination of that candidate shall be withheld and his/her results be announced only after he/she clears the courses of the previous semesters.
6. A candidate shall be declared to have passed the Bachelors Degree in the concerned discipline provided he/she has passed all the Semesters and in all the courses separately.
7. The first rank holder of a programme shall be decided on the basis of the CGPA. However, the Overall Weighted Percentage of Marks (OWPM) of a candidate shall be considered in case of tie in CGPA.

Grading System:

1. The absolute grading system shall be applied in evaluating performance of the students. 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	09 (Marks securing 80% - 90%)
A	Very Good	08 (Marks securing 70% - 80%)
B+	Good	07 (Marks securing 60% - 70%)
B	Above Average	06 (Marks securing 50% - 60%)
P	Pass	05 (Marks securing 40% - 50%)
F	Fail	00 (Marks securing below 40%)
Abs	Absent/Incomplete	00

2. The Letter grade ‘B+’ and above shall be considered as First Class and Letter grade ‘B’ shall be considered as Second Class.
3. If a candidate secures ‘F’ Grade in a course, he/she shall have to reappear in the Course in the next legitimate chance.
4. If a student secures ‘F’ Grade in Project Work/Dissertation/assignment etc., he/she shall have to re-submit it after necessary revisions. The result shall be declared with next regular batch.

Betterment Examination:

A student shall be entitled to take the 'betterment examinations' in any two theory courses of any of the six semesters after passing the Sixth Semester examination only once. In this case, the higher marks secured by the student shall be retained. The candidates shall have to apply for betterment examination within one year of passing the Sixth Semester examination. No betterment shall be allowed in the practical examination.

(There shall be no provision for re-evaluation of the answer scripts of the end semester examinations. However, a candidate may apply for re-scrutiny.)

A student must clear all his/her Semester Examinations within Six (06) years from the dates of admission to the First Semester of any Programme irrespective of the number of examinations appeared by the student, viz. First and Second Semester Examinations shall have to be cleared in six consecutive chances, Third and Fourth Semester Examinations shall have to be cleared in five consecutive chances and Fifth and Six Semester Examinations in four consecutive chances.

However, after the first chance of the Fifth and Sixth Semester Examinations, the candidate shall be considered a non-regular candidate.

Identity Card

An identity card is issued to every student at the time of admission. Identity Card is compulsory and every student must possess the same while at college campus.

Uniform : (To be followed strictly)

All students are required to attend college in 'Uniform' as given below.

- Boys** : i) White Formal Shirt and Formal Black Pant (**No Jeans Permitted**)
ii) Navy Blue Sweater/ Blazer in winter Session. (**Other colours are not permitted**)
- Girls** : i) White Mekhela-Chaddar with Navy Blue Border and Navy Blue Blouse with **Air Hostess** neck or White Kurta (**Knee length and shirt collar**) and white pyjama with Navy blue churni/Dupatta. (**No slacks/churidar allowed**)
ii) Navy Blue Sweater/Blazer in winter Session (**Other colours are not permitted**)

B. A. /S. Sc. Semester Course(Semester System under Dibrugarh University)

Semester system is an innovative approach to teaching learning process, an educational culture, a student friendly system, which require a new mindset in the part of the learners as well as the facilitators of learning.

The UGC vide its circular No. D.O. F. 1-2/2008 dated March 2009 under the new initiatives for academic reforms under XI plan that the Universities shall have to take necessary action in order to introduce the semester system at the under graduate level by 2012.

As recommended by the 103 Meeting of the Under Graduate Board, Dibrugarh University held on 19.08.2010, the 95 Meeting of the Academic Council, Dibrugarh University held on 09.09.2010 vide Resolution No. 9 has approved the Dibrugarh University Regulations for B.A./B.Sc./B. Com Programme in the semester system, 2010. This shall come into effect from 2011-2012 Academic Session. The semester programme shall be of three years duration distributed in six semesters.

Classification:

- * 1st, 3rd and 5th Semester : ODD Semester
(From June 15 to Nov. 30)
- * 2nd, 4th and 6th Semester : Even Semester
(From January to June)

Admission Notice and Criteria:

Newspaper Notice inviting applications for admission into the different programmes shall be issued by the Principals of the colleges/institutions as per the Academic Calendar of the University. The admission criteria shall be fixed by the Academic Council from time to time whenever necessary. The college/institution may also adopt own policy for admission or selection of eligible candidates for admission complying with the eligibility criteria prescribed by the University. All notifications regarding admission, examination etc. also available in the college website. Reservation of seats are as per Assam Govt. rules.

Structure of Courses of the Programmes:

All B.A., B.Sc. and B. Com. Programmes shall have the following components:

- (i) **Compulsory Courses:** The courses are the compulsory courses for all students of the programme concerned.
- (ii) **Honours Courses:** Honours courses shall be optional and non-mandatory. Honours courses shall be chosen by the students.
- (iii) **Skill-based Courses:** A skilled based course shall be mandatory for all students pursuing GENERAL B.A. and B. Sc. Programme.

Examination and Evaluation:

- (a) Examination and Evaluation shall be done on a continuous basis, at least three times during each semester.
- (b) There shall be 20% marks for internal assessment and 80% marks for End-semester examination in each course during every semester.
- (c) There shall be no provision for re-evaluation of the answer scripts of the end-semester examinations. However, a candidate may apply for re-scrutiny.

- (d) A student who has less than 80% attendance shall not be permitted to sit for the end semester examination in the course in which the shortfall exists.
- (e) There shall be one End Semester examination carrying 80% Marks in each course of a semester covering the entire syllabus prescribed for the course.
- (f) Setting of question papers, moderation of question papers, evaluation of answer scripts, scrutiny, tabulation of marks etc. and announcement of results shall be governed by the Dibrugarh University Examination Ordinance, 1972 (as amended up to date).
- (g) Practical Examination of a semester shall normally be held prior to the End Semester Examinations. **No betterment shall be allowed in the Practical Examinations.**
- (h) A candidate shall be declared to have passed a semester provided he/she passes all the courses of a semester independently.
- (i) A candidate must clear all his/her semester examination within Six (6) years from the date of admission to the First Semester of any programme irrespective of the number of examinations appeared by the student, viz. 1st and 2nd Semester Examination shall have to be cleared in 6 consecutive chances. 3rd and 4th Semester Examinations shall have to be cleared in 5 consecutive chances. 5th and 6th Semester Examinations shall have to be cleared in 4 consecutive chances.
- (j) If a candidate clears the sixth (6th) semester examination before clearing all the courses of the previous semesters, the result of the sixth semester examination of that candidate shall be withheld till he/she clears the courses of the previous semesters.
- (k) Since the Semester System involves continuous assessment, there shall be no scope for a student to appear as private candidate in any programme in this system.

Rules for Internal Assessment in B.A./B.Sc. Programmes in Semester System :

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/Home Assignment-** 25% of the marks allotted for Internal Assessment.

(d) **Attendance** - 25% of the marks allotted for Internal Assessment.

✪ The marks of internal assessment secured by a candidate shall be carried over to next legitimate chances.

✪ **If any student fails to appear in internal assessment he/she shall not be eligible to appear in the end-semester examinations of the course(s) concerned. The college/institutes shall notify the same.**

✪ If a course is taught by more than one teacher then the concerned teachers shall together conduct the process of Internal Assessment. It would be a part of his/her normal duty.

RULES FOR TRANSFER FROM OTHER UNIVERSITY/OTHER COLLEGES UNDER DIBRUGARH UNIVERSITY

Transfer from other Universities to Dibrugarh University shall be permissible provided that

- (i) Both the universities conduct the B.A./B.Sc./B.Com. Degree programmes in the semester system.
- (ii) The course structure along with the nomenclature of the courses are similar between the two Universities.
- (iii) The combination of courses opted by the candidate are not changed.

Ordinarily, the University shall not allow inter college transfer.

- (i) No change in course combination shall be allowed with transfer from one college/institute to other.
- (ii) A candidate shall have to apply for transfer in the prescribed format of the University.
- (iii) A candidate may be allowed for college transfer only once during the whole programme.

CENTRAL LIBRARY OF KAKOJAN COLLEGE

TIMING: 9.30 a.m. to 4.00 p.m.

The Central Library, Kakojan College is automated through KOHA Software. The Digital Library facility is available and N-LIST under INFLIBNET.

Library Advisory Committee: Library Advisory Committee is the main authority of the library. Principal is the Chairman of this committee and all heads of various departments of the college are the members.

Library Committee: The Library Committee is constituted with the following members-

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

LIBRARY RULES & REGULATION:

- ☛ All students of the college are members of the college library by virtue of the library fees they pay along with the tuition fee.
- ☛ Every student using the college library will be given library cards.
- ☛ Students will be entitled to keep a book for 1 (one) week i.e. 7 (Seven) days from the date of issue. At the end of the period it shall be returned to the library. But it may be re-issued to the same person if it is not wanted by someone else. When re-issued, the book may be retained for a further period of one week. The librarian may recall a book at any time in case of urgency.
- ☛ A student failing to return a book on the due date will be fined a minimum of Rs. 1.00/- per day.
- ☛ Every student who wishes to take a book shall fill in the lending slip which will be provided free of cost at the counter of the library and present it at the issue counter along with the library card.

- ✪ When returning a book the borrower must take his/her library card. Otherwise he/she will be held responsible for the book.
- ✪ The students are not entitled to borrow a book against the library card of others. Otherwise he/she will be punished or fined.
- ✪ Final year student must return their library books along with the library cards before filling up the Examination Form, failing which they will be treated as defaulters and fined.
- ✪ Strict silence and decorum should be maintained in the library. It is in the power of the librarian to refuse to issue books for breach of this rule. The librarian shall bring to the notice of the Principal any student damaging or misusing books, making noise or misbehaving in any other way. Books have to be replaced if lost. Students found mutilating library books or periodicals magazines will be subject to disciplinary action.
- ✪ Students must register themselves to avail digital library facility of the institution.
- ✪ The institution is N-LIST
- ✪ The college library is open on all the working days of the college.
- ✪ Faculty members may also avail library facilities. They are also issued library cards.
- ✪ The librarian may recall a book from the teacher at any time during stock - verification.

Timing : 9.30 am to 4 pm.

List of News Papers, Periodicals & Journals:

News Papers	Periodicals	Journals
The Amar Asom	India Today	The Vedanta Kesari
The Dainik Janambhumi	Science Reporter	Swarnalipee
The Asomiya Khobor	Competitive Success Review	Yojana
The Niyomiya Barta	IASLIC Newsletter	Payobhara
The Asomiya Protidin	MBA (Comprehensive Guide)	Kurukshetra
The Telegraph	Physics for You	Prantik
The Assam Tribune	Chemistry Today	Gariyashi
The Times of India	Maths Today	Science Refresher
The Sentinel	Biology Today	Dream 2047
The Weekly Janambhumi	Insage (The Quarterly News Letter)	Front Line
The Weekly Sadin	Spectrum	IASLIC Bulletin
The Employment News	Careers 360	The Heritage
Ganabandhu		Assam College Teachers' Association Journal
		Journal of All India Association for Educational Research (AIAER)
		ACTA Bulletin
		Emerging Echoes

Present Collection:

1. a) Total number of books as on 31-05-2019 :
Approx. 10828 Nos.

SCHOLARSHIPS AND AWARDS

Various types of Scholarships and Awards are offered to encourage the meritorious students.

Scholarship

State Merit Scholarship

Meritorious Students who achieves distinguished results in the H.S.L.C. and H.S. Examinations can apply for this scholarship.

UGC Ishan Uday Scholarship

Under Graduate merit students can also avail UGC Funded ISHAN UDAY merit scholarship.

Scholarship for Backward Classes:

Students belonging to SC, ST, TGL, OBC, and MOBC Categories can apply for this scholarship.

AWARDS:

Late Tulasi Bordoloi Memorial Award:

'Late Tulasi Bordoloi Memorial Award' is offered by the family of Late Tulasi Bordoloi, Kakojan to the 'Best Graduate' of the college in every year.

Pragya Award:

Late Madhab Chandra Sarmah, Former Vice-Principal of the college offers 'Pragya Award' to the student who secures highest marks in H.S. Final Examination in the college.

Hem Chandra Boruah Award:

Former Academic Vice Principal and Associate Professor of the college Mrs. Runima Boruah started Hem Chandra Boruah Award from 2013-14 which is given to the student who secures highest marks in Assamese Honours from the college.

Prof. S.C. Dube Memorial Award :

Mr. Deva Kumar Mahanta, Former Vice Principal and Associate Professor offers Prof. S.C. Dube Memorial Award in the memory of Eminent Sociologist Prof. S.C. Dube to the student who secures highest marks in Sociology Honours in the B.A. Final Examination from the college.

Late Rajib Borgohain Memorial Award :

Mr. Robindra Nath Duarah, Former Associate Professor & HOD, Dept. of Economics and Mr. Nondan Pachani, Faculty of Computer course jointly started Late Rajib Borgohain (ex-student of Kakojan College) Memorial Award from the session 2014-15 which is given to the student of B.Sc. course who secures highest marks in Computer Skill in the B.Sc. 2nd semester examination.

From 2019 - 2020 session this award has been offered to the undergraduate student, who secures highest mark in Skill Enhancement Course (Photoshop) in 3rd & 4th Semester under CBCS introduced by Dibrugarh University.

Library Award:

Mr. Ratul Baruah, Librarian i/c of the College offers Best User and Best Reader Award for using library services in the institution.

Awards offered by the Faculty / Departments:

- a) Award from the Department of Economics to the 'Best Literary Competitor' in the college week Literary Competition.
- b) Award from Mr. Deva Kanta Baruah, Former Associate Professor & HOD, Department of Economics to the student who secures highest marks in Economics Honours in the B.A. Final Examination.
- c) Award from the Department of English to the student who secures 80% marks or above in English in the H.S. Final Examination from the college.
- d) 'Departmental Awards' for excellent result in the Final Examinations.

COURSES OF STUDY

H.S. Level

Subject (Arts)	Subject (Science)
Assamese	Assamese
Adv. Assamese	English
English	Biology
Economics	Chemistry
Education	Mathematics
History	Physics
Political Science	Statistics
Sociology	
Swadesh Adhyayan	

B.A./B.Sc. (CBCS)

Subject (Arts)	Seat (Core Course)	Seat (Generic Electives)
Assamese	50	40
English	50	30
Economics	50	40
Education	60	50
History	50	40
Political Science	60	50
Sociology	60	50
Subject (Science)	Seat (Core Course)	Seat (Generic Electives)
Botany	45	25
Chemistry	45	40
Mathematics	45	30
Physics	45	30
Zoology	45	25

B.A./B.Sc.
(3rd, 4th, 5th & 6th Semester)
Arts Stream

Major	Non-Major
Assamese	MIL/Alt. English
English	Communicative English
Economics	Economics
Education	Education
History	History
Political Science	Political Science
Sociology	Sociology
	Environmental Studies (EVS)
	Multidisciplinary Course (MDC)

Science Stream

Major	Non Major
Botany	Botany
Chemistry	Chemistry
Mathematics	Mathematics
Physics	Physics
Zoology	Zoology
	Statistics

WORKING DAYS OF KAKOJAN COLLEGE

Excluding the general holidays approved by the Executive Council, D.U. and the sundays the total working days of the college are 281.

TEACHING DAYS

Excluding the general holidays approved by the Executive Council, D.U., Sunday, Semester End break and the External Examination of D.U. the total Teaching days are 190.

**ACADEMIC CALENDAR FOR THE GENERAL DEGREE COLLEGES/
INSTITUTES AFFILIATED TO/ PERMITTED BY DIBRUGARH UNIVERSITY
(FROM JANUARY 2021 TO August 2021)
(Notified Vide Memo No.DU/DR-A/APC/20/1094 dated 21.12.2020)**

Date (s)	Events/Activities
25 th March 2022	Commencement of Even Semester Classes
2 nd -7 th May 2022	1 st Sessional Examination of the Even Semester Classes
16 th -21 st May 2022	Completion of the Internal Assessment of the Even Semester Classes through Seminar/ Group Discussion etc.
By 20 th May 2022	1. Notification of First Sessional Examination Marks of the Even Semester Classes on the Department Notice Boards. 2. Counselling for the Students and Mid Semester Feedback Assessment (any one day).
31 st may 2022	Last date for submission of filled in the Examination Forms of the Even Semester Examinations by the Colleges at the University
1 st -6 th June 2022	2 nd Sessional Examination of the Even Semester classes
24 th June 2022	1. Last date for submission of Assignment by the students (if any) 2. Completion of the Even Semester classes
25 th -29 th June 2022	Preparatory Break for the B.A./ B.Sc./ B.Com (CBCS) End Semester Examinations
30 th June -4 th August 2022	End Semester Examinations (Even Semester) of the B.A./ B.Sc./ B.Com. Programmes (CBCS and Non CBCS Backlog)
7 th July 2022	Last date for submission of Internal Assessment marks of the Even Semester Students at the University
5 th -15 th August 2022	Summer Semester Vacation for the Faculty members of the Colleges
6 th & 7 th August 2022	DUPGET 2022
10 th August 2022	B.Ed.CET, 2022
31 st July 2022	Completion of the Admission Process to the B.A./ B.Sc./B.Com. 1 st Semester Classes (CBCS)
13 th August 2022	Completion of the Admission Process to the B.A./ B.Sc./ B.Com. 3 rd and 5 th Semester Classes (CBCS)
16 th August 2022	1. Commencement of Odd Semester Classes of B.A./ B.Sc./B.Com. Programmes (CBCS) 2. Notification of Class Routine in the Colleges. 3. Notification of Course Plan/ Departmental Class Routine in the Dept. Notice Boards of the Colleges.
8 th - 13 th August 2022	Induction Programme (Any one day)
By 30 th August 2022	Declaration of the B.A./ B.Sc./ B.Com. End Semester Examination Results (CBCS and Non CBCS Backlog)

5 th -10 th September 2022	1 st Sessional Examination of the Odd Semester Classes
15 th -20 th September 2022	Student Union Election (any ONE day)
26 th -30 th September 2022	1. Internal Assessment of the Even Semester Classes through Seminar/ Group Discussion etc. (any one day) 2. Notification of 1 st Sessional Examination Marks. 3. Counselling for the Odd Semester Students and Mid Semester Feedback Assessment (any one day)
7 th - 12 th November 2022	2 nd Sessional Examinations of the Odd Semester Classes of the B.A./ B.Sc./B.Com. Programmes (any four days)
16 th November 2022	1. Last date for Notification of 2 nd Sessional Examinations and Practical Examination Marks on the Departmental Notice Boards. 2. Last date for submission of Assignment by the students (if any) 3. Completion of the Even Semester classes.
17 th -20 th November 2022	Preparatory Break for the students for the B.A./ B.Sc/ B.Com. (CBCS) End Semester Examinations.
21 st November -31 st December 2022	End Semester Examination (Odd Semester) of the B.A./ B.Sc./ B.Com. Programmes (CBCS and Non CBCS Backlog)
1 st -16 th January 2023	Winter Semester Vacation for the Faculty members of the Colleges.
17 th January 2023	Commencement of Even Semester Classes

N. B. *The various students' activities like Students' Union Election, College Week, Youth Festivaletc. are not included in this Academic Calendar*

- NOTE -

Class Routine: 2020 – 2021

(Sample)

Days	9.15	10.15	11.15	12.15	01.15	02.15	03.15
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							

DIBRUGARH UNIVERSITY:: DIBRUGARH::ASSAM
HOLIDAY LIST:
2022

FOR OFFICES AND CLASSES OF DIBRUGARH UNIVERSITY AND ITS
AFFILIATED & PERMITTED COLLEGES

Month	Date	Day	Festival	No. of Days
January	13 – 15	Thursday to Saturday	Magh Bihu & Tusu Puja	3
January	26	Wednesday	Republic Day	1
January	31	Monday	Me-dam-Me-Phi	1
February	5	Saturday	Saraswati Puja	1
February	16	Wednesday	Bir Chilarai Divas	1
March	18	Friday	Holi, Doljatra (Fakua)	1
April	10	Friday	Good Friday	1
April	13 – 16	Wednesday to Saturday	Rongali Bihu/Bohag Bihu	4
April	15	Friday	Good Friday	1
April	21	Thursday	Sati Sadhini Divas	1
May	1	Sunday	May Day	1
May	3	Tuesday	Id-UI-Fitre	1
May	16	Monday	Buddha Purnima	1
July	10	Sunday	Id-Uz-Zuha	1
August	15	Monday	Independence Day	1
August	19	Friday	Janmastami	1
August	29	Monday	Tithi of Sri Sri Sankardeva	1
September	14	Wednesday	Tithi of Sri Sri Madhabdeva	1
October	2	Sunday	Gandhi Jayanti	1
October	17	Saturday	Kati Bihu	1
October	2 – 5	Sunday to Wednesday	Durga Puja and Vijaya Dashami	4
October	9	Sunday	Lakshmi Puja	1
October	18	Tuesday	Kati Bihu	1
October	24	Monday	Kali Puja & Dewali	1
November	8	Tuesday	Guru Nanak Jayanti	1
November	24	Thursday	Lachit Divas	1
December	2	Friday	Asom Divas (Su-Ka-Pha-Divas)	1
December	25	Sunday	Christmas Day	1

Restricted Holidays {Each employees of the University and its affiliated/ permitted Colleges/Institutes may avail only 2 (two) of the following}

Month	Date	Day	Festival	No. of Days
January	1	Saturday	New Year's Day	1
January	15	Saturday	Gaan Ngai	1
January	17	Monday	Silpi Divas	1
January	23	Sunday	Netaji's Birth Day	1
February	15	Tuesday	Karbi-Dehal Kachir Dom	1
February	16	Wednesday	Ali-Aye-Ligang	1
March	1	Tuesday	Sivaratri	1
March	14	Monday	Bathaw Puja/Khring Khring Baithaw Puja	1
March	19	Saturday	Shab-E-Barat	1
April	14	Thursday	Mahabir Jayanti	1
April	16	Saturday	Easter Saturday	1
April	20	Wednesday	Deori Bihu	1
April	29	Friday	Lailatur Qadar	1
May	1	Sunday	Tithi of Sri Sri Damodar Dev	1
May	7	Saturday	Tithi of Gopal Dev	1
May	16	Monday	Baikhowa Festival	1
May	17	Tuesday	Janmotsava of Sri Sri Madhab Dev	1
May	30	Monday	Tithi of Hari Dev	1
Jun	20	Monday	Bishnu Prasad Rabha Divas	1
July	13	Wednesday	Birthday of Nepali Poet Bhanu Bhakta Acharyya	1
August	9	Tuesday	Muharram	1
August	13	Saturday	Death Anniversary of Vir Tikendrajit	1
September	6	Tuesday	Karam Puja	1
September	16	Friday	Birthday of Sri Sri Thakur Anukul Chandra	1
September	17	Saturday	Viswakarma Puja	1
October	9	Sunday	Fateha-E-Duaz Daham/Id-E-Milad	1
October	27	Thursday	Bhatri Dwitiya/ Bhai Duj and Abirbhab Tithi of Sri Bhubaneswar Sadhu Thakur	1
October	30	Sunday	Chhat Puja	1
November	1	Tuesday	Kuki Chavang Kut	1
November	24	Thursday	Death Anniversary of Guru Teg Bahadurji	1
December	5	Monday	Sikpui Roui (Harvest festival of Hmar Community)	1
December	10	Saturday	Martyr's Day	1
December	24	Saturday	Christmas Eve	1

N.B.

(1) If any of the holidays for festivals notified above does not fall on the day notified, necessary modification changing the date (s) will be issued in due time.

(2) The Local Holidays declared by the District Administration(s) concerned under NI Act shall be applicable

Registrar
Dibrugarh University
Dibrugarh