

Kakojan College

Re-accredited by NAAC with B+ Grade



Estd. - 1967



PROSPECTUS

Session : 2019-20

Kakojan, Jorhat, Assam

Pin : 785107

www.kakojancollege.edu.in

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Estd. - 1967

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PROSPECTUS

SESSION : 2019-2020

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Important

Admission will be through on-line process. All students seeking admission should furnish their authentic e-mail id and mobile number positively in the admission forms. Incomplete forms will be rejected.

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Published by Internal Quality Assurance Cell (IQAC) and Prepared by Prospectus Committee comprising of the following members :

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Convener : Mrs. Babita Phukan Borkotoky

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Cover concept and design : Mr. Nondon Pachani

Printed : MULTICO, Jorhat

Price : ₹ 150/- (One hundred fifty) only

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KAKOJAN COLLEGE

Jorhat : Assam
Pin - 785107

Year & Date of Establishment : 24th July, 1967

Deficit System of grant-in-aid : 01 - 09 - 1981

Date of UGC Registration : 12th December, 1998

Date of Provincialization
by the Govt. of Assam : 1st December, 2005

Affiliating University : Dibrugarh University (Assam)

Re-accredited by NAAC : B+ Grade (2016)

ABOUT THE INSTITUTION IN BRIEF

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 N.H. 37.

The college is situated in an ideal place which is 15km 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 as well as the Information and Career Guidance Cell (ICGC) of the college have earned some plus points for the holistic growth of the Students.

VISION

The vision of the college is to make all round development of the human resources through '*Quality Education*' under the guidance of Affiliating University, UGC, NAAC and Govt. of Assam. The institution upholds the highest standards for instruction in Arts and Science with career oriented programmes. Along with academic excellence the institution emphasizes 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 problem.
- Inculcating global perspective in attitude.
- Creating leadership qualities with futuristic vision.
- Fostering spirit of entrepreneurship and realization of social responsibilities.
- Cultivating adaption of ethics, morality and healthy practices in academic and professional life.
- Inculcating the spirit of social development through the study of language and culture.
- Instilling habit of continual learning.
- Encouraging and supporting creative and research temperament
- Establishing and promoting linkages with the Institutions and Organizations of National and International level.
- To introduce job-oriented and vocational programmes for professional and academic development.
- 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 recognised 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 trained student on Basic Computer Skills, Software and IT through Online Course.
- Students can avail Digital Library facility of the 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, sponken 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.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

The Internal Quality Assurance Cell (IQAC) has been monitoring 'Quality Education' and adopting various steps through different criterions as directed by National Assessment and Accreditation Council (NAAC). It has established a bridge with the Alumni, Guardian and Public for greater interest of the development of the student community as well as the neighbourhood. The IQAC organises various awareness programmes in different areas for the betterment of the society. The IQAC also monitor the career oriented programme provided to the students in various fields from time to time.

ACADEMIC PROGRAMME OFFERED

- I. Two year Higher Secondary Course in Arts and Science.
- II. Three year Degree Programme (Honours) in Arts and Science under CBCS

MEDIUM OF INSTRUCTION

- I. Higher Secondary Course - Assamese and English
- II. Degree Course - Assamese and English

ADMISSION DETAILS

Dibrugarh University has introduced the Choice Based Credit System (CBCS) in under graduate level in all affiliated colleges under the University from the academic session 2019 - 2020. The semester course will not continue except the existing last four semesters (3rd, 4th, 5th & 6th). Students must get themselves admitted in every odd (i.e. 1st, 3rd & 5th) semester. Detailed information regarding Semester and CBCS course may be obtained in the college office.

Admission Procedure :

- a) The dates for interview cum admission are notified in the College Notice Board and Website of the institution. The Schedules are also notified through local dailies in time.
- b) Prospectus and application Forms for admission can be obtained from the college office on payment of ₹ 150/-. Application for admission must be submitted on due date. Students must produce original mark sheets, certificates etc. at the time of counselling. Admission to the college is made purely in order of merit and governed by the State Government Rules and College Admission Rules. ***Selected students have to admitted in various programmes through online admission process by clicking the link mention in the college website.***

Admission Cirterion:

- a) For admission to the Higher Secondary First Year class, a student must pass the HSLC or equivalent examination recognized by the Board or Council.
- b) **Bachelor of Arts (B.A.):**
A student passed the Higher Secondary Examination (10+2) of the Assam Higher Secondary Education Council, or an equivalent examination (10+2) recognised as such by the University.
- c) **Bachelor of Science (B.Sc.)**
A student passed the Higher Secondary Examination (10+2) in Science stream of the Assam Higher Secondary Education Council, or an equivalent examination (10+2) recognized by as such by the University.

For admission into the B.Sc. in Chemistry and Physics Honours, a candidate must pass the Higher Secondary Examination (10+2) in Science stream of Assam Higher Secondary Education Council or an equivalent examination with passing Mathematics as a subject.

Seat Capacity for Different Programmes

	Programme	Capacity	Duration
i.	H.S. (Arts)	150	2 Years
ii.	H.S. (Science)	50	2 Years
iii.	B. A. Honours	300	6 Semesters
iv.	B.Sc. Honours	175	6 Semesters

Combination of Subjects for Higher Secondary (Arts) :

- Compulsory Subjects :
1. English
 2. MIL (Assamese) / Alternative English
 3. Environmental Studies (For HS 1st year)

A student can select maximum of four subjects from the following of which three would be compulsory.

1. Economics.
2. Education.
3. History.
4. Political Science.
5. Sociology.
6. Advance Assamese / Swadesh Adhyayan
7. Mathematics.
8. Statistics

N.B. : A student may take Economics, Statistics, Mathematics and Education as a combination of subjects. In this combination students are not allowed to take History, Political Science or Sociology, Advance Assamese & Swadesh Adhyayan as Elective subject.

Combination of Subjects for Higher Secondary (Science) :

- Compulsory Subjects :
1. English
 2. MIL (Assamese) / Alternative English
 3. Environmental Studies (For HS 1st year)

A student can select any one of the following combinations of subjects.

- 1) Physics, Chemistry, Mathematics, Biology.
- 2) Physics, Chemistry, Mathematics, Statistics.

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 compulsorily 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 Major 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 inter departmental in nature and are similar to that of pass courses of previous semester system. There shall be 4 courses of 6 credits. The Generic Elective shall 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. Teaching in Elementary Level
2. Travel and Tourism Management
3. Photoshop
4. Desktop Publishing
5. Maintenance and Repairing of Electrical and Electronic Appliances
6. Sericulture

◆ *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 courses of 6 credits	4 courses of 6 credits	3 courses of 2 credits	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:

	Core Courses	Ability Enhancement Courses	Generic Elective Course
i)	Assamese	(a) AECC	(a) Assamese
ii)	Economics	(i) Communicative English	(b) Economics
iii)	Education	(ii) MIL/Alternative English	(c) Education
		(iii) Environmental Sciences	
iv)	English	(b) Skill Enhancement Course	(d) English
v)	History	(In 3rd & 4th Semester)	(e) History
vi)	Political Science		(f) Pol. Science
vii)	Sociology		(g) Sociology

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 & 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

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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:

Core Courses	Ability Enhancement Courses	Generic Elective Course
i) Botany	(a) AECC	(a) Botany
ii) Chemistry	(i) Communiative English	(b) Chemistry
iii) Mathematics	(ii) MIL/Alternative English	(c) Mathematics
iv) Physics	(b) Skill Enhancement Course	(d) Physics
v) Zoology	(In 3rd & 4th Semester)	(e) Zoology
		(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 & 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 concerened departments

Seat Capacity

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

	Core Course	Seat	Generic Elective
	(Arts)		
1.	Assamese	50	40
2.	English	40	30
3.	Economics	30	40
4.	Education	40	50
5.	History	40	40
6.	Political Science	45	50
7.	Sociology	55	50
	(Science)		
1.	Botany	35	25
2.	Chemistry	35	40
3.	Mathematics	35	30
4.	Physics	35	30
5.	Zoology	35	25
6.	Statistics	-	25

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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 students 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, paper presentation, 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. Programmes 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 enitre syllabus prescribed for the course. The End semester examination is normally a written/laboratroy-based examination/Project work/Dissertation.

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Results and Progression:

1. A candidate shall be declared as passed in 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 in 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.

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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 decalred 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 seuced 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 admisson 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 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 not permitted**)

ACADEMIC CALENDAR

Detailed academic information including the number of teaching days, classes and different programmes are given to the students through Academic Calendar after admission.

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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, 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 laboratroy 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.

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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. Foll 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/Major 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 Skill Based Certificate Courses.

4. Grievance Redressal Cell:

As the students are primary stakeholder of the institution, the college authority has responsibility to meet their necessities, wheather 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.

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.

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 neighbourhood are published systematically. The objective of this news letter '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 (Womens' 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.

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
Department of Assamese		Panchai Anuranan Bikshyan	Kachiali Akhora Ghar
Department of English	English Study and Literary Forum (ESALF)	The Rainbow The Phoneix	The Expression
Department of Economics	Economic Study and Research Centre (ESARC) Journal	Eco Desk	Eco-Vision
Department of Education	All Assam Education Society	Abhigyan	Sugandhi
Department of History	Historical Research Centre	--	Gomcheng
Department of Political Science	Political Science Study Circle	Politica / Aparahna	Jagaran
Department of Sociology	Sociological Study Centre	Sociological Insight	Samaj Bikshan
Science Stream	Science Club	--	Vigyan Probah
Department of Chemistry	Chemical Society	Chemlet	Molecule
Department of Botany		Chiraseuj	Mohiruh
Department of Zoology		Pranapank	Chromobikash
Department of Mathematics	Mathematical Society	--	Integer
Department of Physics	Physics Society		Universe

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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.

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.

Incentive for NCC Cadets:

Vacancies reserved for commission in Defence 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, 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 gazetted posts.
- (f) NCC: Civilian Gliding instructors/Girl Cadet Instructors/ Whole Time Lady Officers.
- (g) State Govts: Preference for State Services in certain States.

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(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.

Lt. Ratul Baruah, (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 equipments 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.

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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.

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, 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 Co-ordinator
2. Dr. Bijoylakshmi Neog, Vice Principal
3. Dr. Nibedita Gogoi, Assistant Professor, Co-ordinator, 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.

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The following six months Skill Based Certificate 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

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 (Major) | - | Entrepreneurship Development |
| 4. | B. A. 4 th Semester (Major) | - | Personality Development and Human Values |
| 5. | B. A. 5 th Semester (Major) | - | Computer Hardware and Networking |
| 6. | B. A. 5 th Semester (Non Major) | - | Organic Farming and Production of Inputs |
| 7. | B. A. 6 th Semester (Major) | - | Leadership Development |
| 8. | B. A. 6 th Semester (Non Major) | - | Computer Hardware and Networking |
| 9. | B. Sc. 1 st Semester | - | Organic Farming and Production of Inputs |
| 10. | B. Sc. 2 nd Semester | - | Entrepreneurship Development |
| 11. | B. Sc. 3 rd Semester | - | Basic Computer Application |
| 12. | B. Sc. 4 th Semester | - | Personality Development & Human Values |
| 13. | B. Sc. 5 th Semester | - | Internet Based Web Designing |
| 14. | B. Sc. 6 th Semester | - | 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 discollegiate shall not be allowed to proceed to the next higher Semester. He/She shall need to pursue the Semester afresh in which he/she was declared as discollegiate 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.

LIBRARY RULES :

- 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 ₹ 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 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.

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.

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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.

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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 ₹ 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.

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, 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. Nandan 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 shall be offered to the undergraduate student, who will secure 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, Deptt. 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.

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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. Vacant

Department of English:

1. Dr. Pankaj Goswami, M. A., M.Phil., Ph.D.
(HOD & Assistant Professor)
2. Mr. Tufail Zilani Imdad Ullah, M. A., M. Phil.
(Assistant Professor)
3. Vacant
4. Vacant
5. Mr. Bhairabanan Borah, M. A. (Assistant Professor)
6. Ms. Dibyajyoti Boruah, M. A., (Contractual)

Department of Economics:

1. Mrs. Jinumoni Saikia, M. A., M.Phil. (HOD and Assistant Professor)
2. Vacant
3. Vacant
4. Mr. Ujjwal Pran Goswami, M. A. (Contractual)
5. Ms. Purabi Saikia, 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)

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3. Vacant
 4. Mrs. Inumoni Gogoi, M.A., M.Phil.
(Assistant Professor)
 5. Ms. Porismita Saikia, M.A. (Contractual)

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. Lakshya Pratim Nirmolia, M.A., M. Phil, (Assistant Professor)
4. Mr. Debasish Baruah, M.A. (Contractual)

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. Vacant
5. Mrs. Snigdhanjoly Kalita, M.A. (Contractual)

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
(HOD & Assistant Professor)
3. Mr. Ashish Pratim Hazarika, M.Sc., M.Phil.
(Assistant Professor)
4. Mrs. Pallabi Sarmah, M.Sc., M.Phil. (Assistant Professor)
5. Mr. Romen Borah (Laboratory Bearer)

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Department of Chemistry :

1. Mrs. Mridula Neog, M.Sc., M.Phil.
(Assistant Professor)
2. Dr. Partha Protim Baruah, M.Sc., Ph.D.
(HOD and Assistant Professor)
3. Mr. Utpal Sadhoni, 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.
(Assistant Professor)
2. Mr. Dhrubajyoti Sarmah, M.Sc., M.Phil.
(HOD & Assistant Professor)
3. Mrs. Masum Das, M.Sc., M.Phil. (Assistant Professor)
4. Mr. Pranjit Borah (Laboratory Bearer)

Department of Mathematics :

1. Mrs. Jita Dutta, M.Sc., M.Phil. B.Ed.
(Assistant Professor)
2. Mr. Subhasis Kotoky, M.Sc., M.Phil.
(HOD & Assistant Professor)
3. 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., HOD (Assistant Professor)
3. Mr. Prasanna Hazarika, M.Sc., M.Phil (Assistant Professor)
4. Dr. Semima Yasmin, M.Sc. M.Phil, Ph. D., B.Ed. (Assistant Professor)
5. Mr. Sanjib Dutta (Laboratory Bearer)

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Department of Statistics :

1. Dr. Sangeeta Borah, M.Sc., M.Phil., Ph.D., HOD (Assistant Professor)
2. Mr. Prasanta Sut, M.Sc., M.Phil. (Assistant Professor)

Faculty of Computer Course :

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

Library Staff :

1. Mr. Ratul Baruah, MA, MLISC (Librarian, i/c)
2. Mrs. Munmi Gogoi, (Library Bearer)
3. Md. Muzibur Rahman, (Grade IV)
4. Mr. Pallab Pran Bora, MCA (Computer Operator, Digital Library Section) - Contractual

Non-Teaching Office Staff :

1. Mr. Mukul Bordoloi, U.D.A.
2. Mrs. Pallabi Lahon, Junior Assistant
3. Mr. Naba Protim Handique, Junior Assistant
4. Mr. Satyajit Borah, Junior Assistant
5. Md. Asfiqur Rahman, Junior Assistant (Contractual)
6. Mr. Mriganka Hazarika, Junior Assistant (Contractual)
7. Mr. Dulen Borthakur, (Contractual)

Grade IV Staff

1. Mr. Romesh Dutta
2. Mr. Motibur Rahman
3. Mr. Jibon Mesh
4. Mr. Dambaru Borah
5. Mr. Suren Saikia
6. Mrs. Bijoya Bora
7. Mr. Triluchan Baruah (Contractual)
8. 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 presidentship 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, Co-ordinator, IQAC, Member
5. Mrs. 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, Co-ordinator, IQAC
5. 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. Mrs. Babita Phukan Borkotoky, Member
5. All Heads' of the Department (Arts and Science)
6. 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, Co-ordinator, IQAC - Member
3. Mr. Subhasis Kotoky, Convener
4. Mrs. Joyashree Saikia, Member
5. Mrs. Jinumoni Saikia, Member
6. Mrs. Babita Phukan Borkotoky, Member
7. Mr. Jayanta Duarah - Member
8. Mr. Ratul Boruah, (Librarian, i/c) - Member

STEERING COMMITTEE (NAAC)

1. Dr. Nibedita Gogoi, Co-ordinator, IQAC - Convener
2. Mrs. Babita Phukan Borkotoky, Assistant Co-ordinator
3. Mr. Lakhya Pratim Nirmolia, Assistant Co-ordinator
4. Mr. Dhruvajyoti Saikia, Assistant Co-ordinator

CONVENERS OF SEVEN CRITERIONS (IQAC)

1. Curricular Aspect - Mrs. Joyashree Saikia & Mrs. Mridula Neog, Assistant Professor
2. Teaching, Learning and Evaluation- Mr. Babita Phukan Borkotoky, Assistant Professor
3. Research, Innovation and Extension - Mr. Lakhya Pratim Nirmolia, 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. Mrs. Babita Phukan Borkotoky - Convener

Members:

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

ACADEMIC CALENDAR COMMITTEE

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

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Members:

1. Dr. Bijoylakshmi Neog, Vice Principal
2. Mr. Mridul Gogoi, Academic Vice Principal
3. Dr. Nibedita Gogoi, Co-ordinator, IQAC
4. Mr. Lakhya Pratim Nirmolia, Assistant Co-ordinator, IQAC
6. 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, Co-ordinator
4. Dr. Partha Pratim Baruah, Assistant Professor, Representative of Faculty
5. Mr. Lakhya Pratim Nirmolia, Assistant Professor, Representative of Faculty
6. President, Student Union Society
7. General Secretary, Student Union Society
8. Mr. S.K. Sama, Junior Engineer, PWD (Building Division), Jorhat, Technical Support Staff

UGC CELL

1. Dr. Ruprekha Bordoloi, Principal (Chairperson)
2. Dr. Pankaj Goswami - Convener
3. Dr. Nibedita Gogoi, Co-ordinator, IQAC - Member
4. Dr. Partha Pratim Baruah - Member
5. Mr. Mukul Bordoloi (Office) - Member

UGC RESEARCH BODY

1. Dr. Ruprekha Bordoloi, Principal (Chairperson)
2. Dr. Pankaj Goswami, Convener
3. Dr. Nibedita Gogoi, Co-ordinator, IQAC - Member
4. Dr. Dharmendra Dutta - 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, Convener, UGC Cell - Member
5. Dr. Nibedita Gogoi, Co-ordinator, IQAC - Member
6. Dr. Partha Pratim Baruah - Member
7. Mr. Ratul Baruah - (Librarian, i/c)- Member

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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, Convener, UGC Cell
5. Dr. Nibedita Gogoi, Co-ordinator, IQAC - Member
5. Mr. Mukul Bordoloi (Office) - 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, Co-ordinator, IQAC - Member
4. Mr. Ratul Baruah (Convener) Librarian, i/c
5. Mr. Prasanna Hazarika - Member
6. Dr. Partha Protim Baruah - Member
7. Mrs. Munmi Gogoi, Member
8. 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 : (CSGRC)

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

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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

NEWS LETTER 'ALERT' COMMITTEE :

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

STUDENTS ADVISORY COUNCIL

1. Dr. Ruprekha Bordoloi, Principal (Chairperson)
2. Mrs. Babita Phukan Borkotoky - Cultural
3. Mr. Utpal Sadhonider - Games and Sports
4. Mr. Sanjib Bora - Function
5. Dr. Kshirod Saikia - Debating
6. Mrs. Sarmistha Goswami - Literary
7. Dr. Pankaj Goswami
8. Ms. Navnita Nath } Magazine
9. Mr. Dhruvajyoti Sarmah - Social Service
10. Mr. Ashish Pratim Hazarika - Boys' Common Room
11. Mrs. Minakshi Mili - Girls' Common Room

INFORMATION AND CAREER GUIDANCE CELL (ICGC)

1. Dr. Ruprekha Bordoloi, Principal (Chairperson)
2. Dr. Nibedita Gogoi, Co-ordinator, IQAC
3. Mrs. Mridula Neog (Convener)
4. Mr. Utpal Sadhanidar, Member
5. Mr. Dhruvajyoti Saikia, Member

SPOKEN TUTORIAL ONLINE COURSE

(UNDER IIT, BOMBAY)

The institution has established a linkage with IIT, Bombay to trained student on Basic Computer Skills, Software and IT through online course.

Faculty Organizer:

Mr. Pallab Pran Bora, MCA

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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. 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. Lakhya Pratim Nirmolia - Programme Officer
3. Ms. Navanita Nath - Assistant Programme Officer

Members

1. Dr. Nibedita Gogoi, Co-ordinator, IQAC
2. Mrs. Rinti Rani Sarmah
3. Mrs. Dipti Tamuli
4. Mr. Jayanta Duarah
5. Mr. Sanjib Borah
6. Mr. Bhairabanan Borah
7. 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. Dr. Anita Das, Member
5. Mrs. Minakshi Mili - Member
6. 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. Jayanta Duarah, Member

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PUBLICATION CELL

1. Dr. Ruprekha Bordoloi, Principal (Chairperson)
2. Dr. Pankaj Goswami - Member
3. Mr. Tufail Zilani Imdad Ullah, Convener
4. Dr. Nibedita Gogoi, Co-ordinator, IQAC, Member
5. Mr. Lakhya Pratim Nirmolia, Member
5. Mrs. Mridula Neog, Member
6. Dr. Dharmendra Dutta, Member
7. Mrs. Barsha Rani Borah, 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. Dhruvajyoti Sarmah, 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, Co-ordinator, IQAC, Member
6. Mrs. Mamoni Dutta, Member
7. Mrs. Inumoni Gogoi, Member

ENVIRONMENTAL MANAGEMENT COMMITTEE

1. Dr. Ruprekha Bordoloi, Principal (Chairperson)
2. Mrs. Kanon Deka - Convener
3. Mrs. Joyashree Saikia - Member
4. Mrs. Rinti Rani Sarmah - Member
5. Mr. Ashish Pratim Hazarika - Member
6. Mr. Prasanna Hazarika - Member
7. Mrs. Inumoni Gogoi

ADMINISTRATIVE AUDIT COMMITTEE:

1. Dr. Ruprekha Bordoloi, Principal - Chairperson
2. Dr. Nibedita Gogoi, Co-ordinator, IQAC - Convener
3. Dr. Pankaj Goswami - Member
4. Mr. Mukul Bordoloi - Member
5. Mr. Naba Protim Handique - Member
6. Mr. Satyajit Borah - Member

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CANTEEN COMMITTEE:

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

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

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

NATIONAL INSTITUTE OF OPEN SCHOOLING (NIOS)

1. Dr. Ruprekha Bordoloi, Principal
2. Dr. Bijoylakshmi Neog, Co-ordinator
3. Mr. Tufail Zilani Imadad Ullah, Assistant Co-ordinator

KRISHNA KANTA HANDIQUE STATE OPEN UNIVERSITY STUDY CENTRE

Krishna Kanta Handique State Open University started a study centre in Kakojan College in 2008.

Kakojan College study centre is one of the first group centres 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.

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Objectives :

The main objectives of the Krishna Kanta Handique 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.

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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 centre there is a managing committee in Kakojan College. The Study Centre comprising the following persons -

- Centre In-charge : Dr. Ruprekha Bordoloi, Principal
Co-ordinator : Md. Tufail Zilani Imdad Ullah, M.A., M.Phil
Assistant Professor -
Contact No. +919435248807
Assistant Co-ordinator : Mr. Lakhya Pratim Nirmolia, M.A., M. Phil.,
Assistant Professor -
Contact No. +919435993315
Office Assistant : Ms. Sabina Yasmin

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

National Institute of Open School (NIOS) Study Centre:

Kakojan College has started a study centre of National Institute of Open School, New Delhi from 2018. It starts with a two year course of Diploma in Elementary Education (D.El.Ed.). 200 teachers from Private and Government schools of Primary and Upper Primary enrolled in the academic session 2018.

The management committee of NIOS study centre, Kakojan College, Jorhat.

- Centre-in-Charge : Dr. Ruprekha Bordoloi
Co-ordinator : Dr. Bijoy Lakshmi Neog
Assistant Co-ordinator : Mr. Tufail Zilani Imdad Ullah

FEE STRUCTURE OF ADMISSION

* As per previous year or Government Guideline

1.	Group Insurance	: ₹ 30/-
2.	Short term Self Funded Career Oriented Courses (For Degree Students)	: ₹ 1000/- (Per Year for 2 Semesters)

Fee structure of Girls' Hostel

Admission fee	-	₹	1000/-
Seat Rent	-	₹	4000/-
Medical fee	-	₹	100/-
Furniture fee	-	₹	500/-
Electricity & Water	-	₹	1500/-
Caution money (Refundable)	-	₹	500/-
Contingency	-	₹	1000/-
Total	-	₹	8600/-

STUDENT PROGRESSION

(Last Three Years)

Number of First Class holders (subject wise) in B.A. & B.Sc. Final (Semester)
Examination under Dibrugarh University, Assam

Sl. No.	Departments	Year		
		2016	2017	2018
1.	Assamese	09	-	02
2.	Economics	06	03	06
3.	Education	11	07	09
4.	English	05	02	04
05.	History	-	-	-
06.	Pol. Science	14	13	07
07.	Sociology	17	20	21
08.	Botany	04	11	06
09.	Chemistry	11	18	14
10.	Mathematics	01	-	03
11.	Physics	06	03	-
12.	Zoology	16	14	17

University Rank Holders (Top 50) from 2016 - 2018

Sl. No.	Name	Department	Position	Year
1.	Rajesh Dutta	Physics	36 th	2016
2.	Pubali Phukan	Zoology	14 th	2016
3.	Debashree Baruah	Zoology	20 th	2016
4.	Supritee Pathak Gogoi	Zoology	27 th	2016
5.	Rinki Bora	Zoology	30 th	2016
6.	Nitashri Neog	Zoology	39 th	2016
7.	Swapna Gogoi	Assamese	7 th	2016
8.	Ruli Bora	Assamese	43 th	2016
9.	Porishmita Phukan	Economics	14 th	2016
10.	Kakoli Baruah	Sociology	40 th	2016
11.	Arobindra Bora	Botany	8 th	2017
12.	Borosha Borah	Botany	37 th	2017
13.	Mohendra Tahu	Chemistry	18 th	2017
14.	Pallab Saikia	Chemistry	38 th	2017
15.	Sarangapani Saikia	Zoology	25 th	2017

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16.	Swapnalee Gogoi	Zoology	31 st	2017
17.	Manab Jyoti Saikia	Pol. Science	50 th	2017
18.	Sukanya Gohain	Sociology	20 th	2017
19.	Pubali Buragohain	Sociology	24 th	2017
20.	Bhagyashree Gogoi	Economics	19 th	2018
21.	Chumpi Saikia	Economics	47 th	2018
22.	Himadri Borah	Education	49 th	2018
23.	Rimjim Borah	English	27 th	2018
24.	Hachina Begum	English	41 st	2018
25.	Bishnupal Hazarika	Pol. Science	11 th	2018
26.	Debojani Borah	Pol. Science	34 th	2018
27.	Ananya Baruah	Sociology	1st	2018
28.	Nomami Borkotoky	Sociology	8 th	2018
29.	Jesminara Begum	Sociology	18 th	2018
30.	Monisha Devi	Sociology	30 th	2018
31.	Murchana Baruah	Sociology	39 th	2018
32.	Ankur Jyoti Dutta	Botany	8 th	2018
33.	Rukshana Nasreen	Botany	12 th	2018
34.	Bhargov Madhukailya	Botany	40 th	2018
35.	Bristi Rekha Baruah	Mathematics	25 th	2018
36.	Smriti Rekha Bharali	Mathematics	26 th	2018
37.	Nava Padmanav Saikia	Mathematics	47 th	2018
39.	Darathi Baruah	Zoology	1st	2018
40.	Ashim Borah	Zoology	5 th	2018