

# **SUREN DAS COLLEGE, HAJO**

**Kamrup, Assam**

**ESTD. 1979**

**Reaccredited by NAAC: B Grade (2<sup>nd</sup> Cycle)**



**PROSPECTUS 2020-21**

## OUR VISION

Empowering the rural masses through quality education and enabling the youths to meet the challenges of future.

## OUR MISSION

We shall continue to be an institute with a difference by developing competent, committed and compassionate leaders through education, knowledge generation and dissemination, capacity building, skill enabled learning and organizational development.

## GOVERNING BODY OF SUREN DAS COLLEGE

President	:	Dr. Prabin Chandra Das
Principal/Secretary	:	Dr. Hiranya Kumar Sarma
Vice Principal	:	Dr. Ali Akbar Hussain
G.U. Representative	:	Prof. Bhagawat Pran Duarah
G.U. Representative	:	Prof. Tulshi Bezbaruah
Library Representative	:	Mr. Hirendra Nath Bhattacharyya
Donor member	:	President, No. 1 Hajo Gaon Panchayat Samabay Samiti Ltd.
Teachers' Representative	:	Dr. Ranju Thakuria
Teachers' Representative	:	Dr. Binita Das
Employee Representative	:	Mr. Bipul Ch. Mahanta
Guardian Member	:	Mr. Urba Choudhury
Guardian Member	:	Mr. Dhani Ram Das
Female Guardian Member	:	Mrs. Manju Oza

### • Important Dates:

Class	Date of Starting of Online Form submission	Last date of online application submission	Date of admission
<b>HS 1<sup>st</sup> year (Arts)</b>	<b>20.06.2020</b>	To be notified shortly	To be notified shortly
<b>BA 1<sup>st</sup> sem.</b>	To be notified shortly	To be notified shortly	To be notified shortly

## Message from the Principal

It is a pleasure on my part to give a warm welcome to all the fresh students of the locality and its neighbouring areas who are willing to take admission in this esteemed Institution, Suren Das College, Hajo, in the academic session 2020-21. I am equally grateful to other students who are pursuing their studies in our College. This premier co-educational institution was established on 29th August, 1979 and since its inception, the institution has left no stone unturned to get new benchmarks of excellence in academic, socio-cultural and other co-scholastic areas and in rendering public service. This institution of higher education which is on the verge of completion of four decades occupies a leading role in teaching, learning, research and extension and it holds a place of pride among the contemporaneous institution of its kind in the entire undivided Kamrup district. At this moment, I sincerely recall and offer gratitude to the unique contribution of “Dhoparguri Satra Authority”, “Hajo 1 No. Gaon Panchayat Samabay Samity Ltd.”, the incomparable philanthropic mindset of Suren Das and all of them who are directly or indirectly involved in setting up this institution of higher learning. Located in a place of great historical and religious importance for Panchatirtha and Poa-Mecca and by the side of Hajo-Daulasal, Mukalmua road, the college provides an ambience for congenial atmosphere and it is conducive to higher learning.

I am glad to intimate all of you that I joined in this college as Principal on August 4, 2016 and I was overwhelmed with joy by the serene atmosphere and the scenic beauty of the college on the very first day. I was equally impressed by the exemplary conduct and disciplined behaviour of the students and painstaking and industrious attitude of both teaching and non-teaching staff and it gave me moral boost to work with zeal and enthusiasm since the date of my joining in the College. The Governing Body of the college has also been trying its level best for academic and infrastructural development of the college since its establishment.

My dear students, this college prospectus is a compendium of essential information about our college. It will help you to understand the college in a better way. My appeal to the entire student community to work hard and achieve success. Hard work is the key to success in life, without hard work, goals cannot be achieved. NAAC's last second cycle accreditation with 'B' grade will certainly pave the way for future advancement. We have already initiate the on-line admission process both in Higher Secondary, Semester Course and PGDCA courses from the last year and it will certainly help all of you to take admission in a flexible way. As per the approval of Gauhati University, the institution has already started B. Sc. Course with Major in five core Science subjects from the academic session 2018-19. We sincerely hope that this will fulfil a long felt need of the area. It also gives me an immense pleasure to inform you all that Gauhati University has granted permission for opening PG. Course in Political Science department in our college from the academic session 2019-20. From this academic session we going ton start BCA under GU. It gives pleasure to mention that National Council for Vocational Training and Education, India permitted us some vocational courses. One unique course i.e. Laboratory Technician course is going to be pursued under GU. We are also introducing B.C.A. course in our Institution under KKHSOU. Now let us collectively join hands together in this knowledge century to make the college a real centre of excellence in the days to come. With these few words, I once again give you a warm welcome to Suren Das College, Hajo

**Dr. Hiranya Kr. Sarma**

*Principal*

*Suren Das College, Hajo*

## COLLEGE PROFILE

### (NAAC Accredited: 2<sup>nd</sup> cycle, "B" Grade)

The only nerve centre of higher education in the greater Hajo area, Suren Das College, was established on 29<sup>th</sup> August, 1979. Beginning with only a few students, it was formerly known as Hajo Anchalik College, and was housed in the premises of Hajo S.B.S.K.R. Higher Secondary School, Hajo.

The college is the outcome of the dream and untiring efforts of a group of benevolent persons and educationists of Hajo area. Not only that, the mass participation to the cause can be seen in the immense contribution made by various organizations to the college. Organisations such as the No.1 Hajo Gaon Panchayat Samabay Samiti have been making substantial contributions towards the growth and development of the college ever since its inception. The two storied science building of the college is a kind donation of this Samabay Samiti.

The family of Late Suren Das (20 Feb, 1925-18 March, 1982), a noble man of philanthropic outlook, donated the existing two-storied Arts building of the college on the land relinquished in favour of the college by the Dhoparguri Satra authority. As a mark of respect to their contributions, and in order to commemorate Late Suren Das, the Governing Body of the College decided to rename the college as Suren Das College in 1985. The College came under deficit grants-in-aid system w.e.f. 01-01-1987 and has been permanently affiliated to Gauhati University w.e.f. 1994 and is registered under 2(F) and 12(B) of the UGC Act 1956 w.e.f. 1994-95.

### LOCATION

Suren Das College is located at an ideal tranquil site in front of the famous Dhoparguri Satra established by the great Vaishnava Saint Sri Sri Madhabdeva and it is sprawling over more than 15 Bighas of land. The place itself has immense historical and socio-anthropological importance. People from all walks of life come to Hajo to visit the famous Pancha-tirthas namely Hayagriba Madhaba temple, Kedareshwara temple, Kamaleswara temple, Kameswara temple and Ganesh temple. The coexistence of the Panchatirthas and the Poa mecca shrine fosters brotherhood and creates amity in the society.

Conveniently, the college is located on the Barpetta-Daulasal-Guwahati and Hajo-Nalbari road and is about 25 kms from Jalukbari, Guwahati. Easy access of communication to different places provides a congenial atmosphere for diligent academic pursuit.

### INFRASTRUCTURE & FACILITIES OFFERED

Suren Das College offers almost all the required facilities of an institution of Higher Education.

- 1. Admission: Only online form fill-up facility is available for admission.**
- 2. College administration:** The administrative office is located in the science building. It is fully digitalized and automated with office management software. Activities like admission and registration of students, maintenance of accounts etc. are done digitally.
- 3. Classrooms and laboratories:** Adequate number of classrooms with spacious area are available. A big two storied building with an area of 15,000 sq. ft. (7500 sq. ft. Ground floor & 7500 sq. ft. 1<sup>st</sup> floor) has been donated by Hajo No.1 *Samabay Samiti*. Two well equipped laboratories with sufficient spaces for the Dept. of Geography and Education are there to cater to the needs of the students. Four well equipped laboratories for Science Stream are also available and expansion of which are to be made shortly for B.Sc. Course. New classrooms construction funded by RUSA has already been started.
- 4. College Library:** The College Library is a two storied building occupying a floor area of more than 4000 sq. ft. There is a spacious reading room to accommodate at least 150 students at a time for self-study. The library has around 19,500 books, 15 magazines and periodicals, more than 12 national and regional dailies. It has internet facility with e- journals (50 databases of national & international journal), 90,000 e – books as well as photocopy facility. It follows open access system and enjoys library Automation with Soul

(Network Version), library management software developed by INFLIBNET (Information and library Network Centre Ahmedabad). The best Reader Award is conferred to students annually from amongst the regular users of the Library. Extension of Library has also been started.

5. **Book Bank:** The college has introduced a Book Bank in the Library for helping the deserving students with Text Books and Reference Book.
6. **Departmental Library:** Apart from the college Library, the students can also use the books of the departmental libraries.
7. **Hostel:** The College has a Girls' Hostel that can accommodate more than 100 boarders. Hostel seats will be offered only to unmarried girl students.
8. **Seminar Hall:** The Seminar Hall can accommodate approximately 160 persons. It is furnished with latest equipment's like short throw projector, overhead projector, ITC Podium, ITC portable PA system etc. These are also used as teaching aids.
9. **Computer Laboratory :** A fully AC Computer Lab consisting of around 30 branded computers loaded with windows latest version is also available in the college. All computers are based on Pentium IV and Dual Core Technology. The Computers are connected to LAN through a central server.
10. **Language Lab :** The College has a well-equipped Language Lab. It is an effective electronic audio visual aid for acquiring proficiency in any language through the software of Listening, Speaking, Reading and Writing. (LSRW).
11. **Multi- GYM :** The multi-gym is situated on the 2<sup>nd</sup> floor of Science Building. Students, teachers and even the outsiders can avail this facility on payment of nominal fee.
12. **Information & Career Guidance Cum Placement Cell:** This cell endeavours to make students aware of employment opportunities and competitive examinations organised by different Govt. & Non Govt. agencies. The cell operates under the guidance of an experienced and resourceful teacher.
13. **Auditorium:** A sophisticated auditorium with a capacity to accommodate approximately 500 persons, fitted with latest equipments Sound system, large dice etc.
14. **College Office:** College Office is situated in the administrative part of the Science Building in the ground floor. The College office is provided with Academic DCL, a locally developed office management software that is installed to automate all the functions and activities of the office. Activities like Admission, Registration of Students, Accounts, Salary Statement etc. are being computerized.
15. **Common Room for students:** The Boys' & Girls' Common Rooms are provided with adequate facilities.
16. **Uninterrupted Electric Supply:** The College has provided two Generator Sets with 10KVA & 30KVA capacities to provide uninterrupted power supply. Process is on to provide electricity through Solar Energy tapping device.
17. **Canteen:** The College Canteen remains open during class hours that provide hygienic food at nominal rate. There is a Canteen Committee to look after its management.
18. **Departmental Room for Teachers:** Departmental Room of teachers is provided with adequate facilities like library, Desktop PC with Internet connection and open accessibility of e-resources.
19. **Teachers' Common Room**
20. **Smart Classes:** We have set up one smart classroom which is expected to benefit the students immensely.
21. **Drinking Water:** Purified drinking water is available for all in the college campus.
22. **Wi-Fi facility:** The college has 10 mbps high speed Wi-Fi with lease line facility.
23. **Indoor sports stadium:** Adjacent to the Girls' Hostel, the Indoor sports stadium is under construction which is funded by the UGC under 12<sup>th</sup> Plan period.
24. **Basketball court:** A basketball court is constructed.
25. **Feedback & Attendance:** Feedback as well as attendance of students will be maintained through online process from the 2019-20 session.

## ADMISSION PROCEDURE

1. Admission in the college is made strictly in order of merit and is governed as per guidelines of AHSEC/Gauhati University
2. No Online application form will be accepted after the last date as notified and all incomplete applications will be stand automatically rejected.
3. Seats will be reserved for SC/ST/OBC Category as per reservation rule. The college follows the Reservation policy of the Government and the segregation of seats as per quota are : SC : 7%, ST (Hills): 5%, ST (Plains): 10%, OBC/MOBC: 15%, Physically Disabled: 3%, Extra Curricular Activities: 2%, Freedom Fighter: 2%
4. **A students has to upload the following documents at the time of online form submission:**
  - i. Original Mark sheet of last examination passed.
  - ii. Original Pass Certificate from issued by the AHSEC/GU or the head of the Institution last attended.
  - iii. A Gap Certificate stating reasons is to be produced by the student who had passed the qualifying examination earlier.(If Applicable)
  - iv. Migration / Transfer Certificate as the case may be.(If Applicable)
  - v. Candidates seeking admission under the mentioned categories in clause-3 have to produce Certificate from Govt. authority.
  - vi. Certificate of Proficiency in Co-curricular and Extra Curricular activities as the case may be.
  - vii. Proof of age (HSLC Admit Card)
  - viii. Caste Certificate.(If Applicable)
  - ix. Front Page of Bank Passbook.
5. Admission to the college hostel (Girls only) will be held immediately after the college admission for which separate application in prescribed form is to be submitted.
6. All admissions are provisional, subject to the approval of G.U. & AHSEC.

## COURSES OF STUDY

- **Two years Higher Secondary in Arts stream**
- **Three years Degree Course in Arts stream as per UGCBCS.**
- **MA in Political Science under Gauhati University.**
- **BA Vocational Course in Computer Application.**
- **One year PGDCA course under Gauhati University.**
- **Bachelor of Computer Application Course under Gauhati University.**
- **Two years PG Course, IDOL, GU (Semester system).**
- **Two years MA in Political Science under KKHSOU, (Semester system).**
- **Three years Degree Course (Major & Pass), under KKHSOU, (Semester system).**
- **Certificate and PG Diploma Courses under KKHSOU.**

## ELIGIBILITY CRITERIA

### Higher Secondary (Two Year) Course: Arts Stream

A student who has passed the H.S.L.C. Examination of SEBA or any other equivalent examination recognized by the Assam Higher Secondary Education Council (AHSEC)

### B.A. 1<sup>st</sup> Semester (Three Year Degree Course)

A student who has passed Higher Secondary Examination in Arts/Science/Commerce or any other equivalent examination.

### M.A. in Political Science

A student who has passed Bachelor of Arts with Political Science as Honours Course from any recognized University.

### Post Graduate Diploma in Computer Application (PGDCA)

A student who has passed the Degree Examination from any recognized University.

### Bachelor of Computer Application (BCA) Course is going to be introduced.

A student who has passed Higher Secondary Examination in Arts/Science/Commerce or any other equivalent examination with Mathematics Subject.

## SUBJECTS AVAILABLE

### A. HIGHER SECONDARY (ARTS)

1. **Core Subject : English & MIL (Assamese) / Alternative English**
2. **Elective Subjects : To offer any three/four of the following elective subjects: Economics, Education, Political Science, Logic & Philosophy, Advance Assamese, History, Geography, Computer Science & Application, Mathematics, Swadesh Adhyayan.**

### B. THREE YEARS DEGREE COURSE (ARTS) FOR REGULAR COURSE UNDER CBCS.

**The following subjects are offered in TDC Course (Arts):**

These subjects will be **Discipline Specific Course (DSC)** or **Generic Elective (GE)**.

**MIL (Assamese), General English, Alternative English & Environmental Studies, Economics, Education, Folklore, Geography, History, Linguistics, Mathematics, Political Science, Elective Assamese, Arabic & Philosophy.**

**The following subjects are offered in TDC Course as Honours course (Arts):**

**Assamese, English, Economics, Education, Geography, History, Political Science.**

### C. Science Stream will be continued after Govt. Approval of Sanctioned post.

## **COMBINATION OF SUBJECTS AVAILABLE:**

### **A. Higher Secondary (Arts)**

1. Economics, Political Science, Education, History / Advance Assamese
2. Economics, Political Science, Education, Logic & Philosophy
3. Economics, Political Science, Education, Geography / Advance Assamese
4. Economics, Political Science, Geography, History / Mathematics
5. Economics, Political Science, Education, Computer Science & Application
6. Economics, Political Science, Geography, Computer Science & Application
7. Economics, Political Science, Logic & Philosophy, Computer Science & Application

### **B. TDC in (Arts) as per Under Graduate Choice Based Credit System (UGCBCS)**

The CBCS provides an opportunity for the students to choose courses from the prescribed courses comprising core, elective or skill based courses. As per decision of GU, CBCS is going to be introduced in TDC (BA) Course from 2019-20 Academic Session as per GU guidelines. The Undergraduate course has been termed as Honours course and Regular Course. In line with the UGC's guidelines, the courses are categorized as Core courses, elective courses and Ability Enhancement courses.

1. Core course is compulsory both for Honours and Regular program.
2. Elective course can be chosen from the subjects available in the college.  
It is of 3 types
  - a) Discipline specific elective (DSE)
  - b) Generic Elective (GE) (may not be related to discipline.
  - c) Dissertation/Project.
3. Ability Enhancement Course (AEC): It is of 2 types.
  - i) Ability Enhancement Compulsory Courses (AECC) and
  - j) Skill Enhancement Courses (SEC)



**Students seeking admission in BA Honours program will have to choose subjects as per GU guideline given in the following program template (7.4)**

Semester	CORSE COURSE (14)	Ability Enhancement Compulsory Course (AECC) (2)	Skill Enhancement Course (SEC) (2)	Elective: Discipline Specific DSE (4)	Elective: Generic (GE) (4)
I	C 1	English / MIL Communication			GE-1
	C 2				
II	C 3	Environmental Science			GE-2
	C 4				
III	C 5		SEC -1 (English)		GE-3
	C 6				
	C 7				
IV	C 8		SEC - 2		GE-4
	C 9				
	C 10				
V	C 11			DSE-1	
	C 12			DSE-2	
VI	C 13			DSE-3	
	C 14			DSE-4	

N.B.- Students will have to choose one subject as Honours course and English/MIL communication which are compulsory. He / She will have to choose a subject as Generic Elective.

**Students seeking admission in BA Regular course will choose subjects as per program template (7.8)**

Semester	CORE COURSE (12)	Ability Enhancement Compulsory Course (AECC) (2)	Skill Enhancement Course (SEC) (2)	Discipline Specific Elective DSE (4)	Generic Elective (GE) (2)
I	English-1	English / MIL Communication			
	DSC-1 A				
	DSC-2 A				
II	English-2	Environmental Science			
	DSC-1 B				
	DSC-2 B				
III	MIL-1/ Alt. English-1		SEC-1		
	DSC-1 C				
	DSC-2 C				
IV	MIL-2/ Alt. English-2		SEC-2		
	DSC-1 D				
	DSC-2 D				
V			SEC-3	DSE-1 A	GE-1
				DSE-2 A	
VI			SEC-4	DSE-1 B	GE-2
				DSE-2 B	

N.B.- For students of Regular course English I and English/MIL communication are compulsory. He / She will have to choose 2 (two) Discipline Specific Course (DSC).

N.B.- Students offering Mathematics in Degree Course must pass in Mathematics in HS Examination.

### **Distance Mode: (IDOL, Gauhati University)**

1. Students can pursue B.A. (general course) with MIL (Assamese, Alt. English), English, Political Science, Education, Economics and History under Distance Mode.
2. The syllabus and the curriculum for the Distance Mode course will be same as those for the regular course of the Gauhati University.

**For Details Students can contact: Dr. Binita Das, HoD, Dept. of Education**

### **K.K. Handique State Open University Study Centre :**

Students can also pursue different course through the Study Centre opened in our College under K.K. Handique State Open University.

#### **Course offered:**

B.A. (Major & General)

M.A. in Political Science

#### **Other Diploma courses:**

1. BCA
2. PG Diploma in Human Resource Management
3. Diploma in Creative Writing in English
4. Diploma in Computer Hardware & Networking

**For Details Students can contact: Dr. Amulya Kalita, Asstt. Prof. Dept. of History.**

### **CAREER ORIENTED PROGRAMMES:**

#### **1. Photography :**

Eligibility: 10+2 passed,

Duration 6 Month,

Admission: August & February.

Co-ordinator: Munindra Das, Dept. of Linguistics.

#### **2. Self Sustaining Course :**

##### **a) Computer Application:**

Eligibility: 10+2 passed/Graduate,

Duration: 3/6 Months,

Admission: June & August,

##### **b) Cutting and Embroidery:**

Eligibility: 10+2 passed,

Duration: 3/6 Months,

Admission: August,

Co-ordinator:

## SEAT AVAILABLE / INTAKE CAPACITY

Course	Subject	No. of Seat	
		Regular	Honours
Bachelor of Arts	English	400	35
	English/MIL Communication	400	
	Elective Assamese	65	35
	Education	185	35
	Economics	130	35
	Political Science	185	35
	History	65	15
	Linguistics	60	
	Folklore	60	
	Geography	50	20
	Arabic	50	
	Philosophy	80	
	Mathematics	20	
Master of Arts	Political Science	20	
Bachelor of Computer Application (BCA)		30	
Higher Secondary (Arts)	Subjects mentioned already	350	
Career Oriented Programme	Photography	20	
Self-Sustaining Course	PGDCA	20	
	Cutting & Embroidery	20	

## GENERAL RULES AND REGULATIONS

### DISCIPLINE

All Rules and Regulations for Higher Secondary and Degree courses are followed as per the guidelines of AHSEC/GU. A Committee, called Discipline committee, will go for maintaining the discipline of the college. Uses of Mobile phone & Tobacco of any form are strictly prohibited inside the college campus. Wearing of College Uniform is compulsory. Students should always bring their Identity Card. All are entrusted with the responsibility to keep the college campus clean, green and pollution-free. A strong Anti-ragging Committee is being constituted to check ragging, and anti-social menace.

## ATTENDANCE

1. A student, including the Scholarship holders is not eligible to sit in the Examination as regular candidate unless his or her attendance found less than **75% in each subject**. 75% attendance is compulsory for appearing in sessional & end semester examination.
2. Attendance in the practical classes is compulsory.
3. A student abstaining from classes continuously for 25 days or more during the session without any valid ground shall forfeit his/her seat.

## DRESS CODE

The College will provide sample of the uniform to all the students during the time of admission and hence they will be responsible for preparing it. Students must wear decent uniform: **Boys – Straight Regular fit Shirts and Trousers; Girls – Regular fit Trousers of Patiala** mode will be allowed. In winter, students are to wear Black colour sweater. Violation of the dress code is a punishable offence and hence they will not be allowed to attend classes.

## FREE ADMISSION

**(As per Government of Assam Higher Education Department O.M. vide No. AHE.639/2018/16, dated, Dispur the 10<sup>th</sup> June, 2020)**

Considering the situation arising out of Covid-19, the Government of Assam is pleased to waive all fees relating to admission and all other the categories including examinations, festivals, publication, excursion, fees for laboratories, students union fees, college weeks, magazine fees, games & sports fees, cost of prospectus, registration fees etc. for the academic session 2020-21 irrespective of the income or the economic status of their parents.

## ACTIVITIES

**Students Union (SDCSU):** Suren Das College Students' Union is the elected body of students' representatives for a year. Election is annually conducted according to the provision of the constitution of the college Students' Union and the Supreme Court verdict. The Students' Union organises Freshman social, College week, various festivals etc.

**College Magazine:** The college magazine is a common platform for the members of the family of the college. The magazine is annually published wherein the talent of the students as well as staff could be manifested.

**NSS:** The National Service Scheme Unit (NSS) works under an Advisory Body chaired by the Principal. The volunteers of NSS Unit are rendering commendable work by encouraging students to cherish dignity of labour and reverence for the composite Indian Culture.

**Internal Quality Assurance Cell (IQAC):** The Internal Quality Assurance Cell (IQAC) has been constituted as per the NAAC guidelines. It looks into the various activities of the college, both academic and administrative, in order to bring quality in all respect.

**College Foundation Day:** The College Foundation Day is celebrated on the 29<sup>th</sup> August every year. Students showing best performances in the final examinations and faculty members for their meritorious performances are felicitated in the function held on this foundation day. Special lectures are also organised on this auspicious day.

**Women' Studies Cell:** The Women Cell of the College conducts and arranges meetings, workshops, seminars etc for spreading awareness on issues allied to Women empowerment and gender justice.

**Extension Education:** The institution undertakes extension education, or outreach programmes in order to spread awareness among community people on issues like environment, education, social justice, deadly diseases like AIDS, Cancer etc. In pursuance of Govt. instructions we have already adopted Hajo Kaibartatola village along with Manikut High School, Hajo and R. B. K. Anchalik High School, Kalitakuchi.

**Students' Aid Fund :** The College has a Students' Aid Fund formed by the contribution of the students to help the poor but meritorious students of the college. The Fund also provides assistance to meet medical expenses of students when and where required.

**Mentoring System:** The College follows Mentoring system as part of Best Practice where students groups are formed having 25-30 students per group under the leadership of a teacher. The concerned teacher looks into the various problems both academic and personal faced by the individuals of the group and suggest to solve these problems in order to inculcate quality amongst the students.

**Complaint & Suggestion Box:** Suggestion from students/parents/guardians/well-wishers related to the development of the College are welcome and they may be dropped in the Suggestion Box placed at the administrative building.

**Students' Feedback:** Students of all classes are asked to provide their comments regarding teaching/learning/evaluation (teacher wise) through a online Feedback system which are analysed by the Feedback Committee. The Committee, subsequently takes appropriate steps for improving the quality of education.

**Wall Magazine:** Every department and cell of the college publishes Wall Magazine regularly. Students Participate and engage themselves in preparing and publishing these magazines.

**Participation in Extra Curricular Activities:** Students are encouraged to get themselves involved with different extracurricular activities of the college.

## COLLEGE EXAMINATION

1. A) All Examinations (Test/Annual/Sessional) are conducted by centrally Examination Committee of the college. Details of these tests are available in the Academic Calendar cum Progress Records of students.  
B) Departments monitor the academic performance of each and every student throughout the year.
2. Student's performance is monitored throughout the Semester by continuous assessment in the theory and practical paper based on the following :  
Internal Evaluation Marks: 20% / 15%  
External Evaluation Marks: 80% / 60%
3. Internal Evaluation is based on one Sessional examination, home assignments, seminars and library work in each Semester. (include all the parts)
4. External Evaluation is done through a final examination at the end on the Semester.
5. The Pass Mark in each theory paper is 30% and that in each practical paper is 40%
6. In each paper, students must secure pass marks in both the internal and the external evaluations separately.
7. A student who did not appear or failed in any semester examination will be allowed to clear the same as follows:
  - i) First Semester with the regular Third Semester examination.
  - ii) Second Semester with the regular Fourth Semester examination
  - iii) Third Semester with the regular Fifth Semester examination
  - iv) Fourth Semester with the regular Sixth Semester examination
8. A student may be allowed to "repeat" any one of the major theory papers in the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> Semester.
9. No "repeat" shall be allowed in the 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> Semester.
10. A student must pass all his/her Semester examinations, within six years from the date of admission to the 1<sup>st</sup> Semester course.
11. Since the Semester involve continuous assessment there would be no scope for a student to appear as a private/non-collegiate candidate in any subject.
12. For any matter not covered under this Regulation for Semester System, the existing University Rules and the Gauhati University Act 1949 (as amended till date) should be applicable.

**Transfer Certificate:** Students seeking transfer on a valid ground are to apply on plain paper to the office of the Principal with permission from the competent authority. A fee of Rs.200 will be charged for processing the transfer certificate. No transfer certificate will be issued after the last Unit Test if not informed prior to the examination.

# LIST OF TEACHING STAFF

## ARTS STREAM

### Department of Assamese

Dr. Ranju Thakuria (HoD)	Assistant Professor	M.A. Ph.D.
Dr. Binita Baishya	Assistant Professor	M.A. (Double), Ph.D., M.Phil.
Mr. Rahul Kuli	Assistant Professor	M. A., M.Phil.
Mrs. Sumi Kathar	Assistant Professor	M. A.
Dr. Bhanita Nath	Assistant Professor	M. A., Ph. D.

### Department of Economics

Ms. Arati Deka (HoD)	Associate Professor	M.A.
Mr. Ahmed Mukut Choudhury	Assistant Professor	M.A., (SLET)
<b>Vacant</b>	Assistant Professor	

### Department of Education

Dr. Binita Das (HoD)	Assistant Professor	M. A., Ph.D.
Dr. Binita Devi	Assistant Professor	M. A., B. Ed., M. Phil. Ph.D.
Dr. Papari Deka Choudhury	Assistant Professor	M. A., Ph. D., M.Phil.

### Department of Education

Dr. Ali Akbar Hussain (HoD)	Associate Professor	M.A., B.Ed., Ph. D.
Mr. Biswajit Kalita	Assistant Professor	M.A., M. Phil.
Dr. Rupanjoli Hazarika	Assistant Professor	M.A.(Double), B.Ed., M. Phil., Ph. D.

### Department of Political Science

Dr. Ripima Buzarbaruah	Associate Professor	M. A., L.L.B, Ph. D.
Dr. Ramen Medhi (HoD)	Associate Professor	M. A., Ph. D.
Dr. Arup Kumar Deka	Assistant Professor	M. A., M. Phil., Ph. D.

### Department of Education

Dr. Amulya Kalita (HoD)	Assistant Professor	M. A., Ph.D., M. Phil.
<b>Vacant</b>	Assistant Professor	

### Department of Mathematics

Mr. Rajib Das (HoD)	Assistant Professor	M. Sc., M. Phil.
---------------------	---------------------	------------------

### Department of Mathematics

Mr. Jayanta Kumar Das(HoD)	Assistant Professor	M. A., B. Ed., M. Phil.
Mrs. Bharati Medhi	Assistant Professor (Non-Sanctioned)	M. A.

### Department of Linguistics

Mr. Munindra Das (HoD)	Assistant Professor	M. A., M. Phil.
------------------------	---------------------	-----------------

### Department of Folklore

Mrs. Monmi Kakati (HoD)	Assistant Professor	M. A., PGD in ELT
-------------------------	---------------------	-------------------

### Department of Philosophy

Mrs. Sabita Kalita (HoD)	Assistant Professor (Non-Sanctioned)	M. A., B. Ed.
--------------------------	---	---------------

### Department of Arabic

Mokhtar Hussain (HoD)	Assistant Professor (Cont.)	M. A.
-----------------------	-----------------------------	-------

### Department of Computer Science & Application

Mrs. Mridula Devi	Assistant Professor (Cont.)	MCA
Mr. Ranjan Deka	Assistant Professor (Cont.)	MCA, (NET, GATE)

## SCIENCE STREAM

### Department of English

Mr. Aniruddha Medhi	Assistant Professor (Contractual)	M. A. (NET)
---------------------	--------------------------------------	-------------

### Department of Mathematics

Mr. Rajib Das (HoD)	Assistant Professor	M. Sc., M. Phil.
Mr. Parash Mani Kalita	Assistant Professor (Contractual)	M. Sc.

### Department of Physics

Maidul Islam	Assistant Professor (Contractual)	M. Sc.
--------------	--------------------------------------	--------

### Department of Chemistry

Dr. Jitendra Deka (HoD)	Assistant Professor (Contractual)	M. Sc., Ph.D.
Mr. Bhabesh Kr. Choudhury	Assistant Professor (Contractual)	M. Sc.

### Department of Botany

Mrs. Deepanjali Deka	Assistant Professor (Contractual)	M. Sc.
----------------------	--------------------------------------	--------

### Department of Zoology

Dr. Kakali Talukdar (Hod)	Assistant Professor (Contractual)	M. Sc., B. Ed., Ph. D.
Ms. Mahsina Begum	Assistant Professor (Contractual)	M. Sc.

## ADMINISTRATIVE STAFF

Dr. Hiranya Kumar Sarma, M.Sc., Ph.D.	Principal
Mr. Champak Choudhury	Junior Assistant
Mr. Kishor Kumar Das	Junior Assistant
Mr. Nayanjyoti Baishya	Junior Assistant (Cont.)
Mr. Manik Hatkhowa	Office Bearer
Mr. Surya Kanta Bharali	Office Bearer
Mr. Ratan Baruah	Gate Man (Cont.)
Mr. Gabinda Malakar	Peon (Cont.)
Mr. Khagen Das	Lab. Bearer (Cont.)
Lab. Bearer (Cont.)	Electrician (Cont.)
Mr. Dipak Ch. Baishya	Night Chowkidar (Cont.)
Mr. Krishnakar Ojah	Dept. Bearer (Cont.)
Mr. Shahjahan Ali	Night Chowkidar (Cont.)

## LIBRARY STAFF

Mr. Hirendra Nath Bhattacharyya, M.Sc. Lib. Sc.,	Librarian
Mr. Bipul Chandra Mahanta,	Library Assistant
Sri Kamal Krishna Das,	Library Bearer
Mrs. Dipamoni Bharali Hatkhowa	Library Bearer



## COMMITTEES OF THE COLLEGE

Session: 2020-21

<b>Name of the Committee/Cell</b>	<b>Name of the Co-ordinator</b>
Internal Quality Assurance Cell	Dr. Ripima Buzarbaruah, Associate Prof., Dept. of Pol. Science
Academic Cell	Dr. Ali Akbar Hussain, HoD, Dept. of English
RUSA	Mr. Biswajit Kalita, Asstt. Professor, Dept. of English
UGC-Nodal Officer	Dr. Arup Kumar Deka, Asstt. Professor, Dept. of Pol. Science
Public Information Officer(RTI)	Mr. Biswajit Kalita, Asstt. Professor, Dept. of English
Asstt. Public Information Officer	Dr. Arup Kumar Deka, Asstt. Professor, Dept. of Pol. Science
Research Cell	Dr. Ramen Medhi, Associate Prof., Dept. of Pol. Science
Extension Cell	Mr. Jayanta Kumar Das, HoD, Department of Geography
Mentoring Committee	Mr. Jayanta Kumar Das, HoD, Department of Geography
Gender Sensitization Committee	Mrs. Bharati Medhi, Asstt. Professor, Dept. of Geography
Grievance Redressal Cell	Dr. Ali Akbar Hussain, HoD, Dept. of English
Discipline & Anti-ragging Committee	Mr. Munindra Das, HoD, Dept. of Linguistics
Counselling Committee	Dr. Binita Devi, Asstt. Professor, Dept. of Education
Cleanliness & Beautification Committee	Dr. Binita Das, Assistant Professor, Dept. of Education
Feedback Committee	Dr. Ripima Buzarbaruah, HoD, Dept. of Pol. Science
Seminar Committee	Mr. Biswajit Kalita, Asstt. Professor, Dept. of English
Information and Career Guidance Cell	Ahmed Mukut Choudhury, Asstt. Professor, Dept. of Economics
N.S.S. Advisory Committee	Mr. Rajib Das, HoD, Dept. of Mathematics
Students' Welfare Committee	Mr. Amulya Kalita Assistant Prof., Dept. of History
Allumni Committee	Mr. Munindra Das, HoD, Dept. of Linguistics
Women's Studies Cell	Dr. Rupanjoli Hazarika, Asstt. Professor, Dept. of English
ICT in Education Cell	Mr. Biswajit Kalita, Asstt. Professor, Dept. of English
Canteen Committee	Ms. Monmi Kakati, HOD, Folklore
Prospectus Preparation Committee	Dr. Ali Akbar Hussain, HoD, Dept. of English
Admission Committee	Dr. Ali Akbar Hussain, HoD, Dept. of English
Routine Preparation Committee	Dr. Ali Akbar Hussain, HoD, Dept. of English
Library Advisory Committee	Mr. Hirendra Nath Bhattacharyya, Librarian
Green Campus Committee	Dr. Jitendra Deka, Assistant Professor, Dept. of Chemistry

## GUIDELINE FOR ONLINE ADMISSION FORM SUBMISION

1. Before filling up the form please ensure that you have the following documents ready.
  - Passport sized Photograph (400 px X 500 px). Maximum Size: 300 KB
  - Scanned Signature of the applicants.
  - Scanned Copy of Marksheet of Last Examination Passed.  
Minimum size: 500 KB
  - Scanned Copy of HSLC Admit Card. Minimum size: 500 KB
  - Scanned Copy of Passed certificate. Minimum size: 500 KB
  - Scanned Copy of Caste Certificate. Minimum size: 500 KB
  - Scanned Copy of Bank Pass Book. Minimum size: 500 KB

## INSTRUCTIONS

- Go to the College website i.e. [www.surendacollege.co.in](http://www.surendacollege.co.in) and Click **“ONLINE ADMISSION”** link
- Click on the **REGISTER** button to register yourself for Application Form Fillup.
  - One Mobile Number and One Email can only be used once.
  - Set your own password.
- After Successful registration you can **LOGIN** to application portal with Mobile Number and given password and Fillup the application form.
- Red Bordered fields are compulsory.
- After filling the form click on **“REVIEW FORM”** button to review the form and make correction if required.
- After successful review click on **“SUBMIT”** button.

## IMPORTANT NOTES

1. Admission will be strictly on merit basis and as per Government reservation Rules.
2. List of selected students will be notified on the College website after the verification by the Admission Committee.
3. Soft copies of Pass certificate, Marksheet, Admit card, Caste Certificate, bank Passbook, Photo and Signature is compulsory to apply the process.
4. Applicants are advised not to give any false information while filling up the form if it is detected that false information is given by a candidate, his/her admission will be rejected.

# SUREN DAS COLLEGE, HAJO

Ph. No.:- 0361-2820341

Website: [www.surendascollege.co.in](http://www.surendascollege.co.in)

Email:- [surendascollege@gmail.com](mailto:surendascollege@gmail.com)



**Published by: Principal, Suren Das College, Hajo**  
**Prepared by: Prospectus Committee**