

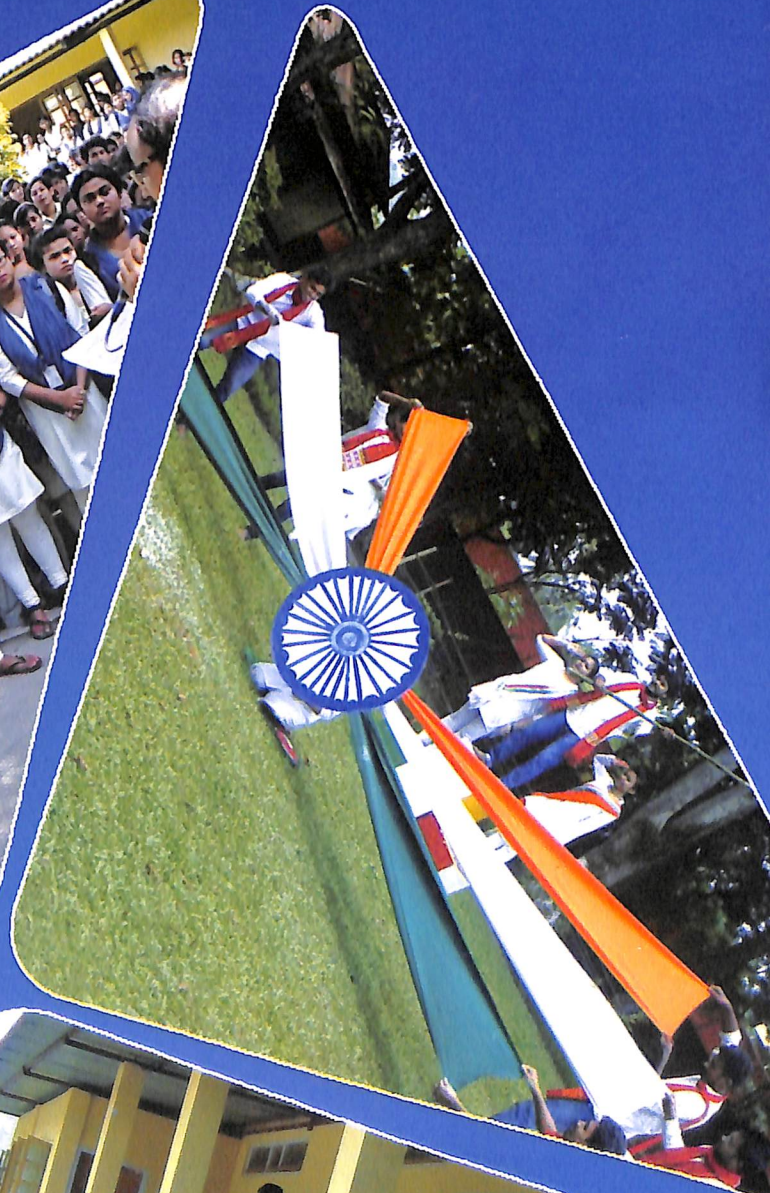
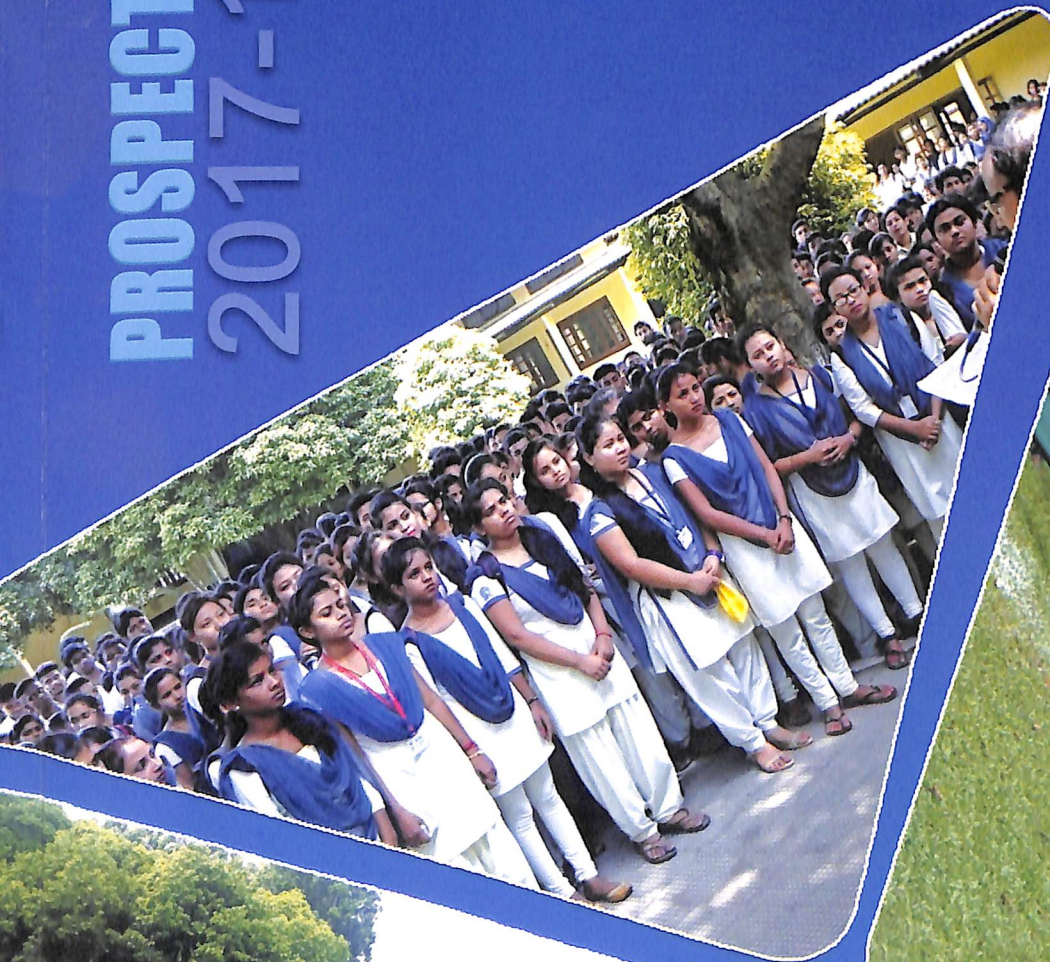


JAGIROAD COLLEGE

জাগীৰোড মহাবিদ্যালয়

Jagiroad
Morigaon
Assam

PROSPECTUS
2017-18

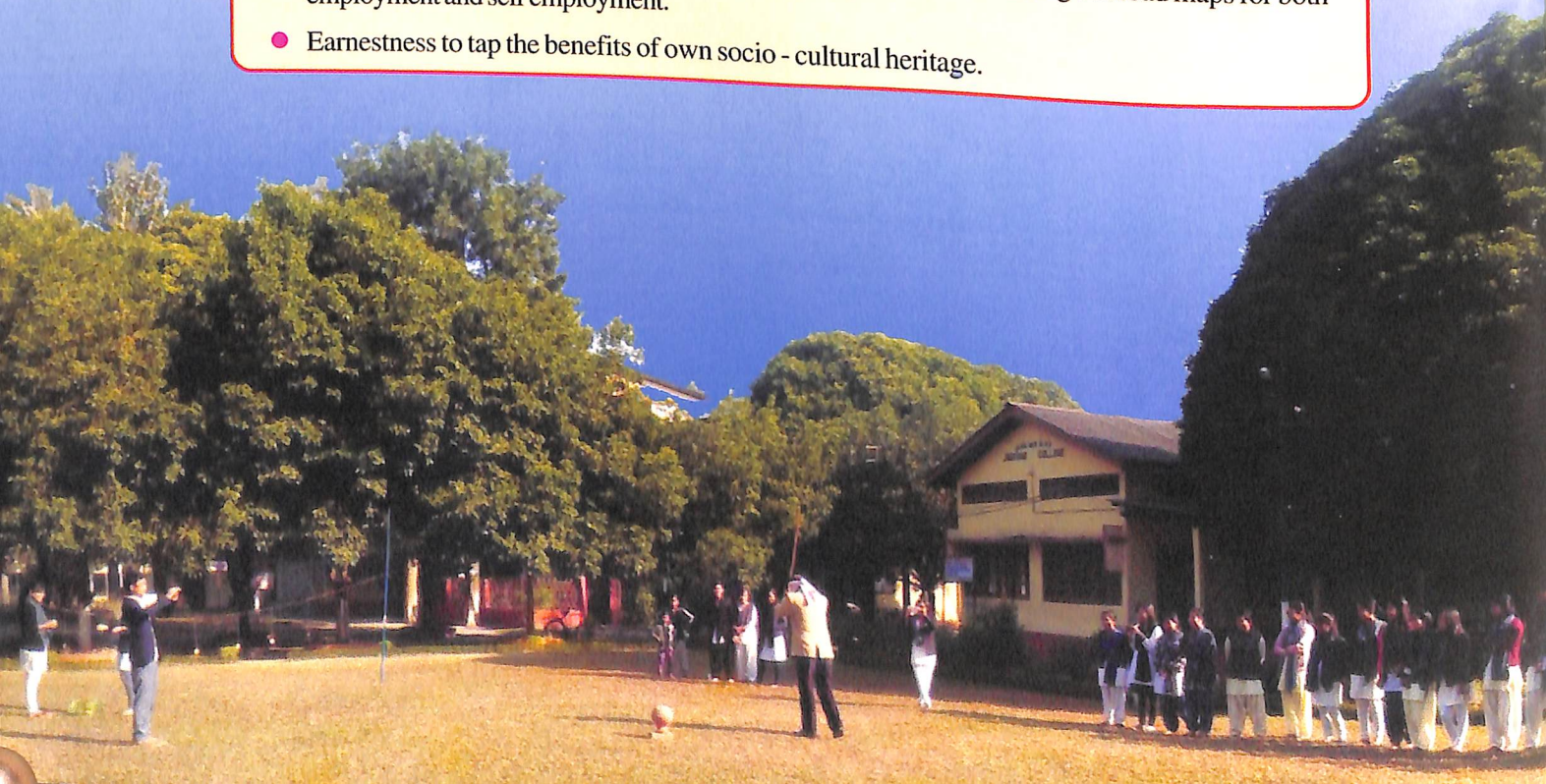


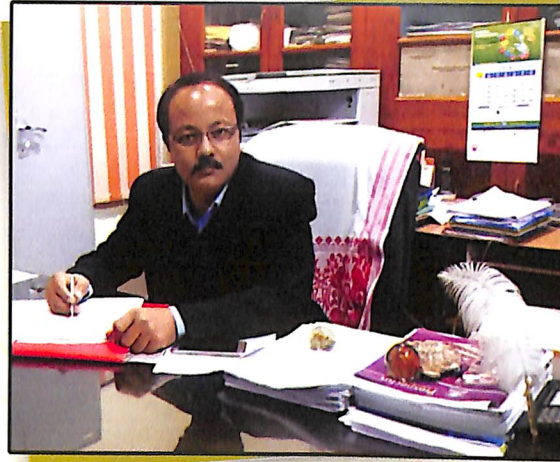
Vision

Jagiroad College aims to inculcate a unique value based and learner - centric approach in all its plans and programmes. By evolving its own quality assurance and sustenance mechanism the college would strive to achieve academic excellence - while drawing its resources from both the indigenous knowledge base and the ICT based global knowledge expansion process. It would also align its paradigms towards sustainable development, peace and conflict resolution and vertical mobility of the learners belonging mostly to socio - economically disadvantaged section of the society in order to foster national development and regional harmony.

Mission Statement

- Yearning for exploring and extracting the gems from the vast ocean of knowledge.
- Keeness and openness for probing the new and the unknown.
- Vision of liberal humanitarian, scientific and truly democratic values.
- Ability to handle the stresses of life.
- Zeal towards accumulating the dividends of ICT.
- Healthy competitive spirit for shaping professional careers and carving out road maps for both employment and self employment.
- Earnestness to tap the benefits of own socio - cultural heritage.





Welcome Message from the Principal's Desk

At the outset, I take this privilege to extend my hearty welcome to all the new comers for choosing this College as the next step of your journey to the arena of Higher Education. In this College, you will get beautiful minds with diverse groups of people reflecting their wonderful diverse ethos and you are going to learn so much from one another during the period of your studies. Most of our students come from the rural hinterlands. They hail from wide and varied backgrounds and landscapes such as the hills, the plains and the towns. We should try ourselves to understand one another and try to gather new thoughts, new learnings and new perspectives across our day to day interactions for we can enrich our life by applying them into the arenas of our own personal and social lives. Taking cue of whatever resources available with us, let us try to build your life brick by brick with an open and flexible mind.

Be focused on your areas of studies with determination, perseverance and passion. Be confident about developing values. Nurture your ambition with a firm will. Permit some space for creative activities also. Engagement with social activities will augur well for you but simultaneously you must commit yourself to your core mission of higher learning.

All the faculties in this campus are highly committed and focused onto their own areas. A good chunk of them have been awarded the 'Doctor of Philosophy Degree' and from among the rest, a few have attained the 'M.Phil Degree' from different Universities of repute.

The college is proud of having a list of glittering alumni. They are conspicuous by their presence in areas and fields as diverse as the academics, administration and management, science, technology, engineering, medical, entertainment sector, media and social works. Few are contributing their services in abroad. A few of them have done or been engaging in excellent research works even Post Doctoral Researches in recent and diverse areas within and outside the Country. The alumni of our College are the actual reflectors of the quality assurance we have.



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You would also be happy to know that the College has recently undergone the second cycle of NAAC assessment, for which the NAAC Peer- team visited our institution in the month of September last. The National Assessment and Accreditation Council (NAAC) is an autonomous body formed under the Ministry of Human Resource Development, Govt. of India with its Head Office at Bangalore. It has been entrusted upon the responsibility to assess and accreditate the Higher Educational Institutions of the Country. The NAAC assessment is a continuous process and every Institution must participate in the assessment and accreditation process successively after every five years. For some unavoidable reasons, it took about twelve long years to get ourselves assessed by the NAAC after the first assessment. In the latest round of assessment last year, in spite of all our hard work for getting a good score, NAAC accredited our institution with CGPA 2.71 out of 4 points and awarded B+ grade. No matter, whatever may be the interpretation on this grade, ours is a rural based college with students from the surrounding rural hinterlands populated by socio-economically disadvantaged and marginalized communities. From such a perspective, this is a good score and I personally thank everybody involved in the process of assessment for making the entire process a success.

Ours is a multi-faculty College having a wide range of subject variations. If we compare our college with some other good scoring colleges within the state, we find that we can be boast of having many good facilities: better teaching staff, better Library facilities, better Computer laboratories, better class room facilities, better infrastructure, better canteen facilities, better hostel facilities and many better options that we are having.

Finally, let me also say that only by earning good scores in examinations we cannot hope to lay a pathway to earn a respectable and happy life for ourselves. To transform our life in the positive direction, we also need to learn the necessary life skills besides nurturing a standard of values and character. However, to make all this happen, we need guidance and counsellings from dedicated and dynamic teachers. Such teachers could only be the best of facilitators in this regard.

I once again welcome you all with all the warmth of my heart to this institution while wishing you all success in your academic pursuits in the forthcoming and all other academic sessions ahead.

Dr. Bhaben Ch. Neog
Principal





JAGIROAD COLLEGE A PROFILE

Jagiroad College (the erstwhile Kapili Anchalik Mahavidyalaya) was established on 8th August, 1979. The College is located at Jagiroad, a gradually developing semi-urban conglomeration of Morigaon district of Assam, at a distance of barely one hundred meters from the NH 37. The serene campus, spread over a spacious area of twenty-five bighas of land, is nestled by the picturesque Sonaikuchi Hill. Culturally it lies very close to Na-Khola—the abode of the Prince Regent of the ancient Kingdom of the Tiwas—one of the tribes of the state endowed with its distinctive indigenous life-world. Jagiroad College was established by a group of foresighted and committed social-workers of the region. Shri Mahendra Ahom, the founder Principal and presently the President of the College Governing Body played a pivotal role for seventeen years in the development of the College. Through his enthusiasm, vigorous spirit and generous approach, the College was able to attract students from the surrounding rural hinterlands who were mostly the “first generation” learners belonging to socio-economically disadvantaged and marginalized communities. Shri Ahom laid the foundation of academic and infrastructural blue print of the College while inspiring the teachers to promote the cherished values of inclusiveness and equity without losing sight of qualitative parameters. During his tenure both the Arts and Science Streams of the College were brought under the “deficit-grant-in-aid” system of Government of Assam following affiliation of its programmes and courses by the Gauhati University and it became eligible for developmental grants under sections 2(f) and 12(b) of the UGC Act 1956.

Dr. Altafur Rahman served as the Principal for eight years between 2000 and 2008 and as the President of the G.B. for five years. During Dr. Rahman’s tenure the College was accredited and assessed by the NAAC and career oriented professional programmes like MTM and PGDCA (under Gauhati University), distance education programmes under IGNOU, tie-up with NBIRT for promotion of entrepreneurship were started. He also worked towards further expansion of infrastructural facilities like construction of hostels, expansion of library and computer centre. During Dr. Rahman’s tenure, the College also celebrated its Silver Jubilee in 2005 with enthusiasm and gaiety with active coordination of a large number of its alumni. The same year the College came under the ambit of the Assam College Employees (Provincialisation) Act, 2005. Besides Dr. Rahman, one of the former Vice Principals- Shri Utpal Moni Phukan served as the Principal-in-charge in two phases.

Dr. Bhaben Chandra Neog, the present Principal of the College started off his tenure by launching programmes and courses like Bachelor in Commerce (B.Com. with both Major and General Courses), Advanced Diploma in Construction Works (ADCW) etc. It is under the initiative of Dr. Neog that the college has also introduced a few innovative and employment - generating courses with the financial support from the University Grants Commission (UGC). These courses are included in two different schemes of the UGC. Of these, the Pulp and Paper Technology (PPT) and the Fashion Technology were introduced under the Community College Scheme and the Retail Management and the Entertainment (Acting) were launched under the Bachelor of Vocation (B.Voc.) scheme (with due permission from the Gauhati University). Memorandums of Understandings (MoUs) have been signed by the College with the Industry partners/ Institutions like Nagaon Paper Mill of Hindustan Paper Corporation, Indian Institute of Fashion and Textile Technology, Guwahati, Xavier Institute of Information Technology (XIMIT), Guwahati, Dr. Bhabendranath Saikia Children Welfare Trust (AAROHAN), Janambhumi Groups of Hotels and Resorts, Koyeli Tours and Travels, Excel Construction, Oasis Construction etc. to empower our students in skill and related activities. Regional Govt. Film and Television Institute (RGFTI) located at Kahilipara, Directorate of Tourism, Assam are added support to our students. They are with us to encourage our endeavours in implementing courses to generate skilled human resources for the society. During the last five years, the College could see many new additions in terms of academic as well as infrastructural fronts. Apart from regular courses and skill based courses, Distance Education courses have also been introduced for the needy students. Those who could not avail the higher edu-



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education in time can now make their dreams realized through GU-IDOL study cum exam center located at the College. Further, keeping in mind the deprived students who could not enroll themselves in UG courses as regular students because of many constraints, they now make their dream fulfilled through the study cum exam center of KKHSOU opened later at the College campus. The college has been putting utmost emphasis upon infrastructural facilities. Process of upgradation of the class rooms has been going on and three classrooms have already been upgraded as digital class rooms. A Digital Language Laboratory has been added into College Computer department for the students seeking development of English language skills. A 50 KW Solar power plant has been installed in the College to meet the shortage of power supply in the smooth running of the academic and other day-to-day activities. The college has also completed establishment of its digital library building. Jagiroad College since its early days has been in the forefront of promoting inclusiveness and equity, adopting learner-friendly teaching-learning mechanisms, academic exchanges and organizing seminars and conferences. In the past, the College successfully organized annual/biennial sessions of NEIHA, NEIGS and AACEA apart from having regular calendar of seminars by the Seminar Forum and holding State and National level seminars on different topics/subjects. Dr. Subhash Saha, a faculty of the History department, carved a niche for himself as a multifaceted scholar-poet- social activist and was engaged in Post Doctoral research till his untimely demise in 1994. Prof. Moloya Goswami, who has recently retired from her service, bagged the Best Actress Award of the 37th National Film Awards in 1992 for her stellar role in Jhnu Barua directed movie Firingoti (A Spark). She was also thrice nominated as a member of the prestigious Jury for the National Film Awards. Prof. Tulshi Bordoloi, a faculty of the History Department and a former President of the Tiwa Mathonlai Tokhra (Tiwa Sahitya Sabha) acts as a key resource person regarding studies in the cultural and literary heritages of the Tiwas. Teachers of the College are also being engaged in Major and Minor research projects funded by the DST, UGC etc. besides being awarded Ph.D. and M.Phil. degrees from Universities of repute and Institute of National Importance. A section of the teachers are also actively engaged in local literary, cultural and sports organizations besides offering assistance and consultancy to media and community based organizations. Sections of the non-teaching staff too are sincere and committed in their services, IT savvy and actively engaged in furtherance of the vision of the College.

With its pleasant and peaceful teaching-learning ambience, a committed teaching staff—some of whom have earned academic and other laurels, a supportive alumni— many of whom have successfully shaped and carved out their careers, excellent infrastructural facilities, a reasonably high rate of gender parity, a wide array of full time academic programmes and courses ranging from Higher Secondary to Master in Tourism Management, excellent support for affordable and broad-based Distance Education under IGNOU, KKHSOU and IDOL of Gauhati University, a well stacked and updated library with nearly thirty five thousand books, varied schemes of scholarships for learners, seminars and conferences, grievance redressal mechanism, wide range of CCA activities—Jagiroad College is uniquely poised to scale higher in the contours of Higher Education of Assam. The institution has all excellence. The college has been able to yield B+ in the second cycle of its assessment by NAAC, this regard all the guidelines cum parameters regarding quality set by the NAAC would act as a polestar.



PROGRAMMES AND COURSES OF STUDY

The College offers the following programmes and courses in regular modes:

a) Higher Secondary Courses (Duration: 2 years, affiliated to AHSEC):

- i) Higher Secondary (Arts) ii) Higher Secondary (Science)

b) Undergraduate Programmes (Duration: 3 years, semester mode, affiliated to G.U.):

- i) B.A. ii) B. Sc. iii) B. Com iv) B.Voc.

c) Post Graduate (Self-financing) Programmes (Affiliated to Gauhati University)

- i) Post Graduate Diploma in Computer Applications (PGDCA) : Duration: 1 year
- ii) Master in Tourism Management (MTM) : Duration: 2 years

d) Career Oriented Programmes

One Year Advance Diploma in Construction Works (ADCW) as add-on courses.
(UGC approved and granted)

Following courses are newly added and being offered with the certification from National Institute of Electronics & Information Technology (NIELIT), (erstwhile DOEACC Society), an Autonomous Scientific Society under the administrative control of Department of Electronics & Information Technology (DeitY), Ministry of Communications and Information Technology, Government of India.

- i) Certificate course in Office Automation
- ii) Certificate course in Soft skill development and Communicative English

e) Vocational Subjects (Undergraduate level)

- i) Computer Applications
- ii) Tourism and Travel Management

f) Bachelor of Vocation Course (B. Voc.)

Under the guidance of National Skill Qualification Framework (NSQF), the following skill generated and employment centric courses are being offered under the recently introduced B. Voc. scheme of UGC. The courses are funded by UGC and approved by Gauhati University.

- i) Retail Management
- ii) Acting
- Details are included in the B. Voc. Section.

g) Courses under Community College scheme of UGC

Since January 2015, the College has been offering the following skilled based, industry collaborated and employment centric courses under the UGC funded Community College scheme. Both the courses are of two years (four semester) duration with the option of multiple exit/entry.

- i) Pulp and Paper Technology(PPT)
- ii) Fashion Technology (FT)
- Details are included in the Community College Section.

h) Distance Education Programmes and Courses

- i) IGNOU (A wide range of programmes and courses are offered through the approved Study Centre located within the College campus. Details about them are described in the relevant section below.)
- ii) Institute of Distance and Open Learning (IDOL) of the Gauhati University. (A wide range of Master Degree programmes and courses are offered through the approved Study Centre located within the College campus. Details about them are described in the relevant section below.)



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iii) A study cum exam center of Krishna Kanta Handiqui State Open University (KKHSOU) was also started from the academic session 2014-15 (Details about the courses are described in the concerned section).

Important :

- Higher Secondary Programme at Jagiroad College is conducted under the guidelines and rules framed by the Assam Higher Secondary Council(AHSEC).
- Three Year Degree (Semester) Programme in Arts, Science and Commerce are conducted under the rules and regulations of the Gauhati University, Guwahati. These programmes are recognized under Section 22 of the UGC Act 1956.
- The Master in Tourism Management (MTM) and PGDCA programmes have also been approved by the Gauhati University.
- The vocational course in Computer Science is approved by the Assam Higher Secondary Education Council. The vocational courses of Computer Applications and Tourism and Travel Management have similarly been approved by the Academic Council of the Gauhati University.
- The programmes delivered through distance education mode by the IDOL, KKHSOU and the IGNOU are approved by Universities and they are run under the strict guidelines and rules of the Universities.
- The term "Programme" is used here in consonance with the ongoing process of reforms and changing paradigms of Higher Education in India. It generally refers to the earlier concept of a "Course". A "Course" conveys the title and components of compulsory and optional papers under a "Programme." We have used the term in a flexible way which while retaining the gamut of meaning of earlier terminology simultaneously covers the ambit of the Subject and its components. This has been done so that the use of the term "Programme" does not create confusion among parents, guardians and students who are accustomed with the earlier notion of a "Course."

Higher Secondary Programme Options: Subjects in which Courses are offered

Subjects offered in Arts Stream

English*, MIL (Assamese, Bengali, Hindi, Bodo, Alt. English), Environmental Science, Economics, Political Science, Education, Geography, History.

Subjects offered in Science Stream

English*, MIL (Assamese, Bengali, Hindi, Bodo, Alt. English), Environmental Science, Physics, Chemistry, Mathematics, Biology.

***Students of H.S., First Year in the streams of Arts and Science are to compulsorily undergo a Reading and Oral Skill test (of 10 marks) in the subject of English- which is in addition to their theory paper (of 90 marks) on the subject. The sum total of marks in the subject thus is: 100. The said test is conducted by the concerned department.**

Important:

- Under the guidelines and rules of Assam Higher Secondary Education Council, for all Higher Secondary students English and MIL/Alt. English are compulsory subjects. From the rest of the subjects they have to compulsorily choose three Elective Subjects. They may also take up a fourth Elective Subject of their choice. Environmental Science is compulsory for HS First Year students of all streams.
- The curricular framework of the AHSEC is similar to that of the CBSE under changes envisioned by the National Curricular Framework of Secondary and Senior Secondary Education, 2005.
- The Annual Examination of Higher Secondary First Year is conducted by the Examination Committee of the College under the strict guidelines of the AHSEC. The Final Examination is conducted by the AHSEC of which the College is a recognized examination centre.
- Students enrolled in Higher Secondary programmes are required to appear in two Unit Tests as specified by the AHSEC. So, they are expected to be regular and sincere in their learning endeavours.

TDC (SEMESTER) PROGRAMME OPTIONS

Major Courses and Subject Combinations

A student securing more than 50% of marks in the respective subject is allowed to take Major in any one of the following subjects:

B.A. : English, Assamese, Bengali, Economics, Political Science, Education, History and Geography.

Major Subject	Compulsory Subjects	Optional Subject (Elective Subjects)
➤ English	English, Environmental Studies	<i>Any One of the following:</i> Economics, Political Science, Education, History, Geography/ MIL
➤ Assamese	English, Environmental Studies	
➤ Economics	English, MIL/AltE, Environmental Studies	
➤ Political Science	English, MIL/AltE, Environmental Studies	
➤ Education	English, MIL,/AltE Environmental Studies	
➤ Geography	English, MIL/AltE, Environmental Studies	
➤ History	English, MIL/AltE, Environmental Studies	
➤ Bengali	English, Environmental Studies	

Important :

According to the TDC(Semester) Regulation of the Gauhati University, English (Major) and MIL (Major) students have to take Any Two Optional Subjects. They are not allowed to take more than two language subjects. For instance an English (Major) student may take MIL(Assamese/Bengali/Hindi) as an optional subject. But they would not be allowed to take Alternative English at all. For English (Major) students the choice of Optional Subjects(any two) have to be from : MIL, History, Political Science, Education, Economics, Political Science and Geography. Similarly, for MIL (Major) students the Optional Subjects(any two) have to be from: Alternative English, Economics, History, Political Science, Geography and Education. If any student wishes to shift to General Courses from Major Courses within Second Semester, then the student has to submit his/ her marksheet at the college.

B. Sc: Physics, Chemistry, Mathematics, Botany and Zoology

English is Compulsory during First and Second Semesters for all the students. Environmental Studies is also compulsory for Third and Fourth Semester students. A student will be allowed to offer one Major subject along with two optional subjects as indicated below:

Major Subject	General Subjects	Eligibility
➤ Physics	i) Chemistry, Mathematics ii) Mathematics, Computer Science	Must pass Chemistry and Maths. in H.S.
➤ Mathematics	i) Chemistry, Physics ii) Physics, Computer Science	Must pass Chemistry and Physics in H.S.
➤ Chemistry	Mathematics, Physics	Must pass Physics and Maths. in H.S.
➤ Zoology	i) Botany, Chemistry ii) Bio-technology, Chemistry	Must pass Chemistry and Biology in H.S.
➤ Botany	i) Zoology, Chemistry ii) Bio-technology, Chemistry	Must pass Chemistry and Biology in H.S.



B.COM (MAJOR AND GENERAL) :

From the academic session 2013-14 Jagiroad College has been offering the much sought after Three Year (6 Semester) B.Com. programme (affiliated to the Gauhati University). The College authority has appointed talented faculty members and provides infrastructural supports for smooth functioning of the courses of this stream. The first batch of the stream is going to complete its degree-programme in this current session.

The following two types of courses are offered to the students:

- 1) Major Courses in a) Accountancy and b) Management
- 2) General Courses

Semester wise Distribution of Number of Papers :

Distribution of Numbers of Papers							
	General Course			Major Course			
	General Paper	Core Paper	Total	General Paper	Core Paper	Specialised Paper	Total
B.Com 1st Semester	1	3	4	1	3	1	5
B. Com 2nd Semester	1	3	4	1	3	1	5
B. Com 3rd Semester	2	3	5	2	3	1	6
B. Com 4th Semester	1	3	4	1	3	1	5
B. Com 5th Semester	1	3	4	1	3	1	5
B. Com 6th Semester	1	3	4	1	3	1	5
Total Papers	7	18	25	7	18	6	31

(I) B.Com semester I Major and General Course : In B.Com Semester I candidates of both Major and General Course shall be required to offer the following papers of 100 Marks each.

General paper :

101. Business Mathematics/Fundamentals of Insurance
(Business Mathematics is Compulsory for Major Course)

Core Papers :

102. Financial Accounting-I
103. Business Organization and Entrepreneurship Development.
104. Indian Financial System.

Specialized papers: (Any one of the following paper is compulsory for Major students)

105. Cost Accounting (Accountancy)
105. Human Resource management (Management)

(II) B.Com Semester II Major and General Course: In B.Com Semester II a candidate of both Major and General Course shall be required to offer the following papers of 100 marks each.

General paper:

201. Communicative and Functional English I/Functional MIL I



Core papers :

- 202. Financial Accounting –II
- 203. Principles of management.
- 204. Business Statistics.

Specialized papers : (Any one of the following paper is compulsory for Major students)

- 205. Management Accounting (Accountancy)
- 205. Human Resource Planning & Development (Management)

(III) B.Com semester III Major and General Course : In B.Com semester III a candidate of both Major and General Course shall be required to offer the following papers of 100 Marks each.**General papers :**

- 301. Environmental Studies
- 302. Communication and Functional English II/Functional MIL II.

Core papers :

- 303. Corporate Accounting
- 304. Direct Taxes
- 305. Corporate Law.

Specialized papers : (Any one of the following paper is Compulsory for Major Students)

- 306. Advanced Corporate Accounting (Accountancy)
- 306. Industrial Relations and Labour Laws (Management)

(IV) B.Com Semester IV Major and General Course : In B.Com Semester IV a candidate of both Major and General course shall be required to offer the following papers of 100 Marks each.**General paper :**

- 401. Business Economics

Core papers :

- 402. Auditing and Assurance
- 403. Indirect Taxes
- 404. Financial Services.

Specialized Papers : (Any one of the following paper is Compulsory for Major Students)

- 405. Advanced Financial Accounting (Accountancy)
- 405. Cost and Management Accounting (Management)

(V) B.Com Semester V Major and General Course : In B.Com semester V a candidate of both Major and General Course shall be required to offer the following papers of 100 Marks each.**General paper :**

- 501. Business Environment

Core papers :

- 502. Marketing Management
- 503. Financial Management
- 504. Regulatory Framework in Business – I

Specialized papers : (Any one of the following paper is Compulsory for Major students)

- 505. Financial Statement Analysis (Accountancy)
- 505. Customers Relations and Retail Trade Management (Management)



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(VI) B.Com Semester VI Major and General Course :

In B.Com Semester VI a candidate of both

Major and General Course shall be required to offer the following paper of 100 marks each.

General paper :

601. Information Technology in Business

Core papers :

602. Marketing of Services.

603. Modern Banking Practices.

604. Regulatory Framework of Business – II

Specialized paper : [Common for all Major Students]

605. Project report (on any Topic of Commerce, Economics, Business, Industry or Services Sector)

5. Distribution of marks and Declaration of Result

(a) Distribution of marks:				
	General Course		Major Course	
	Total	For Result	Total	For Major Award
	(General Paper + Core Paper)		(General Paper + Core Paper + Specialised Paper)	(Core Paper + Specialised Paper)
B.Com 1st Semester	400	400	500	400
B. Com 2nd Semester	400	400	500	400
B. Com 3rd Semester	400	400	600	400
B. Com 4th Semester	400	400	500	400
B. Com 5th Semester	400	400	500	400
B. Com 6th Semester	400	400	500	400
Total Papers	2400	2400	3100	1600

5(b) In case of award of Major in B.Com Final Examination Marks obtained in the Core papers and specialized papers of all the semesters shall be considered for declaration of results.

Important :

Every student opting for Major Courses is required to visit both the College and Gauhati University websites (www.jagiroadCollege.org and www.gauhati.ac.in) regularly to keep themselves informed and updated about the TDC(Semester) Regulation of the Gauhati University, Choice Based Credit System(CBCS), syllabi, course titles and components, books and resource materials suggested for intensive and extensive studies, sessional examinations, the nuts and bolts of grading system of evaluation and assessments etc. It is imperative that they have a highly regular attendance and actively participate in teaching-learning, stay in close contact with teachers and peer group of learners, seek counselling whenever needed, submit regular assignments, projects etc. and try their level best to maintain a healthy enthusiasm in order to enable and empower themselves towards achievement of their cherished goals.



TDC (SEMESTER) PROGRAMME OPTIONS (GENERAL):

Courses and Subject Combinations

B.A. (Semester): For Arts stream students, who do not opt for Major subjects, have to choose the subjects from the following:

Compulsory Subjects: English, MIL (Assamese, Hindi, Bengali, Bodo, Alt. English), Environmental Studies.

Optional Subjects (any two): Economics, Political Science, Geography, Education, History, Computer Applications/TTM.

B. Sc. (Semester): For Science stream students, who do not opt for any Major subject courses would have to compulsorily take up English for First and Second Semesters and Environmental Studies for Third and Fourth Semesters. Among the optional subjects they have to choose any one of the following combinations:

1. Physics, Chemistry, Mathematics
2. Physics, Chemistry, Computer Science/Application (Vocational)
3. Physics, Chemistry, TTM
4. Physics, Mathematics, Computer Science/Application (Vocational)
5. Physics, Mathematics, TTM
6. Chemistry, Mathematics, Computer Science/Application (Vocational)
7. Chemistry, Mathematics, TTM
8. Chemistry, Botany, Zoology
9. Chemistry, Botany, Bio-Technology.
10. Chemistry, Zoology, Bio-Technology
11. Chemistry, Zoology, TTM
12. Chemistry, Botany, TTM

B. Com(Semester) : For Commerce stream students, who do not opt for Major subjects, General Papers and Core Papers are compulsory.





B.Voc (Semester) : UGC sponsored Three Year Vocational Degree Courses

Jagiroad College has started two skill based vocational three year degree courses from the academic year 2015-2016 under the guidance and financial assistance of University Grants Commission (UGC), New Delhi. These courses are of credit based semester pattern and affiliated to the Gauhati University.

Skill based Vocational Courses

1. Retail management 3 years (Six Semesters):
2. Entertainment (Acting) 3 years (Six Semesters):

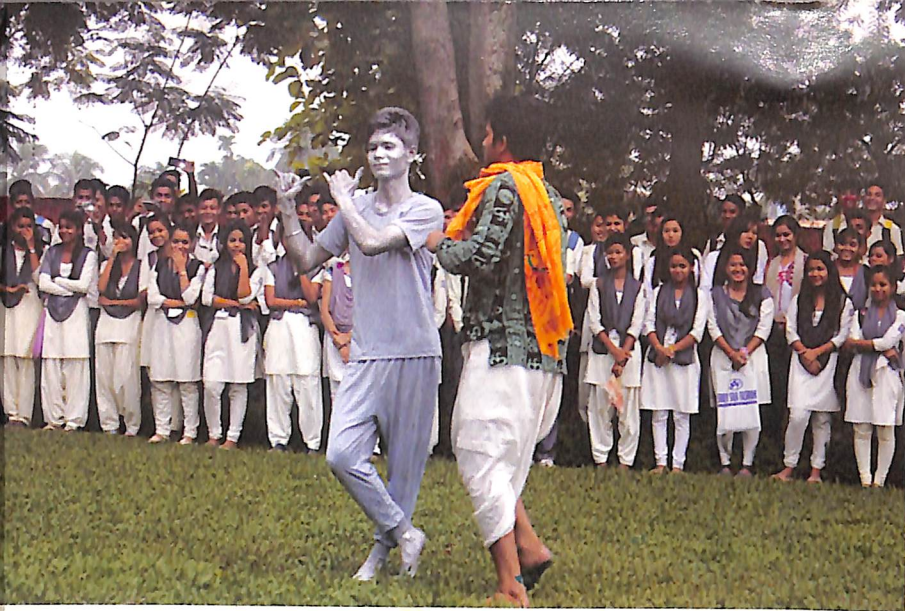
The courses focus on raising employability of graduates and meeting the industry requirements for ready-to-work students through skill development and by providing specialization in relevant field.

Mode of course progression of B.Voc.

Duration : The duration of the B. Voc degree courses will be three years

Sl. No.	Duration	Award	Credits	Intake Capacity	
				Retail Management	Acting
01	One Year	Diploma	60		
02	Two Year	Advance Diploma	120	50	50
03	Three Year	Bachelor of Vocational (B.Voc)	180	50	50





Key Highlights Of B. Voc Degree Courses :

1. B. Voc (under Gauhati University in regular mode) is equivalent to other degree courses like B.A, B.Com, B. Sc. etc.
2. The Courses have been developed under National Skill Development Corporation (NSDC), New Delhi.
3. course content of the syllabus containing practical work and have been designed by the industry experts.
4. Evaluation of the students is done by sector skill council the industry experts.
5. Fully equipped smart class room, digital studio with all modern facilities.
6. Faculties with years of industry experience.



7. Field studies and On the Job Training (OJT) at the end of each semester with a view to provide the students industry exposure and make them employable.
8. Career support is provided through effective industry interaction, career seminars, creative workshop, Group discussion, Mock interviews etc
9. The candidates may exit after successful completion of either Diploma or Advanced diploma. The candidates may also rejoin the course at anytime for advanced diploma/degree.



SCOPE

Retail industry is the second largest employment generation sector after agriculture whereas Media & Entertainment industry is in the third position. Retail and Media & Entertainment are two of the fastest growing industries in the world. In the North-east India both the sectors are growing as rapidly as anywhere in the world. There is therefore a growing need of skilled personnel and professionals to meet the demand.

After their successful completion of three year B.Voc (Acting), students can work in different sectors relating to Media & Entertainment such as films, T.V, theatre, mobile theatre, radio, advertisements, animation etc. as film, television, theatre actors, radio artistes, Voice +over artistes, dubbing -artistes etc.

At the end three year B.Voc (Retail Management), students can work in different profiles as Team member, Team leader, Cashier, Ware House executive, MIS executive, Visual Merchandiser, Assistant Department Manager, Department Manager, Etc.

ELIGIBILITY CRITERIA :

1. The eligibility for admission is 10+2 or equivalent, in any streams (Arts/Science/Commerce) from any recognized board or university
2. Graduate students of any streams are also eligible for this course
3. There is no age limit for admissions to the above BVoc courses.

MoUs

The college has signed MoU with

1. Bata India Ltd, North East
2. Vishal Mega Mart, North East
3. Indian Institute of Entrepreneurship, Guwahati
4. Pride East Entertainment Pvt Ltd, Guwahati (News Live, Rang, Ramdhenu)
5. NAAT (New Age Actors Theatre), Guwahati
6. Rengoni TV Channel Pvt Ltd, Guwahatii
7. Dr. Bhupen Hazarika Regional Government Film and Television Institute, Kahilipara, Guwahati
8. Aarohan- Dr. Bhabendra Nath Saikia Children Welfare Trust, Guwahati



DETAILED SYLLABUS OF B.VOC. PROGRAMMES:

1st Semester (VOICE-OVER ARTIST)

G-1.1- Communicative English I	75
G-1.2- Fundamentals of Computer	75
S- 1.1- Introduction to the Art of Acting	75
S- 1.2 -Technical Aspects of Voicing and Recording	75
S- 1.3- Voice, Speech, Pranayam & Yoga	100

2nd Semester (SCRIPT RESEARCHER)

G-2.1- Communicative English II	75
G-2.2- Fundamentals of Finance and Accounts	75
S- 2.1-Dramatic Literature	75
S- 2.2- The Art of Storytelling	75
S- 2.3-Practical- Story & Acting Improvisations	100

3rd Semester (THEATRE ARTIST)

G-3.1-Enviromental Studies	75
G-3.2-Society and Culture of Assam	75
S- 3.1-Indian Theatre	75
S- 3.2-Western Theatre History	75
S-3.3 -Basics of Mime and Physical Theatre	100

4th Semester (THEATRE ARTIST)

G-4.1-Personality Development	75
G-4.2- Fundamentals of HR and Marketing	75
S- 4.1 -Acting Theories and Practices	75
S- 4.2 - Stage craft and Production Design	75
S- 4.3 - On Job training/ Field study/production of a full-fledged play	100

5th Semester (CINE ARTIST)

S 5.1: Brief History of Cinema	75
S 5.2: Indian Cinema	75
S 5.3: Regional cinema	75
S 5.4: Study of the work of Few Renowned Filmmakers	75
S 5.5: Acting exercises to develop a character	100

6th Semester(CINE ARTIST)

S- 6.1 -Film Theory and Appreciation	75
S- 6.2 – Acting in front of camera	75
S- 6.3 –Basics of Film Production Process	75
S- 6.4 –Project I: -Field Study	75
S- 6.5 –Project II:- Production	100





B.VOC RETAIL MANAGEMENT

YEAR	SEM	SUBJECT STATUS	SUBJECT CODE	JOB ROLE	SUBJECT NAME	TOTAL MARKS	
FIRST	FIRST	GENERAL PAPERS	G1.1	SALES ASSOCIATE	Communicative English I	75	
			G1.2		Fundamentals of Computer Application	75	
		SKILL PAPERS	S1.1		Introduction to Retail and Retail Store Operation	75	
			S1.2		Consumer buying Behaviour and Retail Sales	75	
			S1.3		On Job Training	100	
	SECOND	GENERAL PAPERS	G2.1	TEAM LEADER	Communicative English II	75	
			G2.2		Fundamentals of Finance and Accounts	75	
		SKILL PAPERS	S2.1		Store Display and Visual Merchandising	75	
			S2.2		Sales Management	75	
			S2.3		On Job Training	100	
SECOND	THIRD	GENERAL PAPERS	G3.1	DEPARTMENT MANAGER	Environmental Science	75	
			G3.2		Society and Culture of Assam	75	
		SKILL PAPERS	S3.1		Retail Store Operation & Profitability Management	75	
			S3.2		Customer Service Desk Management	75	
			S3.3		On Job Training	100	
	FOURTH	GENERAL PAPERS	G4.1	DEPARTMENT MANAGER	Personality Development	75	
			G4.2		Fundamentals of HR and Marketing	75	
		SKILL PAPERS	S4.1		Principles of Leadership	75	
			S4.2		Team and Organizational Dynamics	75	
			S4.3		On Job Training	100	
THIRD	FIFTH	GENERAL PAPERS	G5.1	STORE MANAGER	Retail Logistics & Supply Chain Management	75	
			G5.2		E-Retailing	75	
		SKILL PAPERS	S5.1		Retail Store Operation and Sales	75	
			S5.2		Store Process and Policy Management	75	
			S5.3		On Job Training	100	
	SIXTH	GENERAL PAPERS	G6.1	STORE MANAGER	People, Process and Profitability Management	75	
			G6.2		Marketing Management	75	
		SKILL PAPERS	S6.1		Mega Project	75	
							250

COMMUNITY COLLEGE

Present scenario of higher education is changing day by day. To cope with the global emerging trend in the development of skills, a new scheme was launched by the UGC under National Skill Qualification Frameworks (NSQF) guidelines. Under such a context, UGC invited proposals from 2(f) 12(B) Colleges to run Community Colleges. In these programs the intending learners are recognized with the award of Certificate, Diploma or Advance Diploma on the basis of successful completion of assigned semesters and evaluation processes laid down by the approving authority. Jagiroad College is approved and financed by UGC leading to advance diploma in two proposed schemes. The courses are:

1. Pulp and Paper Technology (PPT)
2. Fashion Designing(FT)

Objectives :

The main objectives are:

- a) To uplift higher education through recognition or development of relevant skills of the learner and hence the community.
- b) To make the learners - who are dropouts/ not intending to pursue higher education-competent with a skill as per the international standard.
- c) To provide employable and certifiable skills with necessary general education to senior secondary school pass outs not willing to pursue regular courses of existing higher education system.
- d) To provide job on the basis of general interest to the community for personal development and interest.
- e) The Community College Scheme is limited to the recognition of the skills offered by the learners to the Advance Diploma Level only.

Eligibility:

The minimum educational qualification assigned for admission into Community College is +2 Pass or equivalent from any stream under recognized board / university/vocational schemes. For PPT candidates from HS (Science) background is preferred. There is no upper age bar for admission. The learners living in the local community are preferred for admission along with those from other parts of the nation.

***Scholarship: The admitted students to the Community College Courses are eligible for the receipt of monthly scholarship of Rs. 1000/- on the basis of regular attendance and successful completion of semester examinations.



COMMUNITY COLLEGE COURSE-I FASHION TECHNOLOGY

QUALIFICATION PACK (QP)

QP-4 (ASSISTANT FASHION DESIGNER), 6 MONTHS DURATION

1. AMH/N 1210: PLAN AND PREPARE DESIGN, COLLECTION OF GARMENTS FOR A SEASON.	90
2. AMH/N 1211: DEVELOP PHOTO AND FIT SAMPLES.	100
3. AMH/N 1222: EVALUATE THE PROTO SAMPLE DEVELOPED RELATED TO SPECIFIC PRODUCT CLASS.	95
4. AMH/N 1223: MAINTAIN HEALTH, SAFETY AND SECURITY IN THE DESIGNING DEPARTMENT.	30
5. AMH/N 0104: COMPLY WITH INDUSTRY, REGULATORY AND ORGANIZATIONAL REQUIREMENTS.	35
	350

QP-5 (FASHION DESIGNER), 6 MONTHS

1. AMH/N 1201: PREPARE TO MAKE A DESIGN COLLECTION.	80
2. AMH/N 1202: PREPARE PROTOTYPE GARMENTS FOR THE COLLECTION	110
3. AMH/N 1203: EVALUATE THE DESIGN DEVELOPMENT PROCESS.	120
4. AMH/N 1204: MAINTAIN THE WORK AREA, TOOLS, MACHINES AND COMPUTERS.	40
5. AMH/N 0103: MAINTAIN HEALTH, SAFETY AND SECURITY AT WORK PLACE.	50
	400

QP-6 (EXPORT MANAGER), 1 YEAR DURATION

1. AMH/N 1606: PLANNING FOR EXPORT.	60
2. AMH/N 1608: MANAGE EXPORT PROCESSES AND CHECK DOCUMENTATION.	80
3. AMH/N 1609: SUPERVISE AND EVALUATE PERFORMANCE.	45
4. AMH/N 1607: ENSURE SHIPPING COMPLIANCE.	35
5. AMH/N 1601: MANAGE EXPORT MARKETING OPERATIONS	45
6. AMH/N 0104: COMPLY WITH INDUSTRY, REGULATORY AND ORGANIZATIONAL REQUIREMENTS.	20
7. AMH/N 1604: ANALYZE FOREIGN TRADE LOGISTICS.	25
8. AMH/N 1605: MAINTAINING A HEALTHY, SAFE AND SECURE WORKING ENVIRONMENT IN THE ORGANIZATION	40
	350

DETAILS OF SEMESTER-WISE BREAK UP OF PAPERS AND MARKS:

PAPERS	SUBJECTS	TOTAL MARKS
SEMESTER I		
PAPER PPT 1.1:	FUNDAMENTALS OF COMPUTER	90
PAPER PPT 1.2:	FUNDAMENTALS OF SCIENCE, FORESTRY, WOOD CHEMISTRY & SECONDARY FIBER TECHNOLOGY	90
PAPER PPT 1.3:	GR(A)- PULP AND PAPER MANUFACTURING PROCESSES GR (B) Fundamentals of Paper Science 1, Utility and Basic Engineering	90
PAPER PPT 1.4:	GR(A)-PULP MANUFACTURING PROCESSES	90





PROSPECTUS



PAPER PPT 1.5:	GR(B)-PAPER SCIENCE II AND PAPER MAKING I PRACTICAL I	90
SEMESTER II		
PAPER PPT 2.1:	COMMUNICATIVE ENGLISH	90
PAPER PPT 2.2:	GR.A- SOCIETY & CULTURE OF ASSAM GR. B- ENVIRONMENTAL STUDIES	90
PAPER PPT 2.3:	GR. A-PULPING I GR. B- CHEMICAL RECOVERY	90
PAPER PPT 2.4:	PAPER MAKING II	90
PAPER PPT 2.5:	PRACTICAL II	90
SEMESTER III		
PAPER PPT 3.1:	GR. A: SAFETY, HEALTH AND ENVIRONMENT (SHE), GR. B:PAPER PROPERTIES, COMMON DEFECTS	90
PAPER PPT 3.2:	PERSONALITY DEVELOPMENT	90
PAPER PPT 3.3:	PULPING II	90
PAPER PPT 3.4:	PROJECT WORK AND VIVA	90
PAPER PPT 3.5:	PRACTICAL III	90
SEMESTER IV		
PAPER PPT 4.1:	APPLICATION OF COMPUTER IN PAPER INDUSTRY	90
PAPER PPT 4.2:	COATED AND SPECIALTY PAPERS	90
PAPER PPT 4.3:	QUALITY MANAGEMENT & ERP SYSTEM IN PAPER INDUSTRIES	60
PAPER PPT 4.4:	CONVERTING, PACKAGING AND PRINTING OF PAPERS	60
PAPER PPT 4.5:	INDUSTRIAL TRAINING & DISSERTATION	150

POST GRADUATE (SELF FINANCING) PROGRAMMES:

1. Master of Tourism Management (Two Years - Four Semesters)

The North East India is blessed by nature with abundance of unique natural resources and beauty. It claims itself to be an exotic part of "Incredible India" with all its immense potential for tourism industry. It is at such a backdrop that there is a growing demand for generation of a pool of skilled manpower to cater to the need of the tourism industry and its subsidiaries in the region. In view of such a need, the college has been launching the aforesaid purely career oriented and professional Post Graduate Programmes since 2005-2006 under the aegis and control of the Gauhati University. The basic objective of this course of study is to impart training, to prepare honed, skilled and professional young learners in managing the tourism activities.

With a group of committed and young faculties, state of the art infrastructural facilities and logistic supports from the college authority, a good number of students have enrolled into the aforementioned courses. The Department has since produced a pool of outstanding professionals many of who earned deserving placements in various capacities in various organizations like ATDC, ITDC, Management, Colleges and Universities as faculty members.

Eligibility and Admission Process

Admission is open for all Graduates of any discipline and stream who have secured a minimum of 40% marks in the aggregate. Admission to MTM is conducted on the basis of merit. Written test / personal interviews are conducted to assess the potential of prospective students. The duration of the course is of two years and the Session begins from the month of August.

Student's Support:

- Facilitation of On-the-Job Training
- Adequate books and learning materials
- Field Visit/ Excursions
- Computer Lab and training
- Visiting Faculty to teach Foreign Languages
- Placement Contacts
- Hostel Facilities
- Relatively cheaper Course Fee

MTM : SEMESTER WISE COURSE TITLES AND COMPONENTS:

SEMESTER I

MTM-101	(Theory)—Fundamentals of Tourism
MTM-102	(Theory)- Tourism Policy, Planning and Development
MTM-103	(Theory)-Physical and Cultural resources of Tourism of North East India
MTM-104	(Theory)-Natural and Wildlife Tourist Resources of India
MTM-105	(Theory)-Environmental and Ecological Basis of Tourism
MTM-106	(Theory)-Transport and Tourism
MTM-107	(Practical)-Computer Application in Tourism and Project Work
MTM-108	(Practical)-Study of Map and its Application in Tourism

SEMESTER II

MTM-201	(Theory)-Tourism Management
MTM-202	(Theory)-Functional Languages((i) English,(ii) Bengali, (iii) Russian)---Any Two
MTM-203	(Theory)-Travel Agency, Tour Operation and Ticketing
MTM-204	(Theory)-Tourism Marketing
MTM-205	(Theory)-Tourism Entrepreneurship
MTM-206	(Practical)-Survey and Mapping of National Parks, Sanctuaries, Projects etc.
MTM-207	(Practical)-survey and mapping of Tourist Spots of North-East India and Computer Reservation (CRS) Knowledge
MTM-208	(Field Study)-Field Study Report (On-the-Job training of One Month duration-15 Marks to be added to Course-308)

SEMESTER III

MTM-301	(Theory)-Tourism : A Spatial Perspective
MTM-302	(Theory)-Tourism and Information Technology
MTM-303	(Theory)-Riverine Recreation and Tourism
MTM-304	(Theory)-Tourism Law and Ethics
MTM-305	(Theory)-Tourism and Hospitality Management
MTM-306	(Theory)-Foreign Exchange, Meeting and Event Management
MTM-307	(Practical)-Understanding the Tourism Affairs for Selected Countries
MTM-308	(Dissertation)-Dissertation/Field Study Report and On-the-Job Training

SEMESTER IV

MTM-401	(Theory)- Financial and Management Accountancy
MTM-402	(Theory)-Human Resource Management in Tourism
MTM-403	(Theory)-Functional Languages((i) Hindi (ii) Assamese and (iii) French-any two)
MTM-404	(Theory)- Cultural and Historical Monuments as Tourist Attractions
MTM-405	(Theory)-Organisational Behaviour in Tourism
MTM-406	(Theory)-Tourism Organisation
MTM-407	(Practical)-Study and Analytical Report on Fairs and Festivals
MTM-408	(Dissertation)-Application of Research Methodology in Studying the Historical Monuments, Cultural Events, Festivals and Wildlife Parks as a Means of Tourism Development

Important :

Contact Persons/Faculty Members
for Admission and other academic queries :

1. Paranjyoti Mahanta
HoD (Contact No.-9706749937)
2. Jhuma Bose
3. Budhimanobottam Bodo





Post Graduate Diploma in Computer Applications(PGDCA)

Jagiroad College has played the lead role in the introduction of Computer Courses at undergraduate level under Gauhati University with its introduction of the Vocational courses in Computer Applications from the year 1996. Since then the College has been trying to excel in producing of quality computer professionals suitable for the job market of the corporate world. Due to the latest demand of Computer Professionals in the modern era of Computerization and also the changing environment and rapid advances in Computer Technology in the corporate world, time has made it imperative to introduce more specialized courses.

With two well-equipped fully air-conditioned Computer Laboratories having all facilities and competent faculties, Jagiroad College marks its grand beginning in Post-Graduate Studies by launching Post Graduate Diploma in Computer Applications (PGDCA) Courses at the Post Graduate Level from the session 2005-06 to fulfill the demand of the students in the region.

The primary objectives of the course is to produce pro-active well-trained Computer Professionals for the academic as well as corporate world.

The course comprises of 8(eight) papers with an additional project work to be completed in 2(two) semesters in 1(one) year. While undergoing the courses, students will require to do some project works, which will build a sense of self-confidence in them and would help in shaping their future career as Computer Professionals.

Eligibility & Admission Process :

The admission is open for graduates in any stream with a minimum of 40% marks in aggregate. Preference will be given to those students having Mathematics at the Higher Secondary level. The students appearing for their final year in under graduate examination can also apply. However, such candidates, if admitted, will have to produce testimonials regarding their fulfilling the eligibility criteria before the academic session starts, failing which their admission will be cancelled.

Candidates seeking admission to PGDCA course is required to appear in an interview which will be conducted by the College itself.

Intake Capacity : 30 [Reservation as per Govt./University norms]

Duration : 1 Year (2 Semester)

Session : August—July

Students of PGDCA secured gainful employments in institutions and farms like the AMTRON, RG CPL, NRHM, NIIT and government and private schools and organizations.



Semester-wise Syllabus Structure of PGDCA:

SEMESTER I

Serial	Subject Code	Name of the Subject	Hours		Marks(%)	
			Theory	Practical		
1	PGDCAP1	ICT Hardware	25	36	50	50
2	PGDCAP2	Programming in C	30	32	70	30
3	PGDCAP3	Overview of Operating System(DOS, Windows,UNIX(LINUX and Shell Programming)	16	38	30	70
4	PGDCAP4	Introduction to Office Automation	12	50	20	80
5	PGDCAP5	Database Management System	36	26	70	30

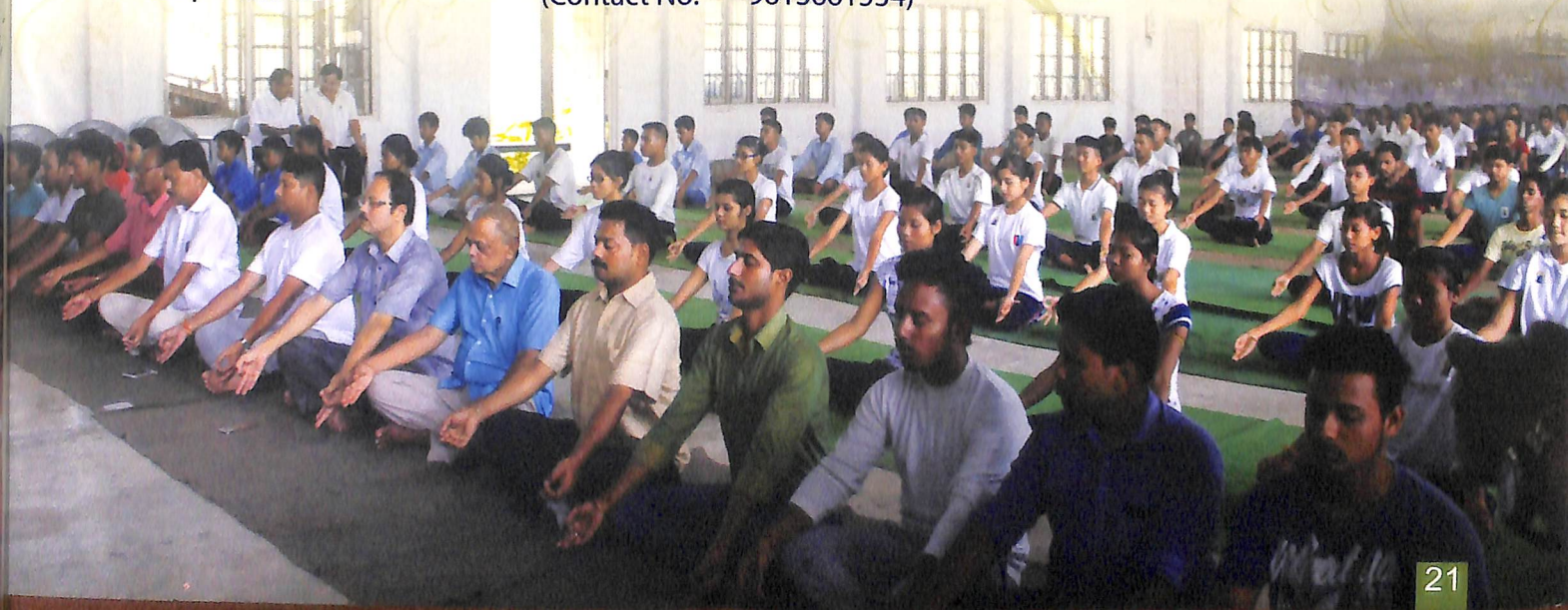
SEMESTER II

Serial	Subject Code	Name of the Subject	Hours		Marks(%)	
			Theory	Practical		
1	PGDCAP6	Data Structure through C Language	36	20	70	30
2	PGDCAP7	Internet and Web Technology	25	30	50	50
3	PGDCAEL1	GUI Application Programming	25	30	50	50
	PGDCAEL2	Computer Oriented Numerical Methods	36	20	70	30
	PGDCAEL3	Computer Graphics	36	20	70	30
	PGDCAEL4	Object Oriented Programming with C++	36	20	70	30
4	PROJECT	Introduction to Office Automation	100 Marks			

Important:

Contact Persons/faculty Members for Admission and other academic queries:

1. Muktab Hussain (Contact No: 9401317902)
2. Dharmeswar Tarang (HoD) (Contact No: 7896482942)
3. Bipul Biswas (Contact No: 8724910023)
4. Dilip Hazarika (Contact No: 9613661534)





DISTANCE EDUCATION COURSES:

1. INDIRA GANDHI NATIONAL OPEN UNIVERSITY (IGNOU) STUDY CENTRE

The IGNOU Study Centre(SC 0435) of Jagiroad College (under IGNOU-institute convergence scheme) has opened the horizon of distance learning for the students, staff and people of adjoining areas of the College. Detailed information regarding programmes and course structure, fee, design, credits, components, assignments, evaluation and assessment etc. are available in the IGNOU website (www.ignou.ac.in). The IGNOU gives wide publicity of its admission schedules in all major national and regional newspapers at regular intervals. Programmes and courses offered by the Jagiroad College IGNOU study centre (SC 0435) are

BA/BCOM/BPP/BTS/CAFÉ/CCP/CDM/CES/CHE/CHR/CIG.

Admission can be taken twice in a year- January Cycle and July Cycle

Forms and Prospectus of IGNOU are available in the IGNOU office throughout the year in all working days.

For Admission and other Programme related Queries Contact:

1. Principal, Jagiroad College (Cell : 9508399322)
2. Dr. Chitta Ranjan Sarkar, Coordinator (Cell:9435319142)
3. Madan Bharali, Assistant, (Cell: 9401038289)
4. Kuseswar Deka, Attendant (Cell : 7399761710)

2. INSTITUTE OF DISTANCE AND OPEN LEARNING (GU - IDOL)

With the objective to provide opportunity of learning to the large number of students who could not pursue higher education through conventional mode of education from the academic session 2012-2013 the Gauhati University Institute of Distance and Open Learning has opened a study centre known as Jagiroad College Study Centre to pursue higher education. Jagiroad college study centre, starting with 41 no. of students has completed five consecutive years with good academic environment and result. The centre at present offers MA/MSc/M.Com/ and Diploma courses under GU IDOL. Details about the programmes offered in the study centre of Jagiroad college is available in its Website. Besides, GU IDOL has its own website which gives adequate information about courses.

Contact person for admission and examination related queries:

1. Dr. B.C.Neog Principal, Jagiroad College (Mobile No. : 9508399322)
2. R. K. Das (Physics), Coordinator (Mobile No. : 94353-19469)
3. P.J. Mahanta, Asst Professor Deptt of Tourism (Mobile No. : 97067-49937)

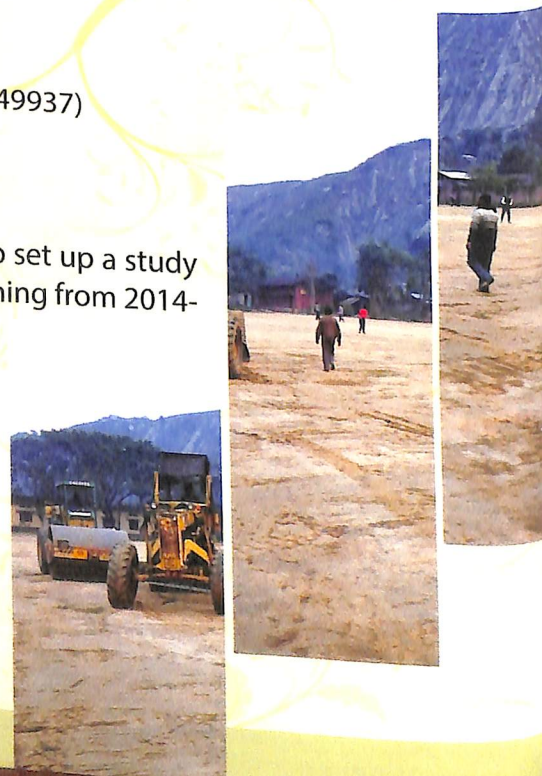
3. KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

The Krishna Kanta Handiqui State Open University(KKHSOU) has also set up a study centre of the University at Jagiroad College. The Centre has been functioning from 2014-15 session. The centre offers the following programmes to the learners:

1. Bachelors' Degree Programme: BA, B. Com, BBA, BCA
2. Diploma Course: DTM, DCWE, DCHN, DLIS, DCA
3. Certificate Course: CCA, CMPR, CMREDA, CCH, CCN

Contact:

1. Mr. R.K.Das (Associate Professor, Geography)
Coordinator (Cell: 9435365466)



CAREER ORIENTED ADD- ON COURSES

The college has introduced a UGC approved and granted career oriented programme entitled One Year Advance Diploma in Construction Works (ADCW).

Eligibility Criteria: Any student of TDC classes from any stream of the College or outside the College can take this as additional programme. Basically, this is a combination of three different modules each of having four months duration. The course is uniquely designed to cater the need of skilled personals to the field of construction related works. On completion of one/two/three module(s) each successful student will get a Certificate/Diploma or Advance Diploma respectively.

Contact:

1. Dr. Utpal Rajguru, Nodal Officer (Cell: 9435319272)

Admission Policy and Procedure

Students must apply for admission into the College in prescribed admission form issued by the College Office on payment of Rs. 250/-. The same has to be filled by his/her own hand writing and must submit the form within the last date. **No form will be accepted after last date.** Admission into the College is given on the basis of merit and it is conducted strictly according to the College Admission Rules. An admission committee, comprising a group of experienced teachers, coordinates and ensures the smooth conduct of the process under the direct guidance of the College authority. The decision of the College authority would be final in this regard. For any wrong or misleading information given in the form, the admission will be liable to be cancelled.

Those seeking admission must submit attested copies of the following documents and are compulsorily required to produce the original documents at the time of admission for verification:

- a) **Mark sheets and certificates of previous qualifying examinations(for all applicants)**
- b) **Transfer Certificate and Character Certificate from the Head of the Institution last attended (for all applicants)**
- c) **Age Certificate(for all applicants)**
- d) **Registration and Migration Certificate (wherever applicable)**
- e) **Caste Certificate (wherever applicable)**
- f) **Anti Ragging Affidavit**

Important:

a) Students who have discontinued their studies after passing the qualifying examination will have to produce a "Gap Certificate" issued by the Head of the Institution last attended. The certificate has to mention the activities of the student during the period of gap.

b) Applicants for admissions who have passed their last examination from a Board of Education or University other than the Secondary Board of Assam(SEBA), Assam Higher Secondary Education Council (AHSEC) or Gauhati University will be required to submit their MIGRATION CERTIFICATE (IN ORIGINAL) at the time of admission or latest by 15 July,2017. Failure in doing so may lead to the cancellation of the admission without any prior notice. Migration from Jagiroad College is usually allowed only after the completion of the First Year of their respective programme in regular mode and declaration of results of examinations.





Admission Schedule for the session 2017-18

Class	Last date of Submission of Admission forms	Date of Interview and Admission	Date of Commencement of Classes
HS-I (Science)	12-06-2017	15-06-2017	01-08-2017
HS-I (Arts)	12-06-2017	16-06-2017	
B.Com. Sem-I	14-06-2017	19-06-2017	
B.Sc. Sem-I	14-06-2017	20-06-2017	
B.A. Sem-I	15-06-2017	22-06-2017 23-06-2017	
B.Voc. (Degree programme) (Acting and Retail Management)	03-07-2017	10-07-2017	
MTM & PGDCA	Ten days after declaration of Degree Result	25-07-2017	
Community College (Adv. Diploma Programme) (PPT and FT)	To be notified later on		

Procedure of Selection:

Classes	Qualification	Intake Capacity	Other Criteria
H.S.-I (Arts)	HSLC or equivalent	150	
H.S.-I (Science)	HSLC or equivalent	70	50% marks in General Mathematics & General Science
B.A. Semester-I	10+2 (Arts/Science/Commerce)	450	
B. Sc. Semester-I	10+2 (Science)	90	
B. Com. Semester-I	10+2(Arts/Science/Commerce)	70	
Retail Management	10+2 (Any stream)	50	
Acting	10+2 (Any stream)	50	
PPT	10+2 (Science)	50	
FT	10+2 (Any stream)	50	

Important:

- ❖ Students securing First Division (60%) may offer subject combination on their own choice
- ❖ Students securing less than 60% marks, subject combination will be determined on the basis of intact capacity
- ❖ Selection of major subjects will be made with the discussion of respective departments.
- ❖ In case there are more than 30 applicants for Major, the concerned department may hold screening test.
- ❖ Reservation of admission seats as per Govt. rules will be followed.

ANNUAL FEE (Fee* Payable at the time of Admission) as per Govt. notification

CLASS	ARTS		SCIENCE		COMMERCE	
	H.S. 1 st Year	Boys	Rs. 4000/-	Boys	Rs. 4550/-	NA
	Girls	Rs. 3400/-	Girls	Rs. 3830/-	NA	
TDC(Semester)	Major	General	Major	General	Major	General
First Semester	Rs. 4750/-	Rs. 4630/-	Rs. 5700/-	Rs. 5350/-	Rs. 6750/-	Rs. 6250/-
The fees for TDC-Commerce(Sem-II to Sem VI) per Semester is Rs. 3,600/-						
PGDCA	Rs. 8500/- Per Semester					
MTM						
B.Voc :					4550/- per Annum	
1. Retail Management						
2. Acting						
Community College					6150/- per Annum	
1. Pulp and Paper Technology(PPT)						
2. Fashion Technology(FT)						

N.B.: For TTM and CA Students Rs. 1000/- per students will be charged separately (Non-refundable)
*** This fees includes Rs 150/- for personal Insurance of the Students.**

College Uniform

It is imperative and compulsory for all enrolled students to wear the college uniform.

For Boys : Cream Coloured Shirt and Steel Grey Trousers

For Girls : Cream Coloured Mekhela Chadar with Grey border/Cream Coloured Churidar (Salwar) and Kurta with Grey Odhni or Churni.

For Boys MTM and PGDCA : White Shirt and Black Trouser
 For Girls of MTM and PGDCA : White Top and Black Trouser

For Boys PPT and FT : White Shirt and Grey Trouser
 For Girls of PPT and FT : White Top and Grey Trouser

For Boys Acting and Retail Management : White Shirt and Grey Trouser
 For Girls of Acting and Retail Management : White Top and Grey Trouser





INTERNAL QUALITY ASSURANCE CELL

The IQAC is the nodal agency of coordinating all quality-related activities of any Higher Education Institution. Its prime goal is to develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the College as well to promote measures to effectively undertake institutional functioning through a process of internalisation of quality culture. Its range of activities cover a wide array of acti

vities like evolving a quality benchmark of the College for academic and administrative activities, facilitation/creation of an ideal learner-centric conducive environment for quality education and faculty maturation with a view to enable them to adopt the required knowledge and technology for participatory teaching and learning process, arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional processes, dissemination of information on the various quality parameters of higher education, organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles, documentation of the various programmes/activities, leading to quality improvement, adoption and dissemination of good practices, development and maintenance of Institutional database through MIS for the purpose of maintaining /enhancing the institutional quality, development of Quality Culture, preparation of the Annual Quality Assurance Report (AQAR), bi-annual development of Quality Radars (QRs) and interaction with SQACs in the pre and post accreditation quality assessment, sustenance and enhancement endeavours. Jagiroad College has already an established IQAC under the leadership of the present Principal. It has undertaken quite a few steps in order to instil a quality culture and promote quality consciousness among sections of its stakeholders.

COORDINATOR: Dr. Utpal Rajguru, Associate Professor, Department of Zoology.

TEACHING-LEARNING AND EVALUATION

Jagiroad College has carved a niche for itself through evolution and continuous upgradation of its teaching-learning standards by setting and developing its own benchmarks. The fairness, transparency and qualitative edge of its teaching-learning ambience have been sustained through the College's endeavour to recruit teachers having sound academic background, good potential and enthusiasm by the College authority since its inception. The quality of its teachers can be gauged from the relatively younger average age of incumbents, diverse socio-economic and cultural backgrounds, wide array of specializations, gender parity, readiness and acceptance of innovative teaching-learning mechanisms, diverse research interests and studies, empathy for students belonging to socio-economically marginalized and disadvantaged communities, promotion of social and cultural harmony, close contact with alumni, community orientation and an urge to accept fresh challenges and transcend boundaries in pedagogic practices and orientations. The NAAC's assessment and accreditation report amply highlighted this cardinal aspect of Jagiroad College. The experience, knowledge and skills of the teaching staff have together erected a foundation for undertaking experiments and sustained application of the best of the "traditional" and "indigenous" teaching-learning mechanism and ICT based newer mechanisms Jagiroad College has been especially successful in assiduously building up a reputation for its transparent, unbiased, fair and continuous

assessment and evaluation mechanisms. It strictly adheres to all the relevant examination rules and regulations of the Assam Higher Secondary Council, Gauhati University and IGNOU. The Annual Examination of Higher Secondary First Year is conducted strictly in accordance with the rules of the AHSEC.





COMMUNITY ORIENTATION AND SOCIAL RESPONSIBILITY:

Jagiroad College has inculcated a good culture of being involved in community oriented activities. The College has been in the forefront of assisting flood marooned people of the surrounding rural areas. A number of its staff were actively involved in organizing health camps, providing relief to the people in remote villages, distributing books, organizing free coaching for teachers and students of schools, conducting socio-economic surveys, counseling students besides being associated with community based organizations.

The IQAC of the College adopted one village at Sonaikuchi, near Meghalaya boarder. The College community already visited the Village and surveyed it taking different parameters. Few aids in the form of kind was distributed to the villagers in the month of December, 2013.

The Extension Education Cell of the College actively engaged in various extension and community related services. The cell already organized an extension programme at 'Jagi Kalpataru Puthibharal aru Krishti Chora' at Jagi village, where two resource persons from the College delivered lectures on the topic 'Women Empowerment'. The cell also took initiative to plant saplings in and around the College campus.

RESEARCH

The teaching staff of the College are actively engaged in varied research studies in a wide array of areas of Humanities, Social Sciences, Physical Sciences, Mathematics, Biological Sciences under various departments of studies of Gauhati University, Assam University, NEHU, Dibrugarh University and IITG and a number of them have already been awarded M.Phil and PhD degrees. A number of teachers are also actively involved in research under UGC, ICSSR and DST grants (both minor and major research projects). The College is in the process of establishing departmental/inter-departmental research committees to foster the culture of research in the institution.





STUDENTS' SUPPORT AND PROGRESSION

Career Guidance, Counselling and Placement

The counseling of students has traditionally been a part of teaching-learning mechanisms and practices of Jagiroad College. Most of the teachers offer and are adept in close and intimate counselling on academic and career related matters especially to students enrolled in Major Courses and Career Oriented Programmes. The College has an Information, Career Guidance and Counselling Cell (ICGCC) through which the students have been given guidance at regular intervals. Though the College at present does not have a formal structure of a separate Placement Cell, the ICGCC has in the past organized several placement workshops, interactive sessions with some firms and agencies of both the state and outside it. The College envisages having a permanent Placement Cell integrated with the ICGCC in near future.

Scholarships and Awards

- ★ ST, SC, OBC, Minority and National Merit scholarship for such category of students are offered by the Govt. of Assam on submission of application in prescribed forms.
- ★ Awards are offered to meritorious students topping the H.S., and TDC students, from the College authority and Jagiroad College Teachers Unit.
- ★ Best Graduate Award is offered to the student on the basis of his/her all round performances (examinations and co-curricular activities).
- ★ There is provision to support the meritorious and economically backward students with financial assistance, books, uniform etc. Arrangement for scholarship (both from Government and Non-government organizations) will be made by the College authority. Study loans for needy students may also be arranged - subject to clearance of Bank's formalities.

INFRASTRUCTURAL AND CCA FACILITIES

Classroom Blocks and Buildings:

Jagiroad College offers adequate and updated infrastructure for all internal stakeholders. The College houses three beautiful classroom blocks for students of Arts stream. Two of them are christened as the Kalong and Kapili Blocks after the two perennially flowing tributaries of the Brahmaputra. The third one has been newly set up by the side of the Central Library. It is conveniently situated along with the four academic departments, viz. English, History, Political Science and Economics. The Killing Block houses the distinctively updated laboratories, classrooms and departmental common rooms of teachers of the Science Stream. The Mayang Block houses the IGNOU study Centre and classrooms for Major subjects. The Commerce Block facilitates the Class rooms for the Teachers and Students of the Commerce Stream. A multi-storied building has also come up, commonly known as the Maths-Geo Building, to cater to the growing needs of the Mathematics and Geography departments. This Block also facilitates the Laboratory for the Pulp and Paper Technology programme. Construction and renovation works are also going on to facilitate class rooms for Retail Management and Acting courses under B. Voc. scheme.



Boys' Common Room, Gym and NCC offices are located just behind the Commerce Block. Dr. Subhas Saha Memorial Block accommodates common rooms of a few Arts stream departments.

Two floors have newly been constructed from GDA grants of UGC to facilitate class rooms for Community College courses as well as other subjects. A beautifully decorated and well furnished Seminar Hall is constructed on the top floor in the same building for in-house regular and occasional meetings and similar activities. Education department is shifted to this building from the Dr. Subhas Saha Block and a separate room is allotted for their laboratory activities. Tourism and Computer departments are accommodated in the building constructed under Buniyad Scheme of govt. of Assam. Ethnic museum existed in the first floor of this building is now renovated with installation of some new additional items with minor renovations/repair of earlier items.

The Central Library:

The Central Library houses a spacious reading hall and reading rooms for teachers and Major Course students. It has a rich collection of books including journals and magazines, CDs etc. Books are being regularly purchased on recommendations of the Faculty members. Computerizations of its services are well under way. The library has recently undergone some renovation works to ensure a cosy environment for its users. Following necessary renovation works, the Library now provides separate sitting arrangements for the boys and the girls. With sophisticated furnishings, the Library also has provision of a reading room for the faculties, a circulation section and a separate periodical section.

Internet Connectivity is provided with 10 numbers of Computers connected through N-Computing and placed just behind the main entrance gate for easy accessibility by the students and other staff. Reprographic facility is also provided in the same location.

Book Bank scheme of the College Library: The College Library has introduced the Book Bank facility (for H.S. and undergraduate level students) as one of the students' support measures. The Book Bank lends text books and reference books to the specially meritorious students and to those coming from the economically backward families. The facility has been further developed with enrichment through donated books from the internal stakeholders of the college (teachers, members of the non-teaching staff and the students). Willing students may contact the Librarian for necessary details.

Computer Centre:

The College has four sophisticated computer Lab (including a computer Center as Language Lab) with 46 computers for running the PGDCA, Degree level Vocational course and other short term courses for students. All the Laboratories are configured by two online UPS. Laboratory wise Windows XP, Windows 7 and Ubuntu Operating System have been installed in the Computers.

Ethnic Museum:

A unique ethnic museum is being developed by the teachers of the College and it is located in the expanded section of the Central Library. A new museum building is under construction in front of the central library.





PROSPECTUS

Departmental Libraries:

Every department of study of the College has a separate library of its own. Books are issued to both teachers and students specially of Major Courses and reference books.

Conference Hall:

The newly built Conference Hall of the College is an active centre for holding brainstorming sessions among the staff and the students.

Auditorium:

A sprawling 8000 sq. ft. auditorium has come up for smooth organization of events and activities throughout the session.

Hostels:

The Swapna Majika triple storied Girls' Hostel with an intake capacity of 80 offers excellent facilities of easy and comfortable stay. The Zoon Beel R.C.C. Boys' Hostel with an intake capacity of 50 students also provides a pleasant and cosy environment for academic pursuits to its inmates.

Purified and cold drinking water facility:

The College has been providing clean, pure and cold drinking water facilities to all the students and all other internal stakeholders.

Uninterrupted Power Supply:

The College has installed a solar power plant in order to facilitate uninterrupted power supply throughout the campus.

Digital Class Rooms :

The College authority has introduced digital class rooms with smart boards in two class rooms and one seminar room of the College to facilitate updated and smooth teaching-learning mechanism.

Boys' and Girls' Common Room :

The College has provided spacious Boys' and Girls' common rooms with attached toilets and necessary amenities.

Gymnasium:

The College has a sixteen station multi gymnasium near the College auditorium. It also houses the yoga centre of the College.



Canteen:

The College authority has set up a good canteen that offers its services to the students and staff of the College.

Open Air Sitting Places

The College offers a serene open air tree covered sitting space for students inside its premises. A lush green lawn is also being prepared for holding of open- air sessions. The Annual Debate among the contestants of JCSU office bearers is an attractive event-traditionally held every year in the grass carpeted lawn.

N.C.C:

The Jagiroad College NCC Unit, functioning since 1984, is an active cadets Unit. The Cadets participate in Annual Training Camp, Army Attachment Camp, Combined Annual Training Camp, National Integration Camp, Sainik Camp, Republic Day camp etc quite regularly. It develops unity and discipline, tolerance and endurance, officer like qualities etc among its cadets.

N.S.S.:

The College N.S.S. unit set up in 1988, has been organizing programmes on themes like 'Clean your Locality', 'Green your Locality', 'Clean your Campus', 'Green your Campus', besides holding awareness programmes on topics of various public.

Scouts and Guides:

The College also has a unit of the Bharat Scouts and Guides functioning since 2004, which aims at developing a spirit of service, good character and good health among the members.

Jagiroad College Students' Union:

The union body of the students is constituted by holding a democratic election among the students. It plays an active and collaborative role in fulfilling the aims and objectives of the Institution.

SOCIETIES

- Seminar Forum
- Cultural Society
- Unit of Assam Science Society
- Society for Chemical Education
- College Mathematics forum
- Literary and Debating Society
- Game and Sports Society
- Unit of North East India Geographical Society
- History Society
- Assamese Department Literary Society

Grievance Redressal Cell

The College authority is quite conscious about the grievances of stakeholders and hence set up an effective Grievance Redressal Cell in order to professionally manage grievances and undertake ameliorative steps. Regarding the grievances of students and guardians, the Grievance Redressal Cell members have been effectively guided by the Principal. The Grievance Redressal Cell aims to undertake effective and professional management of grievances of all stakeholders.





ADMINISTRATIVE AND TEACHING STAFF

PRINCIPAL

Dr. Bhaben Ch. Neog, MSc, M.Phil, Ph.D.

DEPARTMENT OF ASSAMESE

Dr. Habibur Rahman, MA, Ph.D. (HoD)

Ms. Aditi Das Baruah, MA, M. Phil.

Dr. Mira Baishya, MA (Double), Ph.D.

Ms. Barna Sarma, MA, B. Ed, M. Phil.

Mr. Debajit Saikia, MA, M. Phil.

Mr. Bishnu Deka, MA.

Department of Economics

Dr. Purushottam Bhandari, MA, M. Phil., Ph.D. (HoD)

Ms. Ranju Gogoi Chutia, MA, M. Phil.

Dr. Bhupen Kr. Sarma, MSc, LLB, Ph.D.(On Lien)

Dr. Amiya Kr. Sarma, MA, Ph. D. (On Lien)

Mr. Jintumani Mahanta, MA.

Department of Hindi

Mr. Om Prakash Deka, MA (HoD.).

Ms. Usharani Deka, MA, B. Ed.

Department of Bodo:

Ms. Paney Bodo, MA.

Department of History

Mr. Tulshi Kr. Bordoloi, MA.

Mr. Khagen Gogoi, MA(HoD)

Ms. Malabika Dihingia Baruah, MA.

Ms. Dhanada Kakati, MA, M. Phil.

Department of Political Science

Mr. Priya Nath Bora, MA (HoD)

Mr. Himangshu Haloi, MA.

Ms. Barsha Kalita, MA, B.Ed.

Mr. Pritam Doley, MA, M. Phil.

Department of Botany

Mr. Dulal Chandra Dutta, MSc.

Mr. Subrata Paul, MSc. (HoD)

Ms. Pallabi Deka, MSc.

Ms. Anamika Mazumdar, MSc.

Department of Chemistry

Dr. Gopi Adhikari, MSc, M.Phil., Ph.D.

Mr. Manoranjan Moulick, MSc, M.Phil.

Dr. Chitta Ranjan Sarkar, MSc, B.Ed., Ph.D. (HoD)

Dr. Smritisikha Phukan, MSc, Ph.D.

Dr. Linton Hazarika, MSc, Ph.D.

Department of Mathematics

Ms. Anuva Das Purkayastha, MSc.(HoD)

Mr. Anandaram Burhagohain, MSc.

Dr. Mitali Sarma, MSc, M. Phil., Ph.D.

VICE PRINCIPAL

Mr. Poban Ch. Gogoi, MA, M. Phil.

DEPARTMENT OF ENGLISH

Dr. Inishi Choudhury Mahanta, MA, Ph.D.

Dr. Dipakjyoti Baruah, MA, Ph.D.

Dr. Sohail Ahmed, MA, Ph.D. (HoD)

Dr. Jita Baruah, MA, B.Ed., M. Phil., Ph.D.

Ms. Juri Bordoloi, MA.

Department of Education

Mr. Poban Ch Gogoi, MA, M. Phil.

Dr. Hema Kanta Chutia, MA, M. Phil., Ph.D. (HoD)

Dr. Sriyani Das, MA, B.Ed., M. Phil., Ph.D.

Ms. Sayanika Deka, MA, B. Ed.

Ms. Jyotika Mohan, MA.

Department of Geography

Mr. Rudra Kr. Das, MA.

Dr. Khagen Sarma, MA, Ph.D.(HoD)

Mr. Ratumoni Das, MA.

Mr. Hareswar Bordoloi, MA.

Ms. Pallabi Deka, MA, M.Ed.

Department of Bengali

Ms. Indrani Bhattacharjee, MA, M. Phil. (HoD).

Ms. Soma Bose, MA.

Ms. Rinka Dey, MA, M. Phil.

Department of Tourism and Travel Management

Ms. Jhuma Bose, MTM.

Mr. Paranjyoti Mahanta, MTM(HoD)

Mr. B. M. Bodo, MTM, LLB.

Department of Biotechnology

Mr. Biswajyoti Chetia, MSc. (HoD)

Department of Computer Applications

Md. Muktab Hussain, MSc, MLI Sc.

Mr. Dharmeswar Tarang, MSc (HoD)

Mr. Bipul Kr. Biswas, PGDCA, MSc (IT)

Mr. Dilip Hazarika, BTech. (Lab. Instructor)

Department of Physics

Dr. Prabir Banerjee, MSc, Ph.D.

Mr. Hrishikesh Kalita, MSc. (HoD)

Mr. Rudra Kr. Das, MSc.

Ms. Lavita Sarma, MSc, M. Phil. (On Leave)

Mr. Prasenjit Biswas, MSc.

Dr. Runjun Sarma, MSc, Ph. D.

Department of Zoology

Dr. Anjana Dutta Barbaruah, MSc, Ph.D.
 Dr. Utpal Rajguru, MSc, Ph.D.
 Mr. Achintya kr. Keot, MSc (HoD)
 Dr. Saptadeepa Roy, MSc, Ph.D.

Pulp and Paper Technology(Community College)

Dr. Gopi Adhikari (Nodal Officer)
 Mr. N.N. Swargiary
 Senior Officials of Nagaon Paper Mill.
 Coordinated by Mr. Santosh Swar and Mr. P. K. Adhikari

Guiding Light: Sjt. Pratap Goswami, former Executive Director, NPM-HPCL.

Dr. J. N. Deka, Ph.D.

Department of Management (B. Voc)

Mr. Sankar Jyoti Barman, MBA(Retail & Marketing) (HoD)
 Ms. Priyanka Majumdar, MBA(Finance & Marketing)

Sports

Mr. Hrishikesh Kalita, (Nodal Officer)
 Mr. Ankur Kalita, BPEd., Sports Teacher

Department of Commerce

Mr. Narayan Kafle, MCom.(Accy & Finance)
 Mr. Sanjib Ghimire, MCom.(Accountancy)
 Ms. Sangeeta Sarma, MCom. (Double), (Management & PGDBM)
 Ms. Farhana Yasmin, MCom. (Finance), PGDBM, B. Ed.
 Ms. Lakshyajit Shyam, MCom.(Marketing), M. Phil.

Fashion Technology(Community College)

Ms. Mousumi Debbarma, Certificate Course in Fashion Design & Clothing Technique(NIFT)
 Ms. Dipamoni Das, Diploma in Garment Technology.
 Mr. Ratul Kakati

Department of Acting (B. Voc)

Mr. Manash Pratim Neog, PG Diploma in Dramatics(Acting) (HoD)
 Mr. Sanjeev Kr. Gohain, MA(Mass Com. & Journalism: *Film Studies*)

Non-Teaching Staff

Office

Sri Nandalal Sharma, Head Asstt.
 Sri Madan Bharali, Sr. Asstt.
 Sri Bipul Patar, Jr. Asstt.
 Md. Muktar Hussain, Jr. Asstt.
 Ms. Anjali Sarma, Comp. Asstt.
 Sri Gaurav Sharma, Jr. Asstt.
 Sri Nagendra Kakati, Comp. Asstt.
 Ms. Tarali Thakuria, Jr. Asstt (IQAC)

Office Bearer

Sri Upen Ch. Deka
 Sri Pradip Chakraborty
 Sri Niren Ch. Biswas
 Sri Durgeswar Deka
 Sri Dulal Bora
 Sri Bhola Pator
 Sri Kokheswar Deka
 Sri Swadhin Teron
 Ms. Anjali Bordoloi
 Ms. Bhanu Mikir

Gate-keeper

Sri Paramananda Bora

Cook (Boys' hostel)

Ms. Nirmali Deori
 Ms. Matu Hazarika

Library

Sri Babul Ch. Malakar, MA, BLib. Sc. (Librarian)
 Ms. Rekhasmita Sarma, MA, MLI Sc.
 Mr. Putul Sarma, (Bearer)
 Ms. Ranu Saikia, (Bearer)

Laboratory Bearer

Sri Jayanta Kr. Doloi ,
 Sri Giridhar Bhagabati
 Sri Ramen Teron
 Sri Hiteswar Deka
 Sri Kushal Konwar
 Sri Hiteswar Bordoloi
 Sri Prabhat Das, Sri Nila Kanta Saikia
 Sri Deba Kt. Deka
 Sri Ambika Devi

Night Chowkidar

Sri Upen Bordoloi
 Sri Bikash Lahiri

Cook (Girls' Hostel)

Ms. Ahini Bordoloi
 Ms. Punemai Deka
 Ms. Sita Deori





PROVISIONAL ACADEMIC HOLIDAY LIST OF JAGIROAD COLLEGE (AUGUST TO JULY) 2017-18 SESSION

NOTE : GU ACADEMIC CALENDAR

MONTH	WORKING DAYS	HOLIDAY INCLUDING SUNDAY	ACTIVITY OF THE COLLEGE AS PER CALENDAR
AUGUST	1 2 3 4 5 7 8 9 10 11 12 14 16 17 18 19 21 22 24 25 26 28 29 30 31	15-Independence Day, 23-Tithi of Srimanta Sankardev	Freshers' Social (as per notified by college)
SEPTEMBER	1 2 4 5 6 7 8 9 11 12 14 15 16 18 19 20 21 22 23	10- Tithi of Sri Madhabdev 13- Janmastami 25 to 5 October (Id U Zuha, Janmostav of Sri Sankardev, Muharram, Durga Puja , Laxmi Puja)	Students Union Election (as per notification by authority)
OCTOBER	6 7 9 10 11 12 13 14 16 17 21 23 24 25 26 27 28 30 31	2-Birthday of Mahatma Gandhi, 18-Kati Bihu, 19-20 Kali Puja & Dewali	Sessional Examination Students Exposure Tour
NOVEMBER	1 2 3 6 7 8 9 10 11 13 14 15 16 17 18 20 21 22 23 25 27 28 29 30	4- Guru Nanak's birthday 24- Lachit Divas	
DECEMBER	1 4 5 6 7 8 9 11 12 13 14 15 16 18 19 20 21 22 23 26 27 28 29 30	2-Asom Divas 25-Christmas Day	HS 2 nd year Test examination
JANUARY	1 2 3 4 5 6 8 9 10 11 12 13 17 18 19 20 22 23 24 25 27 29 30 31	14-16, Magh Bihu 26- Republic Day	Annual college week
FEBRUARY	1 2 3 5 6 7 8 9 10 12 13 14 15 16 17 19 20 21 22 23 24 26 27 28		HS 2nd year Final Examination as per AHSEC routine
MARCH	1 2 3 5 6 7 8 9 10 12 13 14 15 16 17 19 20 21 22 23 24 26 27 28 29 30 31		Sessional Examination HS 1 st year Annual examination as per AHSEC routine
APRIL	2 3 4 5 6 7 9 10 11 12 13 14 16 17 18 19 20 21 23 24 26 26 27 28 30		
MAY	2 3 4 5 7 8 9 10 11 12 14 15 16 17 18 19 21 22 23 24 25 26 28 29 30 31	1-May day	4 th and 6 th semester Examination
JUNE	1 2 4 5 6 7 8 9 11 12 13 14 15 16 18 19 20 21 22 23 25 26 27 28 29 30		2 nd semester Examination to be completed before 20 th June
JULY		SUMMER VACATION	

• Examination and other activities will be notified as and when needed



ACHIEVEMENTS OF STUDENTS (Academics) in the Year 2016:

Students Securing Highest Marks in the TDC Final Exam (Arts)

Name of the Students	Department	Percentage secured
1. Abhilekha Patar	Geography	75.88%
2. Bikashita Kalita	Geography	75.41%
3. Karismita Medhi	Education	72.41%

Students Securing Highest Marks in the TDC Final Exam (Science)

Name of the Students	Department	Percentage secured
1. Bipasha Banic	Zoology	80.55%
2. Akashdeep Sengupta	Zoology	75.71%
3. Anupama Biswas	Physics	74.18%

Students Securing Highest Marks in the TDC Final Exam (Commerce)

Name of the Students	Percentage secured
1. Smita Buzarbarua	74.67%
2. Rinki Devi	71.71%
3. Kiran Kumari Shah	74.18%

MTM Toppers in GU, 2016

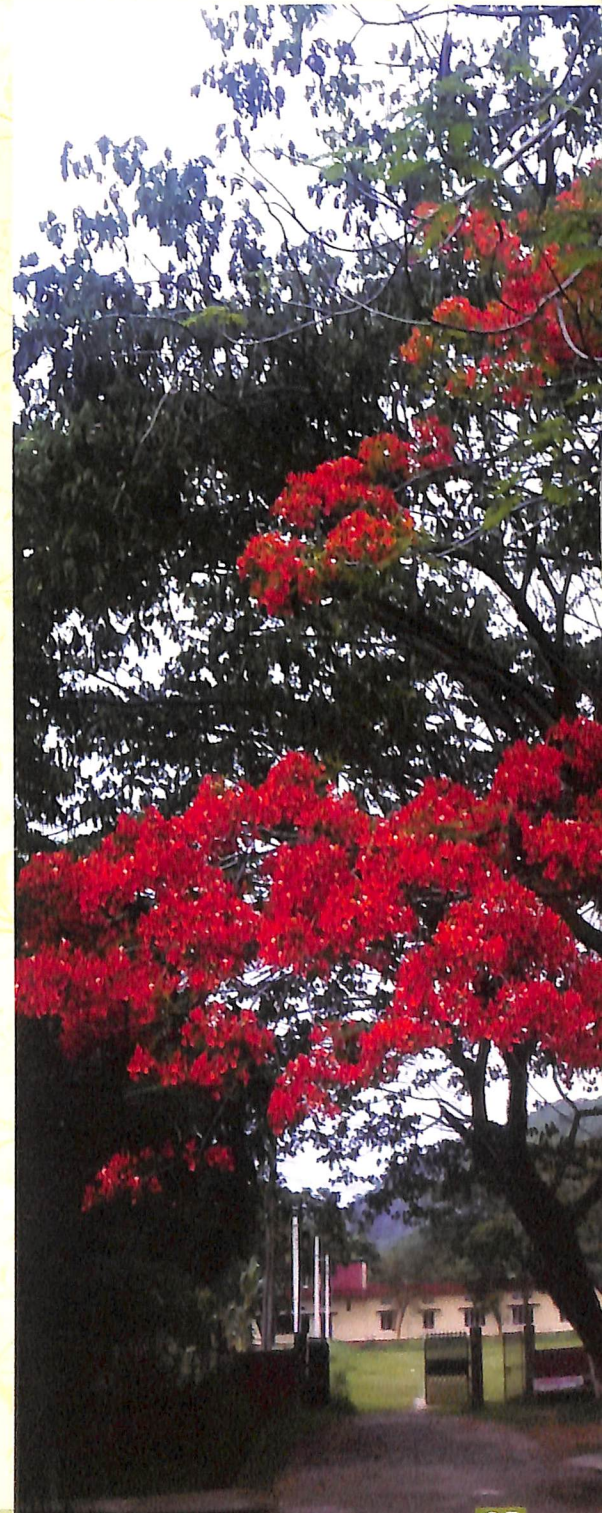
Name of the Students	Position
1. Deepa Borah	1st
2. Jayant Gayan	2nd
3. Priyanka Bora	3rd
4. Oyimang Jerang	4th
5. Rawsan Akhtar Ahmed	5th

1st Class BA/ B.Sc./ B.Com, (2016)

BA : 43 Nos

B.Sc. : 18 Nos

B.Com. : 10 Nos





ACHIEVEMENTS IN CO-CURRICULAR ACTIVITIES IN THE YEAR 2016-17 :

Sl.No.	Name of the Student	Position/Award	Event
1.	Miss Priyanka Kalita	first prize	Indra Bania memorial mono acting competition at Ravindra Bhavan
2.	Miss Priyanka Kalita	first prize	mono acting competition, Cotton Festival-2017 at Cotton College
3.	Sri Jyotishman Sarma	3 rd Prize	Indra Bania memorial mono acting competition at Ravindra Bhavan
4.	Sri Hillol Bezbaruah	3 rd prize	Borgeet competition, Cotton Festival-2017 at Cotton College
5.	Miss Sandhya Hazarika	3 rd prize	Satriya Dance competition, Cotton Festival-2017 at Cotton College
6.	Sri Madhab Boro	Best debater	North East Graduate Congress organized by USTM
7.	Miss Gitanjali Phangchong	Silver Medal	22 nd WFSKO Asian Open Invitation International Karate Championship- 2017, Mumbai
8.	Miss Lopamudra Hazarika	Bronze Medal	
9.	Miss Tinkumoni Bhuyan	Bronze Medal	
10.	College Procession Team	2 nd Position	Cultural Procession, 'Namami Brahmaputra Festival-2017'
11.	Sri Hillol Bezbaruah	1 st Position	Modern Song Competition, 'Namami Brahmaputra Festival-2017'
12.	Sri Sachin Deka	2 nd Position	
13.	Sri Sachin Deka	1 st Position	Folk Song Competitions, 'Namami Brahmaputra Festival-2017'
14.	Miss Juli Medhi	2 nd Position	

1. A group of Students and Teachers from the College took part in the cultural procession at Morigaon Sadar organized by the District Administration as a part of pre-'Namami Brahmaputra Festival' and the College team adjudged the Second Prize. The College also participated with 40 Students and two teachers in the "Namami Brahmaputra Festival" held at Mayong from 31 March to 4th April, 2017. Sri Hillol Bezbaruah and Sri Sachin Deka received 1st and 2nd prizes respectively in Modern Song Competition. Sri Sachin Deka and Miss Juli Medhi received 1st and 2nd prizes in Folk Song Competitions.

GUIDELINES FOR STUDENT'S ENTITLEMENT

These guidelines have been issued by the University Grants Commission (UGC) in order to help students, teachers, administrators and Institutions understand what the minimum entitlements of the students are. These guidelines apply to all the colleges and universities in the country (this expression includes every Institutions of higher education even if it is not called college/university) without any exception. It shall be mandatory for every college/university to publish the present Guidelines in full in its Prospectus and also post it on the homepage of its website.

Fulfillment of these entitlements imposes obligations on educational institutions, administrators, policy makers teachers and students themselves. If these obligations are not met, a student can approach the Grievance Redressal Authority or the Ombudsman. Any serious or persistent violation of these Guidelines can be brought to the notice of the University Grants Commission and can be the basis of punitive action against the offender.

Some of the provisions stated here are already covered by existing laws or Rules and Regulations of the UGC. But the students shall continue to enjoy all the right under existing laws, rules and regulations which may not have been mentioned in these Guidelines.

1. Admission

- 1.1. An announcement or advertisement for any course of study must clearly specify whether the degree granted is notified by the UGC and other relevant statutory authorities [Under Section 22 c of the UGC Act, latest list available at the UGC website] and whether the university that awards the degree figures in the list of universities maintained by the UGC (available at the UGC website).
- 1.2. A student seeking admission is entitled to a document (usually called 'Prospectus') that specifies the curricula including syllabi, names and academic profile and status of the faculty, mode and frequency of evaluation, duration of the course, academic calendar, comprehensive information about fees or charges of any kind, and refund rules. The information given in the prospectus should not be changed to the disadvantage of the student during the course of study; any change if necessary must be communicated to each student individually spelling out reasons for such a change.
- 1.3. The Prospectus must spell out exactly the process and criteria for admissions. This includes weightage given to previous academic performance, entrance examination and Interview. The syllabi and format of the entrance examination must be spelt out. The final scores of each candidate who appeared for entrance examination including all the components and the entire waiting list must be made public.
- 1.4. Information about any reservations or quota for any category, the eligibility criteria for these reservations/quotas, certificate required for seeking admission under these must be stated clearly in the Prospectus.
- 1.5. The student must not be asked to produce documents which have not been mentioned in the Prospectus. While the institution can ask the student to produce the original documents (such as School Leaving Certificate, Marksheet, Caste certificate) for verification, they cannot retain any original documents of any students. [As notified by UGC on 23'd April 2007, F. No. 1-3/2007 (CPPII)]

2. Quality of teaching and learning

- 2.1. It is the responsibility of the college/university to help the students develop their learning skills by facilitating the creation of learner centric environment conducive for quality education. The students are entitled to receiving instruction and reading material in all the languages allowed by the Institution as medium of instruction or examination.
- 2.2. The students who begin with a difficulty due to social handicap or a shift in the medium of Instruction are entitled to special support to bridge the gap.



PROSPECTUS

- 2.3. The students are entitled to availability and presence of qualified teacher, fulfillment of the specified number of teaching days and contact hours for each course and completion of syllabus on time. [UGC Regulations on Minimum Qualification of Teachers ... 2010]
- 2.4. The students are entitled to reasonable access to facilities, services and resources including library (that stocks textbooks, reference books, journals, e-resources), laboratories, and ICT facilities in the languages permitted as medium of instruction or examination.
- 2.5. The student are entitled to fair, transparent and timely evaluation, including fair provisions for timely re-checking or re-evaluation of the scripts and redressal of any grievance related to the evaluation process. The students are entitled to a copy of their answer scripts after the declaration of results.
- 2.6. The students are entitled to timely conduct of examination and declaration of results as specified in the academic calendar in the Prospectus. They shall be entitled to the award of degree within 180 days of the declaration of results.
- 2.7. The students are entitled to give regular feedback on the quality of teaching, students services and institutional infrastructure. The college/university shall establish mechanisms for seeking this feedback regularly and taking student feedback into account for review and improvement.

3. Fee and financial aid

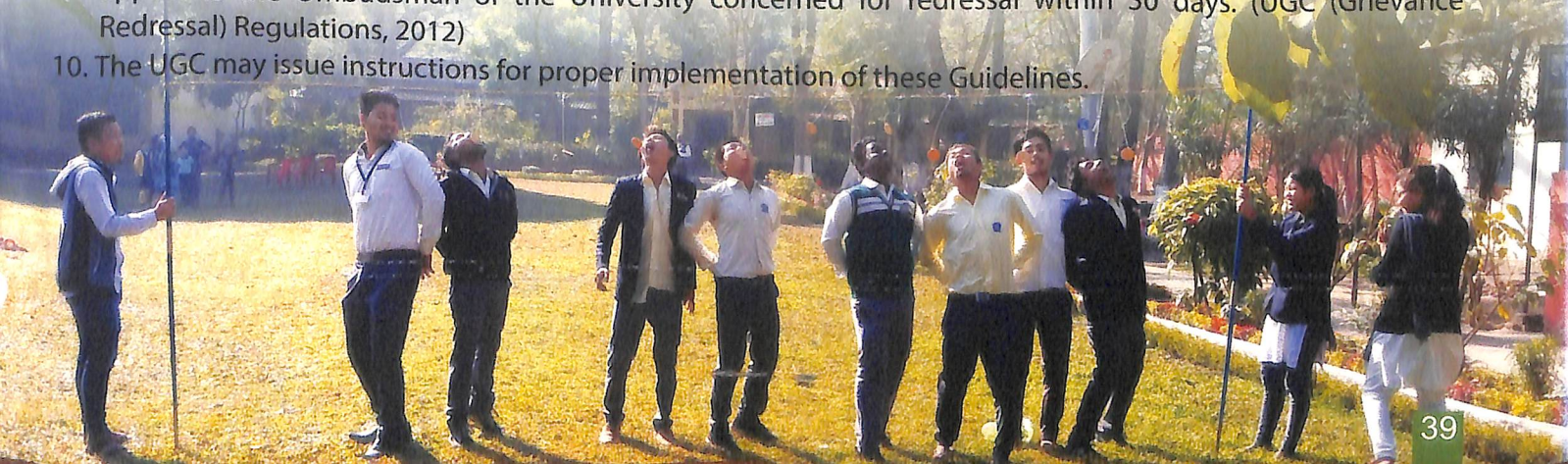
- 3.1. The students are entitled to prior and full information about amount, components, frequency and mode of any kind of payment including fees or charges of any other kind and refund rules. If a student withdraws before the beginning of the course, the student should be refunded the entire fee given to it with a maximum deduction of Rs. 1 000. [As notified by UGC on 23'd April 2007, F. No. 1-3/2007 (CPPII)]
- 3.2. A college/university will make utmost effort to ensure that no student is deprived of opportunities of quality education for lack of sufficient financial resources. It is the responsibility of the policy makers to ensure that sufficient funds are made available to implement this principle. The Prospectus shall contain consolidated information about scholarship/fellowship/financial aid scheme of any type that that is available to the students. It shall bring to notice and assist the students in accessing such schemes. It shall ensure that the procedure for selection is fair and transparent.

4. Infrastructure

- 4.1. The students are entitled to access to appropriate resources including classrooms, libraries, laboratories and other academic facilities necessary for quality education. [UGC rules and regulations for fitness of universities and colleges for Grants under section 12 B of the UGC Act 1956, Private University Regulation, Deemed University Regulation].
- 4.2. The students are entitled to reasonable access to sports and recreation facilities, avenues for literary, aesthetic and other extra-curricular pursuits.
- 4.3. The student are entitled to reasonable attention to medical and health requirements including free and periodic health check-up and treatment/hospitalization in case of medical emergencies.
- 4.4. The students are entitled to a reasonable access to adequate, clean and hygienic hostel/residence accommodation that provides basic amenities including recreational facilities. Such accommodation should be affordable and must not be utilized by the institution for profit making. Accommodation meant for students must not be encroached upon by the institution for any other purpose.



- 4.5. Student with disability are entitled to access to all schemes, facilities and services in the university without discrimination. The college/university shall strive towards a universal design of learning based curriculum that can address the needs of the broadest possible range of students by minimizing barriers and maximizing learning for all students. The college/university shall provide barrier free access, special library resources {including Braille and ICT resources}, provisions for sign language interpreter/transcriber, the required equipment's and electronic resources and the required relaxation in examination to all students with disability. [Person with Disabilities (Equal Opportunity, Protection of Rights and Full Participation) Act, 1995; UGC D.O.No.F-6-112006(CPPII), F.No.6- 112012(SCT)]
5. The students are entitled to non-discriminatory treatment (in the sense of absence of harassment, victimization or exclusion) in every aspect of institutional functioning. Any discrimination based on caste, gender, creed, colour, race, religion, place of birth, political conviction, language and disability shall be prohibited.
 - 5.1. In particular, institutions shall not discriminate against students belonging to Scheduled Caste and Scheduled Tribes and racial profiling of students from any region or ethnic group. [UGC (Promotion of Equity in Higher Educational Institutions) Regulations, 2012)
 - 5.2. The students are entitled to protection from sexual harassment by complaining to the Gender Sensitization Committees against Sexual Harassment. It is mandatory for each college/university to constitute and publicize this committee as per the Guidelines and norms laid down by the Hon'ble Supreme Court [Vishaka and Others Vs. State of Rajasthan and Others (JT 1997 (7) SC 384)]
 - 5.3. All students are entitled to protection from ragging in any form [UGC (Curbing the Menace of Ragging) Regulation, 2009)
6. As democratic citizens, the students are entitled to freedom of thought and expression within and outside their institution. The college/university must allow space for free exchange of ideas and public debate so as to foster a culture of critical reasoning and questioning. College/university authorities must not impose unreasonable, partisan or arbitrary restrictions on organizing seminars, lecture and debates that do not otherwise violate any law.
7. The students are entitled to forming associations and unions, directly electing their representatives to Students Unions and having their representatives on the college/university decision making bodies including internal quality assessment, grievance committees, Gender Sensitization Committees against Sexual Harassment and the Academic/Executive council. University/colleges shall evolve mechanisms for adequate consultations with students' representatives before taking any major decision affecting the students.
8. The students are entitled to full and correct information about any institution of higher education in which they study or propose to study. Therefore, every college/university must disclose the following information on its website and Prospectus: status of the institution, its affiliation, accreditation rating, physical assets and amenities, membership of governing bodies and minutes of the meetings of bodies like Academic/Executive council, sources of income and the financial situation and any other information about its functioning necessary for a student to make a fully informed choice. (Section 4 (1) of Right to Information Act 2005)
9. The students are entitled to redressal of their grievance by the Grievance Redressal Committee of the institution within 10 days of making a representation. If they are not satisfied, they are also entitled to an appeal to the Ombudsman of the University concerned for redressal within 30 days. (UGC (Grievance Redressal) Regulations, 2012)
10. The UGC may issue instructions for proper implementation of these Guidelines.





PROSPECTUS

S.No. 20(1)

- 393-

डॉ. अर्चना ठाकुर

उप-सचिव

Dr. Archana Thakur
Deputy Secretary



ज्ञान-विज्ञान विमुक्तये

विश्वविद्यालय अनुदान आयोग

बहादुर शाह जफर मार्ग,

नई दिल्ली-110 002, भारत

UNIVERSITY GRANTS COMMISSION

BAHADUR SHAH ZAFAR MARG,
NEW DELHI-110 002 (INDIA)

दूरभाष PHONE : (011) 23236977

टेलीफैक्स TELEFAX : (011) 23236977

E-mail : archana.ugc@nic.in

No. F. 1-15/2009 (ARC) pt-III

April, 2014

To,
The All Members of Regulatory Authorities/
The Vice-Chancellors of all Indian Universities/
The Regional Officers of UGC
(As per list attached)

Subject: Menace of ragging in higher educational institutions.

Sir/Madam,

This is in continuation to this office letter No. 1-15/2009 (Anti Ragging) dated 28.06.2013 & 2.08.2013 on the above subject. It is once again brought to your kind notice that ragging is a criminal offence and UGC has framed Regulations on curbing the menace of ragging in higher educational institutions in order to prohibit, prevent and eliminate the scourge of ragging. These Regulations are mandatory and all institutions are required to take necessary steps for its implementation in toto including the monitoring mechanisms as per provisions in the above Regulations and ensure its strict compliance.

Any violation of UGC regulations as cited above or if any institution fails to take adequate steps to prevent ragging or does not act in accordance with these Regulations, if fails to punish perpetrators of incidents of ragging suitably, UGC shall call for punitive action against institutions.

All institutions are requested to step up anti-ragging mechanism by way of adequate publicity through various mediums, action-packed anti-ragging committee and anti ragging squad, quick-response system, CCTV cameras at vital points, alarm bells, regular interaction and counseling, identification of trouble-triggers, prominence to anti-ragging in the institution's prospectus and information booklets/brochures surprise inspection of hostels, students accommodation. Canteens, rest cum recreational rooms, toilets, bus-stands and any other measure which would augur well in preventing/quelling ragging and any uncalled for behavior/incident. The students and the parent/guardian community may also be made aware of the anti-ragging helpline, anti-ragging website, anti-ragging monitoring agency and all Universities/Colleges/Institutions should take necessary steps for its implementation under intimation to the UGC.

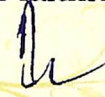


g/c

The student/parent ought to know whom to call and approach with alternative contact nos. when in difficulty. All the regulatory bodies and the educational institutions, including the universities funded by the UGC and the private universities, must ensure to UGC that they have a tight anti-ragging system. Students in distress owing to ragging related incidents can access the National Anti-Ragging Helpline 1800-180-5522 (Toll Free) for contact M/s Syrex Infoservices India Pvt. Ltd., J-1, Udyog Nagar, Near DD Motors, Rohtak Road, Peera Garhi, New Delhi-110041. Website: www.antiragging.in and also contact to the Monitoring Agency for the Anti Ragging Helpline Aman Satya Kachroo Trust, 689, Sector-23, Gurgaon, Haryana-122017, Email: infor@amanmovement.org and Mobile No. 09871170303, 09818400116 (only in case of emergency).

All Institutions are requested to ensure strict compliance of anti-ragging measures and intimate the same to Monitoring Agency under intimation to UGC.

Yours faithfully,



(Archana Thakur)
Deputy Secretary

Copy for Information:

1. Shri S. Shankar, Deputy Secretary, Ministry of Human Resource Development, (Department Of Higher Education), Shastri Bhawan, New Delhi-110015
2. Prof. Raj Kachroo, Aman Movement for eradication of ragging, 689, Sector 23, Gurgaon-122017, Haryana



(Archana Thakur)
Deputy Secretary





University Grants Commission

No. F. 15-3/2012 (ARC)

8 October, 2012

In exercise of powers conferred under clause (g) of sub-section (1) of section 26 of the University Grants Commission Act 1956 (3 of 1956) the, University Grants Commission here by makes the following regulations, namely:-

- (1) These regulations may be called the “curbing the Menace of Ragging in Higher Educational Institutions (Amendment) Regulations, 2012.”
- (2) They shall come into force on the date of their publication in the Official Gazette.

2. In UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter referred to as the Principal regulations), in regulation 1, in sub-regulation 1.1, for the letters and words “UGC Regulations on curbing the Menace of Ragging in Higher Educational Institutions”, the words “Curbing the Menace of Ragging in Higher Educational Institutions Regulations” shall be substituted.

3. In the principal regulations, in regulation 8,

- (a) In sub-regulation 8.1, in clause (f), for the words “Central Government”, the words “University Grants Commission” shall be substituted;
- (b) In sub-regulation 8.2, in clause (f), for the words, brackets, letter and figures “clause (g) of regulation 8.1”, the words, brackets, letter and figures “clause (f) of Regulation 8.1” shall be substituted.

Foot Note: The principal Regulations were published in the Gazette of India, vide notification number 27 dated 04.07 2009.

(N. Adil Kazmi)
Secretary

Special incentives from the College Authority :

The College authority is announcing the following special incentives to the Students and Staff of the College. These are declared as performance based incentives to the individual person with an aim to enhance better performance and better teaching learning and work environment. These are briefly mentioned below

1. Excursion/ Exposure tour to the class toppers for the following classes:

		No of Selection
H.S. 1 st Year	Arts	1
	Science	1
TDC- Sem-I	Arts	1
	Science	1
	Commerce	1
TDC- Sem-III	Arts	1
	Science	1
	Commerce	1
TDC- Sem-V	Arts	1
	Science	1
	Commerce	1

2. Memorial award to the bright students

- 1) Nandalal Upadhaya memorial award (For best Library user)
- 2) Prabin Borthakur memorial award (For best Literary award)
- 3) Ashini Gohain memorial award (For best Sports personal)
- 4) Dr. Subhas Saha memorial award (For best student researcher in -6th Sem Arts stream)
- 5) Dr. Jyotirmoi Das Choudhury memorial award (For best student researcher in -6th Sem Science stream)
- 6) Pradip Kr. Sharma memorial award (For highest class attendance percentage)
- 7) Montoo Kr. Bordoloi memorial award (For best disciplinary award to Student)
- 8) Pream Prasad Sharma memorial award (For best accountable barer)
- 9) Principals' Special award (For best supportive and accountable office staff)

GOVERNING BODY OF THE COLLEGE

1.	President	: Shri Mahendra Ahom
2.	Principal & Secretary	: Dr. Bhaben Chandra Neog
3.	Vice-Principal	: Shri Poban Chandra Gogoi
3.	GU Nominee	: Prof. Krishna Gopal Bhattacharyya
4.	GU Nominee	: Prof. Prodeep Phukan
5.	Permanent Special Invitee	: Shri Pijush Hazarika (MLA)
6.	Teachers' Representative	: Shri Achintya Kr. Keot
7.	Teachers' Representative	: Ms. Malabika Dihingia Baruah
8.	Guardian Member	: Shri Prabin Deka
9.	Guardian Member (women)	: Mrs. Subhrajyoti Bhuyan
10.	Guardian Member	: Shri Ranjit Kr. Bharali
11.	Non-Teaching Staff Representative	: Shri Nandalal Sharma



মহাবিদ্যালয় সঙ্গীত

স্বাগতম্ স্বাগতম্ স্বাগতম্
কলং কপিলী কিলিং
এই ত্ৰিবেণীতে

আঁহা আজি সবে মিলি
বোটলোঁ জ্ঞানৰ মুকুতা
বিনাশো এক্কাৰ কালিমা

আমাৰ যাত্ৰাৰ শেষ নাই
দুৰ্বাৰ যাত্ৰা
জ্ঞান সূৰ্য্যৰ জ্যোতিত আমাৰ
জিলিকে আশা
ডক্কা বজোৱা আকাশ নিনাদী
শঙ্কা নাশা
আ.....
ৰিক্ত পৃথিৱী সিদ্ধ কৰো
নতুন দিনক দুহাতে আদৰো
হাততে মিলাওঁ হাত, হিয়াতে মিলাওঁ হিয়া
যি আছে বন্ধু, বিলাই দুহাতে দিয়া
স্বাগতম্ স্বাগতম্ স্বাগতম্ স্বাগতম্

পাহাৰৰ চূড়া জিলিকে শ্যামল
পৰিলে তাতে সোণালী কিৰণ
সৃষ্টি সমল লওঁ তাৰে পৰা
উজ্জ্বলাও ইখনি এক্কাৰ ধৰা
স্বাগতম্ স্বাগতম্ স্বাগতম্ স্বাগতম্।

ৰচনা : মহেন্দ্ৰ আহোম
সুৰকাৰ : পবন চন্দ্ৰ গগৈ





JAGIROAD COLLEGE
JAGIROAD, MORIGAON, ASSAM

Student Feedback Form

Dear Student,

Please put your observation against the following parameters which the College needs to analyze for the betterment of our teaching learning process. Your observation is very much essential for future improvement of academic environment of Jagiroad College. Put your observations in the form of numbers ranging from 5 to 1 in the appropriate position described in the following tables.

* **Rating: 5 – Outstanding; 4 - Excellent; 3 – Good; 2 – Satisfactory; 1 - Not-Satisfactory**

* Please write **NA** against the points where you find it 'not applicable' to you.

* Please **skip** any part that you have not observed or about which you can't make judgment.

Section-1(a) – Evaluation of Teacher

Sl. No.	Name of Faculty	Department	Subject Knowledge	Adequacy of teaching methodology	Responsiveness to Student's queries	Adequate coverage of course content	Regularity & Punctuality
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							



Section-1(b): General Observations

- 1. Quality of Handouts provided by the Teacher, if any
- 2. Effectiveness of delivery of lectures
- 3. Availability of Teacher after class hours for guidance
- 4. Transparency and fairness of Evaluation system / Internal Examinations.
- 5. Completion of course on time
- 6. Degree of satisfaction with Conference / Seminars conducted at the College
- 7. Percentage of teaching days

100-80%	80-60%	60-40%	less than 40%
- 8. Your suggestion for improvement:

Section-2: Infrastructure

- 1. Adequacy and effectiveness of Teaching Aids (LCD/OHP/White board)
- 2. Overall general environment
- 3. Adequate classroom facility.
- 4. Utility of Seminar Hall by the students
- 5. Departmental library facility
- 6. Your Suggestions for improvement

Section-3 : Administration

- 1. Responsiveness to your issues by Administrative Departments:

a. Principal		c. Office Staff	
b. Vice Principal		f. Gate keeper	
c. Head of the Department		g. Any other	
d. Library staff			
- 2. Rules for imposition of fine in regards to attendance.
- 3. Policy for library penalty charges



4. Degree of satisfaction with the Fee Structure wherever applicable (Your stream only)

a. BA b. B.Sc c. B.Com d. MTM/PGDCA

5. Notice Board updation

6. Office Staff politeness and support

7. Level of satisfaction with the information provided from the Principal's office

8. Cleanliness of –

a. Classrooms b. Library c. Corridors

d. Toilets e. Drinking Water f. General area

g. Labs (for students having Practical subject)

9. Suggestions for improvement

Section-4: Library

1. Timely delivery of books

2. Quality of books offered in the Book Bank

3. Adequacy of books for all subjects

4. Availability of reference books

5. Quality of Books

6. Relevance books to syllabus

7. Availability of Daily News Papers

8. Availability of Journals

9. Availability of proper sitting arrangements

10. Timings for library

11. Support and Cooperation of the library staff

12. Utilization of the Library

13. Your suggestions for improvement



Section-5: Computer Lab (if you really use it)

- | | | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. Timings of computer lab | | | | | <input type="checkbox"/> |
| 2. Adequacy of software loaded on PC's | | | | | <input type="checkbox"/> |
| 3. Internet facility | | | | | <input type="checkbox"/> |
| 4. Initiative of the Computer lab Staff | | | | | <input type="checkbox"/> |
| 5. Percentage of teaching days | 100-80% | 80-60% | 60-40% | less than 40% | |
| On which a computer lab is visited | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 6. Purpose of visit to computer lab :- | 100-80% | 80-60% | 60-40% | less than 40% | |
| a. Course work | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| b. Project work | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| c. Case studies | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| d. Web browsing | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| e. Class assignment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| f. Chatting for course materials | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| g. E-mailing | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 7. Your Suggestions: | | | | | |

Section-6: Canteen (If you utilize the College Canteen)

- | | |
|---|--------------------------|
| 1. Availability of snacks | <input type="checkbox"/> |
| 2. Prices of eatables | <input type="checkbox"/> |
| 3. Quality of eatables | <input type="checkbox"/> |
| 4. Cleanliness and maintenance of the Canteen | <input type="checkbox"/> |
| 5. Standard of services | <input type="checkbox"/> |
| 6. Hygiene and sanitation | <input type="checkbox"/> |
| 7. Accommodation as per students capacity | <input type="checkbox"/> |
| 8. Suggestion for improvements | <input type="checkbox"/> |



Section-10: You as a student

1. Punctuality for the classes and other activities
2. Showing up at campus in uniform
3. Maintaining discipline within the campus
4. Politeness with classmates, Office Staff & Teachers
5. Attitudes towards classmates and Juniors/Seniors
6. Attitudes towards students with special needs.
7. Timely submission of assessments / assignments
8. Participation in carrier and competitive examination coaching.
9. Suggestions for improvement:

Section-11: Your observations about Jagiroad College.

Signature _____

Thank you for completing and returning the Feedback Form



Section-7: Hostels (If you are staying in hostel)

1. Availability of accommodation
2. Selection criteria of allotment of seats in the hostel
3. Amenities provided in hostel
4. Responsiveness of hostel staff (such as at the occasion of sickness)
5. Quality of food
6. Pure Drinking water facility.
7. Facilities for games and sports.
8. Suggestions for improvement

--

Section-8: Co-curricular Activities

1. Wall Magazines
2. Annual College Magazine
3. Literary and Debating
4. Provisions for indoor-games
5. Provisions for outdoor games
6. Cultural Activities
7. NCC/NSS/Scout and Guide
8. Suggestions for improvement

--

Section-9: Common Room:

1. Accommodations
2. Playing equipment
3. Water supply facility.
4. Toilet facility



JAGIROAD COLLEGE
JAGIROAD, MORIGAON, ASSAM

Alumni Feedback Form

NAME:

ADDRESS:

Vill/ Town:

P.O.:

District:

State:

PIN:

Contact Number:

E mail:

YEAR OF PASSING:

DETAILS OF EMPLOYMENT:

Please Tick:

Aspects	Excellent	Very Good	Good	Average	Poor
Attributes					
Environment					
Infrastructure					
Faculty					
Admission procedure					
Fees Structure					
Library					
Canteen facility					
Hostel facilities					
Project guidance					
Quality of support material					
Training and Placement					
Teachers Students Relationship					
Alumni Association					
Teachers Alumni Relationship					
Contribution of the College to the Society					

Your opinion on the current overall status of the college:

4. Responsiveness of hostel staff (sup

5. Quality of food

6. Pure Drinking water f

7. Facilities f

By the Alumni Association and the College:

Any other suggestion:

Signature:

Name :

Place :

Date :

JAGIROAD COLLEGE
JAGIROAD, MORIGAON, ASSAM



Feedback Form (For Guardian only)

Name of the Guardian:

Name of the ward:

Course: Class Roll No: Session:

Rating: 5 – Outstanding; 4 – Excellent; 3- Good; 2- Satisfactory; 1- Poor

A- Administration

1. Responsiveness to your issues & Academic by

- a. Principal e. Library Staff h. Any other.....
- b. Vice Principal f. Office Staff
- c. Head of the department g. Gate Keeper
- d. Teachers (Who taught your ward)

2. Staff Politeness and support:

3. Information provided by office on any subject of enquiry:

4. Cleanliness of –

- a. Classrooms d. Library g. Drinking Water
- b. Hostel e. Corridors h. General area
- c. Labs f. Toilets

B- Hostels

1. Availability of accommodation
2. Selection criteria of allotment of seats in the hostel
3. Hostel Management (Warden)
- a) Responsiveness of hostel staff (such as at the occasion of sickness)
- b) Quality of food
- c) Basic necessities

C- Campus Security

1. Security provided to your ward
2. Support and co-operation of the security staff

D- Emergency medical support

1. Availability of space
2. Handling of vehicles by the parking staff

Any Suggestion/Comment:

.....

.....

Signature



Membership ID

Form for Library use
Jagiroad College Library
Jagiroad College, Jagiroad

PHOTO

ROL. NO.

Session:

Date :

1. Name of the Student :

2. Date of Birth :

3. Father's / Guardian's Name :

4. Mother's Name :

5. Stream : Arts / Science / Commerce

6. Class :

7. Roll No. :

8. Permanent address :

Vill/Town :

P. O. :

Pin :

9. Present address/ Address for Correspondence:

Vill/Town :

P. O. :

Pin :

10. Guardian's Contact No.:

Signature of the Guardian

Countersigned by the Librarian

Signature of the Student

N.B.:- All students must obey Library Book Issue and Library Reading Room norms. Any kind of violation of the rules leads to penalty.

PLEDGE FOR EVERY STUDENT

- This is my College. I love my College and my College family.
- I will abide by the rules and regulation of this College.
- I will always try my best to uphold the dignity of this College.
- I shall sincerely pursue my education with utmost sincerity and dedication.
- I will not support discrimination towards any religion, caste or language.
- I will maintain fellow feelings towards the mentally and physically challenged people and will always be ready to help them whenever necessary.
- I shall give respect to my teachers, non-teaching staff and Students of this College.
- I will try my best to become a good citizen of my country.

CODES OF CONDUCT FOR STUDENTS

Every Student must maintain the following Codes of Conduct of the College.

- Maintain healthy and ethical relationship with all Students/Teachers/Non-Teaching Staff of the College.
- Try to maintain a healthy un-disturbing environment for the convenience of all the stake holders of this College.
- Preserve the College property without any damage.
- Respect every fellow irrespective of Caste or Community.
- Avoid doing/instigating/participating in any un-lawful activities.
- Inculcate the habit of learning through an open mind and prepare for a bright future.
- Abstain from bringing mobile phone or such gadgets to the College.



Price : Rs. 250.00

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