

HANDIQUE GIRLS' COLLEGE

GUWAHATI



PROSPECTUS

2012-2013

MISSION STATEMENT

Handique Girls' College

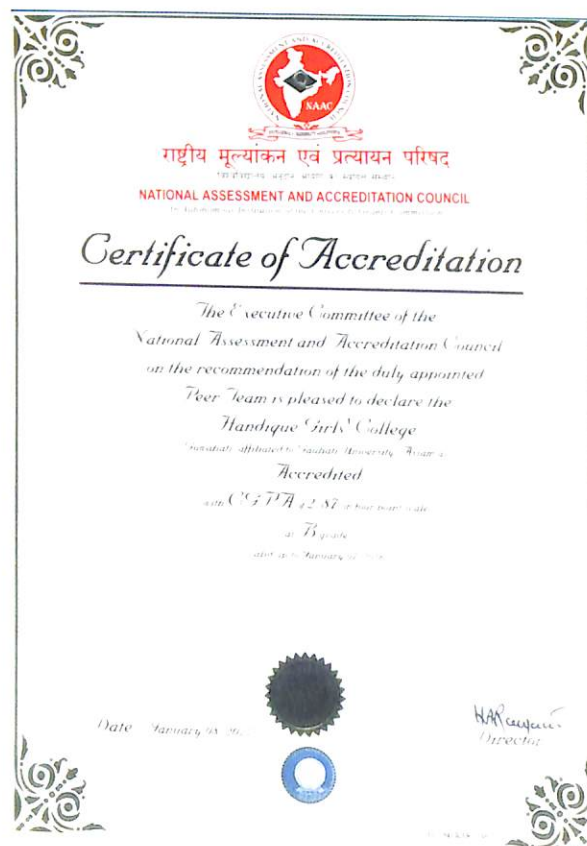
Vision : To contribute towards creation of a tolerant, equitable, enlightened and humane society.

Mission : Enrichment of society through a holistic education for women.

Goal : Empowerment through education.

Objectives :

1. To foster a vibrant atmosphere conducive to the all round development of students.
2. To undertake capacity building initiatives, to encourage every student to strive for the fulfillment of their potentialities.
3. To ensure active and equal participation of women in the process of decision making in all spheres of life.
4. To inculcate a scientific temper in order to reorient societal attitudes and prejudices.
5. To nurture a lifelong association with learning.
6. To inculcate social awareness and responsibilities in women enabling them to make a meaningful contribution to the society and the nation.



HANDIQUE GIRLS' COLLEGE

[Awarded the status of **College with Potential for Excellence (CPE)** by UGC]



Established in 1939

PROSPECTUS

2012-2013

HANDIQUE GIRLS' COLLEGE

Guwahati – 781 001 (Assam)

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HANDIQUE GIRLS' COLLEGE

PROSPECTUS

2012-2013

PROFILE OF THE COLLEGE



Radha Kanta Handique
(1857-1952)



Rajabala Das
(1892-1985)

Handique Girls' College is situated on the western bank of the picturesque and the historic artificial pond, Dighalipukhuri in the heart of Guwahati. It is one of the oldest girls' colleges in the north eastern region of India. The College was established by the late Rajabala Das, who was also its first Principal. This visionary lady was convinced that in a country striving to achieve independence, nationhood would require women to occupy their rightful place in the society and, therefore, women's education, was a priority. The courage of her convictions saw Guwahati Girls' College begin in the premises of Panbazar Girls' High School, in 1939, with just two students on its rolls. In her endeavour to further the cause of women's education, the late Rajabala Das was fortunate to have the support of the late Radha Kanta Handique, who made generous contributions towards setting up of the College in its present campus, in 1940, and its affiliation to Calcutta University in the same year. The College was later renamed as Handique Girls' College as a tribute to this great philanthropist.

Today Handique Girls' College has on its rolls more than 2500 students who represent a broad spectrum of ethnic and linguistic backgrounds. This diversity has been an important factor in giving the Institution its distinctive identity.

Since its inception, Handique Girls' College is uniquely privileged in having a series of eminent, dynamic and visionary Principals and members of Governing Body, dedicated to the cause of higher education for women. The following have been the Principals of the College: the late Rajabala Das (1939-1965), the late Sarat Chandra Goswami (1965-1974), Mrs. Ahmeda Rasul (1974-1984), the late Dr. Ratna Kanta Baruah (1984-1992), Mrs. Priti Barua (in-charge, 1992-1993), Dr. (Miss) Saruja Das (in-charge, 1993-1994), Dr. Gagan Chandra Baruah (1994-2000), Miss Senehi Begum (in-charge, 2000-2002), Dr. (Mrs.) Mridula Mazumdar (in-charge, 2002-2004), Mrs. Geeta Barua (in-charge, 2004). The present Principal of the College is Dr. (Mrs.) Indira Bardoloi.

Today the College offers Higher Secondary as well as Three Year Degree (TDC) courses in two streams: humanities or the arts and the science, apart from some professional and self financing courses.

Institutional Accreditation by NAAC

Handique Girls' College has been accredited by the National Assessment and Accreditation Council (NAAC) for a period of five years, commencing from December 2003, with a B+ grade (score 75-80%). The second Peer Team of NAAC visited the College in November

2010, and re-accredited it with a B grade with score of 2.87 under a 4 point scale. The Peer Team lauded the College's sustained striving towards quality education and the focus on the all-round development of its students. Particular mention was made of the effort to initiate further quality enhancement strategies, and the additional induction given to our students that as young ladies, they are to imbibe the grace and the dignity that bespeak of womanhood down the ages.

A College with Potential for Excellence Status by UGC

The University Grants Commission (UGC) has approved of continuation of the College with Potential for Excellence (CPE) status to Handique Girls' College during the XI Plan period. The CPE status was conferred on the College in 2006 and a grant of Rs 60 lakh was sanctioned for development of the College under different heads including setting up of a central computer center, ICT application for class room teaching, science laboratory development, library renovation, faculty enrichment and extension activities. Based on the performance of the Institution in the first phase, the UGC sanctioned an additional amount of Rs. 50 lakh for continuation of the status during the XI Plan.

IGNOU Centre

Handique Girls' College houses a study centre of Indira Gandhi National Open University (IGNOU) in its premises. The Center conducts regular counselling sessions in over a dozen educational programmes of IGNOU. It has a full fledged library and a well equipped audio-video library. In January 2006, the Center was presented with an EDUSAT terminal by the IGNOU headquarters. The terminal facilitates students to interact with faculty members of other institutions nationwide. Some faculty members and non-teaching staff of the College are actively involved in the administration and counselling sessions of the Centre



The present Principal, Dr. Indira Bardoloi

EDUSAT

A satellite dedicated to the nation for the upliftment of the academic scenario of the country was successfully launched by Indian Space Research Organization (ISRO); and it is fully operational now. Vigyan Prasar of the Department of Science and Technology, Government of India, selected Handique Girls' College for a two way Satellite Interactive Terminal (SIT) in March 2006 for use by both students and teachers with the objective of sharing knowledge with various parts of country.

Campus Interview

The College has taken initiatives to undertake campus recruitment for the third year Degree students. Our students are recruited by reputed organizations such as HSBC Bank, IBM Daksh, Wipro Technologies, TCS, ICICI Prudentials, Infosys, etc. The College also conducts training programmes for students on "how to face interviews" to increase the aspects of personality development and communicative skills so that students can confront any challenge in the corporate world.

Job Fairs and Placement Opportunities

The College has a Career Guidance, Training and Placement Cell, which has established a network with several recruitment agencies for offering placement opportunities to the final year and passed out students through campus interviews. The College regularly organizes Job Fairs in which a sizeable number of national and multinational companies recruit our students. The Placement Cell regularly organizes various programmes for enhancing the employability skill of the students through workshop, personality development camp, IT skill development training, etc.

Departments of the College

Handique Girls' College is privileged in having a dynamic faculty committed to imparting quality education and a spirit of intellectual vigour. There are eighteen full-fledged departments in both the

humanities and the science streams. All departments are student-friendly. The science departments are equipped with adequate laboratory facilities. The Computer Science Department has twenty- five computers in a well maintained laboratory.

Semester System

Following the directives of Gauhati University the College introduced semester system from the year 2011 in its Degree courses. The classes of first semester started from July 16, 2011 and the second semester from January 2, 2012. The second semester examination started from June 1, 2012.

In the semester system a student's performance is monitored throughout the entire semester by way of continuous assessment in both the theory and the practical papers. The final evaluation of a student in a semester consists of internal and external components. The weights carried by the two components are:

Internal Evaluation: 20% marks.

External Evaluation: 80% marks.

At present the College is running the TDC course both in the newly introduced semester system as well as the old 1+1+1 system; the latter has its last regular third year batch in the College.

COURSES ON OFFER

The eighteen departments of the College offer a reasonably wide variety of choice of subjects to a student. The College offers the following courses of study:

1. Higher Secondary (Arts & Science)
2. Three Year Degree Course (Arts & Science) (spread over six semesters)
3. BCA
4. PGDCA } (Professional Courses)
5. Self-financing Courses on (1) Yoga and Meditation (2) Personality Development & IT Skills

Subjects Offered in the Higher Secondary Course

Arts

1. English, 2. MIL (Assamese, Bengali, Hindi)/Alternative English, 3. Economics, 4. Education, 5. Home Science, 6. History, 7. Logic and Philosophy, 8. Mathematics, 9. Political Science, 10. Sanskrit, 11. Statistics, 12. Computer Science & Application

Science

1. English, 2. MIL (Assamese, Bengali, Hindi)/Alternative English, 3. Chemistry, 4. Mathematics, 5. Physics, 6. Biology, 7. Home Science, 8. Statistics, 9. Computer Science & Application, 10. Sanskrit.

Note: i) A student must select one Modern Indian Language (MIL) or Alternative English.

ii) A student must select three or four elective subjects from the above list in either stream.

However, the following combinations are not permitted:

Political Science with Home Science.

History with Mathematics.

Statistics with Sanskrit / Political Science / Home Science.

iii) Students offering Computer Science & Application in both Arts and Science streams must also offer Mathematics as one of the elective subjects.

Subjects Offered in TDC Course

Arts : A student is allowed to offer Major in any one of the following subjects:

Assamese, Bengali, Economics, Education, English, History, Home Science, Philosophy, Political Science, Mathematics, Sanskrit.

Combination of Subjects in TDC Arts

(A) A candidate may submit one application showing 3 (three) choices of Major subjects in order of preference from the above list. She need not submit three forms indicating different preferences. However, she should submit separate forms for the Arts and the Science streams if she desires to be considered for both the streams. (B) English and MIL/Alternative English are compulsory for all. In addition, an applicant will be allowed to offer one of the following combinations among the three preferences indicated by her in the application form. (C) A student with a Language Major will have to take an MIL (which is not of the same language in which she has opted for Major) or a subsidiary subject. For example, for an English Major student the subjects will be : English (Major) English, MIL, (in another language and not Alternative English) or a subsidiary subject, and another subsidiary subject.

The College introduced Psychology as a subsidiary subject in TDC (Arts) from the session 2011-2012



Student in a Health Camp in the College



A view of a class room in the College

Major subject	One subsidiary subject to be chosen from the following list
1. English	Economics/Political Science/Home Science/ Psychology/ History/ Mathematics/Philosophy/Education
2. Assamese	- Do-
3. Bengali	-Do-
4. Economics	Political Science/Home Science/History/Mathematics/ Psychology/ Education/Philosophy/Sanskrit/Elective Language/Statistics.
5. Education	Political Science/Home Science/Economics/ History/Psychology/ Mathematics/Sanskrit/ Elective Language
6. Philosophy	-Do-
7. History	Economics/Education/Political Science/Philosophy/Sanskrit/ Elective Language/Psychology
8. Political Science	Economics/Education/Philosophy/Sanskrit/Elective Language/ Psychology/History
9. Sanskrit	Economics/Education/Political Science/Philosophy/Psychology/ Elective Language/History/Mathematics
10. Mathematics	Economics/ Political Science/Education/Philosophy/Sanskrit/ Elective Language/Statistics/Psychology
11. Home Science	Education /Economics/Psychology

Note:

- i) Modern Indian Languages taught in the College are: Assamese, Bengali and Hindi.
- ii) Classical Language: Sanskrit.
- iii) Elective languages: Assamese, Bengali, Hindi.

TDC Science

A student is allowed to offer Major in any one of the following subjects: Botany, Chemistry, Economics, Home Science, Physics, Mathematics, Statistics, Zoology.

Combination of subjects in TDC Science

English is compulsory. In addition to it, an applicant needs to offer one of the following combinations from among the three indicated by her in order of preference in the application form:

Major subject	Permitted combination of subsidiary subjects
1. Botany	Chemistry and Zoology/Chemistry and Home Science/ Chemistry and Microbiology (must pass in Biology and Chemistry in HS)
2. Chemistry	Physics and Mathematics. (must pass in Physics and Mathematics in HS)
3. Mathematics	Physics and Chemistry/Physics and Statistics/ Economics and Statistics/Chemistry and Statistics/Physics and Computer Science/ Chemistry and Computer Science.
4. Physics	Chemistry and Mathematics/Mathematics and Statistics/Mathematics and Computer Science. (must pass in Physics and Mathematics in HS)
5. Statistics	Physics and Mathematics/ Economics and Mathematics/ Mathematics and Computer Science. (must pass in Mathematics and the other subsidiary subject in HS)
6. Zoology	Chemistry and Botany/Chemistry and Home Science/ Chemistry and Microbiology (must pass in Biology and Chemistry in HS)
7. Home Science	Botany and Zoology/Botany and Chemistry/Zoology and Chemistry/ Chemistry and Microbiology
8. Economics	Mathematics and Statistics/Mathematics and Computer Science. (must pass in Mathematics in HS)
9. Statistics is not allowed without having mathematics (for both HS and TDC classes)	

The College has introduced Microbiology as a subsidiary subject in TDC (Sc.) from this session.

NOTE

Gauhati University regulation for TDC Arts / Science provides that the affiliated colleges shall have the power to fix up the combination of subsidiary subjects according to available facilities.

Once the admission is over, the change of subject will not be allowed either in Major / General courses of study.

If Major seats are over during admission, students having higher marks will be considered for admission in general course.

Combinations of subjects in TDC General Course

TDC General (Arts)

English and MIL / Alternative English are compulsory.

A student offering to study TDC General course has to select two subsidiary subjects from the following list:

1) Economics	2) Education	3) History	4) Home Science	5) Mathematics
6) Philosophy	7) Political Science	8) Statistics	9) Psychology	
10) Any one of the following elective languages				
i) Assamese	ii) Bengali		iii) Hindi	iv) Sanskrit

However the following combinations are no permitted:

- (a) *Political Science* with *Home Science*
- (b) *History* with *Mathematics*
- (c) *Statistics* with *Sanskrit/ Political Science*.

TDC General (Science)

General or Functional English is compulsory. A candidate offering to study TDC General course in Science has to select three subsidiary subjects from the following list:

1) Physics	2) Chemistry	3) Mathematics	4) Botany
5) Zoology	6) Computer Science	7) Economics	8) Home Science
9) Microbiology	10) Statistics		



Training in Extension Work

To inculcate a sense of responsibility towards the society from which we draw sustenance, Handique Girls' College has made it mandatory on the part of its Degree students (in both Arts and Science) to devote some time for community service before they earn the Degree from this College. The community service is introduced as Extension Work and is a part of the co-curricular activities in the College. It is split into three segments for three years of the Degree programme:

First Year: Orientation towards Community Service, which will include interaction with Resource Persons who will sensitize the students about their commitment to the society.

Second Year: Field visits with group activities directed at specific issues like environmental awareness, conservation of water resources, women and child nutrition, women's rights, etc.

Third Year: Internship with NGOs. Certificates to be issued after completion of 30 hours

First Year Second Year Third Year
10 hours + 10 hours + 10 hours = 30 hours

Certificates will be issued to students completing all the three modules satisfactorily.

Professional Courses

The College introduced two professional courses from the session 2008-09 namely, Bachelor of Computer Application (BCA) and Post Graduate Diploma in Computer Application (PGDCA). These courses are affiliated to Gauhati University.

(1) Bachelor of Computer Application (BCA)

An applicant for BCA course must have passed Higher Secondary Examination (either Science or Arts) and must have Mathematics as one of the subjects at the HS level. Students not from Science stream will have to take up a Bridge Course in addition to normal courses in the first semester. The duration of the course is 3 years (spread over six semesters), and the maximum intake is 30 students. The examinations in the BCA programme are conducted by Gauhati University after every 6 months.

Fees: Rs. 60,000. A student may pay the course fees on installment basis with Rs. 20,000 paid per year (with Rs. 10,000 per semester). Examination and Registration fees (as per the rates fixed by Gauhati University) are extra.

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

Any student who has completed TDC course is eligible for PGDCA. The duration of the course is 1 year (spread over two semesters). The maximum number of students enrolled for the programme is 30.

Fees: Rs 13,000 on installment basis. Rs. 7,000 (in first semester) and Rs. 6,000 (in second semester). Registration and Examination fees (as per the rates fixed by Gauhati University) are extra.

Self-financing Courses

Course	Duration	Eligibility	Certificate	Fees Structure
Yoga & Meditation Course	15 Days	Any student	From Handique Girls' College	Rs 100
Personality Development & IT Skills	6 weeks	All girls and women	From Handique Girls' College	Rs. 2,000 per student for the whole course

Students' Counselling Cell

The Students' Counselling Cell, which has been renamed as Students' Support Cell, is an integral part of the College. The Cell has been providing help and support to the students of the College.

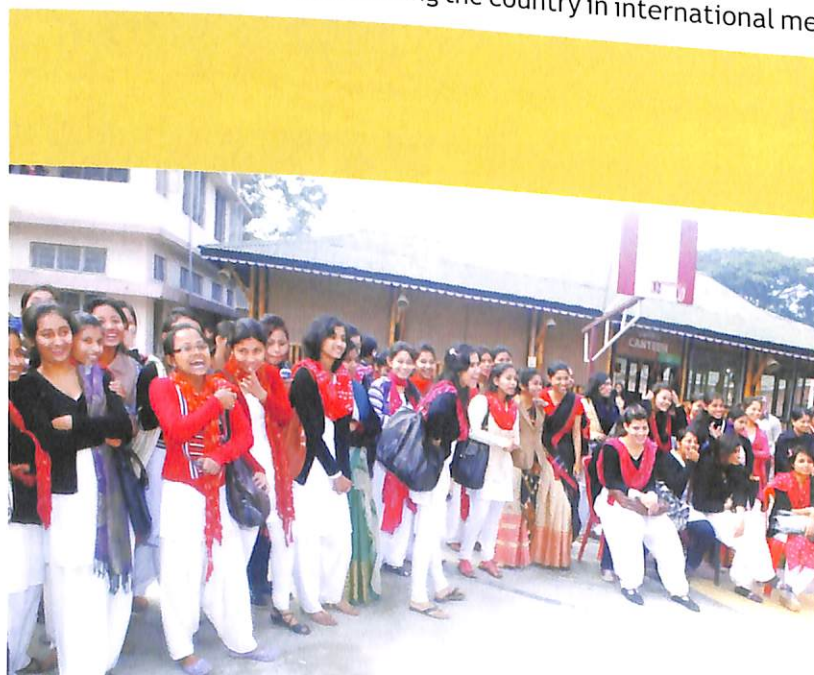
ADMISSION PROCEDURE

- Admissions into the College are notified in the local dailies, the College notice board and the Institutional website (www.hgcollege.org). The College does not entertain applications for admission received after the last date of submission.
- Admissions into the College are based *strictly on merit*. A common merit list of all applicants is prepared by the College for each programme, and admissions are given on the basis of the that list. All admissions are governed by the College admission rules. The decision of the Admission Committee regarding admissions is final.
- The College admits students in the Higher Secondary (Science and Arts streams), TDC Major (Science and Arts streams) and TDC General (Science and Arts streams) programmes. A student, if she so desires, may opt for admission into the TDC General programme without Major as per admissible course combination.
- Candidates securing 45% (in General category) and 40% (Reserved category) in the qualifying examination are eligible to apply for admission.
- Candidates seeking admission into any Major subjects must secure 50% (General category) and 45% (Reserved category) in the subjects concerned.
- As far as Major in Sanskrit is concerned the qualifying marks are 40% for all categories of students.
- In TDC programmes, selection is based on total marks obtained out of 500, which is treated as a common basis. The total marks of students from other Boards are calculated with respect to the common basis. For HS programmes, the common basis for calculation of total marks obtained by a student in HSLC Examination (and other Boards) is 600.
- In case the candidate has not studied the subject in +2 Examinations in which she desires to study Major, (only in the case of those subjects which are allowed as per GU regulations) her eligibility for taking Major will be her aggregate percentage.
- Any request for change in combinations of subjects (both Major and General) after admission of the student cannot be entertained.
- Candidates securing 40% marks in the qualifying examination are eligible to apply for admission into Bengali and Sanskrit Major only.
- An applicant is required to submit only one application form for a particular stream. The submitted form must be complete in all respects. Incomplete forms are liable to be rejected.
- A candidate will have to submit a photocopy of *only the marksheet of the qualifying examination* duly attested with the application form. No other document is required with the application.
- A candidate must produce the following documents in *original* at the time of admission:
 - i. Marksheet and Admit Card of the last qualifying examination.
 - ii. Two copies of recent passport size photographs.
 - iii. A certificate from the head of the institution last attended, testifying her character.
 - iv. Caste certificate from competent authority (wherever necessary).

- v. An undertaking from the applicant and also her guardians that the applicant will not resort to ragging, in any form, must be submitted in the prescribe format at the time of admission.
- Student passing the qualifying examination earlier than the current year will have to submit a gap certificate from any one of the following, whichever is applicable:
 - i. The Head of the institution last attended.
 - ii. Officer-in-charge of the nearest police station .
 - iii. Government Gazetted officer testifying her activities during the interim period.
 - iv. Medical Certificate from a registered medical practitioner (on genuine medical grounds)
- Admissions to the College and its Hostel take place on the same day. Hostel seats are allotted strictly on merit (see Hostel rules). **A student has to make the necessary payment for the purpose on the same day.**
- HS first year and the TDC first semester students, who fail to get promoted to the next higher class in one sitting, may also apply for admission along with the fresh applicants. However, if the student is unsuccessful in three attempts, she is not considered for admission again.
- The College reserves seats for students belonging to SC, ST(P), ST(H), OBC and MOBC categories as per Government rules . These seats are allotted to candidates on the basis of original certificates issued by competent authorities.
- The College allots seats in HS and TDC programmes to students with outstanding performances in the field of sports, culture and NCC. These are allotted on the basis of merit cum proficiency in the field concerned. A few seats are also reserved for differently abled students.
- All required documents must be produced in original at the time of admission. The Admission Committee may refuse admission to a candidate whose documents are not genuine or not found to be in proper order.
- A candidate must face the interview personally at the time of admission. However, if due to some unavoidable reasons, the candidate dose not turn up, her guardian may represent her.
- Fees once paid are not refundable.
- No change in the combination of subjects (in both Arts and Science streams) will be allowed after the admission process is over.

Relaxation:

- i. For admission against the quota allotted for co-curricular activities like cultural events, sports, NCC, Scouts and Guides, the candidates will have to face a personal interview/selection process.
- ii. Sports women representing the country in international meets are admitted directly to the College.



Students enjoying a game during College Week



Jubilant students after a sports competition in College Week

COLLEGE FEES

Tuition fees are charged for 12 months (for two semesters together) for Degree courses. The session fees and the laboratory fees are to be paid at the time of admission. The break-up and the consolidated fees for the various courses for the session 2012-2013 are shown below:

Fees Structure:	HS		TDC	
	Arts	Science	Arts	Science
1. Tuition Fee	Nil	Nil	840.00	1020.00
2. Admission Fee	150.00	150.00	150.00	150.00
3. Building	500.00	500.00	500.00	500.00
4. Municipal Tax	150.00	150.00	150.00	150.00
5. Electricity	220.00	220.00	430.00	430.00
6. College Development	500.00	500.00	500.00	500.00
7. Library Fee	100.00	100.00	200.00	200.00
8. Union, Games, etc.	150.00	150.00	200.00	200.00
9. Sports, Games and Recreation	100.00	100.00	150.00	150.00
10. Magazine	120.00	120.00	120.00	120.00
11. Examination Fee	300.00	300.00	400.00	400.00
12. Students' Welfare Fund	300.00	300.00	400.00	400.00
13. Contingency	300.00	300.00	300.00	300.00
14. Library Caution Money (refundable)	100.00	100.00	200.00	200.00
15. Identity Card	100.00	100.00	100.00	100.00
16. Registration (AHSEC/GU) Rs. 20.00 extra for the students from other Boards for TDC students	50.00	50.00	370.00	370.00
17. Enrolment (AHSEC/GU)	50.00	50.00	200.00	200.00
18. Laboratory Fee	**	400.00	*800.00	800.00
19. *Major			500.00	500.00
20. Community Service (TDC)			150.00	150.00
21. Central Computer Centre, Internet and e-Journal Service	100.00	100.00	200.00	200.00
22. Health Card	100.00	100.00	100.00	100.00

*TDC(Arts) Major subjects having practical component: Education, Home Science and Mathematics.

**Students offering Home Science in HS (Arts) have to pay an additional amount of Rs. 100 as laboratory fees.

Total Fees

ARTS		SCIENCE	
HS	Rs. 3,390 (for one year)	HS	Rs. 3,790 (for one year.)
TDC (Major) without practical	Rs. 6,160 (for one year)		
TDC(Major) with practical	Rs. 6,960 (for one year)	TDC (Major)	Rs.7,140 (for one year)
TDC (General) without practical	Rs. 5,660 (for one year)		
TDC(General) with practical	Rs. 6,460 (for one year)	TDC (General)	Rs. 6,640 (for one year)

STUDENTS' FACILITIES

It has been a continuous endeavour on the part of the Handique Girls' College administration to provide the maximum possible facilities to its students. Among the various facilities provided by the College to the students are: (1) Class rooms and Laboratories, (2) Hostel, (3) Canteen, (4) Library, (5) Playground, (6) Computer Centre, (7) Biotech Hub (8) Gymnasium and (9) Health Card.

Class Rooms and Laboratories

The College has adequate number of well furnished class rooms to run the various academic programmes. A few of the class rooms are equipped with LCD projectors to facilitate an improved teaching-learning environment to both the faculty and the students. The College also has spacious and well equipped laboratories attached to the departments in which the curriculum involves practical works.

Hostel

Handique Girls' College has a hostel of its own on the eastern bank of Dighalipukhuri. It is named after the poetess and the renowned litterateur, the late Nirmal Prabha Bardoloi, who was one of the famous alumni of the Institution. The College Hostel may be considered an integral part as well as an extension of the Institution. The atmosphere of the Hostel reflects the true multiplicity of diverse cultures of the region. As such the students are required to maintain a healthy community atmosphere in the Hostel.

The internal management of the Hostel is looked after by a resident Warden. There is a Hostel Committee, consisting of the Principal, the Convenor, the Warden of the Hostel, and four members from the teaching staff, to help in the smooth functioning of the Hostel. The term of the Committee is for a period of two years.

(a) Eligibility for Admission into the Hostel

1. Admission to the Hostel is granted only after the College admission is finalized.
2. Number of Hostel seats is limited, and admission is made strictly on the basis of academic merit.
3. Only out-station students are eligible for admission.
4. Only regular students of Handique Girls' College are eligible for Hostel accommodation.
5. Students who wish to avail of a Hostel seat under ST / SC, or any other reserved category are required to produce relevant certificates at the time of admission.
6. Admission is finalized after a personal interview with the candidate, parents, and local guardian. They are interviewed by a committee consisting of the Hostel Warden, and two members representing the Hostel Committee.

(b) Hostel Admission Procedure

The College allots hostel accommodation only to the TDC students. No Hostel seats are provided to the first

as well as the second year HS students (both Arts and Science).

All TDC first semester students desiring Hostel accommodation should submit the Hostel application form, duly filled, on the day of the College admission. Applications are reviewed by the Hostel Committee and seats are allotted accordingly. The following documents should be attached with the completed form at the time of submission:

1. College fee receipt.
2. Proof of out-station residence
3. Relevant documents of SC/ST
4. One passport-size photograph.
5. Incomplete forms are rejected.

(c) Re-admission

Re-admission to the Hostel is made afresh each year. Allotted seats are valid for one academic session only. Procedure for re-admission is the same as for first year admission. The following students are not re-admitted:

- Those, who fail to secure 75% attendance in Major as well as Subsidiary subjects in the previous academic year.
- Those who have violated College and/or Hostel rules, or are guilty of Hostel indiscipline or committed acts of misconduct in the previous year.
- Those who fail to pay their mess dues regularly.

(d) Rules & Regulations

- There shall be no ragging in the Hostels. Anybody found indulging in ragging is liable to be expelled from the Hostel as well as from the College.
- Students are required to sign on a register every time they leave the Hostel premises, (except during College hours) to fill in the required details and sign again on return. Strict measures are taken against any boarder found violating this rule.
- No resident is allowed to go home in between the summer and the *puja* vacations without valid reasons.
- Boarders must report at the Hostel the day before re-opening of the College.
- Boarders are permitted to leave the Hostel the day before the commencement of a vacation.
- Night stay outside the Hostel is generally not permissible. However, a boarder can stay at the local guardian's house (for one night only), after submitting an application written and signed by the local guardian. Any extension of leave in case of sickness or unforeseen circumstances has to be written and duly signed by the local guardian.
- Outstation leave is granted only on the production of a letter from the parents and permission from the Principal.
- Any change in the details of the local guardian must be informed and approved by the College authorities.
- Boarders are required to maintain silence during study hours, the study schedule being 6 am to 9 am; 6 pm to 8.30 pm; 9.30 pm onwards.
- Use of electric appliances and mobile phones is strictly prohibited in the Hostel rooms. If any forbidden articles, such as heaters, immersion rods, irons, stoves etc. are found in the room they will be confiscated and a fine imposed for the violation of rules.
- Residents are required to keep their rooms tidy, neat and clean, and observe proper methods of disposal of garbage.
- Residents must take their meals within half an hour of the ringing of the bell, after which no claim will be entertained.

- Morning tea 5.30 am
- Morning meal 8.30 am.
- Afternoon snacks 3.30 pm
- Evening Tea 5.45 pm.
- Dinner 8.30 pm
- Boarders are not allowed to stay in the Hostel during College hours without a valid reason.
- Parents of a boarder should introduce the local guardian to the Warden of the Hostel.
- A passport size photograph of local guardian is required to be submitted to the Warden during admission.



A Rangoli prepared by the students

(e) General Information

- Boarders are required to acquaint themselves with the Hostel Rules and abide strictly by them.
- Students on the Waiting List are advised to regularly check the Hostel notice board. If a student does not avail of a seat when it is offered, she will lose priority in the Waiting List.
- Seats are allotted by the Hostel Committee. No student can change her seat without the knowledge of the Warden and the approval of the Principal.
- Each student must fill up the Resident Information form and submit the same to the Warden within 3 days of admission.
- Allotted seat rent and establishment charges must be deposited at the College fees counter prior to entering the Hostel. Hostel admission is granted on production of the Hostel seat rent receipt.
- The Hostel provides ceiling fans and lights. Each boarder is allotted a bed, a study table and a chair. Boarders are required to bring in their own mattress, pillow, blankets, quilt, bed-linen, towels, curtains, bucket and mug.
- Boarders must also bring their own plate, coffee-mug, glass, cutlery, thermos-flask, torch etc. Hostel property must not be removed from the dining room under any circumstances.
- In case of a medical emergency, a student is taken to the nearest hospital/nursing home, and her local guardian is immediately informed.
- Students who forge the parents' / local guardian's signature may be expelled from the Hostel.
- Rooms are subject to surprise checks by the Warden and the Hostel Committee.
- Boarders are advised not to keep valuables and large amount of cash in their rooms. The Hostel authorities will not be responsible for any loss or damage to personal belongings.
- Any damage to hostel property must be replaced by the offender.
- Resident students are expected to help in the smooth and efficient functioning of the Hostel and extend full co-operation to the Warden. There are three monitresses, from among the boarders, who are responsible for maintaining order, discipline, and cleanliness in the rooms and corridors, and who also help in organizing extra-curricular activities like Freshers' Social, *Saraswati Puja*, etc. The monitresses are selected from the third year students either by the boarders or by the Warden. The office of the monitress is for one academic session.
- The management of the Hostel mess is generally undertaken by a group of students from among the boarders. Selection of the group is at the discretion of the Warden.

(f) Visitors and Guests

1. Visiting days of the Hostel are as follows:

Wednesday	- 3 pm to 5 pm
Sunday	- 9 am to 12 noon; 3 pm to 5 pm

In normal circumstances, no visitors are allowed other than on these days.

2. Female visitors may visit the boarders in their rooms with the permission of the Warden. Male visitors can meet a resident only in the Visitors' Room.
3. No visitors, including day scholars, are allowed to enter the Hostel, except with the permission of the Warden.
4. Boarders must be properly attired when receiving visitors. Meeting visitors and coming to the dining hall in night clothes is strictly prohibited.
5. Student-guests are allowed to stay in the Hostel with the prior permission of the Warden for a maximum period of 2 days. Extension of stay is determined by the Warden. The number of guests allowed for a boarder is at the discretion of the Warden.
6. The Warden reserves the right to refuse admission or to terminate the stay of any guest.
7. Hostel rules and regulations are also applicable to guests.

(g) Hostel fees and other dues

- At the time of admission / re-admission, a boarder shall have to pay the following fees for each session at the College fees counter:

Admission fee	Rs.	500.00
Establishment fee	Rs.	2000.00
Seat Rent	Rs.	2000.00
Miscellaneous	Rs.	300.00
Total	Rs.	4800.00
[Festival/ Lighting etc.	Rs.	2000.00]

- After the allotment of a seat each boarder shall have to pay a sum of Rs. 2000 per session as festival/ light /miscellaneous charges at the College fees counter.
- Every boarder shall have to pay monthly mess dues on or before the 15th of every month, failing which a fine of Rs. 10 will be charged for each day. Full mess dues must be paid every month. No reduction will be granted for absence from the Hostel.
- Guest charge (to be paid in advance) is Rs. 50 per day per person.

Canteen

Handique Girls' College has a Canteen by the College playground. It is open during the College hours and provides wholesome and hygienic food at reasonable rates. The Canteen is also provided with UV treated filtered drinking water setup along with water coolers. A similar safe drinking water facility also exists at yet another point on the ground floor of the College.



Library

A well-equipped computerised college library is an invaluable aid to the young scholars. Handique Girls' College has a modern, well-equipped library in a separate building in its premises. The library is named Rajabala Das Library in honour of the founder Principal of the College the late Rajabala Das. The library has an impressive collection of books, journals, newspapers and magazines. The general library with its open-stack system and spacious reading room provides an atmosphere conducive to the excitement of mental discovery. Students are encouraged to



become sagacious users of the library which is a welcome haven for intellectual pursuits. The library remains open from 10 am to 4 pm on all working days.

Each student is allowed to borrow two books at a time. A TDC Major student may borrow two additional books. Moreover, the departmental libraries maintained by both Arts and Science departments provide additional help to students and teachers in their academic pursuits. A student will have to apply on a separate form supplied by the librarian to access library facilities.

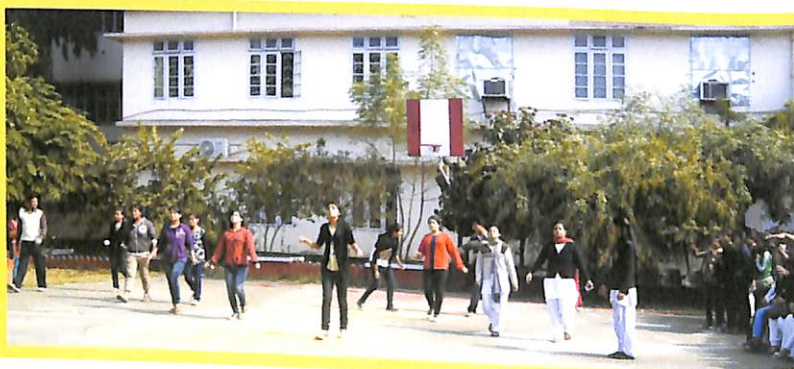
Book-bank facilities are also offered to needy and deserving students who may borrow books for the whole academic session. However, certain official formalities will have to be followed to obtain such facilities. Such books which are issued at the beginning of the session may be kept by a student up to the final examinations.

Library Rules

1. Books are issued to students for a period of 15 (fifteen) days. They may be reissued for another 15 days.
2. An overdue charge of Re. 1.00 only per day is levied if a book is kept beyond the due date.
3. Books on loan with members can be recalled at any time, without assigning any reason thereof.
4. Members should satisfy themselves about the physical condition of the books they wish to borrow before getting them issued; otherwise they will be held responsible for any damage or mutilation noticed at the time of return.
5. Reference books marked restricted and bound volumes of periodicals and question papers are not issued on loan.

Playground

The College has a small playground within its campus. The playground has a badminton/volleyball court and a permanent basketball court. There are also facilities for table tennis in the College. Students and the faculty are encouraged to use the sports facilities after the class hours.



Central Computer Centre

The College has an air-conditioned Central Computer Centre with 32 sets of high end desktop computers and a high speed 8 Mbps broadband line provided by BSNL. Both students and the faculty members use this facility to access the internet, download materials, scan and take print-out of the materials of their interest and do other computer based tasks. The facility is also used by the faculty for computer literacy and for imparting computer related training to the students.



Biotech Hub

Handique Girls' College has established an Institutional Biotech Hub with funds received from the Department of Biotechnology, Government of India, in 2010. The Hub has facilities for carrying out experimental work in molecular biology and is equipped with a Thermal Cycler, Agarose Gel Electrophoresis, PAGE, Gel Doc System, Refrigerated Centrifuge, Microplate Reader, -20°C Freezer, Horizontal Laminar Flow Hood and other necessary equipment. The Hub is fully operational and is providing laboratory facilities to researchers along with hands on training in tools of molecular biology to students.



Gymnasium

The College has recently set up a fitness centre with financial assistance from the University Grants Commission (UGC). The Centre is equipped with treadmill, crosstrainer, cycle and other modern fitness equipment. The College has appointed a Gym Instructor to train students and the faculty. The facility can be accessed by the students and the faculty by paying a nominal amount as joining fee.

Health Card

The College recognizes the importance of good health for its students, and the fact that young people often tend to neglect their health while they are involved in the pursuit of the pressing academic goals. The College administration has decided to introduce a practice of basic health check-up for its students by a qualified medical team once a year, to start with, and note down the basic data on health cards for the ready reference and remedial measures of the students. Each student will have to pay a nominal fee of Rs. 100 for the facility.

COLLEGE RULES AND REGULATIONS

- The College lays great emphasis on discipline and character building of the students. They are always expected to maintain a high standard of discipline. They must abide by the rules and regulations of the college and the Hostel.
- At the time of admission, every student shall have to sign a declaration stating that after admission she submits herself to the disciplinary jurisdiction of the College authority.
- A student if found guilty of misconduct / indiscipline may be expelled / rusticated for a period / fined / debarred from appearing in any examination for one or more years (on the advice of the Disciplinary Committee).
- All forms of ragging in the Hostel and the College campus are strictly prohibited. Any individual or collective act or practice of ragging constitutes gross indiscipline. Strong disciplinary action will be taken against those involved in such activities.
- The Principal, the Convenor of the Disciplinary Committee and the Hostel Warden should be immediately informed of any case of ragging. Abetment to ragging or condoning such activities is also punishable. In case

the applicant for admission is found to have indulged in ragging in the past or if it is noticed later that she has indulged in ragging, admission may be refused or she shall be expelled from the educational Institution.

- Any violation of rules, unsatisfactory progress, irregular attendance, non-clearance of College and Hostel dues, discourtesy to faculty members in any form, adoption of unfair means during examinations etc. are some of the offences which may make students liable for disciplinary action such as termination of scholarship, forced transfer and even expulsion from the College and the Hostel.
- Students are responsible for their conduct and are prohibited from doing anything either inside or outside the College, which will amount to a breach of discipline and normal functioning of the College.
- Students shall conduct themselves in a polite manner towards both the members of the staff (teaching and non-teaching) and towards their fellow students. Insubordination, unbecoming language or any indecent conduct including teasing etc., shall be severely dealt with.
- Students must not loiter in the corridors in front of the class rooms and office rooms or in the street in front of the college. During their free time students should work quietly in the library or reading room or spend the time without causing any disturbance.
- Any Association or Society of the College will be subjected to such rules and regulations as the College administration may prescribe.
- Any notice desired to be posted or circulated by the student anywhere in the College and Hostel premises will need the prior approval of the College authority.
- All powers of maintenance of discipline are vested with the Head of the Institution and his / her decision shall be final in all such matters.

Attendance Rules

- Attendance in class is compulsory.
- Students who do not attend at least 75% of the classes in each subject will forfeit the benefit of scholarship and other facilities and will not be allowed to sit for any final Examination.
- Names of students who fail to attend their classes for the first 30 days will be struck off from the Major Course.

Academic Calendar

The Academic Calendar reflects the commitment of the College towards maintaining a healthy academic atmosphere. The College Academic Calendar is prepared in accordance with Academic Calendar of Gauhati University. Different activities of the College are carried out according to this Calendar.

College Uniform

Handique Girls' College has introduced its own dress code by way of College uniform, comprising the following:

- (i) Red *mekhela*, white *chaadar* and red blouse.
- (ii) White *salwar*, white *kameez* and red *bandhni* (tie & dye) *dupatta*.
- (iii) Ankle length red wrappers with white tops (not T.Shirt).
- (iv) Black sweater/ cardigan during the winter session.

Wearing of the College uniform is compulsory and no other dress will be permitted. Students are directed to maintain decency in the length, neckline and the slits on the two sides of the *kameez*, in keeping with the College tradition.

Identity Card

A non-transferable Identity Card is issued to each student at the time of admission. The card containing relevant information of the holder along with a recent passport-size photograph is duly endorsed by the Principal. Identity Cards are issued annually. Old Identity Cards are to be surrendered at the end of each academic year for renewal.

The Identity Card is to be brought to the College everyday and is to be produced whenever asked for.

Expectation from Guardians

Getting admitted into the College is a step towards the long journey of self-discovery. A teacher provides the students with the academic input within a stipulated time of the day. The students spend most of the time with their parents / guardians, who in general, take all pains to mould their wards' career and character. The College authority strongly believes that a correlation between the efforts of the teachers and the guardians is greatly beneficial to a student. Therefore the guardians/ parents are expected to co-operate with the College authority by

- being constantly in touch with the College authority with a view to improving their wards' performance;
- attending the teacher-guardian meets and providing valuable suggestions.
- Constructive suggestions from the guardians/ parents are most welcome at any time.

Examinations

Continuous assessment of the student is done by the department through regular tests, seminars, projects and assignments. The marks secured by the students in these assessments are taken into consideration at the time of sending up the students for the final examination. The Examination Committee's decision in this regard is final and binding. Job training, projects, study tours and field work are essential requirements of a number of Degree programmes.

Examination Rules

1. All students must appear in all the examinations conducted by the College during an academic year.
2. Any student who is unwell may be permitted to avail of the sick room facility during an examination.
3. The following examinations are conducted by the College in an academic year.

Class	Examinations
a) Higher Secondary first year	Unit Tests and Terminal Examinations
b) Higher Secondary second year	Unit Tests, Terminal Examination and Test Examination
c) TDC (for all semesters)	Unit Tests / Assignments / Sessional Examinations

4.
 - a) Eligibility for appearing in the Higher Secondary First Year Examination will be decided on the basis of a student's performance in the Terminal Examination and Unit Tests and percentage of attendance.
 - b) Eligibility for appearing in the Higher Secondary Final Year Examination will be decided on the basis of a student's performance in the Unit Tests, Terminal Examinations and Test Examination, together with the percentage of attendance.
 - c) Eligibility of the students to appear at the Final Examination with practical subject(s) will be decided on the basis of their regularity and performance of laboratory work. If the laboratory performance of a student is found to be unsatisfactory, she will not be allowed to appear in the final examination.
 - d) For the TDC course, the Internal Assessment of the students is based on the performance of Unit Tests, Sessional Examinations, assignments and the percentage of attendance.
5. For all College examinations, pass marks, as laid down by Assam Higher Secondary Education Council / Gauhati University will be taken as the standard. Relaxation, if any, will be decided by the Committee for the finalization of the result of the Test Examination.
6. A student not appearing in any subject in any examination shall be declared to have secured 'zero'.
7. Whether the names of the students who have not appeared in the Unit Tests and the Terminal Examinations can be forwarded to the University for the Semester examinations, is decided by the Examination Committee. The decision of the Examination Committee in this regard will be final.
8. **Internal Assessment:** The Gauhati University has introduced Internal Assessment of students of TDC classes. Under this system, for each paper of 100 marks, the University will conduct an examination for 80 marks and the remaining 20 marks will be allocated by the College on the basis of Internal Assessment.

In the Internal Assessment of a student, there will be a 40% weightage on attendance (students with less than 75% attendance will not be awarded any marks for attendance). The remaining 60% weightage in the Internal Assessment will be based on a student's performance in the Unit Tests/ Sessional Examinations.

STRUCTURE OF SEMESTER SYSTEM

Regulation

1. There will be six semesters covering 3 years.
2. More weightage is given to internal assessment.
Internal Assessment / Evaluation = 20 %
External (end semester) evaluation = 80%
3. There will be at least one sessional examination in each semester.
4. There is provision for clearance of absent or failed papers.
5. There is provision for "Repeat" of any one of theory papers in the 1st, 2nd, 3rd, 4th Semester, and may be allowed for "Betterment" of marks in one paper in 5th semester provided the student secured less than 45% of marks in that paper.

Syllabus

(a) Major

Semester	Course	Total Marks	Credit	Total Credits
1st	Major	200	16	32
	1st Subsidiary	75	6	
	2nd Subsidiary	75	6	
	English I	50	4	
2nd	Major	200	16	32
	1st Subsidiary	75	6	
	2nd Subsidiary	75	6	
	English II	50	4	
3rd	Major	200	16	-
	1st Subsidiary	100	8	
	2nd Subsidiary	100	8	
	Environmental Study I	50	4	
4th	Major	200	16	36
	1st Subsidiary	100	8	
	2nd Subsidiary	100	8	
	Environmental Study II	50	4	
5th	Major	450		36
6th	Major	450		
Grand Total =		2600 Marks		36
				Credit = 208

(b) General

Semester	Course	Total Marks	Credit	Total Credits
1st	1st Elective	75	6	22
	2nd Elective	75	6	
	3rd Elective	75	6	
	English I	50	4	
2nd	1st Elective	75	6	22
	2nd Elective	75	6	
	3rd Elective	75	6	
	English II	50	4	
3 rd	1st Elective	100	8	28
	2nd Elective	100	8	
	3rd Elective	100	8	
	Env. Sci. I	50	4	
4th	1st Elective	100	8	28
	2nd Elective	100	8	
	3rd Elective	100	8	
	Env. Sci. II	50	4	
5 th	1st Elective	200	16	32
	2nd Elective	200	16	
6th	1st Elective	200	16	32
	2nd Elective	200	16	
Grand Total =		2050	Credit = 164	

Definition of Credit

- (a) The theory paper would have one credit for each hour of instruction per week in a semester. The activities include lectures, tutorials and others for internal evaluation (Seminar, group discussion, laboratory / demonstration session, mini project etc.)

A theory paper (which is equivalent to 100 marks of course load) should be of 6(six) credit points which would consist of 4 hrs, of lectures and 2 hrs of tutorial and other activities. A theory paper of 50 marks would have 3 (three) credit points: 2 hrs of lectures + 1 hr tutorial (& others).

For science subjects with practical one hour tutorial may be outside the office hours for home work, literature survey / internet browsing etc.

- (b) Practical papers / courses would have one credit point for every 2 hrs. of laboratory work per week in a semester. If the number of hrs per week is an odd number, appropriate adjustment be made it to the nearest even number- for example.

- 3 hrs lab per day × 2 days per week = 6 hrs = 3 credits
- 3 hrs lab per day × 3 days per week = 9 hrs = 4 credits
- 3 hrs lab per day × 6 days per week = 18 hrs = 9 credits.

If the total number of practical courses is 18 hrs per week, then 3 hrs per week be devoted as home work for preparing the report (i.e. lab book) and other activity related to practical. (Detail information available in www.gauhati.ac.in)

AWARDS AND SCHOLARSHIPS

Apart from the various State and Central Government Scholarships, such as National Merit, State Merit, Physically Handicapped, Hindi Scholarship for students of non-Hindi speaking origin, Cultural Talent Search, Sports, SC/ST/OBC/MOBC, the College also offers the following scholarships, prizes and medals to the meritorious students :

- i) **Nirmala Medhi Memorial Gold Medal** is awarded to the student securing highest marks among the First Class Major holders from this College in the BA/BSc examination of the year.
- ii) **Nirmala Medhi Memorial Silver Medal** is awarded to the student securing the highest marks in the Major subject belonging to the faculty other than in which the above Gold Medal is awarded.
- iii) **Ratna Prova Bordoloi Memorial Scholarship of Rs. 125.00** per month is awarded to the best student of First year HS class who is not a recipient of any other scholarship.
- iv) **Kabita Kumari Baruah Memorial Scholarship of Rs. 60.00** per month is awarded to the student with the highest aggregate of marks, admitted to the BA First Year class of this College after having passed the HS Examination under AHSEC.
- v) **Mohiuddin Ahmed Memorial Cash Prize of Rs. 1001.00** is awarded to the student securing the highest marks in a Major subject in the faculty of Arts in the TDC second Semester Examination.
- vi) **Sailadhar Rajkhowa Memorial Cash Prize of Rs. 1001.00** is awarded to the student securing the highest aggregate marks in a Major subject in the faculty of Arts in the TDC final Examination.
- vii) **Lakshmi Prasad Dutta Memorial Cash Prize of Rs. 1000.00** is awarded to the student securing the highest aggregate marks in a Major subject in the faculty of Science in the TDC second Semester Examination.
- viii) **Devajani Devi Memorial Scholarship of Rs. 1000.00** is awarded to the student securing the highest marks in Logic and Philosophy in the HS Final Examination from the College.
- ix) **Devajani Devi Memorial Scholarship of Rs. 120.00** per month is awarded to the student offering Major in Philosophy with the highest aggregate marks in the HS Examination under AHSEC.
- x) **Bhabananda Dutta Memorial Cash Prize of Rs. 1000.00** is awarded to the student securing the highest marks in Philosophy Major in the TDC Final Examination from the College.
- xi) **Cash Prize of Rs. 100.00** each is awarded by the College to the student securing the highest marks (Minimum 60%) in the HS 1st year Examination (Arts & Science).
- xii) **Cash Prize of Rs. 200.00** each is awarded by the College to the students securing the highest marks in each Major subject with not less than 55% marks in the Arts faculty and 60% marks in the Science faculty in the TDC Second Semester Examination.

Glimpses of games and sports activities in the College



- xiii) **Certificate of Merit** is awarded to every student securing 60% or more marks in the fourth Semester Examination.
- xiv) **Padmadhar Saikia Memorial Award** is given to the student securing highest marks in Home Science Major in the BA/BSc Final Examination.
- xv) **Phanidhar Dutta Memorial Cash Prize of Rs. 1000.00** each to the students securing highest marks in Mathematics Major in the TDC second Semester and the TDC fourth Semester Examinations from the College.
- xvi) **Dr. V. Venkata Rao Memorial Cash Prize of Rs. 2000.00** each to the student securing highest marks in Political Science Major in the TDC Part III examination from this college.
- xvii) **Nirmala Neog Memorial Award of Rs. 1000.00** is given to the student securing highest marks in English Major in the B.A. Final Examination from this college.
- xviii) **Gouri Kar Memorial Award of Rs. 1000.00** is given to the best graduate of the College in the final Examination.
- xix) **Ajit Sarma Memorial Award of Rs. 2000.00** each to the students securing highest marks in Political Science Major in the TDC second Semester and the TDC fourth Semester Examinations.
- xx) **Lokendra Nath Medhi Memorial Award of Rs. 1001.00** to the student securing highest marks in Botany Major in TDC second Semester Examination.

Other Aid to Students

Apart from the usual awards and scholarships, Handique Girls' College also offers financial assistance to needy students from the Students' Welfare Fund in the form of

- i. Books.
- ii. Counselling services for the differently abled students.
- iii. Concession for library, sports, establishment and tuition fees for deserving students.

Such assistance is given annually to deserving students, subject to availability of funds. To avail this facility, students will have to apply to the Principal with a certificate from a prominent citizen of the locality. Students intending to apply for such assistance may contact Dr. (Mrs.) Archana Sarma, Convenor of the committee set up for the purpose.

The College offers freeships to two toppers of the TDC classes every year. The fees paid by these students during the admission to the College, are refunded after 3 months from the start of the new session. Students who leave the College, however, do not get the refund. In the subsequent years the students will have to retain their merit position to avail the freeships. The College also provides freeships and book grants to students from economically backward sections, the eligibility of which is governed by the College rules.

CO-CURRICULAR ACTIVITIES

Students of the College participate in a wide range of creative activities in which they play the pivotal role. These societies and associations keep the College humming with creative energy. They promote a healthy corporate life and afford opportunities for all-round development. A student may become a member of the following societies of the College, towards which she will have to contribute a nominal amount:



College Week 2012 (from left) : (i) March Past, (ii) Bridal Competition
(iii) Cultural Procession (iv) The decorated College entrance
(v) Cultural Procession

- | | |
|----------------------------------------------|-------------------------------------------------------------|
| i. Assamese Literary Society. | xi. Health Awareness Cell |
| ii. Philosophical Study Circle. | xii. Bohemian Souls - The Dramatics Society |
| iii. Educational and Psychological Society. | xiii. The Fountain head |
| iv. Handique Girls' College Science Society. | xiv. The Weavers Society for Creative Writing in English |
| v. Women's Studies Research Centre's Cell. | xv. Information Career Guidance Training and Placement Cell |
| vi. Home Science Society. | xvi. Photographic Society |
| vii. Astronomy Club. | xvii. Environmental Awareness Cell |
| viii. Economic Society. | xviii. Angik - Society for Cultural Activities |
| ix. Sanskrit Sadanam | xix. Adventure Sports Activities |
| x. Entrepreneurship Development Cell. | xx. Village Development Cell |

Socially useful and productive work is an integral part of the curriculum of the College. Regular lectures and seminars are organized by the Societies where students, teachers, experts (mainly guests) participate and interact. The Science Society organizes scientific film shows, talks, local excursions, scientific competitions, quizzes etc. Some of the departments have wall-magazines to which contributions are made mainly by the students. There is also provision for viewing the televised educational programmes of the UGC.

Alumni Association

The Alumni Association initiates and co-ordinates alumni activities in the College. The Association helps to strengthen the bonds within the ever growing Handique Girls' College community and provides feedback and support (including financial) to the College from the world outside. Our alumni have carved a niche for themselves throughout the country and abroad, and their achievements in numerous fields have lent distinction to the Institution. Working committees under different heads such as academic, social service and legal-counselling cell, career-counselling and placement cell, cultural, publicity and sports carry out the varied activities of the Association. The vision and the sense of empowerment emanating from these activities instil a sense of responsibility in each alumna in academic as well as social arenas.



National Cadet Corps (NCC) and National Service Scheme (NSS)

The College has a full-fledged NCC unit and willing students are imparted necessary training under a trained officer. Moreover, the students render social service both inside and outside the college under the National Service Scheme. Facilities are also available for mountaineering training, hospital attachment training, advanced leadership, para-military training and youth exchange programmes.



The College NCC cadets in camps

The Handique Herald : The College News Bulletin

Handique Girls' College has a news bulletin, *The Handique Herald*, which reflects the various facets of life in the College, such as the new courses introduced, the seminars and workshops held in the College, the activities and achievements of students and teachers in various fields, etc. Two issues of the bulletin are published in an academic year.

Academic Committee

The Academic Committee of the college comprises a group of faculty members headed by the Principal. The committee monitors the academic atmosphere of the college and takes appropriate remedial measures for imparting quality education to the students.

(ii) Women's Studies Cell:

The Women's Studies Cell of the Handique Girls' College, a unit of Women's Studies Research Centre (WSRC) has proposed to undertake a series of activities from the session 2008-09. Among them, the most significant one is to introduce a certificate course on Gender Studies from 2008 session for Degree First Year Students only. All students will have to attend regular classes from second year for

(a) Gender Studies

(b) Environmental Science.

Students' Grievance Redress Cell

This Cell comprises a group of faculty members headed by the Principal. The members of the Cell interact with the students and address their different academic and non-academic problems. Accordingly, the committee takes remedial measures for the grievances of the students. A sealed box is kept within the College campus for the collection of students' grievances.

Travel Concession to Students

Students are entitled to rail and air travel concession from the institution to their home and back, during the vacations only.



Our students in Adventure Sports Training camp

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Our students in Adventure Sports Training camp

FACULTY AND SUPPORT STAFF

The administrative offices of the College are located on the ground floor adjacent to the Principal's office for the convenience of the staff, the students and the general public.

FACULTY

Principal & Secretary: Dr. (Mrs.) Indira Bardoloi.

Vice-Principal: Dr. (Mrs.) Alaka Chakraborty

ASSAMESE

1. Mrs. Manimaya Bordoloi Barua (HOD)
2. Mrs. Manjyotsna Goswami Mahanta
3. Dr. Lakshi Hazarika
4. Ms. Karobi Basumatary
5. Dr. (Mrs.) Subhashree Kalita
6. Mrs. Surabhi Bikash Borah

BENGALI

1. Dr. (Mrs.) Papia Bhowmick (HOD)
2. Mrs. Deepshikha Das
3. Dr. (Mrs.) Santasree Mallik Bhuyan
4. Mr. Sanjoy Sarkar (Part -time)

BOTANY

1. Mr. Madhab Chandra Talukdar (HOD)
2. Dr. (Mrs.) Bandana Nabis Das
3. Dr. (Mrs.) Manashi Kalita Hazarika
4. Mr. Jayanta Kr. Manta
5. Dr. Pranab Bujarbarua
6. Mrs. Prabhati Doley
7. Mr. Bhisma Narayan Swargiari (Part-time)

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2. Dr. Tapan Thakuria
3. Mr. Kamal Krishna Rajbongshi
4. Mr. Kandarpa Phukan
5. Mr. Bapan Saha
6. Dr. Akhtar Hussain

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2. Mr. Manash Gogoi

3. Ms. Bitopi Sharma

4. Mrs. Mousmita Devi

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3. Dr. (Mrs.) Mrigakshi Sarma Hazarika
4. Dr. (Mrs.) Fatima Tohsin Sahidullah
5. Mrs. Sangeeta Das
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4. Dr. (Mrs.) Meenakshi Dutta Mazumdar
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4. Mr. Sanjay Kumar Das
5. Ms. Mamani Choudhury

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2. Dr. (Mrs.) Juthika Das
3. Dr. (Mrs.) Madhuchanda Chaliha Bhuyan
4. Dr. (Mrs.) Nirupama Mahanta
5. Ms. Merry Halam

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2. Dr. (Mrs.) Anuradha Das Purakayastha
3. Mr. Shakeel Zamal
4. Dr. (Mrs.) Farheen Hazarika
5. Mr. Uday Shankar Senapati

6. Vacant

7. Vacant

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1. Mrs. Nibedita Lahkar (HOD)
2. Dr. (Mrs.) Madhurima Hazarika Choudhury
3. Dr. (Mrs.) Ranjita Bhattacharjya
4. Dr. (Mrs.) Archana Sarma
5. Mrs. Rashmi Bhattacharyya
6. Mr. Biswajit Choudhury

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2. Dr. (Mrs.) Gayatri Sarma

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1. Dr. (Mrs.) Kunja Deka (HOD)
2. Dr. Dhritikesh Chakraborty
3. Mrs. Nilakkhee Baishya Thakuria
4. Dr. Anupam Deka

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1. Dr. (Mrs.) Alaka Chakraborty (HOD)
2. Dr. (Mrs.) Aditi Bhuyan
3. Mrs. Nirmali Medhi
4. Dr. Utpal Dutta
5. Mr. Dipjyoti Haloi
6. Dr. (Mrs.) Eva Rani Kalita
7. Mrs. Innifa Hasan

CENTRAL COMPUTER CENTRE

1. Mr. Samir Islam

LIBRARY STAFF

- | | | | |
|----|-----------------------------|---|-------------------|
| 1. | Dr. Nabajyoti Das | : | Librarian |
| 2. | Mrs. Bina Bayan Das | : | Asst. Librarian |
| 3. | Vacant | : | Library Assistant |
| 4. | Mrs. Swarna Baruah Hazarika | : | Library Bearer |
| 5. | Mr. Nagen Medhi | : | Bearer |
| 6. | Mrs. Sabitri Deka | : | Bearer |

OFFICE STAFF

1.	Mr. Jatin Kumar	:	Senior Assistant (in-charge)
2.	Mr. Prafulla Barman	:	LDA (Cashier)
3.	Mrs. Reeta Das Hazarika	:	LDA (Accountant)
4.	Mr. Bani Kanta Baruah	:	Accounts Advisor
5.	Mr. Krishna Sarma	:	LDA
6.	Mr. Manish Dutta	:	LDA
7.	Mr. Ajanta Kakati	:	LDA
8.	Mr. Diganta Bordoloi	:	LDA
9.	Mr. Bhaben Kumar Sarma	:	Office Bearer
10.	Mr. Shambhu Ram Deka	:	Bearer
11.	Mr. Bhabesh Kalita	:	Office Bearer
12.	Mr. Pabitra Das	:	Bearer
13.	Mr. Manu Ram Kalita	:	Bearer
14.	Mr. Tarun Chandra Kalita	:	Office Bearer
15.	Mr. Jatin Chandra Sarma	:	Bearer
16.	Mr. Khalilur Rahman	:	Bearer
17.	Mr. Mahadev Sarma	:	Bearer
18.	Mrs. Premoda Deka	:	Bearer
19.	Mr. Bhimlal Sharma	:	Bearer
20.	Mr. Arabinda Choudhury	:	Bearer
21.	Mr. Lankeswar Deka	:	Bearer
22.	Mr. Prahlad Kalita	:	Bearer
23.	Mr. Ramen Kumar Deka	:	Bearer
24.	Mrs. Bina Pani Kalita	:	Bearer
25.	Mr. Mathura Mohan Kalita	:	Bearer
26.	Mr. Narayan Deka	:	Bearer
27.	Mr. Dilip Sarma	:	Bearer
28.	Mr. Mantu Kalita	:	Bearer
29.	Mr. Ashan Ali	:	Bearer
30.	Mr. Tulen Sarma	:	Bearer
31.	Mr. Lohit Das	:	Bearer
32.	Mr. Anil Barman	:	Bearer
33.	Mr. Bhakta Ram Bora	:	Bearer
34.	Mr. Ranjit Sarma	:	Bearer
35.	Mr. Rishi Ram Sharma	:	Bearer
36.	Mr. Bimal Bhattacharyya	:	Bearer
37.	Mr. Rubul Deka	:	Bearer
38.	Mr. Dinesh Rai	:	Night Chowkidar
39.	Mr. Rajesh Rai	:	Mali

STUDENTS' CHARTER

The Students' Charter is a commitment of the management, staff and students of Handique Girls' College to a partnership in quality learning.

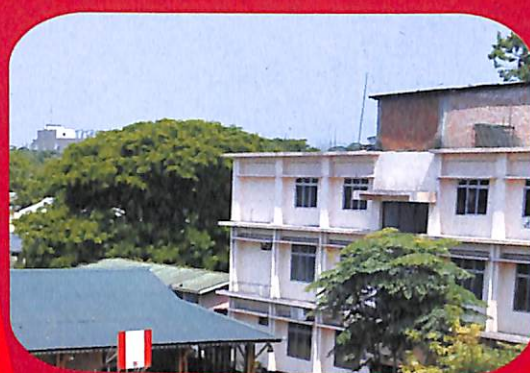
Institutional goal : The advancement, development and empowerment of women by imparting quality education.

The College will :

- Provide you with education, which will contribute to your all round development and equip you to meet the challenges of the future.
- Seek to ensure ecologically sensible and healthy institutional environment.
- Be understanding of your needs as a student and as an individual and be caring and efficient in its dealings with you.
- Give you clear and timely information, in written and web-based form about admission requirements, curricular objective, courses of study, and methods of evaluation.
- Create opportunities for your engagement in educationally purposeful activities which lead to quality learning .
- Facilitate your access to computing, library and other academic services.
- Provide tutorial support and continuously monitor your progress in education.
- Offer counselling support.
- Manage a responsive system for redressing your grievances.
- Inform and guide you about opportunities available for higher studies and also the different career options.
- Involve you in decisions affecting you by providing for you representation, via the Handique Girls' College Students' Union and Student's matters.
- Forge with you a life-long partnership in learning.

As a student you will

- Be aware of and appreciate the Institution goal.
- Be courteous in your dealings with the staff of the College and your fellow students.
- Use all opportunities that the Institution provides for your self-development.
- Read and retain all information the College provides, check notice boards, and ask for clarification of any information you do not understand.
- Help create as atmosphere conducive to learning.
- Attend all lectures, seminars, tutorials, laboratory classes and other teaching sessions.
- Complete promptly the academic works requested of you and appear in all examinations.
- Be a willing participant in the different ways of teaching, learning and assessment.
- Take the responsibility to seek the support you believe you need and seek advice when your academic progress gives you reason for concern.
- Support the representative role of the Handique Girls' College Students' Union and consider acting as a student representative yourself.
- Provide feedback for improving the learning environment, when it is sought.
- Retain a life-long association with your College.



Published by the Principal,
Handique Girls' College, Guwahati

Rs. 250/-

Printed at Sahityarathi Press, M.L. Baruah Road, Silpukhuri, Guwahati-3
e-mail: sahityarathi@gmail.com