

# PROSPECTUS

2025-2026



**KHAGARIJAN COLLEGE**  
**NAGAON, ASSAM**

# **KHAGARIJAN COLLEGE**

**(Arts, Commerce & Computer Applications)**

**NAGAON: ASSAM**

**PIN: 782003**



ESTD. 1972

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

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## মহাবিদ্যালয় সংগীত

কথা : লুতফুৰ বহমান  
প্রাক্তন উপাধ্যক্ষ,  
খাগৰিজান মহাবিদ্যালয়  
সুব : শ্ৰী মুকুল বৰা

নৱ নৱ সৃষ্টিৰে আমি আগুৱাওঁ  
জ্ঞানৰ জ্যোতি আৰু কৃষ্টি বিলাওঁ  
গঢ়িম আমি এই সমাজ মহান  
মাতৃ আমাৰ এই খাগৰিজান

চহৰৰ অতীত তোমাৰ নাম  
চিৰ নমস্য খাগৰিজান, তুমি সেউজীয়া, তুমি অপকপা  
চৰণত বৈছে জুৰি খনাজান তোমাৰ নাই যে তুলনা  
তোমাক জনালোঁ প্ৰণাম। আশীৰ দশকতে জন্মি আজি  
হ'লা চিৰ যৌৱনা।

আই আমাক শক্তি দিয়া  
আই আমাক আশিস দিয়া  
তোমাৰ চৰণ শিৰত লৈ  
গাওঁ আমি জয়ৰে গান,  
মাতৃ আমাৰ এই খাগৰিজান।

তুমি গঢ়িছা যুগৰ মানুহ  
গঢ়িবা আমাকো বীৰ লাচিত কৰি,  
দুষ্কৃতি বিনাশি গঢ়িম সমাজ  
গঢ়িম আমাৰ স্ব-জাতি।

তুমি গঢ়িছা যুগৰ নাৰী  
আমাকো গঢ়িবা মুলা গাভৰু কৰি,  
ভেদাভেদ বিনাশি গঢ়িম জাতি  
দিলো তোমাক আমি প্ৰতিশ্ৰুতি।

শংকৰদেৱৰে বৰখৰ মজিয়াত  
তুমি আই জন্ম ল'লা।  
মাধৱ আজানৰ সমন্বয়ৰ গীত  
আমাৰ প্ৰাণত সিঁচি দিলা।

আই আমি কৰোঁ অংগীকাৰ  
বাখিম তোমাৰ মান  
তুমি আই চিৰ মহান  
মাতৃ আমাৰ এই খাগৰিজান।  
তুমি আই চিৰ মহান  
মাতৃ আমাৰ এই খাগৰিজান।।

**OFFICE OF THE PRINCIPAL**  
**KHAGARIJAN COLLEGE**

**P.O. - Chotahaibar, Nagaon (Assam), PIN: 782003**

**Estd.- 1972**

**Office: (03672) 230085, Mobile: 98644 03390, 86387 26781**

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**From,**

***Dr. Ramesh Nath, M.Sc., B.Ed., Ph.D.***

**Principal & Secretary**



*“To be successful in life, what you need is Education.”*

- Jawaharlal Nehru

These simple words summarise the necessity of a proper education, which not only makes a person literate but also shapes their character. Education is not simply a trend of going to an institute and gaining a degree; it is an investment for the future marked by improving oneself in the present.

I heartily welcome you to Khagarijan College. We are delighted to greet the new students, who will step into our educational institution for the academic session 2025-2026. Khagarijan College, Nagaon, which proclaims a legacy of over fifty years, follows the ideal of Education where learning is not just a matter of routine but a matter of thorough understanding. Ever since its inception in 1972, the College has distinguished itself by providing a key service in the academic, cultural and intellectual fields; dispensing various opportunities to the students of the deprived section. The College aspires to provide a value-based education and training to its stakeholders, to fulfil the aspirations and expectations of the learners, empowering them to achieve their desired goals.

It needs to be mentioned here that the College has been accredited with a ‘B+’ Grade by the National Assessment and Accreditation Council (NAAC) in the year 2023, and efforts are being continuously made to upgrade this institution by pursuing the 4th Cycle of NAAC accreditation. The horizon of professional activities is expanding, and various changes have made a mark in the

scenario of Education in the country. Hence, the college is trying its best to meet these challenges through the introduction of new courses for the development and empowerment of the student body.

As a global leader in knowledge creation and dissemination, the college has envisioned a unique trajectory for the 21<sup>st</sup> century by tapping the transformative power of liberal arts, social sciences and cutting-edge science and technology education and research. The college offers various academic programmes for gaining knowledge at the undergraduate level in Humanities, Social Sciences, Skill-Based Courses in Computer Application and postgraduate level in Assamese. Along with this, the college also offers provisions for students to take SWAYAM-NPTEL courses to enhance their portfolio. Besides this, the college has introduced B. Com, BCA and PGDCA under Gauhati University from the academic session 2020-2021. Regarding infrastructure, the college is proactive in the present competitive academic world with spacious classrooms and digital facilities. The Central Library has a rich collection of books, journals, e-journals, e-resources, as well as computer and Wi-Fi facilities. Infrastructure is also undergoing further development with the construction of new buildings, sponsored by the RUSA grant.

The college has made considerable growth in the past few years with the introduction of new courses of study and multiple initiatives. The horizon of professional activities is expanding, and hence, to meet the challenges of the younger generation, new courses have been initiated for their holistic growth. The Governing Body, faculty members, office staff, guardians, alumni and well-wishers have given us constant support to enrich this institution. As an appeal to all the stakeholders for their constant support and suggestions, to achieve success in the path of all our endeavours; I take this opportunity to assure the aspiring students, parents and all other stakeholders that the best possible resources of our institution will be put into action to mould the future of our learners. Education is the right of every child in the country, and the College will always contribute to the growth of an educated Demographic Dividend by providing the necessary services to its optimum level.



(Dr. Ramesh Nath)  
**Principal**  
Khagarijan College  
Nagaon: Assam

## PROFILE OF THE COLLEGE

Khagarijan College is one of the premier institutions of higher education in Nagaon district, Assam; a splendid temple of learning in sylvan surroundings. The college was established in September 1972. The word “Khagarijan” prestigiously displays the original name of Nagaon. The ‘Putakollongjan’ flows behind the college, branching off from the river Kollong. ‘Jan’ is a type of rivulet. ‘Khagari’ refers to a type of long reed that grows along the banks of rivers. The two words ‘Jan’ and ‘Khagari’ joined together give the ancient name of Nagaon, ‘Khagarijan’, which has been kept alive by this institution. By adopting the name, Khagarijan, the college has succeeded in rejuvenating the ancient roots and heritage of Nagaon town. The college is affiliated to Gauhati University and registered under 2(F) and 12(B) of University Grants Commission Act, 1956.

Since its inception, the college has been a beacon by guarding the cause of education and moral upliftment of the students. Pursuit of knowledge, has all along been the avowed objective of the institution and it has justified its existence despite a lot of obstacles standing in its way. Apart from dissemination of knowledge, the college aims to generate new values; relevant for the new generation of society.

The College, with a dedicated teaching and administrative staff makes an assiduous effort to prepare the students for a good career; to face the stark realities of life and help them build up character and personality to become responsible citizens of the country. It is a matter of pride that innumerable students have come to the college and left the campus after receiving their desired degrees, and they have made their marks in different levels of social, political and academic life.



## **Administration**

The Governing Body is the decision-making authority of the college, regarding all the major academic and administrative purpose. Besides this, the college also has multiple cells to shoulder various administrative responsibilities. The Internal Quality Assurance Cell (IQAC) of the college is empowered to look after the work assigned by the NAAC and overall administration of the college. The Grievance Redressal Cell supervises the grievances of the students, teachers and non-teaching staff, received through written complaints. The Parent-Teachers' Association of the college meets frequently to discuss the academic growth as well as further development of the college. The Academic Advisory Committee, formed by incorporating all the HoDs of respective departments, takes the important decisions in academic matters. The Alumni Association has frequent gatherings to share their experiences with the present students as well as actively engage in the college activities. The Students' Association is the sole representative body of the students which takes various measures to solve their grievances, look after their welfare and takes an active part in various administrative activities of the college.



## **Vision**

To spread and promote higher education for the sustainable development of the nation.

## **Mission**

To set a high standard of excellence, in the preservation and creation of knowledge, through teaching-learning interactions and experimental techniques; and to serve as an effective instrument of development in the path of education, progress and total awakening. Besides this, the motto is to always go a little further with a “better every day” spirit.

**NAAC Certificate**  
**(Accredited with B+ Grade)**



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद  
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान  
**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**  
An Autonomous Institution of the University Grants Commission

*Certificate of Accreditation*

*The Executive Committee of the  
National Assessment and Accreditation Council  
is pleased to declare  
Khagarijan College  
Choto Haibor, Dist. Nagaon, affiliated to Gauhati University,  
Assam as  
Accredited  
with CGPA of 2.51 on four point scale  
at B+ grade  
valid up to October 17, 2028*

*Date : October 18, 2023*



*Mini*  
Director

## College Campus

The Khagarijan College campus is spread around 3.25 acres of land; with a congenial and eco-friendly ambience for the students. Various infrastructural set-up such as the administrative building, central library, sports hostel, girls' hostel, separate building for PG Course and indoor stadium are encapsulated inside the college campus. The administration takes utmost care to supervise the campus for security and discipline through CCTV Surveillance.

## Collaboration with Other Institutes

The college has a tie up with various institutions like Royal Global University, USTM, ICT Academy, Tamil Nadu, Ekodus International, S. S. Technology, Net Skill Foundation, Rupahi College, Nagaon, A.D.P College, Nagaon, Raha College, Raha and two Schools namely Motiram Bora Girls H.S. School, Nagaon and Sialmari L.P. School, Nagaon.



## **Village Adoption**

The IQAC and NSS Unit, Khagarijan College has adopted two villages for socio-economic and educational development named Lalung Gaon, Borkola and Tukulai Bebejia Gaon, Bebejia.



## **Distance Education Centre**

### **KKHSOU Study Centre**

The Krishna Kanta Handiqui State Open University (KKHSOU) Study Centre was established in the college in 2019. The study Centre offers both Major and Pass course UG programmes in Assamese, Economics, Education, English, History, Journalism and Mass Communication, Mathematics, Philosophy, Political Science, Sanskrit and Sociology. MA (Assamese, Economics, Education, English, History, Philosophy and Political Science), M COM and MSW courses are available in the centre. Diploma in Mass Communication, Sales and Marketing Management and Applied Data Analysis programmes have also been introduced in the center.

### **IDOL Study Centre**

Khagarijan College offers dual mode courses under Institute of Open and Distance Learning (IDOL), Gauhati University. It offers Bachelor of Arts in Assamese, Economics, Education, English, History and Political Science. Besides, Master of Arts in Assamese; Economics, Education, English, History, Philosophy and Political Science courses are also available.

## **NATIONAL SERVICE SCHEME (NSS)**

The National Service Scheme is a voluntary organization of college students under the Ministry of Human Resource Development to inculcate social consciousness and a sense of responsibility, discipline and dignity of labour among the youth. The college unit of NSS is vibrant and actively engages in various social welfare services. Students desirous of joining NSS can contact the concerned Programme Officer after the commencement of the classes.



## **Cells and Forums**

### **Career Counselling Cell**

The Career Counselling Cell provides career-related information and organizes various programmes on career opportunities and pursuits for the placement of pass-out students.

### **Grievance Redressal Cell**

The College has a Grievance Redressal Cell, which addresses the grievances of the students inside the college premise.

### **Khagarijan College Students' Association**

The Khagarijan College Students' Association is an elected body of student representatives. They are entrusted with the responsibility of looking after the welfare of the students. The college authority offers all kinds of assistance and co-operation to the association to execute the welfare scheme, meant for the students.

## Alumni Association

The College has an active Alumni Association which interacts with the present students. The College appeals to all the alumni to join the Alumni Association and contact the office bearers to keep themselves in close touch with their alma mater.

## Khagarijan College Research Forum

The Khagarijan College Research Forum, founded in 2013 encourages the faculty members in research activities. The forum regularly publishes a Half Yearly National Level research journal named "Pioneer."

## Annual Magazine

The college regularly publishes its annual magazine titled "*Amritdhara.*" It provides ample opportunity for the students to explore their creative and intellectual abilities.



## Online Admission Procedure

The students have to go through the following instructions carefully to complete the online admission process:

- ❖ Admission for Bachelors' Programmes will be conducted as per GU FYUGP according to NEP 2020 guideline.
- ❖ All the admission aspiring students under FYUGP have to register in the SAMARTH Portal (<https://assamadmission.samarth.ac.in>).
- ❖ Candidates need to create DHE Unique ID through the available link and also the ABC ID through DIGI Locker.
- ❖ The Merit list and all subsequent notifications for admission will be notified in the college website <https://www.khagarijancollege.co.in/> and the college notice board.
- ❖ Fee structure will be as per Government Notification for the provincialized programmes.
- ❖ Students seeking admission in Self-financing Programmes like Commerce, B.C.A, PGDCA and PG Courses have to pay as per college fee structure.
- ❖ The merit lists and all relevant documents will be available on the college website.
- ❖ The students are asked to follow the college website <https://www.khagarijancollege.co.in/> for subsequent notifications.
- ❖ Certificate Courses, SWAYAM-NPTEL Courses, KKHSOU, Add on Courses, and Co-curricular activities are available.
- ❖ For any Query, contact: 91272-29987, 94358-42590, 88767-88016, 94015-89254

## Fee Structure

### Fee Structure of Bachelor of Arts (per year)

Programme	Tuition Fees	Admission Fees	Total
FYUGP B.A (Major)	-	7180.00	7180.00
FYUGP B.A (Minor)	-	7180.00	7180.00

*N.B: As per the Government of Assam order*

### Fee Structure of PG Course in Assamese (MA)

Class	Tuition Fees	Laboratory Fees	Admission Fees	Total
PG in Assamese (per semester)	-	-	7000.00	7000.00

### Fee Structure for FYUGP B. COM/ BCA and PGDCA

Class	Tuition Fees	Laboratory Fees	Eligibility Fees of GU	Admission Fees	Total
<b>FYUGP Commerce (Major and Minor)</b>					
Semester-I, III, V	1000.00	-		4060.00	5060.00
Semester-II, IV, VI	-	-		3500.00	3500.00
<b>FYUGP BCA</b>					
Semester-I, III, V	1000.00	-	*1210.00 (1st Sem only)	4960.00	5960.00
Semester-II, IV, VI	-	-		3500.00	3500.00
<b>PGDCA</b>					
Semester-I	-	-		4900.00	4900.00
Semester-II	-	-		4900.00	4900.00

*N.B.: The rate of fees is subject to change as per the direction of GU and Govt. of Assam.*

*\*BCA 1st Semester Students have to pay Rs. 1,210.00 as Eligibility Fees to Gauhati University.*

### Reservation Criteria

Reservation of seats for different courses will be done as per the Government breakup given below.

- Scheduled Caste (SC) : 7%
- Scheduled Tribe (Hills) : 5%
- Scheduled Tribe (Plains) : 10%
- OBC/MOBC : 15%
- Physically Handicapped : 2%
- Co-Curricular Activities : 2%

## Four Year Undergraduate Programme (FYUGP) under NEP, 2020

### Bachelor of Arts Course Structure

#### For Major Students

Semester-1			Semester-2		
Type	Course	Credit	Type	Course	Credit
Major	Major-1	4	Major	Major-2	4
Minor	Minor-1	4	Minor	Minor-2	4
SEC	SEC-1 (Major oriented)*	3	SEC	SEC-2 (Major oriented)*	3
AEC	AEC-1 (Languages/Alt. English)	4	AEC	AEC-2 (English Communication)	4
MDC	MDC-1	3	MDC	MDC-2	3
VAC	VAC-1	2	VAC	VAC-2	2
		<b>20</b>			<b>20</b>

MAJOR CHANGE to be allowed after 2<sup>nd</sup> Semester. Changed Major to be started from the Day-1 of Third Semester.

Semester-3			Semester-4		
Type	Course	Credit	Type	Course	Credit
Major	Major-3	4	Major	Major-5	4
	Major-4	4		Major-6	4
Minor	Minor-3	4		Major-7	4
SEC	SEC-3 #	3		Major-8	4
MDC	MDC-3	3	Minor	Minor-4	4
VAC	VAC-3	2			
		<b>20</b>			<b>20</b>

- Summer Break in Between 4<sup>th</sup> and 5<sup>th</sup> Semester: Internship-4 (Credit added to 5<sup>th</sup> Semester)
- Those who miss the Internship in 4<sup>th</sup>-5<sup>th</sup> Summer Break, shall do the Internship after the 6<sup>th</sup> Semester (during 6<sup>th</sup> Semester Summer Break). In such cases, the 5<sup>th</sup> Semester result shall not be COMPLETE.

Semester-5			Semester-6		
Type	Course	Credit	Type	Course	Credit
Major	Major-9	4	Major	Major-12	4
	Major-10	4		Major-13	4
	Major-11	4		Major-14	4
Minor	Minor-5	4		Major-15	4
Internship	Internship	4		Minor	Minor-6
		<b>20</b>			<b>20</b>

\*SEC-1 and SEC-2 Should be Major Oriented/to supplement the Major. CCS will prescribe a Bucket of SECs against each Major, so that Hands-on and other Practices/Knowledge

### For Minor Students

Semester-1			Semester-2		
Type	Course	Credit	Type	Course	Credit
Minor	Minor-1(Course-1)	4	Minor	Minor-1(Course-2)	4
	Minor-2 (Course-1)	4		Minor-2 (Course-2)	4
SEC	SEC-1*	3	SEC	SEC-2 *	3
AEC	AEC-1 (Languages/Alt. English)	4	AEC	AEC-2 (English Communication)	4
MDC	MDC-1	3	MDC	MDC-2	3
VAC	VAC-1	2	VAC	VAC-2	2
		<b>20</b>			<b>20</b>

MINOR to MAJOR CHANGE to be allowed after 2<sup>nd</sup> Semester. Major to be started from the Day-1 of Third Semester.

Semester-3			Semester-4		
Type	Course	Credit	Type	Course	Credit
Minor	Minor-1(Course-3)	4	Minor	Minor-1(Course-5)	4
	Minor-1(Course-4)	4		Minor-1(Course-6)	4
	Minor-2(Course-3)	4		Minor-2(Course-4)	4
SEC	SEC-3 *	3		Minor-2(Course-5)	4
MDC	MDC-3	3		Minor-2(Course-6)	4
VAC	VAC-3	2			
		<b>20</b>			<b>20</b>

- Summer Break in Between 4<sup>th</sup> and 5<sup>th</sup> Semester: Internship-4 (Credit added to 5<sup>th</sup> Semester)
- Those who miss the Internship in 4<sup>th</sup>-5<sup>th</sup> Summer Break, shall do the Internship after the 6<sup>th</sup> Semester (during 6<sup>th</sup> Semester Summer Break). In such cases, the 5<sup>th</sup> Semester result shall not be COMPLETE.

Semester-5			Semester-6		
Type	Course	Credit	Type	Course	Credit
Minor	Minor-1(Course-7)	4	Minor	Minor-1(Course-9)	4
	Minor-1(Course-8)	4		Minor-1(Course-10)	4
	Minor-2(Course-7)	4		Minor-2(Course-9)	4
	Minor-2(Course-8)	4		Minor-2(Course-10)	4
Internship	Internship	4		Minor-1 or Minor-2 (Course-11)	4
		<b>20</b>			<b>20</b>

## Multidisciplinary Courses (MDC)

Humanities and Social Sciences	Basic Economics History Political Science Philosophy	The subject of these courses must not be among the Core subjects that the student has already chosen.
Commerce and Management	Basic Business Management Introductory Commerce	A student cannot choose a subject if he/she has already studied that subject during class XI-XII.

## Ability Enhancement Courses (AEC)

MIL	One Paper (Credit-4)	Each student needs to complete two papers of four credits each one from each group during semesters 1 and 2.
English Communication	One Paper (Credit-4)	

## Value Added Course (VAC)

Understanding India	Each student needs to take any two papers 3 credits each from any three groups during semester 1 and 3. Here one paper from the Environmental Science group is compulsory except if the student takes a core course on Environmental Science
Environmental Science	
Digital Technological Solutions	

## Skill Enhancement Course (SEC)

A student can take any Skill Enhancement Course offered by the departments in the College.

## INTAKE CAPACITY

Programme	Subject	Intake Capacity (Major)	Intake Capacity (Minor)
Bachelor of Arts (B.A.)	Assamese	100	450
	Bengali	-	80
	Economics	50	100
	Education	85	450
	English	50	450
	History	50	150
	Philosophy	80	450
	Political Science	85	450

## BACHELOR'S DEGREE IN COMMERCE

Bachelor's Degree in Commerce is a standalone course with the FYUGP structure. However, with this degree, one can have a choice of Majors in (i) Accountancy, (ii) Finance, and (iii) Human Resource Management. The Common Courses are the same for all.

Credits	Semester	Common Courses				
10	I	<b>Multidisciplinary 1</b>	<b>VAC 1</b>	<b>AEC 1</b>	<b>Skill 1</b>	
		Business Mathematics	Environmental Science	English Communication	IT in Business	
10	II	<b>Multidisciplinary 2</b>	<b>VAC 2</b>	<b>AEC 2</b>	<b>Skill 2</b>	
		Business Economics	Trade & Commerce in India	Business Communication	E-Commerce	
10	III	<b>Multidisciplinary 3</b>			<b>Skill 3</b>	<b>Internship</b>
		Business Statistics			New Venture Planing	<i>On a chosen topic</i>
2	IV		<b>VAC 3</b>			
			Business Etiquette			
2	V			<b>AEC 3</b>		
				Soft Skill		
2	VI			<b>AEC 4</b>		
				E-Filling of Returns		
4	VII	<b>Research Methodology</b>				
		1 Course (4 Credits)				
0	VIII					

## INTAKE CAPACITY

Programme	Subject	Intake Capacity (Major)	Intake Capacity (Minor)
Bachelor of Commerce	Accountancy	60	60
	Finance	60	60
	Human Resource Management	60	60

## POST-GRADUATE COURSE IN ASSAMESE (SELF-FINANCING)

Khagarijan College has a regular PG Course in Assamese under Gauhati University. The PG Course in Assamese was introduced in the year 2015. The college has a very good departmental Library for the students. The students are also taken to various places or institutions for course-oriented field visits. For the better development of the students of PG classes, the department provides special sessions. Experts from specific fields (included in syllabus from various Universities of Assam) are invited to deliver lectures in order to benefit the students. At present, the student intake in PG Class is 25 only. The admission process starts in the month of July and the course fee per semester is 6000/- only. Admission to PG class is done as per the guidelines of Gauhati University.

## BACHELOR OF COMPUTER APPLICATIONS (SELF-FINANCING)

The college offers Bachelor of Computer Applications (BCA) in the regular mode under FYUGP of Gauhati University on a Self-Financing basis. The duration of the course is three years. The students qualifying HS in Science/ Arts/ Commerce are eligible for admission in the course. Students completing a Diploma in SSE/ IT from AICTE-recognized institutes are also eligible for taking admission in the course. The admission process starts immediately after the declaration of the HS final result.

## POST GRADUATE DIPLOMA IN COMPUTER APPLICATION (SELF-FINANCING)

Khagarijan College offers Post Graduate Diploma in Computer Application (PGDCA) under FYUGP of Gauhati University on a Self-Financing basis. Graduates from any stream are eligible for admission to the course. The admission process starts immediately after the declaration of TDC final result. The duration of the course is one year.

## **CAREER ORIENTED CERTIFICATE COURSE: FUNCTIONAL ENGLISH**

Khagarijan College provides a career-oriented course in Functional English. It is a six-month Diploma Course. The course starts at the beginning of each academic session. For further details, students can contact Maitreyee Dutta, Assistant Professor, Department of English (Contact No: 9957786896).

## **ADD-ON COURSE: CREATIVE WRITING**

This course is helmed by the Department of Assamese. The objective of the introduction of the course is to nurture the creative abilities of the students. For further details, students can contact Dr Jonaram Nath, Course Coordinator and Head, Department of Assamese (Contact No: 9401442749).

## **ADD-ON COURSE: ADVANCED DIPLOMA IN COMPUTER APPLICATION**

The College provides an Add-on course in Advanced Diploma in Computer Application, helmed by the Department of Computer Science. For further details, students can contact Dhairjya Drishta Ompriya Bora, Course Coordinator, Department of Computer Science. (Contact No: 7002086530).

## **ADD-ON COURSE: E-COMMERCE AND BANKING PRACTICES**

The College provides an Add-on course in E-Commerce and Banking Practices helmed by the Department of Commerce. The objective of the introduction of the course is to nurture the knowledge of the students in e-commerce and banking-related matters. For further details, students can contact Dhanesh Sharma, Course Coordinator and Head, Department of Commerce (Contact No: 8761830777).

## **SWAYAM-NPTEL COURSES**

The college is a Local Chapter of SWAYAM-NPTEL and provides various online courses for the students. For further details, students can contact Maitreyee Dutta, Assistant Professor, Department of English and SPOC NPTEL (Contact No: 9957786896).

## **COMPUTER COURSES (DOA, DFA and Website Designing)**

The College regularly offers self-financing courses in DOA, DFA and Website Designing. Students desirous to take admission can contact the office after the commencement of the academic session.

## **Facilities and Regulations**

### **College Uniform**

The College uniform is compulsory for all students. It is as follows -

#### **FOR BOYS: -**

Black pants (Formal only) and White Shirt with College Logo.

#### **FOR GIRLS: -**

- A) Muga or Muga colour Mekhela, Chaddar/Saree with Deep Pink border and White Blouse.
- B) White Salwar, White Kameez (Knee length) and Deep Pink Dupatta.

Maroon Sweater and Black Shoes/Sandal are common to both boys and girls.

### **Identity Card**

Identity Cards will be issued to each and every bonafide student, which will be valid till the successful completion of the course. The identity card is valid only after the signature of the Principal. The students must keep their identity cards with them during the college hours and have to produce them on demand by the Principal or duly authorized representative of the Principal. If a student loses his/her Identity card, a duplicate card will be issued after an application to the Principal.

### **Examination Rules**

All examinations of the college will be conducted by the College Examination Committee. The students must appear in all the examinations conducted by the college during an academic year; failing which they will not be allowed to sit in the Final Examination. The examination schedule is specified in the Academic Calendar of the college.

### **Attendance Rules**

A student shall not be eligible to sit for the end semester examination as a regular candidate if he/she does not attend a minimum of 75% lectures delivered in each subject separately or 6 credits per week/per paper. Students who fail to attend their classes at a stretch for a certain period of time on genuine, reasonable and acceptable grounds such as serious disease or accident or related treatment involving themselves and member(s) of their family, death of near and dear ones, academic, sports and cultural activities approved by the college etc. must apply in writing to the Principal, duly forwarded by the concerned Head of the Department, for consideration of absence in an examination or for a period of time. The application must be supported with testimonials/documents wherever necessary. Even for such cases, the actual attendance must not fall short of 50%. The scholarship will be discontinued in case of less than 75% attendance.

## **Students' Code of Conduct**

Students must come to the college invariably with prescribed uniforms and identity cards. This rule is considered as a minimum mandatory requirement in maintaining the discipline of the college.

- Ragging in any form, inside and outside the campus, is strictly prohibited by law. Any student found indulging in ragging will be dealt with as per the directives of the Supreme Court/High Court.
- The college campus is a No Smoking/No Tobacco/ No Drugs/No Alcohol Zone. Students found violating these instructions will be dealt with as per rules of the college.
- Students should not damage the property of the institution. Cost of any damage will be recovered from the student.
- Students should not indulge in any anti-social activities or activities causing hindrance to the academic and administrative functioning of the college. Those found indulging in such activities will be punished and the authority will take disciplinary action against them.
- During teaching hours, all areas around the classrooms will be observed as silent Zones. The authority will deal with students who create a disturbance, as they deem right.
- Spitting on walls and grounds, writing and sticking anything on the college walls etc is strictly prohibited. Anybody found doing this will be punished.

## **College Library**

Khagarijan College has a Central library with around 17,236 books, including Text Books and References, along with a reading room that has a capacity of 60 students. It has all kinds of Textbooks, Reference books, Journals, Newspapers, Magazines and Periodicals etc. The library remains open from 10 A.M. to 4 P.M. on all working days. Moreover, most of the departments of the college have separate Departmental Libraries, which provide additional help to students and teachers.

### **Rules:**

- The library card is not transferable.
- Each Student is allowed to borrow two books at a time.
- Books are issued to the students for a period of 15 days only.
- An overdue charge of Rs. 5/ only per day is levied if a book is kept beyond the due date.
- Borrowers must check the physical condition of the book before borrowing it.
- Reference books marked restricted, and bound volumes of periodicals and Question papers are not issued.
- A fine of Rs. 20/- will be charged for the re-issue of the library card.

## **Hostel Facility and Eligibility**

### **Girls' Hostel**

Khagarijan College has only one Girls' Hostel of its own inside the college premises. The college hostel can be considered an integral part of the college. The students are required to maintain a healthy and congenial atmosphere in the Hostel. The internal management of the Hostel is looked after by the resident warden. A committee comprising of the Principal, Hostel Warden and two members from the Teaching Staff looks after the smooth functioning of the Hostel.

### **Eligibility:**

- Admission to the Hostel is granted only after the college Admission is finalized.
- Number of Hostel seats is limited and admission is made strictly on the basis of merit.
- Only outstation students are eligible for admission.
- Admission is finalized after a personal interview with the candidate's parents local guardian.



## Girls' Hostel Fees Structure

<b>Admission Fees</b>	<b>3,000.00</b>
<b>Caution Money</b>	<b>500.00 (Refundable)</b>
<b>Establishment Fees</b>	<b>5500.00</b>
<b>Contingency Fees</b>	<b>500.00</b>
<b>Total Fees</b>	<b>9,500.00</b>

## Sports Hostel

The College premises also include a Sports' Hostel funded by UGC to offer accommodation to various students or other players who visit the town or nearby areas for different competitions and events. This hostel is well furnished for the comfort of the hosteler.



## **FACULTY MEMBERS & NON-TEACHING STAFF**

**Principal: Dr. Ramesh Nath, M.Sc., B.Ed., Ph.D.**

**(Mobile No: 8638726781)**

**Vice-Principal: Ajanta Bora Khargharia, M.A., M.Phil., (Mobile No: 7002971929)**

### **TEACHING STAFF:**

#### **Department of Assamese**

- Dr. Swapan Jyoti Nath, M.A., M.Phil., Ph.D (Mobile No: 9854864927)
- Dr. Gitirekha Bhuyan, MA., Ph.D, NET, SLET (Mobile No: 8638472039)

#### ***Guest Faculty -***

- Dharitri Das, M.A., B.Ed., NET, SLET (Mobile No: 7002925582)
- Purabi Bordoloi, M.A., B.Ed., NET (Mobile No: 7002894947)
- Mayuri Deka, M.A., B.Ed., NET (Mobile No: 7086835448)

#### **Department of Bengali**

- Prof. Tapasi Saha, M.A. (Mobile No: 9435674123)

#### **Department of Economics**

- Mrs. Umme Salma, M.A., M.Phil, (HOD) (Mobile No: 767000730)
- Ms. Rupali Talukdar, M.A., M.Phil, NET (Mobile No: 9101026519)
- Mr. Ujjal Paul M.A., NET, D.El.Ed (Mobile No: 9613086585)

#### **Department of Education**

- Mrs. Ajanta Bora Khargharia, M.A., M.Phil, (HOD) (Mobile No: 7002971929)
- Dr. Deepak Sarkar, M.A., M.Phil, Ph D, (Mobile No: 9706542857)
- Chow Kotong Lungking, M.A., B.Ed., NET, (Mobile No: 9401589254)
- Bichitra Pegu, M.A., NET, SLET (Mobile No: 9365635375)

### **Department of English**

- Ashrafal Alam Choudhury, M.A., M.Phil, (HOD) (Mobile No: 9435067124)
- Maitreyee Dutta, M.A., NET (Mobile No: 9957786896)

#### ***Guest Faculty -***

- Nitasri Kakati, M.A., (Mobile No: 9678873412)

### **Department of History**

- Mr. Rayhanul Ahmed, M.A., M.Phil, (HOD) (Mobile No: 9435168248)
- Dr. Rameswar Kurmi, M.A., B.Ed., PhD, SLET, (Mobile No: 9508464911)

### **Department of Philosophy**

- Limisha Bora, M.A., PGDCA, (HOD) (Mobile No: 8720911951)
- Lawani Sharma, M.A., DCA (Mobile No: 8638651088)
- Nayanmoni Sut M.A. (Mobile No: 6001264712)

### **Department of Political Science**

- Mainul Hoque Akanda, M.A., LLB, M.Phil, (HOD) (Mobile No: 8876788016)
- Jharna Morang, M.A., NET, SLET (Mobile No: 9957160867)

#### ***Guest Faculty -***

- Reba Kumar Das, M.A. (Mobile No: 6002079309)

### **Department of Computer Science**

- Chuman Priya Dadhara, MCA, (Mobile No: 6003114540)
- Kangkan Bora, MCA, (Mobile No: 9864600952)

### **Department of Commerce**

- Dhanesh Sharma, M. Com, PGDBM, SLET, (HOD), (Mobile No: 8761830777)
- Kaushik Das, M. Com, (Mobile No: 7002801446)
- Biraj Datta, M. Com, NET (Mobile No: 8638762944)

## **NON-TEACHING STAFF**

### **Library Staff**

- Sri Dipak Kr. Nath, MLISC, M.Phil, Librarian (Mobile No: 9613862547)
- Mrs. Kanthamala Saikia, MLISC, B.Ed, Assistant Librarian (Mobile No: 6001469436)
- Ms. Bandita Bora, MLISC, Assistant Librarian (Mobile No: 6000565008)
- Ms. Shibani Adhikari, Library Bearer (Mobile No: 6002295731)

### **Office Staff**

- Dilip Ghosh, B.A., Office Assistant (Mobile No: 94354956857)
- Binod Saikia, B.Com, Office Assistant (Mobile No: 9435243465)
- Naba Jyoti Bora, M.A., Office Assistant (Mobile No: 7002530006)
- Abhishek Bhuyan, B.Sc., Office Assistant (Mobile No: 7002208566)
- Shivam Saha, B.Com, Office Assistant (Mobile No: 6026833276)

### **Office Bearers/ Grade IV Employees**

- Sri Ratneswar Saikia, Bearer (Mobile No: 9859438864)
- Sri Umesh Kumar Ram, Bearer (Mobile No: 9706179487)
- Sri Dudumoni Das, (Mobile No: 9864384440)
- Sri Biswajit Dey (Mobile No: 9365571658)
- Sri Pradeep Hazarika (Mobile No: 9707489259)
- Sri Prasanna Bora (Mobile No: 9365730938)

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