



HANDIQUE GIRLS' COLLEGE

PROSPECTUS 2023-2024

For Undergraduate & Postgraduate Courses



***84 Glorious Years
1939-2023***

ACCREDITED BY NAAC WITH B GRADE

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 potential.
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



Established in 1939

PROSPECTUS 2023-2024

HANDIQUE GIRLS' COLLEGE

Guwahati – 781 001 (Assam)

Telephone: (0361) 2970214

e-mail: hgcollege75@gmail.com

website: www.hgcollege.edu.in

ब्रह्मवान् लभते ज्ञानं तत्परः संयतेन्द्रियः ।
ज्ञानं लब्ध्वा परां शान्तिम् अचिरेणाधिगच्छति ॥ ३९
चतुर्थ अध्याय, ज्ञानयोग, गीता

महाविद्यालय संगीत

बचना : केशर महन्त

सुब : बमेन बब्ररा



प्रयात राजाबाला दास
प्रतिष्ठापक अध्यक्ष



मनब दिगन्त उड्डासि उठिल
तोमाब सौम्य हाँहि,
तोमाब बीणाब तानत जागित
हियाब पदुम पाहि ।

तुमियेतो आई नाबीक बुजाला
ज्ञानब परम अर्थ,
तुमियेतो दिला ज्ञानब शक्ति
अमोघ अव्यर्थ ।
आमाब काबणेतुमि अभिनब
पूर्वज्योतिब सबिता,
आलोकित कबा हृदय आमाब
आमियेतोमाब दुहिता ।
जानो जानो तुमि आमाब बुकुलै
थाकिब नोराबा नाहि ।

पवित्र ऐह ज्ञानदायिनी
विद्याब निकेतन,
इयाते देशब भिन्न जातिब
भिन्न धर्मब मिलन ।
भारतबे पूर्व भाबती
सन्दिकै महाविद्यालय,
तोमाब वेदीत झुलालौ आई
प्राणब वस्ति अक्षय ।
आमाब प्राणत बाजे येन आई
विश्व प्राणब बाँही ।

From the Principal's Desk



Dear Students,

Congratulations to you all on completing the Board examination. I welcome you to the prestigious Handique Girls' College, a premier higher educational institution in the North East. Our College has completed glorious 84 years. Our College plays a vital role in the livelihood and personality development of the students. The co-curricular and extracurricular activities are designed for the active participation of the students and to instil a sense of self-motivated, lifelong learning. We impart the values of time management, discipline, punctuality and humanistic values for the all-round development of students. We are proud of the outstanding teaching staff engaging students in many exciting learning opportunities. We are committed to providing quality education by equipping our students with skills, confidence and a positive approach. The College is relentlessly striving to observe and maintain academic excellence. We believe in the overall growth of our students. We strive to impart knowledge and skill with an intermingling of values. Keep in mind what you are doing now; you are doing for tomorrow. You are building a portfolio of knowledge and skills pertinent to your vision of your future in the world. Nonetheless, training for tomorrow is about empowering yourself. The prospectus introduces you to Handique Girls' College and provides detailed information on courses offered, fee structure, general rule, eligibility criteria, etc. I advise you to read this document carefully, and once you join, I anticipate you to cooperate with our mission of providing a new dimension to education. Finally, I would like to thank you for choosing our College for the building of your career.

Contents

PROFILE OF THE COLLEGE

COURSES ON OFFER AND ADMISSION PROCEDURES
- AS PER NEP

STUDENTS' FACILITIES

COLLEGE RULES AND REGULATIONS

STUDENTS' ASSESSMENT

AWARDS AND SCHOLARSHIPS

EXTENSION, PROFESSIONAL AND CO-CURRICULAR ACTIVITIES

FACULTY AND SUPPORT STAFF

Profile of the college

Handique Girls' College is situated in the heart of Guwahati on the western bank of the picturesque and historic Dighalipukhuri. It is one of the oldest Colleges in the north eastern region of India, for girls. The College was established by 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 that education for women 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, Rajabala Das had the support of the late Radha Kanta Handique, who made generous contributions towards setting up of the College in its present campus, in 1940. It was affiliated to Calcutta University in the same year. The College was later renamed as Handique Girls' College in acknowledgement of the support received from 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. The College has undergone three cycles of assessment by the National Assessment and Accreditation Council (NAAC), and is presently accredited with a B grade. Since its inception, Handique Girls' College has been 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: late Rajabala Das (1939-1965), late Sarat Chandra Goswami (1965-1974), Late Ameda Rasul (1974-1984), late Ratna Kanta Baruah (1984-1992), Late Priti Barua (in-charge, 1992-1993), late Dr. Saraju Das (in-charge, 1993-1994), late Gagan Chandra Baruah (1994-2000), Late Senehi Begum (in-charge, 2000-2002), Dr. (Mrs.) Mridula Mazumdar (in-charge, 2002-2004), Mrs. Geeta Barua (in-charge, 2004), Dr. (Mrs.) Indira Bardoloi (2004-2014), Dr. (Mrs.) Santana Kakati (in-charge, 2014), Mrs. Nirmali Medhi (in-charge, November, 2014 to January, 2015), Dr. Utpal Dutta (Feb 2015 to Dec 2022), Mr. Rajib Kr. Das (in-charge, Jan 2023 to May 2023). The present Principal of the College is Dr. Ranjit Sarma.

The College offers Higher Secondary and Bachelors courses in two streams: humanities and sciences, apart from some professional and self-financing courses. The College also offers Post Graduate (PG) courses in Assamese, Botany, Chemistry and Zoology.

As recognition to the rich contribution the college has made to the social upliftment, more particularly to the education of girls in north east India, the Government of Assam has declared the college to be upgraded to a women's university. This recognition to this historic college will definitely help in bringing more positive changes to the society.



RADHA KANTA HANDIQUE
(1857-1952)



RAJABALA DAS
(1892-1985)

DEPARTMENTS OF THE COLLEGE

Handique Girls' College is privileged in having a dynamic faculty committed to imparting quality education and a spirit of intellectual rigor. There are twenty (20) teaching departments in both Humanities (Arts) and Science streams. Economics, Community Science (Home Science) and Mathematics are offered as dual stream subjects. Following are the teaching departments in Handique Girls' College:

Humanities	Science
Assamese, Bengali, Economics, Education, Hindi, History, Philosophy, Political Science, Psychology and Sanskrit	Botany, Chemistry, Computer Science, Community Science (Home Science), Physics, Mathematics, Microbiology, Statistics and Zoology

IGNOU CENTRE

Handique Girls' College houses a study centre of Indira Gandhi National Open University (IGNOU) in its premises. The Centre conducts regular counseling sessions in over a dozen educational programmes of IGNOU. Some faculty members and non-teaching staff of the College are actively involved in the administration and counseling sessions of the Centre.

HANDIQUE GIRLS' COLLEGE MULTIPURPOSE COOPERATIVE SOCIETY LIMITED (HGCMCSL)

Assistant Registrar of Cooperative Societies, Government of Assam registered a cooperative society at Handique Girls' College. The proposed society is mainly a multipurpose cooperative society involving all members of the college in general and students in particular. It aims to establish the common service centre, to provide short term credits and medium term loans to its members. The society will also promote thrift and credit business among the share holders of the society. The management of the committee consists of 15 directors of the society which will be headed by the chairman.

COURSES ON OFFER

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

1. Higher Secondary Course (Arts & Science)
2. Undergraduate Degree (UG) in a Stream: Arts and Science
3. Undergraduate Degree (UG) in a Discipline: Bachelor in Computer Application (BCA)
4. Post Graduate Courses in Assamese, Botany, Chemistry and Zoology
5. Post Graduate Diploma in Computer Application (PGDCA)
6. Self-Financing Certificate Courses
7. Self Financing Add On Courses



HIGHER SECONDARY COURSE

Handique Girls' College, Guwahati will admit students into the Higher Secondary 1st Year class for the session 2023-24. The college offers the Higher Secondary course in both Arts and Science streams. The courses are affiliated to Assam Higher Secondary Education Council (AHSEC).

Total number of seats (Reservations of seats will be as per rule)

ARTS

SCIENCE

100

100

Five percent (5 %) seats in each stream will be reserved for students with proficiency in extra-curricular activities.

Subjects offered

ARTS

SCIENCE

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. Statistics, 11. Sanskrit, 12. Computer Science & Application

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

Note:

1. A student applying for admission in to the Higher Secondary 1st Year Class, in either stream, will study English and an MIL (or Alternative English in lieu of MIL) as core subjects.
2. She will study Environmental Education as a compulsory subject.
3. She will also study a minimum of three and a maximum of four elective subjects, selected from the subjects offered by the College.
4. Students seeking admission into the Higher Secondary Science stream cannot choose all four electives from subjects having practical; a maximum of three subjects with practical will be allowed. Moreover, combinations of subjects a) Biology with Statistics and b) Home science with Computer science are not permitted.
5. Students seeking admission into the Higher Secondary Arts stream can opt for only one subject from each of the following groupings.
 - a) Mathematics/ History / Sanskrit
 - b) Logic & Philosophy / Statistics
 - c) Political Science / Home Science / Computer Science
 There are no restrictions on subjects outside these groupings.
6. Students offering Computer Science & Application in both Arts and Science streams must also offer Mathematics as one of the elective subjects.

ADMISSION PROCEDURE FOR HIGHER SECONDARY COURSE

1. Candidates who have applied through DARPAN Portal will only be considered for admission.
2. In addition to registration in DARPAN, candidates seeking admission in Handique Girls' College must register in the Handique Girls' College Admission portal <https://dcs.hgcollege.in/hgc/student/register> and fill up the online admission form there with one passport size photograph. A PDF of the filled in form will be generated once submitted and print out of this form must be carried out on the day of admission physically in the college premises.
3. All the candidates must generate a DHE Unique ID by logging in dheonlineadmission.amtron.in and this ID must be provided during registration in Handique Girls' College admission portal <https://dcs.hgcollege.in/hgc/student/register> as noted in point 2 above.
4. Provisional merit list will be prepared on the basis of percentage of marks secured in +10 level examinations. Additional subjects as mentioned in the marksheet will not be taken into account during this process.
5. Mode of admission: Selected candidates as per the merit list generated in DARPAN portal, must produce all the academic documents, caste certificate, EWS certificate, income certificate, if any, in original during the day of admission physically in the college premises.
6. The date of admission, fees structure and mode of payment will be notified later in the Handique Girls' College website hgcollege.edu.in and in the admission portal <https://dcs.hgcollege.in/hgc/student/register>.
7. ADMISSION FEES FOR HS FIRST YEAR: The admission fee will be notified in the college website in due course of time before admissions. Fee waiver will be available to students who fulfill the eligibility criteria set by the Government of Assam for waiving of fees.

INSTRUCTIONS FOR APPLYING

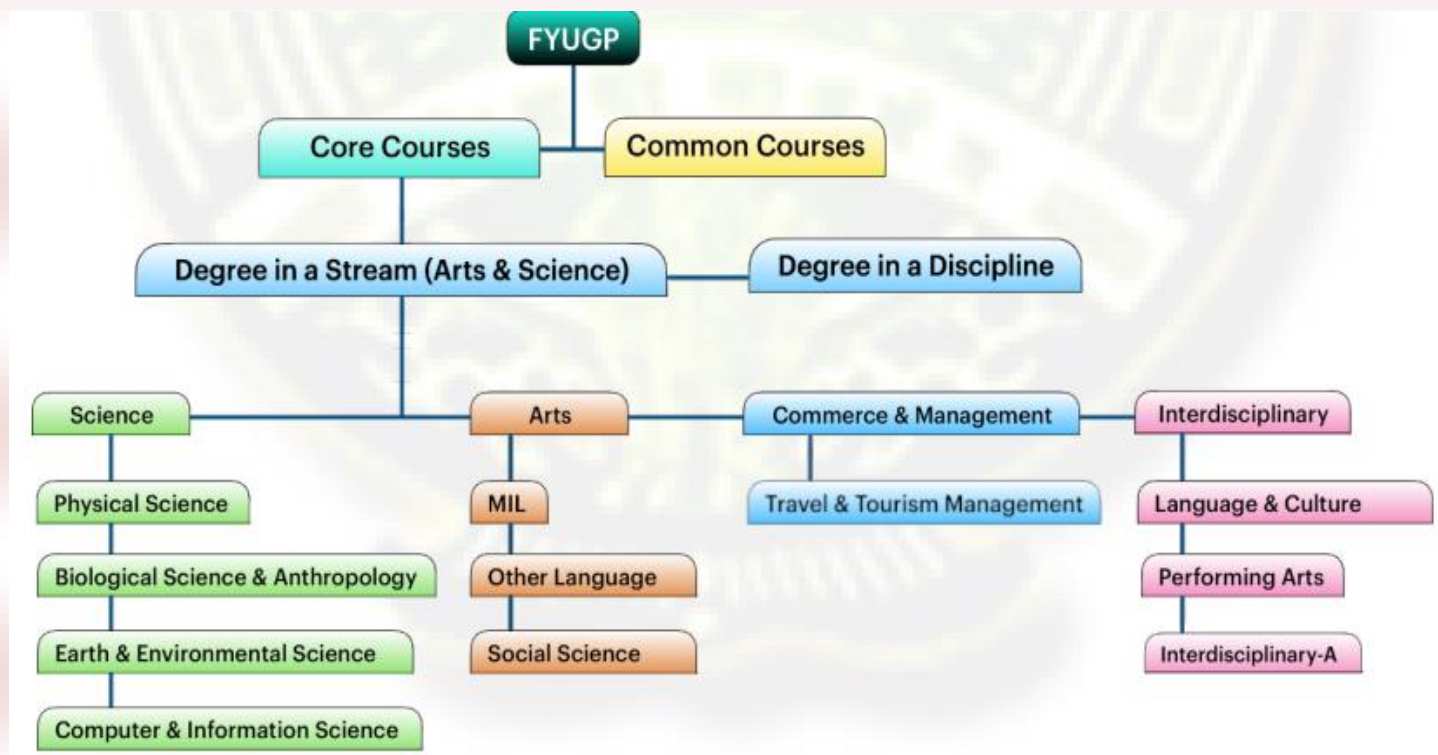
- i) Applicants must carefully read the guidelines for filling up the online form.
- ii) An applicant will submit only one application form for a particular stream. If the applicant is applying to both streams, separate application forms must be filled and submitted for each stream.
- iii) The submitted form must be complete in all respects. Incomplete forms are liable to be rejected. No forms will be accepted once the portal closes.
- iv) While applying, a student must upload digital/scanned copies of the following documents:
 - a) Recent passport size photograph.
 - b) DHE Unique ID
 - c) Mark sheet of Class X Board Examination.
 - d) Caste certificate (for students under reserved category only)
 - e) Disability certificate from the appropriate medical authority for applicants in the PWDcategory.
 - d) Front page of the bank passbook showing account no., branch and IFSC code.
 - e) Domicile certificate.
 - f) Permanent address proof.
 - g) Candidate seeking admission against the seats reserved for Extra-curricular category (NCC, NSS, Sports, Art and culture) must submit one best certificate acquired in the last 3 (three) years.

1. UNDERGRADUATE DEGREE IN A STREAM: ARTS AND SCIENCE (THE NEP STRUCTURE)

The Bachelor Degree Course offered by the college is affiliated to Gauhati University, and is a four year programme spread over eight (8) semesters. Following the directives of Gauhati University, the college is implementing the Four Years Undergraduate Programme (FYUGP) from the academic year 2023-2024.

About Four-Year Undergraduate Programme (FYUGP)

The Four-Year Undergraduate Programme (FYUGP) of Gauhati University is as per UGC's Curricular Framework, published in November 2022. The course structure of FYUGP is built on the Choice-Based Credit System (CBCS).



- **Duration**

Under the NEP's FYUGP, it is a 4-year degree programme.

- **Exits & Entries**

In the FYUGP, one has choice to exit from the programme thrice – after one year, after two years, and after three years. If one exits the programme after one year, one gets a certificate, provided she completes one additional vocational course of 4 credits during summer vacation or winter vacation in addition to the regular courses. If

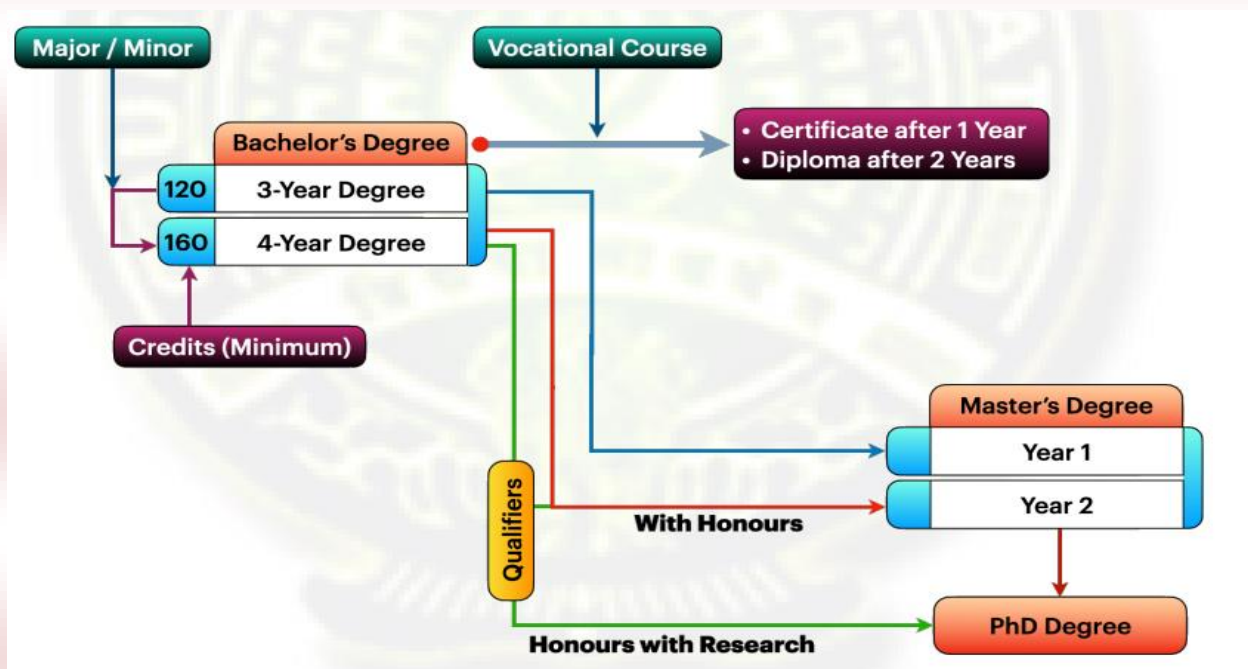
one exits after two years, one gets a diploma, provided she completes one additional vocational course of 4 credits during summer vacation or winter vacation in addition to the regular courses. The students can opt for vocational courses as notified by Gauhati University from recognized institutions. If one exits after three years, one gets a Bachelor's Degree. And finally if a student completes the whole 4-year, one gets a Bachelor's Degree (Honours).

- **Honours and Major**

In FYUGP, we get a Bachelor's Degree with Major after 3 years and a degree with Major & Honours after 4 year.

- **Progression**

If a student exits the FYUGP after 3 years, she will need to take admission into the first year of a Master's programme, which is a 2-year degree programme. However, if a student fully completes an FYUGP, s/he needs to take admission into the second year of a Master's programme and needs to complete only one year to get a Master's Degree.



Progression in FYUGP

- **Progression to Doctoral Studies**

Once a student takes admission into a Master's programme either after 3 years of the Bachelor's

programme or after FYUGP, one will be able to take admission into a Doctoral programme leading to the Degree of PhD. However, if a student is exceptionally good, one can directly take admission into a Doctoral programme right after the FYUGP, bypassing the Master's programme. The Qualifying criteria for progression to doctoral degree will be notified later by Gauhati University.

Course Structure:

Core courses

The Core Courses determine the ultimate degree, diploma, or certificate a student will earn at the end of third (or fourth) year, second year, or first year, respectively. The performance in the Core Courses will also determine the grade of the student in the final examinations. Total minimum credit requirement is 84 for the Core Courses, which translates to 21 courses (i.e. papers) with a credit allocation of 4 per course (paper). A student will need to study at least three Core subjects.

One among the three Core subjects (major and minor) opted, will be decided as major subject in first semester only. Any change in major subjects can be made in 3rd semester by a student from amongst one's chosen core subjects, subject to availability of seats.

Core Course options: Degree in a Stream

In what follows, we diagrammatically show three different options which a student can choose to complete a 3-year programme under the FYUGP.

- In this option, the student chooses a Major course and two Minor courses. With this option, the student will have 12 free credits, which s/he can utilise if s/he wants to.
- In the second option, the student has utilised this 12 free credits to complete one more Minor.
- The third option is when the student do not want any Major but wants to study all three courses equally. This option will be known as No Major (NOM) option.

- **Major and Minors**

In case of a Bachelor's Degree in a Stream, a student either chooses a Major and Minors or just Minors from among the subjects. In any case, a student needs to complete 21 courses or 84 credits by the third year. Usually, for majority of the students, the Core Course will consist of one Major and two Minors. But if a student desires, using the free credits (as described earlier), s/he can easily complete a third Minor as well.

- **Common courses**

The common courses are to be studied by all students alike and all-together they carry total credits of 36 over a

3-year period. These courses are further divided into five (5) subcategories, as described below.

- **Multi-disciplinary Courses**

These are 3-credit courses spanning over five different groups of subjects. The level of these courses is of Class XII. Each student need to take at any three papers, each with 3-credits from these five sub-groups during Semesters 1-3.

- **Ability Enhancement Courses (AEC)**

This is an 8-credit course covering Modern Indian Languages (MIL) and English Usage (Communication). Each student needs to complete two papers of 4-credits each – one from English Usage and other from the group of MIL, especially designed for this purpose. These courses have to be taken during Semesters 1-2.

- **Skill Enhancement Courses (SEC)** These are various skill courses with total credit allocation of 9. In our structure, we have four skill courses out of which a student needs to study the first skill course of 3 credits in the second Semester. The rest three skill papers, each having 2 credits need to be studied during Semesters 4-6.

- **Value Added Courses (VAC)**

The VAC will have a credit allocation of 6. Each student will have to take any two papers, each of 3-credits, from any three groups during Semesters 1 & 3. Here one paper from the Environmental Science group is compulsory.

- **Internship**

All students are to carry out an Internship with a credit allocation of 4. The internship can be carried out in any semester during Semesters 3-6. As internships are meant to be done during semester breaks, they will not interfere with other classes.

The following Chart gives the detail of the Core and Common papers to be opted by the students from first to 8th semesters:

Core Courses					Common Courses				
Credits	Semesters	Major	Minor #1	Minor #2					
22	Year 1	I	Sub-1 4	Sub-2 4	Sub-3 4	Multi-1 3	VAC-1 3	AEC-1 4	
22	Year 1	II	Sub-1 4	Sub-2 4	Sub-3 4	Multi-2 3	SEC-1 3	AEC-2 4	
18	Year 2	III	Sub-1 4	Sub-2 4	Sub-3 4	Multi-1 3		VAC-2 3	
18	Year 2	IV	Sub-1 4	Sub-1 4	Sub-1 4			SEC-2 2	
18	Year 3	V	Sub-1 4	Sub-1 4	Sub-1 4			SEC-3 2	
18	Year 3	VI	Sub-1 4	Sub-1 4	Sub-1 4			SEC-4 2	
40 / 44	Year 4	VII	Advanced Core & Dissertation					REM 4	
	Year 4	VIII							

Stream wise Subject Grouping: Following charts elaborate on the subject grouping in Core course in Arts, science and Inter-disciplinary streams-

For Arts and Interdisciplinary:

Arts			Interdisciplinary
MIL	Other Language	Social Sciences	Interdisciplinary A
Assamese	English	Community Science (Home Science)	Community Science (Home Science)
Bengali		Economics	
Hindi		Education	
Sanskrit		History	
-		Philosophy	
-		Political Science	
-		Psychology	
Max 1	Max 2	Max 3	Max 3

For Science:

Science			
Physical Science	Social Sciences	Earth and Environmental Science	Computer & Information Science
Physics	Botany	Environmental Science	Computer Science
Chemistry	Zoology		
Mathematics	Microbiology		
Statistics	-		
-	-		
-	-		
Max 1	Max 2	Max 1	Max 1

Note: The subjects marked in yellow color does not offer Major

SUBJECT WISE PREREQUISITES AND REQUIREMENTS AS PER FYUGP UNDER GAUHATI UNIVERSITY:

Each subject and its course (paper) has their own pre-requisites which need to be fulfilled by a student prior to enrollment. As opposed to pre- requisites, the requirements are conditions which need to be fulfilled when a student chooses certain subject or course. The prerequisites are subjects that a student must have studied (and passed) in an earlier level of education (usually Class XI & XII) in order to be able to choose a subject. In contrast to the prerequisites, requirements are certain conditions attached to some core subjects. Following charts depict the detail of prerequisites and requirements as mandated by FYUGP guidelines:

Stream : Arts		
MIL		
Subject	Prerequisites	Requirements
Assamese	Assamese (X-level) for Minor & (XII-level) for Major	None
Bengali	Assamese / Bengali (X-level)	
Bodo	Bodo (XII-level)	
Hindi	Hindi (X-level)	
Manipuri	Manipuri (XII-level) for Major & (X-Level) for Minor	
Nepali	None	
Sanskrit	Sanskrit (X-level)	

Stream : Arts		
Other Language		
Subject	Prerequisites	Requirements
Arabic	None	None
English	English (X-Level)	
Persian	None	

Stream : Arts		
Social Science		
Subject	Prerequisites	Requirements
Economics	None	None
Education		
History		
Philosophy		
Political Science		
Psychology		
Sociology		

THE SUBJECTS OFFERED AND NUMBER OF SEATS ALLOTTED (MAJOR OFFERING SUBJECTS)

Arts		Science	
Subjects	No of Seats	Subjects	No of Seats
1. Assamese	70	1. Botany	50
2. Bengali	30	2. Chemistry	40
3. Economics	80	3. Community Science (Home Science)	20
4. Education	70	4. Mathematics	60
5. English	80	5. Physics	50
6. Hindi	45	6. Statistics	40
7. History	80	7. Zoology	50
8. Community Science (Home Science)	30		
9. Philosophy	70		
11. Political Science	70		
12. Psychology	30		
13. Sanskrit	45		

Note: The college also offers only regular courses if opted for.

Reservations of Seats: OBC/MOBC - 15%, SC - 7%, ST(P) – 10%, ST(H) - 5% (for candidates belonging to the State of Assam).

3% of the seats are reserved for applicants under PWD category across all categories of seats.

An additional 5% seats in each stream will be available for students with proficiency in extra-curricular activities. These seats will be offered only if suitable candidates are available. 10% reservation for Economically Weaker Section (EWS).

Reservation for EWS students will be governed by the Govt. of Assam memorandum in this regard.

The applicant must submit the EWS certificate, in the prescribed format and signed by the Circle Officer, to be considered for admission to seats under the EWS category.

INSTRUCTIONS FOR STUDENTS SEEKING ADMISSION INTO B.A / B.Sc. HONOURS COURSE

- The broad admission procedure for GU-FYUGP is given in the [GU-FYUGP Regulations](#). Some of the important points regarding admission into the GU-FYUGP through an affiliated colleges are given below.
- Admission to the GU-FYUGP should be based on desired **Major** of a student.
- If a student **DOES NOT** opt for Major, a college can devise their own rule to admit a student, based on their available infrastructure and resources.
- All three core subjects (one major and two minor; or three minors), can be taken chosen as a major subject in third semester except Computer Science
- Computer science can be taken only as a minor paper in core course.
- All syllabi including Core and Common Courses can be accessed through GU's Syllabus Portal at <https://syllabus.gauhati.ac.in/fyugp>.
- A college should encourage the students to obtain their respective **ABC ID** at the time of admission, as this will be required for Registration at GU (see below).
- All admitted students **MUST** register with Gauhati University (one time) immediately after the admission. The GU Registration Facility will be open immediately after the admission process is completed.

2. BACHELOR OF COMPUTER APPLICATION (BCA) AS A DISCIPLINE COURSE

The GU-FYUGP has a couple of subjects, where 'Degree in a Discipline' is being offered. Following are the salient features

- It has the same FYUGP structure and it is 4-year programme.
- There are no Majors or Minors.
- Students study certain pre-defined courses designed for the respective discipline. In Handique Girls' College, we offer Degree in Discipline course in **Bachelor of Computer Applications (BCA)**.

An applicant for BCA course must have passed Higher Secondary Examination (Science, Arts or Commerce Stream). The duration of the course is 4 years (spread over eight semesters), and the maximum intake is 35 students. The examinations in the BCA programme are conducted by Gauhati University. The BCA course offered by the college is self-financed.

Number of Seats
35

ADMISSION PROCEDURE FOR BA/BSc/BCA

1. Admission will be conducted as per NEP 2020 guidelines for FYUGP under Gauhati University.
2. Candidates who apply through SAMARTH Portal, <https://assamsamarth.ac.in> will only be considered for admission.
3. In addition to registration in SAMARTH Portal candidates seeking admission in Handique Girls' College must register in the College Admission portal <https://dcs.hgcollege.in/hgc/student/register> and fill up the online admission form available there with one passport size photograph along with valid documents. After uploading all the relevant fields in the form, a PDF file will be generated. A print out of the PDF file must be brought on the day of offline admission.
4. Filling up of the application forms require a DHE Unique ID, which can be generated by logging into the DHE portal <https://dheonlineadmission.amtron.in>.
5. Based on the marks secured in the 10+2 examination the merit lists will be prepared and made available in the college website <https://hgcollege.edu.in> prior to the offline admission.
6. Candidates seeking admission must produce all the academic documents, caste certificate, EWS certificate, income certificate (if any), in original during offline admission.
7. The date of admission, fees structure and mode of payment has been notified in the Handique Girls' College website <https://hgcollege.edu> and in the admission portal <https://dcs.hgcollege.in/hgc/student/register>.
8. A common service centre under Handique Girls' College Multipurpose Cooperative Society Ltd. has been started in the College to assist the applicants who needs help for filling up the online form of UG/ PG admission for the session 2023-24.

ADMISSION FEES FOR DEGREE COURSES

Admission fees will be realized from admitted students as per instructions received from the Govt. of Assam for BA and B.Sc streams.

BCA course (Self-financed)	
Per Semester	Rs. 20,000/-

Hostel Fees (in Rupees) to be paid at the time of finalization of hostel admission	
<i>For all students admitted to the hostel</i>	<i>(fees will be notified in due course of time)</i>

The fees paid by the student at the time of admission do not cover expenses incurred on field trips, excursions and projects which are to be borne by the students.

4. POST GRADUATE COURSES

The College offers Post Graduate Courses (self-financed) under Gauhati University in the subjects: Assamese, Botany, Chemistry and Zoology. Any student who has completed B.A/B.Sc. course with Honours in a particular subject is eligible to apply for admission into the PG course in that subject. The duration of the course is two years (spread over four successive semesters). The maximum numbers of seats offered by the college for the courses are as follows:

Assamese- 20,	Botany-08,	Chemistry-15,	Zoology-15.
---------------	------------	---------------	-------------

Any change in the number of seats in PG Courses will be notified after due permission from Gauhati University.

Common Entrance Test for admission into the Post Graduate courses is conducted by Gauhati University both for University Departments and affiliated colleges. Handique Girls' College being an affiliated college follows the approved merit list given by Gauhati University and admissions are made accordingly.

The date of the entrance examination will be notified by Gauhati University in the newspapers and also in the university web site.

N.B. - For important dates regarding the admission into Post graduate courses refer to Gauhati University website <https://www.gauhati.ac.in>

5. POST GRADUATE DIPLOMA IN COMPUTER APPLICATION (PGDCA)

Any student who has completed TDC course is eligible for admission to PGDCA course which is self financed. The duration of the course is 1 year (spread over two semesters). The maximum number of students enrolled for the programme is **30**. The fees for the entire course is Rs. 21,000/-.

6. SELF-FINANCING CERTIFICATE COURSES

Courses	Duration	Eligibility	Certificate	Fees Structure
Yoga & Meditation Course	15 Days	All students	From Handique Girls' College	Rs.100
Certificate Course in Women's Studies	10 days (18 hours)	All students	From Handique Girls' College	-
Montessori Teacher Training Certificate Course	6 months (September 2023 to February 2023)	Open for Female candidate with 10+2 passing certificate (on or off campus)	From Handique Girls' College	Rs. 9000

7. SELF FINANCED ADD ON COURSES

Along with the above two certificate courses, from this academic session Handique Girls' College is gearing up to introduce few self financed add on certificate courses recognized by Gauhati University. Keeping in view the requirement of enhancing aptitude of our students in the competitive job market, the college has designed some innovative and skill enhancing add-on courses. The successful completion of these optional short term courses will not only academically be beneficial but will also guarantee an added certificate to the students. The courses as offered by various departments are as follows:

Department of Assamese: Traditional Assamese Cuisine

Department of Botany: Urban Farming

Department of Computer Science: Computer Basics and Office Automation

Department of Economics: Beauty Care

Department of Education: Montessori Teacher Training

Department of English: Performing Arts: Stage and Drama

Department of History: Archeology

Department of Home Science: Entrepreneurship Development

Department of Mathematics: A Foundation Course on Mathematics

Department of Philosophy: Philosophical Counseling

Department of Political Science: Political Leadership and Governance

Department of Physics: Technical writing, Data Analyses and Visualisation

Department of Sanskrit: DTP in Devanagari Script

Department of Statistics: Data Analysis with Statistical Tools

Department of Zoology: Ecotourism

Admission in Extra-curricular (EC) Category

Selection of a candidate in EC category is based on the level (International, National and State) of certificate furnished by an applicant. The candidate seeking admission against the seats reserved for Extra-curricular category, must submit one certificate showing the highest level of proficiency acquired in the last 3 (three) years. In certain instances, the applicant may be required to demonstrate her proficiency in the chosen category to the members of the screening committee constituted for the purpose. For sports, the events recognized by the Indian Olympic Association and Sports Authority of India will be considered. The process of selection takes place before the regular admissions begin. Appearance of the candidates before the selection committee on the notified date is mandatory. The committee will finalize the list of the selected applicants.



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) Research facilities (3) Hostel, (4) Canteen, (5) Library, (6) Playground, (7) Computer Centre, (8) Biotech Hub and (9) Gymnasium

(1) 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 well equipped laboratories attached to the departments in which the curriculum involves practical works.



(2) Research Facilities

The College has PhD level recognized research laboratories in the department of Chemistry (4 laboratories), Botany (1 laboratory). In addition to these there is one Common Instruments' Facility equipped with sophisticated analytical instruments like FTIR, UV-VIS (Double beam) Spectrophotometer etc. UG, PG and PhD level students can undertake research projects as part of their regular course as well as in the form of internship.

(3) Hostel

Handique Girls' College has a hostel of its own on the eastern bank of Dighalipukhuri, Guwahati. It is named after the poet and the renowned litterateur, the late Nirmal Prabha Bardoloi, who was one of the famous alumnae of the institution. The College Hostel may be considered as an integral part as well as an extension of the institution. The atmosphere of the hostel reflects the true multiplicity of the divergent 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, Vice Principal, Convenor, members from the teaching staff, student representatives to help in the smooth functioning of the hostel. The term of the Committee is for a period of two years.

(a) Hostel Admission Procedure

- Admission to the hostel is granted only after the college admission is finalised.
- The college allots hostel accommodation only to the BA/ BSc/ BCA students.
- No Hostel seats are provided to the first as well as the second year HS students (both Arts and Science).
- BA/ BSc first semester students who want to apply for hostel accommodation should fill up the column given in the college admission form during the time of admission.
- Number of hostel seats is limited and the admission is given strictly on the basis of academic merit.
- Only out station students are eligible for admission.
- Admission is finalized after an interview with the candidate, parents and local guardian who are interviewed by the hostel warden along with the members of the hostel committee.
- The following documents should be attached with the completed form at the time of submission:
 1. College fee receipt
 2. Relevant documents of reserved categories
 3. One passport-size photograph
 4. Incomplete forms are rejected

(b) Re-Admission

- Re-admission to the Hostel is made afresh each year. Allotted seats are valid for one academic year only.
- Students who fail to secure 75% attendance in both Major and other subjects in the previous academic session are not re-admitted in the hostel.
- Those students who have violated the college and hostel rules, or are guilty of Hostel indiscipline or committed acts of misconduct in the previous session will not be re-admitted.
- Students who fail to pay their mess dues regularly are not re-admitted.

(c) Hostel Rules & Regulations

- There shall be no ragging in the Hostel. 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 to 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 such as heaters, immersion rods, irons, stoves etc., is strictly prohibited in the Hostel rooms. If any such forbidden appliances 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.
- Meal timing must be strictly adhered to by the residents:
- 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.



(d) 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 students do not avail of a seat when it is offered, they will lose their 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 by a boarder at the College cash counter through Net Banking/ATM-Debit Card/ Credit Card. Prior to the boarder 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 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 monitors, 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 monitors are selected from the third year students either by the boarders or by the Warden. The office of the monitor 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.
- The Hostel provides both day and night watchmen.

(e) Mess Rules

The management of the Hostel Mess is generally undertaken by a group of students from among the boarders.

- The Mess Secretary, Manager and Student Representatives will be appointed by the Warden in consultation with the boarders.
- Every student residing in the hostel must join the mess attached and take the meal in the allocated space for the mess.
- Students have to pay the requisite mess fees in the hostel. Exemption of mess fee on any ground is not allowed.
- Every boarder shall have to pay the 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 which

will be kept by the Warden. No reduction will be granted for absence from the hostel.

- Guest charge (to be paid in advance) is Rs 100 per day per person.
- No student is allowed to take meal or utensils to the room. Only under special circumstances such as illness with the permission by the Warden, the student may be allowed to take her food in her room.
- Individual cooking is not permitted. They are not allowed to cook anything in their rooms.
- There will be fixed slot for breakfast, lunch and dinner as notified in the hostel mess. No student can force mess staff or hostel management committee for food after the allotted time slot. Any extension in timing is permissible with prior approval of the Warden. No wastage of food will be accepted.

- Meal timings must be strictly adhered to by the residents:

Morning Tea : 6:00 am

Morning Meal : 8:00 am to 8:30 am

Lunch : 2:00 pm

Evening Tea : Winter – 6:00 pm & Summer – 6:30 pm

Dinner : 8:00 pm to 8:30 pm

(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.

4. Canteen

Handique Girls' College has a Canteen. 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.

5. Rajabala Das Central Library

Handique Girls' College has a modern, well-equipped automated 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 library has an impressive collection of books, journals, newspapers and magazines, e-resources like CD/DVD, e-journals, e-book, e-databases, etc. The library with its open access system and spacious reading area 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. Moreover, each department of the College has an individual library called departmental library, which provides additional help to students and teachers in their academic pursuits. The library also provides access to e-resources to the teachers and students of the College through UGC-INFLIBNET N-List programme. Digital Library and Institutional Repository are also accessible. The library holdings are as follows –

Books	52405	Non-Book materials	192
Journals (Printed)	11	Magazines	10
e-Journals	6000 +	e-Books (more than)	1,99,500 +
News Papers	10	Thesis & Reports	132

Library membership is offered to all the bonafide members of the College. The members of the College (teachers, students and staff) will have to apply on a separate form supplied by the Librarian to get library membership to access library facilities. The duration of membership is of one academic year; and it is renewed every year. Computerized library card with barcode are issued to each library member.

Services Available	
<ul style="list-style-type: none"> • Book borrowing facility • Book Reservation Facility • On-Line Public Access Catalogue (OPAC) • Access to e-resources with individual ID/ password • Computerized Transaction with Barcode Technology • Use of Computer and Printing facility • Information Display Notification • Departmental Library Facility • Content List Service • Digital Library Service 	<ul style="list-style-type: none"> • Reading Area • Book Display • User Orientation • News Board • CC Camera • Scanning Service • Suggestion Box • Internet & e-mail service • Information service through whatsapp group

Book borrowing facility		
Category of membership	Number of books issued	Books borrowing period
BA/BSc Students	4	A student can borrow books for maximum period of 15 days. The students can reissue the same book for another 15 days if required; however, it is subject to the availability of multiple copies and demand of other members. An overdue charge of Re.1.00 only per day is levied if a book is kept beyond the due date.

S Students	2	As above
BCA Student	4	As above
PG/ PGDCA students	4	As above
Office/ Library Staff	2	As above
Teacher/Librarian	15	A teacher can borrow books for maximum period of 45 days. The teacher can reissue the same book for another 45 days if required; however, it is subject to the availability of multiple copies and demand of other members. An overdue charge of Re.1.00 only per day is levied if a book is kept beyond the due date.
Teacher (Contractual)	5	As above

Book on loan with members can be recalled at any time without assigning any reason thereof. 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. Reference books marked restricted and bound volumes of periodicals and question papers are not issued on loan. However, members can get print copy of question papers from digital library/ IR.

6. 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 class hours.



7. Central Computer Centre

The College has an air-conditioned Central Computer Centre with 32 sets of desktop computers and a high speed broadband line provided by AMTRON. 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.

8. Biotech Hub

Handique Girls' College has an Advanced Level Institutional Biotech Hub. It was established 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.

9. Gymnasium

The College has a fitness centre which is set up with financial assistance from the University Grants Commission (UGC). The Centre is equipped with treadmill, cross trainer, 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.



COLLEGE RULES AND REGULATIONS

1. 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.
2. 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.
3. 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).
4. All forms of ragging in the Hostel and 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.
 - (a) The Principal, Convenor of the Disciplinary Committee and the Hostel Warden should be immediately informed of any case of ragging. Abetment of 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, her admission may be refused or she shall be expelled from the College.
 - (b) 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.
 - (c) 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.
 - (d) 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.

- (e) 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.
- (f) Any Association or Society of the College will be subjected to such rules and regulations as the College administration may prescribe.
- (g) Any notice desired to be posted or circulated by a student anywhere in the College and hostel premises will need the prior approval of the College authority.
- (h) 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

- (i) Attendance in class is compulsory.
- (j) All Students are informed that at least 75% attendance in all classes in each subject is mandatory for them. Any aberration will forfeit the benefit of scholarship and other facilities and will not be allowed to sit for any final examination.
- (k) Students will be informed about their attendance after the commencement of the classes within a period of 15 days. Those having attendance below 75% are required to make up the shortage within next 30 days.
- (l) If they fail to acquire 75% before final examination form fill-up, they will be declared discollegiate and debarred from appearing in the end semester examinations to be held by Gauhati University.

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* (*no leggings allowed*), knee length white *kameez* (*buttoned bandh gala*) and red *bandhni* (tie & dye) *dupatta*.
- (iii) Ankle length red wrappers with white tops (not T. Shirt).
- (iv) Black sweater/ cardigan during winter.

Wearing of the College uniform is compulsory and no other dress is permitted. Students are directed to maintain decency in the length, neckline and the slits 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 contains relevant information of the holder, along with a recent passport-size photograph duly endorsed by the Principal.

Identity Cards are renewed at the beginning of each semester (for TDC students) and each year (for HS students). The Identity Card is to be brought to the College every day 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' careers and characters. The College authorities strongly believe that a correlation between the efforts of the teachers and the guardian is greatly beneficial to a student. Therefore the guardians/parents are expected to co-operate with the College authorities by being constantly in touch with the College authorities with a view to improving their wards' performance attending the Parent-Teacher Meets and providing valuable suggestions. Constructive suggestions from the guardians/ parents are most welcome at any time.



STUDENTS' ASSESSMENT

Continuous assessment of the student is done by each 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 internal evaluation of the students. In certain courses project works, study tours and field work and job training are essential requirements.

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) B.A/B.Sc Courses(for all semesters)	Unit Tests / Assignments / Sessional Examinations/other stipulated methods as per FYUGP guidelines of GU

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 B.A/B.Sc courses, the Internal Assessment of the students is based on the guidelines of Gauhati University.
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 absent.

HS 1st year mark sheets are distributed to the guardians usually in the Parent-Teachers Meet.

AWARDS AND SCHOLARSHIPS

The eligible students of the college can avail all the awards and scholarships offered by the State, Central Government such as National Merit, State Merit, Differently abled, Hindi Scholarship for students of non-Hindi speaking origin, Cultural Talent Search, Sports, SC/ST /OBC/MOBC. In order to avail these awards and scholarships, the students need to take initiative, and contact college authorities for necessary administrative support.

Student Support

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. Counseling services
- iii. Concession for library, sports, establishment and tuition fees for deserving students.

Such assistance is given annually to deserving students, subject to the availability of funds. To avail this facility, students will have to apply to the Principal citing reasons and attaching evidence of need for the support. Students intending to apply for such assistance may contact the Convenor of the Committee set up for the purpose.

Academic Awards

The College also offers various scholarships, prizes and medals to meritorious students based on their academic performances.

Sl. No.	Awards and Scholarships
1.	Nirmala Medhi Memorial Gold Medal for securing the highest marks among the Major holders in the TDC final examination
2.	Nirmala Medhi Memorial Silver Medal for securing the highest marks among the major holders in the TDC final examination
3.	Ratna Prava Bordoloi Memorial scholarship to the best student of the H.S. 1 st year
4.	KabitaKumariBaruah Memorial scholarship to the best student of BA 1 st semester
5.	Mohiuddin Ahmed Memorial Award for securing the highest marks in History Major in the BA final examination
6.	Sailadhar Rajkhowa Memorial prize for securing the highest aggregate marks in a Major subject in the BA final examination
7.	Lakshmi Prasad Dutta Memorial Award for securing the highest marks in Zoology major in B.Sc. final examination

8.	Devajani Devi Memorial scholarship for securing the highest mark in Logic and Philosophy in the HS final examination from Handique Girls' College
9.	Devajani Devi Memorial scholarship for offering major in Philosophy with the highest aggregate marks in the HS examination under the AHSEC
10.	Bhabananda Dutta Memorial prize for securing the highest marks in Philosophy Major in the BA final examination
11.	Padmadhar Saikia Memorial Award for securing the highest marks in Home Science Major in the TDC final examination
12.	Phanidhar Dutta Memorial scholarship for securing the highest marks in Mathematics Major in the BA/BSc final examination
13.	Prof. V. Venkata Rao Memorial Award for securing the highest marks in Political Science Major in the BA final examination
14.	NirmalaNeog Memorial Award for securing the highest marks in English Major in BA final examination.
15.	GouriKar Memorial Award to the best Graduate in the BA/BSc final examination from Handique Girls' College
16.	Ajit Sarma Memorial Award for securing the highest marks in Political Science Major in the final examination
17.	Lokendra Nath Medhi Memorial Award for securing the highest marks in Botany Major in the final examination
18.	Dr. Manju Goswami Mishra Memorial Award for the best graduate in Home Science Major in the Degree final examination
19.	Golokeswar Barua Memorial Award for securing the highest marks in English Major in the BA final examination
20.	An Academic Award instituted by Dr. Renu Goswami for securing highest marks in Education Major in the BA final examination from Handique Girls' College.
21.	"Srinivasa Ramanujan Award" has been instituted by Department of Mathematics to the student of the department securing highest marks in Mathematics (H) in BA/BSc Final Examination from 2023-24



EXTENSION, PROFESSIONAL AND CO-CURRICULAR ACTIVITIES

Extension Activities

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. In this regard the undergraduate students are oriented towards Community Service, which will include interaction with Resource Persons who will sensitize the students about their commitment to the society. Field visits with group activities directed at specific issues like environmental awareness, conservation of water resources, women and child nutrition, women's rights, etc. are conducted regularly. In order to facilitate these activities, Handique Girls' College has also adopted villages and engaged students in various activities. Recently the college has adopted a village in South Kamrup named Bor Amodpur.

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 the passed out students through campus interviews. The College facilitates student participation in 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.

Campus Interview

The College takes 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 they can confront any challenge in the corporate world.



Co-curricular Activities

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

- i. Assamese Literary Society
- ii. Philosophical Study Circle
- iii. Educational and Psychological Society
- iv. Handique Girls' College Science Society
- v. Women's Studies Cell
- vi. Home Science Society
- vii. Astronomy Club
- viii. Economic Society
- ix. Sanskrit Sadanam
- x. Entrepreneurship Development Cell
- xi. Health Awareness Cell
- xii. Bohemian Souls - The Dramatics Society
- xiii. Information Career Guidance Training and Placement Cell
- xiv. Photographic Society
- xv. Environmental Awareness Cell
- xvi. Aangik - Society for Cultural Activities
- xvii. Adventure Sports Activities
- xviii. Village Development Cell
- xix. Chemical Society
- xx. Disputatio-Unleash the Orator in you (Debating Society)
- xxi. Electoral Literacy Club (under Kamrup (M) Electoral District Administration)

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 family 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.

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 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.

Students' Support Cell

The Students' Counseling 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.

Anti-Ragging Cell

Anti-Ragging Cell of the college consists of a group of faculty members headed by the Principal. This cell addresses students' complaints regarding ragging in the college campus. Strict action is taken against the offenders.

Women's Studies Cell

The Women's Studies Cell of the Handique Girls' College, a unit of Women's Studies Research Centre (WSRC), Gauhati University, undertook a series of activities from the session 2008-09. Among them, the most significant one was to introduce a Certificate Course on Women Studies from 2008 session for Degree First Year Students only. All students will have to attend regular classes in Women Studies in the course of their degree programme.

Grievance Redressal 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.

Internal Committee

The college has an internal Committee, formed according to statutory guidelines to take cognizance of complaints of sexual harassment within the college campus and provide redressal as per rule.

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.



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: Dr. Ranjit Sarma
Vice-Principal: Mr. Rajib Kr. Das

ASSAMESE

1. Mrs. Manimaya Bordoloi Barua
2. Mrs. Manjyotsna Goswami
3. Dr. Lakshi Hazarika (HOD)
4. Mrs. Karabi Basumatary
5. Dr. Subhasree Kalita Talukdar
6. Mrs. Surabhi Bikash Borah

BENGALI

1. Ms. Deepsikha Das
2. Dr. (Mrs.) Santasree Mallik Bhuyan (HOD)
3. Vacant

BOTANY

1. Dr. Bandana Nabis Das (HOD)
2. Dr. Manashi Kalita Hazarika
3. Mr. Jayanta Kr. Manta
4. Dr. Pranab Bujarbarua
5. Dr. Prabhali Doley
6. Ms. Sudem Wary
7. Vacant

CHEMISTRY

1. Dr. Tapan Thakuria(HOD)
2. Dr. Kamal Krishna Rajbongshi
3. Dr. Kandarpa Phukan
4. Dr. Bapan Saha
5. Dr. Akhtar Hussain
6. Vacant

HINDI

1. Dr. Rajashree Devi (HOD)
2. Dr. Minakshi Devi

COMPUTER SCIENCE

1. Dr. Bandana Nabis Das (Teacher i/c)
2. Dr. Biren Sarma
3. Dr. Mousmita Devi (HOD)
4. Mr. Gautam Kr. Das

ECONOMICS

1. Mr. Rajib Kr. Das (HOD)
2. Dr. Ajanta Khaund Bezbaruah
3. Mrs. Tahrin Rahman
4. Dr. Bedabrat Saikia
5. Dr. Jayashree Chowdhury

EDUCATION

1. Dr. Mrigakshi Sarma Hazarika (HOD)
2. Dr. Fatima Tohsin Sahidullah
3. Dr. Sangeeta Das
4. Ms. Swapna Lahon
5. Dr. Pallabi Mali
6. Mr. Jintu Thakuria

ENGLISH

1. Dr. Pori Hiloidari (HOD)
2. Dr. Tasrina Iqbal
3. Dr. Krisha Das
4. Dr. Debarati Das
5. Dr. Purabi Goswami
6. Dr. Bhuvan Talukdar
7. Ms. Upasana Dutta Sarkar Rabha
8. Dr. Nitusmita Bhattacharyya

HISTORY

1. Dr. Runjun Barman (HOD)
2. Dr. Malabika Das
3. Dr. Binoy Kr. Nath
4. Dr. Phoibi Lalniropui Tuolor
5. Vacant

COMMUNITY SCIENCE (HOME-SCIENCE)

1. Dr. Meenakshi Dutta Mazumdar (HOD)
2. Dr. Shabnam Hazarika
3. Ms. Hoitinkim Singson
4. Dr. Jitumoni Neog
5. Dr. Anuradha Mahapatra

MATHEMATICS

1. Dr. Mintu Lal Saha (HOD)
2. Dr. Sabita Mahanta
3. Mr. Sanjay Kumar Das
4. Dr. Mamani Choudhury
5. Dr. Jumi Bharali

MICROBIOLOGY

1. Dr. Meenakshi Dutta Mazumdar (Teacher i/c)
2. Dr. Madhurima Goswami

PHILOSOPHY

1. Dr. Madhuchanda Chaliha Bhuyan (HOD)
2. Dr. Merry Haram
3. Mr. Nayanjyoti Boro
4. Dr. Rekhamoni Devi

PSYCHOLOGY

1. Dr. Mrigakshi Sarma Hazarika (i/c)
2. Dr. Bidita Das
3. Dr. Suneeta Khanna Ganguly (HOD)

LIBRARY STAFF

1. Librarian : Dr. Nabajyoti Das
2. Asst. Librarian : Vacant
3. Library Assistant : Vacant
4. Library Bearer : Vacant
5. Bearer : Mr. Nagen Medhi

PHYSICS

1. Mr. Nabajit Dutta
2. Dr. Anuradha Das Purakayastha (HOD)
3. Dr. Shakeel Zamal
4. Dr. Uday Shankar Senapati
5. Dr. Kishore Dutta
6. Dr. Kopinjal Baishya
7. Dr. Apurba Das

POLITICAL SCIENCE

1. Dr. Madhurima Hazarika Choudhury
2. Dr. Archana Sarma
3. Mrs. Rashmi Bhattacharyya (HOD)
4. Dr. Biswajit Choudhury
5. Dr. Pallavi Deka
6. Ms. Niminita Saikia

SANSKRIT

1. Dr. Gayatri Sarma (HOD)

STATISTICS

1. Dr. Anupam Deka (HOD)
2. Dr. Soma Dhar
3. Ms. Namrata Pareek
4. Vacant

ZOOLOGY

1. Dr. Dipjyoti Haloi
2. Dr. Eva Rani Kalita (HOD)
3. Dr. Innifa Hasan
4. Dr. Abhinit Dey
5. Dr. Anuradha Kalita
6. Vacant

ENVIRONMENTAL STUDIES

1. Dr. Sabita Mahanta (Teacher i/c)

CENTRAL COMPUTER CENTRE

1. Mr. Samir Islam

OFFICE STAFF

1. Mrs. Reeta Das Hazarika : Head Assistant (I/c)
2. Mr. Manish Dutta : Junior Assistant & Cashier
3. Mr. Ajanta Kakati : Junior Assistant (Accountant)
4. Mr. Diganta Bordoloi : Junior Assistant
5. Mr. Parikshit Dutta : Junior Assistant
6. Mr. Rishi Ram Sharma : Junior Assistant
7. Mr. Pranab Kumar Das : Junior Assistant
8. Mr. Bhabesh Kalita : Office Bearer
9. Mr. Khalilur Rahman : Bearer
10. Mr. Mahadev Sarma : Bearer
11. Mrs. Premoda Deka : Bearer
12. Mr. Arabinda Choudhury : Bearer
13. Mr. Prahlad Kalita : Bearer
14. Mr. Ramen Kr. Deka : Bearer
15. Mr. Mathura Mohan Kalita : Bearer
16. Mr. Dilip Sarma : Bearer
17. Mr. Mantu Kalita : Bearer
18. Mr. Tulen Sarma : Bearer
19. Mr. Lohit Das : Bearer
20. Mr. Anil Barman : Bearer
21. Mr. Bhakta Ram Bora : Bearer
22. Mr. Ranjit Sarma : Bearer
23. Mr. Bimal Bhattacharyya : Bearer
24. Mrs. Sabitri Deka : Bearer
25. Ms. Ruma Dey : Bearer
26. Mr. Rubul Deka : Bearer
27. Mr. Sumit Nandan Medhi : Bearer
28. Ms. Rumi Kakoti : Bearer
29. Mr. David Langthasa : Bearer
30. Mr. Sailendra Das : Bearer
31. Ms. Jonali Das : Bearer
32. Mr. Dinesh Rai : Night chowkidar
33. Mr. Rajesh Rai : Mali
34. Mr. Tarzan Hari : Cleaner
35. Mr. Manoj Hari : Cleaner
36. Mr. Binod Hari : Cleaner
37. Mr. Sanjay Hari : Cleaner
38. Mr. Rita Hari : Cleaner
39. Mr. Rahul Hari : Cleaner
40. Mr. Ashok Rai : Cleaner

**LIST OF DR. NIRMAL PRABHA BORDOLOI
GIRLS' HOSTEL EMPLOYEES**

**Hostel Superintendent:
Dr. Prabhali Doley**

- | | |
|-------------------------|------------------|
| 1. Sri Hari Kakati | : Cook |
| 2. Sri Jibesh Sau | : Mess Helper |
| 3. Sri Babul Ch. Kakati | : Gatekeeper |
| 4. Sri Ranjit Das | : Gate keeper |
| 5. Sri Prabin Ch. Das | : Assistant Cook |
| 6. Sri Abani Sarma | : Assistant Cook |
| 7. Smti Chinu Das | : Helper |
| 8. Sri Prabin Bora | : Mess Helper |
| 9. Sri Arjun Hari | : Cleaner |
| 10. Sri Rajesh Hari | : Cleaner |

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: 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 your 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 an 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.

CASHLESS CAMPUS INITIATIVE

**All payments will be received through
Net Banking/ ATM-cum-Debit Card/Credit Card only**