

# DERGAON KAMAL DOWERAH COLLEGE

RE-ACCREDITED BY NAAC AT 'B' GRADE

ESTD. 1962

DERGAON - 785614

SELECTED BY UGC AS

"COLLEGE WITH POTENTIAL FOR EXCELLENCE"



## *Prospectus*

**SESSION : 2019-20**

**HIGHER SECONDARY COURSE**



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## 1. INTRODUCTION :

Dergaon Kamal Dowerah College, (DKD College) a premier higher educational institution under Dibrugarh University, had a humble beginning. The public in general and a host of leading personalities of the locality felt the necessity of establishing an institution for higher education and the result was the decision to start an Arts College initially. In 1962 the classes were started in a public theatre hall (Bapuji Mandir) and after four years the establishment was shifted to its present site located in scenic surrounding with glorious historical background just on the outskirts of Dergaon Town.

A generous donation from Late Kamal Dowerah, a pious and benevolent citizen of the locality, helped the promoters to give a concrete shape to the project and in memento of it the institution was christened as DERGAON KAMAL DOWERAH COLLEGE. The pioneering efforts of Late D.N. Kakoty, Naren Sarmah and H.K. Mahanta, the founder President, Secretary and Principal respectively helped it enormously in attaining its present prestigious status.

The College celebrated its silver jubilee in 1987 and completed fifty years of its glorious existence on 16-08-2012. Through these years it has made significant strides in its development to become one of the best institutions under Dibrugarh University imparting education upto Major level in different streams and PG semester course in Economics to a student population of more than two thousand. The college had been assessed by NAAC for the first time in 2003 and was accredited at the B+ level. This premier institute was assessed and re-accredited in 2010 and awarded B grade with CGPA of 2.73. A Network Resource Centre (NRC) with internet connectivity has been set up in the college recently with a grant from the UGC.

A major grant was sanctioned to the college by DST, New Delhi under NER package support in FIST programme for upgrading of Science Laboratories. Construction of a multistoried construction of Girls' Hostel with a grant of Rs. 68.0 Lakhs from UGC was completed. Construction of another Boys' Hostel was also completed with a grant from the Govt. of Assam. A major grant was also released by the UGC for construction of an Indoor Stadium within the college campus. The project has already been completed.

In view of the Golden Jubilee of the college a well-equipped Seminar Hall was constructed from the contribution of the members of DKD College Teachers' Unit.

## 2. MISSION AND GOALS :

In the post-independence socio-cultural scenario of the state and particularly of an economically and educationally backward region like Dergaon, it was felt imperative to provide young boys and girls with an opportunity for higher academic pursuit, and thereby help them shape and realize their dreams and aspirations. The college was established with

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the above goal in the early sixties and it has succeeded in substantially achieving this goal.

In the context of the new developments taking place as a result of economic liberalization, privatization and globalization (LPG) which are beginning to make their impact felt on higher education, the college has given a fresh look at its goal and is trying to redefine it in such a way as to make it more relevant to the contemporary socio-economic needs. As a result of this, some new areas have been identified. Efforts are being made to improve infrastructural facilities in the areas and academic activities are being gradually extended to them. *These new areas, such as employment-oriented certificate/ diploma course, vocational subjects, extension and consultancy services, career guidance etc.* are expected to fulfil the needs of modern young generation of this region. It is also universally felt that unless innovative ideas are brought into play in the course content and syllabus structure so as to suit students of varying aptitude and intellectual level, higher education can hardly be expected to be effective in instilling in the students the confidence to face the challenges of modern life. Efforts are therefore being made to prepare well thought-out and time-bound programmes concerning these aspects some of which have already been started with the expectation to start the rest in near future. Through carefully prepared plans and determined execution of the same over a period of years, the college has rendered yeoman service for the cause of the economically, educationally disadvantaged sections of a rural environment. The policies of the college are :

- ✦ Know the student better.
- ✦ Empower the weak.
- ✦ Lead the advance learners to perfection.
- ✦ Offer co-curricular activities in support of the academic programme.
- ✦ Audio-visual class room with modern teaching-learning process.

### 3. DKD COLLEGE - AN OVERVIEW :

- ✦ DKD College is situated in the historic Rajabahar Gaon (Royal camp of Ahom King Rajeswar Singha) within Dergaon Municipality area.
- ✦ College campus is on elevated land measuring about ,nine acres and well protected by permanent boundary wall from all sides.
- ✦ Within the same campus, the Administrative Block, Class Rooms, Library, Laboratories, Auditorium, Play-Ground, Boys' Hostel, Girls' Hostel and IT Centre are located.
- ✦ Green, Beautiful, Clean and Pollution-free College campus.
- ✦ Ragging-free atmosphere.
- ✦ College offers Degree Programmes of Semester Courses in Arts, Science and Commerce streams for both Non-Major and Major Courses under Dibrugarh

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University in 16 disciplines in CBCS from 2019-2000.

- ✦ Higher Secondary Courses in Arts, Science and Commerce streams.
- ✦ P.G. Semester Course in Economics, affiliated to Dibrugarh University.
- ✦ IGNOU Study Centre which was established in 1989.
- ✦ KKHSOU study Centre.
- ✦ UG and PG Courses under Distance Education of Dibrugarh University.
- ✦ College has a rich and fully automated library (over 30,000 books, 14 Newspapers, 35 Journals etc.) along with internet, photocopy and lamination facilities, Book Bank, Reference Collection, Museum and E-Library Centre.
- ✦ Automated College Office.
- ✦ Well-equipped Laboratories for all science departments with computer and internet facilities.
- ✦ Well-protected and well-maintained Boys' and Girls' Hostels within the campus.
- ✦ Drinking Water facilities.
- ✦ Network Resource Centre sponsored by UGC.
- ✦ Initiative for capacity building for students.
- ✦ Free coaching for service aspirants.
- ✦ Day Care Centre to be utilized by Teachers/Employees/Others.
- ✦ Career Counselling and Placement Cell.
- ✦ Well managed NCC and NSS.
- ✦ Provision for Games, Sports, Music and Literary activities.
- ✦ Provision for Career-oriented courses.
- ✦ Provision for various Merit Scholarships.
- ✦ New RCC Boys' Hostel for economically poor and ST/SC students.
- ✦ Computer Centre with well-equipped laboratory and experienced faculties.
- ✦ IQAC assures internal quality of the institution.
- ✦ Digital Class Room facilities.
- ✦ Well-equipped and well-furnished Conference Hall.
- ✦ Well maintained Botanical Garden.
- ✦ 'Wi-fi' facility within the college campus is available.
- ✦ Sports facility is thought to be adequate in the college. The college is privileged to possess a well-equipped Indoor stadium.
- ✦ The new science building is under construction. The construction work is expected to be complete within a few months.
- ✦ The Database form must be submitted along with the admission form.

*It is to be noted that MHRD ( Ministry of Human Resource Development) and*

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RUSA (Rasrtiya Uchchatar Shiksha Abhiyan) has approved our college as 'Model Degree College' and the U GC has accorded CPE (College with Potential for Excellence) status to the college in the 12th plan.

#### 4. COLLEGE CAMPUS :

The college is ideally situated within the Dergaon Municipality area on an elevated land measuring about 9 (Nine) acres at a place called Rajabahar over-looking a wide expanse of agriculture field and the National Highway 37. The administrative block, Class Rooms, Library, Science Laboratories, Auditorium, Playground and Hostels for boys and girls of the college are conveniently located in the same campus. It is a clean and beautiful campus surrounded by a green vegetation. Every effort is made to maintain cleanliness in the campus. In addition to the existing campus a plot of one acre land is acquired by the college where the construction of another new Women Hostel has already been completed. All departments have separate departmental rooms for offering extra time to the students by the teachers.

#### \* CAMPUS DISCIPLINE :

The College authority is very keen in maintaining discipline and a healthy academic atmosphere in the college campus. All students are expected to strictly follow the rules of discipline and maintain decorum of learning. *Taking intoxicating drugs, smoking, chitchatting, teasing and frolicking in and around the college campus are strictly prohibited. Violation of the rules of discipline and decorum, irregular attendance in class, discourtesy shown to teachers and other staff as well as to fellow students in any form, adopting of unfair means in examinations etc. will be seriously viewed and may even lead to stringent disciplinary action.* All students are required to park their bicycles, bikes and scooters in the parking sheds in the campus meant for the purpose. Parking vehicles in forbidden places will be treated as violation of campus discipline. *Students coming to college on bikes and scooters will have to register their vehicles in the college office without which vehicles will not be allowed to enter the college campus.* All forms of ragging in the college and hostel campus are strictly prohibited. Cycling in the college campus is not allowed. During the off periods, students should work quietly in the library or reading room or spend the time without causing any disturbance. All power in the matter of enforcing discipline rests with the Principal and his decision in such matters will be final.

#### \* SOCIAL NETWORKING -DISCIPLINARY ACTION

Any student making any statement on social media to the effect of demeaning the



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dignity of the college or any its teaching and office employees will be subject to strict disciplinary action.

## \* **HIGHER SECONDARY : The stage of Maximum Challenge**

The two years of Higher Secondary education are crucial in the entire educational life of a student. It is at this stage that he/she has to make vital career decisions like choosing the course for further studies. With numerous options open to them, it is important that they choose a stream or professional course that is best suited to their aptitude and interest. In this college, it is our goal to help students master the course of study that they choose and hence prepare them well for the challenges that lie ahead in life. Keeping in mind the importance of well-round development of a student, the college also offers counselling for a holistic development of the student.

## **5. ACADEMIC ASPECTS : STREAMS WITH SECTIONS :**

### **Programme :**

- ✦ Higher Secondary Courses in Arts, Science and Commerce.
- ✦ The College imparts instructions in *Post Graduate Semester Course in Economics* affiliated to Dibrugarh University.
- ✦ The College offers the facilities for pursuing *under graduate* as well as *Post Graduate Courses* in English, Economics, Political Science, Assamese, Mathematics, Sociology and Commerce under the *Directorate of Distance Education, Dibrugarh University*.
- ✦ *Krishnakanta Handique State Open University (KKHSOU) Study Centre* offers Degree Courses in Arts, Commerce, P.G. Course in Assamese, Economics & Political Science under the Distance Education Council, Govt. of India and UGC.
- ✦ *Working Hours* : Classes are held from 9-00 AM to 3-45 PM regularly on working days.

## **6. ACADEMIC PROGRAMMES :**

### **a. Admission Procedure :**

Prescribed application form along with the prospectus may be obtained against cash payment from the office of the college as per notification issued by it. Students seeking admission must appear in an interview on the days and time as notified. Scrutiny of the application forms, holding of interview and finalizing the lists of selected students are done by a committee meant for the purpose. However, applicants securing marks in the qualifying examination above a minimum level set by the college may be allowed to take admission in

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Higher Secondary classes without appearing in the interview.

*Admission to college is made strictly on merit subject to the approval of Principal. There should not be any pressure or canvassing from any quarter directly or indirectly for admitting a particular student. If any undue pressure or interference is exerted, the candidate shall forfeit his/her claim for admission.*

*There is provision for reservation of seats for students belonging to SC, ST, OBC/ MOBC as per Govt. rules. A few seats may be allotted to students with outstanding achievements in the field of sports, culture and NCC and they are to submit attested copies of certificates supporting their proficiency in the concerned field along with their applications.*

## \* **ADMISSION :**

Candidates are required to produce the following documents at the time of interview:

- ✦ Original mark sheet of the last qualifying examination.
- ✦ Original certificate from the Head of the Institution last attended.
- ✦ Each student must submit an attested copy of the mark sheet of the last qualifying examination.
- ✦ Two copies of passport size photographs taken recently.
- ✦ Certificate from competent authority for *SC, ST, OBC, MOBC, TGL* etc.
- ✦ A student who passed the qualifying examination earlier than the year in which admission is sought, will have to submit a "*Gap period Certificate*" (for *H.S. Course*) regarding his/her activities during the period.

## **b. Academic Calendar :**

The academic calendar reflects the commitments of the college towards healthy academic atmosphere. The college rigorously follows a carefully made academic calendar in accordance with the Academic Calendar of A.H.S.E.C., which gives adequate number of working days. H.S. 1st Year classes are started as per A.H.S.E.C guidelines.

## **c. Attendance :**

### **i) H.S. Classes :**

- ✦ *Additional Vice-Principal of the college will act as Co-ordinators of the Higher Secondary classes (Arts, Commerce & Science Streams) from the academic session 2019-20.*
- ✦ A student attending 75% or more classes shall be allowed to appear at the examination as REGULAR student.

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- ✦ A student attending 60% or more classes but less than 75% shall be allowed to appear at the examination as NON-COLLEGIATE student. On payment of a NON-COLLEGIATE FEE fixed by the A.H.S.E.C, a non collegiate student shall be allowed to appear in the examination.
- ✦ A student attending less than 60% of classes shall be declared as DISCOLLEGIATE student and DEBARRED from appearing at the Annual/ Final examination.
- ✦ Penalty shall be charged to the students who have failed to appear in the internal periodical examinations.
- ✦ The result of the Annual Examination will be declared according to the norms of A.H.S.E.C.

## d. Evaluation Method :

Knowledge or skill of a student is assessed and his learning is evaluated during an academic session through :

H.S. Classes
1. Periodical Examination
2. Test Examination

In addition to the above, final examinations are conducted by the AHSEC for Higher Secondary classes.

## 7. MEDIUM OF INSTRUCTION :

Assamese and English

## 8. COURSE COMBINATIONS:

\* HIGHER SECONDARY COURSES :

\* ARTS STREAM :

i) **Compulsory Subject :**

a) English

b) MIL (Assamese/Alternative English)

ii) **Elective Subjects :** Any four from the following subjects are to be selected, three of them being compulsory. *Economics, Political Science, History, Logic & Philosophy, Sanskrit, Advance*

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*Assamese, Mathematics, Geography, Statistics.*

**NOTE :**

- a) *Statistics* is allowed with *Economics* and *Mathematics* (another subject will be Political Science or Geography).
- b) The following combinations are NOT ALLOWED :
  - i) *Sanskrit* with *Advance Assamese/Mathematics/Geography Statistics.*
  - ii) *Mathematics* with *History/Adv. Assamese.*
  - iii) *Geography* with *Adv. Assamese.*

**\* SCIENCE STREAM :**

- i) **Compulsory subjects :**  
*English* and *MIL (Assamese or Alt. English.)*
- ii) **Elective Subjects :**  
*Physics, Chemistry, Mathematics, Biology/Statistics.*

**\* COMMERCE STREAM :**

**A. Compulsory Subjects :**

- i) *English*
- ii) *MIL [Assamese/Hindi (Self Study) or Alt. English.]*

**B. Elective Subjects :**

- i) *Business Studies*
- ii) *Accountancy*
- iii) *Economics*
- iv) *Commercial Mathematics and Statistics.*

**9. SEAT CAPACITY :**

**Higher Secondary Course :**

Stream	H.S. 1 <sup>st</sup> Year
Arts	Section A – 120 Section B – 120
Science	75
Commerce	50

*Note : Every Student of Higher Secondary Course must collect the Students Hand Book (Rs. 50/-). The Hand Book is to be carried and kept by the students during college hours.*

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10.

## **FEE STRUCTURE FOR THE COURSE OF STUDY**

**The College shall display  
a notice regarding Admission fee as soon as  
the Government notification is  
received by the college.**

*N.B.: Rs. 25/- is to be paid by every students for membership of D.K.D. College Consumer's Co-operative society.*

**Workshop on self-defence techniques,  
for both boys and girls  
like Taekwondo, Boxing and Yoga too have been  
organized by the college.**

*All fees are payable annually. The academic session of the college begins in June and ends in May. Tuition fees are charged from the month of June to the month of May next year. All annual fees are to be paid at the beginning of the year or at the time of admission.*

11. **FEE STRUCTURE FOR HOSTELS :**

**FEE STRUCTURE WILL BE  
DISPLAYED IN THE COLLEGE  
NOTICE BOARD IN TIME.**

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*\* Note : Mess Caution Money is to be deposited to the warden and the amount is refundable after successful completion of the course.*

## **12. COLLEGE UNIFORM :**

The college has approved uniform for both boys and girls admitted in the college.

### **For students of H.S. Class :**

1. **Boys :**
  - a. Navy Blue Trousers
  - b. White Shirt
  - c. Black Shoe
  - d. Steel Grey Woolen Garment
  - e. Proper hair-cut
  - f. Jeans are not allowed
2. **Girls :**
  - a. White Kameez (*at least of knee length*)
  - b. White stitched Churidar (*Leggings not allowed*)
  - c. Navy Blue Dopatta
  - d. Steel Grey Woolen Garment. OR

*White Mekhela-Chaddar/ Saree with Navy Blue Border and Navy Blue Blouse.*

*\* Note : (Dopattas will be issued by D.K.D. College Women's Cell at reasonable cost. It is mandatory for the girl students to buy Dopatta at the time of admission)*

## **13. COLLEGE IDENTITY CARD :**

All students of the college are provided with individual non transferable Identity Card. For the Identity Card student seeking admission should attach a recent passport size photograph with the application form. The students must carry the I/C duly endorsed by the Principal along with them. I/C are to be renewed at the end of each year.

## **14. COLLEGE LIBRARY AND LIBRARY RULES :**

- ✦ **Name : Naren Sarma Library**
- ✦ The library has more than 30,000 books, including reference collection and some rare publications.
- ✦ It subscribes 14 news papers and 35 journals (Vernacular, National &

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International)

- ✦ A separate Post Graduate Library with more than 700 books.
- ✦ Spacious reading rooms for students and faculties.
- ✦ Only bonafide students of the college can avail library facilities.
- ✦ It has separate reference section comprising over 3000 books.
- ✦ The Library is automated with UGC. INFLIBNET Programme.
- ✦ The Librarian offers Orientation Programme to improve library awareness as well as enhance the reading habit of the students.
- ✦ Internet facilities for teachers and students are available in UGC Network Resource Centre.
- ✦ Library offers PHOTOCOPYING at a very nominal rate.
- ✦ The Library maintains a MUSEUM to preserve ancient manuscripts, relics and other articles of cultural heritage. Dergaon Meteorite - 2001, an astronomical/geological object is a rare collection in the library.
- ✦ The Library has e-Library cum Book Bank facilities.
- ✦ The Library is a member of N-LIST Programme.
- ✦ Every teaching department is enriched with Departmental Library.
- ✦ Apart from these, DKD College Boys' and Girls' Hostels have also maintained a library of its own.
- ✦ The library has digitized 41 manuscripts in collaboration with National Mission for Manuscripts, New Delhi and these are preserved in the library in digital form.

The Library has joined as member of N-LIST Programme. Members of the library can have access to e-resources through "National Library and Information Service Infrastructure for Scholarly Content" funded by HRD.

- ✦ **For More Details Please Visit : [www.nslib.weebly.com](http://www.nslib.weebly.com)**
- ✦ Library has subscribed to the membership of American Library, Kolkata run by American Consulate in India. Students can avail of the facilities of free membership to have an access to the database of the same
- ✦ Our College initiated a move last year to acquaint students with e-resources from across the world. We wish to take the process forward this year in view of the impressive response generated by Bibliophilia Café situated in our college. From 2013 onwards, the college has made it compulsory for all students to be a member of the e-resource centre in our college to take advantage of the internet revolution globally so as to educate themselves about latest development in all subjects. All faculty members and those who are enrolled under latest **K K Handiqui State Open University** and **Indira Gandhi National Open**

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**University** shall also subscribe to the services. The fee structure for the e-resource centre is as follows :

- ✦ **Students Rs. 150/-** per academic session (Payable at the time of admission/enrolment **Faculty members Rs. 300/-** per academic session.  
**Student of distance learning courses Rs. 150/- per year.**

## **Library Rules :**

- ✦ N.S. Library is a computerized library which offers automated circulation, On-Line Public Access Catalogue (OPAC), CAS etc.
- ✦ Only the bonafide students can avail the library facility through a **Barcode Library ID Card** issued to them at the time of admission.
- ✦ **Two books at a time** will be issued to Higher Secondary students for fifteen days & four books at a time for major students.
- ✦ A fine of Rs. 1 per book will be charged per overdue day, if the books are not returned within the stipulated period.
- ✦ Students can avail of the facilities from departmental library also.

## **15. COLLEGE HOSTEL FACILITIES AND THE HOSTEL RULES**

### **a) Hostel Facilities :**

The college has hostel accommodation for deserving meritorious students, both boys and girls in two separate hostels within the campus. Construction of new RCC Girls' and Boys' Hostel has been completed with the financial grant from UGC and State Govt. These hostels are managed by the college under hostel rules. Adequate care is taken to provide all necessary facilities to the boarders. Allotment of hostel seats are made strictly on merit and the distance between the applicant's house and the college. Adequate security is provided by the college authority to the boarders. Running Water facility is available to the boarders.

### **b) Hostel Rules & Regulations :**

- ✦ The college hostels are under the direct control of the college authority and the respective wardens.
- ✦ A boarder has to stay in the room allotted to him/her with two or more inmates.
- ✦ Inmates of each room shall be individually and jointly responsible for the furniture, electrical fittings etc. **and any damage to the hostel property is recoverable from them.**
- ✦ A boarder has to occupy the seat allotted to him/her by the hostel warden within 15 (fifteen) days of hostel admission, failing which he/she will have to



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forego the seat allotted to him/her. Boarders shall not be permitted to change their rooms without the permission of the hostel warden.

- ✦ Boarders desiring to entertain guests (only ex-boarders) shall have to obtain prior permission from the warden. ***No female guest shall be allowed to stay in boys' hostel.*** Similarly, ***no male guest shall be allowed to stay in the girls' hostel.*** No guest shall be allowed to stay in the hostel during the period of examination.
- ✦ ***The boarders having mobile phones must produce an undertaking from their guardians. He/she will not be allowed to use the mobile phones during reading hours.***
- ✦ ***Ragging in the hostel is strictly prohibited.***
- ✦ The boarders must obey the mess rules framed by the respective hostel wardens.
- ✦ The warden has the full authority to refuse permission to any outsider or guest to enter the hostel premises.
- ✦ A boarder going out for any reason shall report back at the hostel by 6 pm during Summer (March to September) and 4 pm during Winter (October to February) so as to attend Roll Call and evening prayer. Violation of this rule shall attract appropriate penal action and the concerned parents will be informed accordingly.
- ✦ A boarder shall be liable to stringent disciplinary action including expulsion from the Hostel/College on any the following grounds : ***(a) theft, (b) ragging, (c) unusual conduct, (d) use of drugs, cigarettes etc. (e) any form of fights, (f) non-payment of dues, (g) unauthorized absence.*** In such case the boarder shall forfeit his/her hostel deposit.
- ✦ A boarder wishing to go out of the hostel shall obtain prior permission of the warden specifying the period during which he/she shall remain absent. Violation of this rule shall entail punishment that may lead to expulsion from the hostel as well as college.
- ✦ A boarder who wants to leave the hostel shall inform the warden in writing at least a week in advance failing which he/she shall have to pay the hostel charges for the whole month.
- ✦ Boarders are not permitted to install extra electric fittings in their rooms. Violation of this rule, if detected, will attract punitive action. Boarders are not allowed to cook food anywhere in the hostel premises. The hostel mess will be managed by the mess secretary from among the boarders and approved by the warden.
- ✦ Any boarder suffering from infectious/contagious disease such as Pox, TB,

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Typhoid, Cholera, Blood Dysentery, Malaria, and Jaundice shall have to leave the hostel for early treatment.

- ✦ Casual admission to the hostel may be given to examinees to appear in the final examinations for a maximum period of three months before the commencement of Council and University Examinations.
- ✦ **Visiting Hours :**
  - ✦ **3.00 pm to 5.00 pm on Monday to Saturday.**
  - ✦ **9.00 am to 11.00 am and 3.00 pm to 5.00 pm on Sunday.**
- ✦ Parents/Guardians may contact their wards at the following telephone numbers, between 4.00 pm to 6.00 pm
  - a) **Boys' Hostel : 9435096401**
  - b) **Girls' Hostel : 9854001003**
- ✦ Boarders are required to maintain silence during study hours (5.00 am to 8.15 am and 6.00 pm to 10.30 pm)
- ✦ Boarders are required not only to keep their rooms tidy, neat and clean, but also to keep their toilets clean. They also have to follow proper methods of disposal of used objects.
- ✦ ***The college authority shall reserve the right to take any action at any time for maintaining discipline and decorum of the college hostels.***
- ✦ Sudden visit by the authority is a regular feature.
- ✦ *'Non-Collegiate' / 'Dis-Collegiate' hostel boarders shall forfeit their hostel accommodation.*

## **16. STUDENTS' SUPPORT FACILITIES :**

### **I. Scholarship and Financial Aid Facilities :**

- a. The following scholarships are available for eligible students of both Higher Secondary courses
  - i) **National merit Scholarship.**
  - ii) **State Merit Scholarship.**
  - iii) **ST/SC/OBC/MOBC Scholarship.**
- b. Financial assistance in the form of tuition fees ranging from two or five months is granted from the **Students' Aid Fund** of the college to students coming from economically weaker sections of the society on the basis of their performance in the college examinations and attendance. Scholarship holders should note that their **Scholarship may be withdrawn** if they are found **irregular in attendance** and/or **found guilty of breach of discipline**. Payment of scholarship money is made through cheques drawn in favour of the students.

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- c. Provisions of financial assistance from Teacher/Department are available to the meritorious and economically weaker students.
- d. Besides these scholarships the college also offers cash awards to meritorious students from the following funds :
  - i. **Dwarika Nath Hazarika Trust Fund** : Students of this college are entitled to awards under this trust Fund as per rules prescribed by the Trust Committee from time to time for proficiency shown in English in Higher Secondary Final Examination.
  - ii. **Pravat Phukan Merit Fund** : Sjt. Pravat Phukan, retired Vice-Principal of D.K.D College, Dergaon, makes a yearly contribution of Rs 10,000/- (Ten Thousand) only towards the welfare of the needy and meritorious students of the college.
  - iii. Cash award for the H.S. II students securing highest marks in Geography is given by D.K.D. College Geography Society.
  - iv. **D.K.D. College Library Best Reader of the year** (Introduced in 2003) awards is sponsored by Librarian.
  - v. UGC sponsored Merit Scholarship to economically backward SC/ST/OBC/ Physically handicapped and Minority students.
  - vi. **Dalimi Saikia Merit Fund** : Award from this fund is given to a student who has secured the highest marks in Mathematics (80% or above) in the H.S. Final Examination.

## II. Games and Sports :

The College provides adequate facilities for games, sports, music and drama for both boys and girls. Regular practice and competitions are held under the supervision of experienced teachers, and students showing proficiency are encouraged to take part in the Inter College Competitions sponsored by Dibrugarh University. Ranjit Borah Memorial Inter class Football Competition is held in the college.

D.K.D. College Sports Board looks after the Games & Sports.

The College received a major financial grant for construction of an Indoor Stadium by the UGC and the construction work has already been completed.

\* **Taekwondo, Boxing and Yoga** : Workshop on self-defence techniques, for both boys and girls like Taekwondo, Boxing and Yoga have been organized by the

# Prospectus

college.

### III. Performing Arts :

The College has constituted a *Drama Club and a Dance Club* under the supervision of a Convenor to encourage the interested students.

### IV. N.C.C.

The College has two wings of NCC (Army) - one Senior wing of Girls under 64 Assam Girls' Bn. NCC, Jorhat and the other Senior Division of Boys' under 9 Assam Bn. NCC Jorhat. The Senior Wing can enrol 108 girl cadets while the Coy 'C' of Boys' has the intake capacity of 100 cadets. The Girls Coy is commanded by *Prof. Subhrajyoti Saikia*, Associate NCC Officer and Boys Coy is under the command of Lieutenant *Dr. Pranjal Protim Kakoty*, ANO.

The cadets, after joining NCC in DKD College can achieve 'B' and 'C' certificates after passing the respective examinations. It is noteworthy that a 'C' certificate holder may get bonus marks in Teacher Eligibility Test (TET), Assam and has special chance for direct entry to the various defence services (Army, Navy, air Force)/NCC whole time Officers/Girls Cadet Instructors (GCI), Police Service, Assam Forest Service, Civil defence, Nursing Courses and Private sectors. There are two seats reserved for NCC 'C' certificate holders in medical and engineering colleges of Assam. Above all NCC may inculcate a sense of unity, discipline and an urge for social service among the students.

#### Important Dates :

- i. Issue of forms : On the day of admission
- ii. Last date of form submission : On or before 03 Aug. 2018
- iii. Date of selection (Tentative) : 05 & 06 Aug. 2018

#### Contact Ph Nos :

Dr. Pranjal Protim Kotoky (7002045779)

### V. NSS :

The College has an active NSS unit for both Boys and Girls. All students of the college are eligible for its membership and can take part in various NSS programmes. Registered students are enrolled as volunteers. Certificate will be issued as per NSS guidelines. The motto of NSS is "NOT ME BUT YOU."

### VI. Group Insurance Scheme for Students :

There is a Group Life Insurance scheme for the students under Life

# Prospectus

Insurance Corporation of India in the College. (Shown in Fee Schedule)

## **VII. Health and Insurance :**

- a) The College offers Health Insurance at a nominal premium for DKDC students.
- b) **Blood Donors Club :** (1200 Members) Members often donate blood free of cost. A good number of students donate blood to the needy persons of greater Dergaon.

## **VIII. Academic and personal Counselling :**

Every teacher of the college takes part in offering academic counselling to the students, as and when necessary. The college has been maintaining a healthy teacher-student relation and every student is encouraged to feel free to discuss his/her academic and personal problems with the teacher and seek advice.

## **17. DKD COLLEGE STUDENTS' UNION :**

DKD College Students' Union, democratically elected annually by the students under the name and style *DKD College Students' Union* has been an integral part of the academic life of the college. The union functions in accordance with its constitution but subject to guidance and control of the college administration. The union fund is derived from the union fees paid by the students of the college annually.

*Students to contest in the Election towards the formation of "D.K.D College Student's Union" must have at least 80% attendance in the classes.*

The College Students' Union publishes its annual journal **DKDIAN** with contribution from students as well as teachers. The union also organizes *Naren Sarma Memorial All Assam Inter College Debating Competition* every year besides holding various literacy, cultural and sports competitions. The union also undertakes various forms of social and extension work from time to time including providing relief to and helping the distressed people in times of natural calamities.

## **18. DKD COLLEGE ALUMNI ASSOCIATION :**

The College has formed **DKD COLLEGE ALUMNI ASSOCIATION** with a view to strengthening and broadening the base of the college by sustaining a healthy relationship between the alumni and their alma mater. The association is making efforts to enrol ex-students as its members. It is desired that all outgoing students of this college would join the association and thereby become an active partner in developmental works of the college. The Alumni has been rendering great support to the college development. Alumni occupying prominent position in the field of education, industry, Govt. service etc. are invited to the college on different occasions to boost the moral of the students.

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## **19. DKD COLLEGE SCIENCE SOCIETY :**

The College Science Society, a unit of Assam Science Society, aims at popularizing science in general and acquainting the students with the recent developments in science and technology by regularly organizing seminars and popular talks. All students of the science faculty are to enrol themselves as members of the Science Society.

## **20. DKD COLLEGE DEPARTMENTAL FORUMS :**

The college has a number of forums/study circles/societies.

- i) The Commerce Forum.
- ii) Society for Study of English.
- iii) Asomiya Sahitya Chora.
- iv) Economics Society.
- v) History Forum.
- vi) Sanskrit Alochana Chakra.
- vii) Political Science Discussion Forum.
- viii) Philosophical Forum.
- ix) DKD College Chemistry Society.
- x) DKD College Geographical Society.
- xi) DKD College Biological Forum.
- xii) DKD College Mathematical Forum.

*Note :All these forums organize seminars once or twice a year.*

## **21. RESEARCH MONITORING CELL :**

The Research Monitoring Cell constituted in the college looks into the research works and publications of the faculty members, and publishes a Research Bulletin every year.

## **22. INTERNAL QUALITY ASSURANCE CELL (IQAC)**

The cell has a wide range of responsibilities which include creating quality awareness among the stakeholders of the institution, bringing about quality consciousness among the concerned sections for improvement and advancement of the institution.

## **23. EXTENSION ACTIVITIES COMMITTEE :**

The college has significantly contributed in promoting socio-cultural awareness not only among the students but among the people of the neighbourhood through the Extension Activities Committees. The college undertakes various extension activities under the chief convener of the respective extension activities committee.

# Prospectus

- a) Environmental Awareness
- b) Health and Hygiene
- c) Drugs and AIDS Awareness
- d) Adult Education
- e) Blood Donors' Club and Blood Donation
- f) Social Work
- g) Socio-Economic Survey
- h) Campus Beautification etc.

## **24. CAREER COUNSELLING AND PLACEMENT CELL :**

The college has a career Counselling Cell run under a group of senior and experienced teachers and aided by visiting experts . The cell helps the students in choosing suitable professional course of study and in finding employment avenues by organizing seminars.

## **25. DKD COLLEGE TEACHERS' UNIT :**

DKD College Teachers' Unit is affiliated to Assam College Teachers' Association (ACTA). It is an institutional member of the association and regulated by the constitution of ACTA. DKD College Teachers' Unit aims at establishing a strong academic background of this premier institution by participating in various academic matters and also in co-curricular and extra-curricular activities. It organizes and participates in the extension activities for promoting socio-cultural awareness and also to build a strong college-neighbourhood relationship.

The Unit initiates merit scholarship which is given to the meritorious students of the college every year. A well-equipped Seminar Hall has already been constructed with **the fund collected from the individual members of the Teachers' Unit** and with a donation of *Rs. 10 Lacs from Mrs. Anurupa Hazarika, wife of Late J.N. Hazarika (Retired Principal i/c of the college), the work of internal decorations of the Hall has been completed.*

## **26. DKD COLLEGE WOMEN'S & COUNSELLING CELL :**

The College has a very strong Women's Cell which has already organized different programmes related to health, awareness, etc. in the locality and has earned a good name besides participating in the women empowerment programmes. The Women's cell also offers counselling and guidance to students, particularly the girl students in different gender sensitive matters.

## **27. D.K.D. COLLEGE EMPLOYEES' UNIT :**

D.K.D. College Employees' Unit is one of the member Units of Assam College

# Prospectus

Employees' Association, and is regulated by the Constitution of the Association. The Unit aims at forming a strong academic and administrative background of this premier institution by being actively associated with various administrative matters, curricular and extracurricular activities.

The unit also undertakes different programmes of extension activities to promote socio-cultural awareness and build a healthy relationship with the neighbourhood of the college. The unit also provides 'First-Aid' facility.

## **28. IN-HOUSE FACILITIES :**

### **a) Co-operative Society :**

Every student of the college must have to be a member of the DKD College Consumers' Co-operative Society by subscribing at least one share of **Rs. 25/- (Rupees twenty five only)**. The Society supplies books, stationeries and other materials at reasonable rates to its members.

### **b) College Canteen :**

There is a college canteen within the college campus which is run in a free furnished structure provided by the college and supervised by a committee constituted for the purpose by the college authority.

## **29. DISCIPLINARY COMMITTEES :**

### **a) Vigilance Cell :**

The cell headed by the Principal is constituted for the purpose of maintaining academic discipline in the college.

### **b) Grievance Cell :**

The college has constituted a Grievance Cell headed by the Principal to look into and redress the grievances of the college employees (teaching and non-teaching) and the students.

## **30. LEISURE TIME FACILITIES FOR LITERARY ACTIVITIES :**

In addition to the Annual College Magazine DKDIAN brought out by the college Students Union, there are a number of Wall Magazines as given below published periodically by different academic forums and societies to which students can contribute and develop their literary skill as well as intellectual depth.

1. Wall Magazine '**JONAK**' of Assamese Department.
2. Wall Magazine '**SUBHASINI**' of Sanskrit Department.
3. Wall Magazine '**PRERONA**' of Economics Department. (PG)



# Prospectus

4. Wall Magazine '**PRACHIR PATRIKA**' of DKD College Science Society.
5. Wall Magazine '**UNMILON**' of the College Boys' Hostel.
6. Wall Magazine '**SHREYASI**' of the College Girls' Hostel.
7. Wall Magazine '**LECIUM**' of the Political Science Department.
8. Wall Magazine '**SHRISTI**' of Economics Department. (UG)
9. Wall Magazine '**VIVARTAN**' of History Forum.
10. Wall Magazine '**LANDSCAPE**' of Geography Department.
11. **BIOS**, a hand written wall magazine published twice a year by the Department of Botany & Zoology.
12. '**PRAGNYA**' a hand written wall magazine published twice a year by the Department of Philosophy.
13. '**QUEST**' wall magazine of English Department
14. '**INNOVATION**' Wall magazine of Commerce Department
15. '**ABARTA**' a hand written magazine published annually by the Department of History.
16. '**ENIGMA**' Wall Magazine of Physics Department
17. Annual hand written Magazine '**KONH**' of the College Girls' Hostel.
18. Annual hand written Magazine '**UDDIPON**' of the Department of Pol. Science.
19. '**AYON**' Annual hand written magazine published annually by the Department of Assamese.
20. '**GREEN WORLD**' Wall Magazine of Chemistry Department.
21. '**PRAYASH**' a hand written Magazine published annually by the Department of Economics.
22. '**COLLEGE NEWS LETTER**' published annually by **DKDC Teachers' Unit**.
23. An International Journal titled 'JOSAAC' is published annually.

## **A) INDIRA GANDHI NATIONAL OPEN UNIVERSITY (IGNOU) CENTRE :**

Inaugurated in 1989, the IGNOU Study Centre of the college is the second oldest Study Centre of Assam. Beside BDP (Arts and Commerce), the centre offers various Certificate and Diploma courses, Since its inception, the courses offered by the Study Centre have considerably benefitted a large section of the student population of Golaghat and Jorhat Districts. (**Region Code : 37, Centre Code : 0402**)

\* **BEST SERVICE AWARD 2017** : The IGNOU DKD College (0402) Study

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Centre received the best service award 2017 from the Jorhat (37) Regional Centre.

## 1. Programme offered :

- i) Bachelor Degree Programme (BDP) (Non 10+2) & (10+2) - B.A./B.Com.
- ii) Bachelor's Preparatory Programme (BPP) (Non 10 +2, 6 months course)
- iii) Certificate Course in Food & Nutrition (CFN)
- iv) P.G. Diploma in Rural Development (PGDRD)
- v) Bachelor of Library & Information Science (BLIS)
- vi) Bachelor of Computer Application (BCA)
- vii) Certificate in Computing (CIC)
- viii) Diploma in Creative Writing in English (DCE)
- ix) Diploma in Nutrition and Health Education (DNHE)
- x) Certificate Course in Environmental Studies (CES)
- xi) Certificate Course in Tourism Studies (CTS)
- xii) Diploma in Tourism Study (DTS)
- xiii) Bachelor Degree in Tourism Study (BTS)
- xiv) P.G. Degrees in ENGLISH, HISTORY, POLITICAL SCIENCE, ECONOMICS, PUBLIC ADMINISTRATION, HINDI, SOCIAL WORK, SOCIOLOGY, RURAL DEVELOPMENT & COMMERCE
- xv) P.G. Diploma in IBO, DM, DHE
- xvi) Certificate in HIV & Family Education (CAFE)
- xvii) Certificate in Consumer Protection (CCP)
- xviii) Certificate in Disaster Management (CDM)
- xix) Certificate in Human Rights (CHR)
- xx) Certificate in Rural Development (CRD)
- xxi) Certificate in Teaching in English as a Second Language (CTE)
- xxii) B.Sc/MLIS, BSW/MSW etc
- xxiii) Diploma in HIV & Family Education (DAFE)
- xxiv) Diploma in Womens' Empowerment & Development (DWED)

*(For details see Prospectus of IGNOU) (website : [www.ignou.ac.in](http://www.ignou.ac.in))*

### Contact :

1. Dr. Khireswar Loying, Co-ordinator (94355 14244)
2. Dr. Parash Moni Thakur, Assistant Co-ordinator (94352 95602)
3. Sri Arun Dutta, Assistant (98543 62138)
4. Sri Jitul Dutta, Assistant (9854915350)

## B) KKHSOU Study Centre :

Krishna Kanta Handiqui State Open University (KKHSOU), the first State

# Prospectus

Open University in the North East, established in 2005 by Government of Assam and recognized by Distance Education Council, Govt. of India and the UGC is conducting more than 54 Programmes through more than 288 Study Centres located in and outside Assam. Established in 2008, the KKHSOU Study Centre of the college is doing well with Experienced Academic Counsellors where several programmes are offered.

## **Programmes Offered :**

### 1. Master's Programmes

- Master of Arts (Assamese)
- Master of Arts (English)
- Master of Arts (Political Science)

### 2. Bachelor's Programmes

- Bachelor of Arts (BA) Major
- Bachelor of Arts (BA) Pass

### 3. Diploma in Elementary Education (DELED is presently offered to govt. deputed teachers)

### 4. Bachelor Preparatory Programme (BPP) (Two-years programme)

## **Contact :**

1. *Sri Kushal Ch. Puzari, Co-ordinator (88221 97012)*
2. *Sri Joyjyoti Hazarika, Dealing Assistant (97075 10079)*

## **31. DEPARTMENTS, FACULTIES, OFFICE & LIBRARY STAFF MEMBERS:**

<b>Principal</b>	: Dr. Ranjit Kr. Bordoloi, M.Sc., Ph.D.	(9435354494)
<b>Vice Principal</b>	: Mr. Ratul Ch. Borpuzari, M.Sc., M. Phil.	(9401177352)
<b>Addl. Vice Principal</b>	: Dr. Prakash Kandali, M.A., Ph.D.	(0376-2380884)

## **Department of Assamese :**

1. Sri Kushal Ch. Puzari, M.A. (8474084853)
2. Dr. Chandicharan Goswami, M.A., Ph.D., B.Ed. (HOD) (9435597224)
3. Ms. Labonya Bora, M.A. (9854355980)
4. Sri Amal Ch. Das, M.A. (Double) (9706421620)
5. Dr. Monika Chutia, M.A., M.Phil, Ph.D (9854844104)

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6. Vacant

7. Additional teacher will be appointed for H.S. Course

## Department of English :

1. Dr. Prakash Kandali, M.A., Ph.D. (0376-2380884)
2. Sri Ranjan Gogoi, M.A. (9864311074)
3. Ms. Subhrajyoti Saikia, M.A. (HOD) (9854088582)
4. Md. Siraj Ahmed, M.A. (9859121553)
5. Ms. Tridhara Bordoloi, M.A., B.Ed., M. Phil. (9435394317)
6. Ms. Tejoswita Saikia, M.A. (9435154958)
7. Additional teacher will be appointed for H.S. Course

## Department of Economics :

1. Sri Parthajit Saikia, M.A. (9435354339)
2. Dr. Sangita Hazarika, M.A., M. Phil., Ph.D (HOD) (9435350217)
3. Dr. Dipjyoti Gogoi, M.A., MBA, Ph.D (9101374035)
4. Sri Diganta Mudoi, M.A., M. Phil. (9854811707)
5. Dr. Asfika Begum, M.A., Ph.D (8822382021)
6. Sri Simanta Gogoi, M.A. (For P.G. Course only)
7. Additional teacher will be appointed for H.S. Course

## Department of History :

1. Dr. Khireswar Loying, M.A. Ph.D. (HOD) (9435514244)
2. Dr. Amiyo Kr. Das, M.A., Ph.D (9854719773)
3. Dr. Rituparna Manikiyal, M.A., B.Ed., Ph.D (9854024033)
4. Dr. Pranjol Protim Kakoty, M.A., Ph.D. (7002045779)
5. Additional teacher will be appointed for H.S. Course

## Department of Political Science :

1. Dr. Navanita Devi, M.A., Ph.D (9954344799)
2. Dr. Dhiren Tamuli, M.A., Ph.D. (HOD) (9854001003)
3. Dr. Nandita Haloi, M.A., Ph.D (9435274888)
4. Ms. Pritimala Nath, M.A. (Adhoc)
5. Additional teacher will be appointed for H.S. Course

## Department of Philosophy :

1. Sri Niranjan Haloi, M.A. (Double), B.Ed. (9435204382)

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2. Ms. Elora Gogoi, M.A. (Double) M. Phil. (HOD) (7896766742)
3. Md. Abul Kalam, M.A. (9864548010)
4. Sri Sukanta Ghosh, M.A., M.Phil. (9435565733)
5. Additional teacher will be appointed for H.S. Course

## Department of Sanskrit :

1. Dr. Ranjan Borthakur, M.A., B.Ed, M. Phil., Ph.D. (HOD) (9435418525)
2. Ms. Shibani Thakur, M.A. (Adhoc) (9435715071)
3. Ms. Jintumoni Dutta, M.A. (Adhoc) (8011100207)

## Department of Statistics :

1. Ms. Rumi Hazarika, M.Sc. M. Phil. (HOD) (9706460744)
2. Dr. Manoj Kr. Sharma, M.Sc., Ph.D. (7002918656)
3. Ms. Nandita Phukan, M.Sc. (Adhoc) (9365036879)
4. Additional teacher will be appointed

## Department of Geography :

1. Sri Dilip Kr. Sharma, M.Sc. (HOD) (9954451341)
2. Dr. Pobitra Mahanta, M.A., M. Phil., Ph.D. (9435249548)
3. Vacant
4. Vacant
5. Sri Prasanta Kumar Bora, M.A. (Guest Faculty) (9435054186)

## Department of Mathematics :

1. Ms. Manimala Bordoloi, M.Sc. (HOD) (9401663204)
2. Dr. Parash Moni Thakur, M.Sc., M.Phil., Ph.D (Gold Medalist) (9435295602)
3. Dr. Rupok Neog, M.Sc. M. Phil, Ph.D. (6900538125)
4. Ms. Sangita Baruah, M.Sc (9859744464)
5. Vacant

## Department of Physics :

1. Dr. Surendra Nath Borah, M.Sc., Ph.D. (9435204112)
2. Dr. Ranjan Kumar Bordoloi, M.Sc., Ph.D. (9435050363)
3. Sri Vikram Jyoti Mahanta, M.Sc. (HOD) (9435204033)
4. Dr. Prince Kumar Mochahari, M.Sc., M.Phil., Ph.D (9435092953)
5. Dr. Sikhajyoti Oja, M.Sc. Ph.D (9854260078)

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## Department of Chemistry :

1. Sri Ratul Ch. Borpuzari, M.Sc., M. Phil. (9401177352)
2. Sri Purna Kanta Hazarika, M.Sc. (9435715056)
3. Dr. Monoj Jyoti Hazarika, M.Sc., Ph.D. (HOD) (9678964375)
4. Dr. Debajyoti Bhuyan, M.Sc. Ph.D (9435292979)
5. Dr. Sumbita Gogoi., M.Sc., Ph.D. (9954021879)
6. Ms. Namrata Sharma, M.Sc. (9435614437)
7. Vacant

## Department of Zoology :

1. Dr. Golapi Devi, M.Sc., Ph.D. (9435335849)
2. Dr. T.G. Devina, M.Sc., Ph.D., PGDM (HOD) (9954455543)
3. Ms. Shovanbita Goswami, M.Sc. Bio-Technology (Adhoc) (9365603033)
4. Ms. Porishmita Nath, M.Sc (Adhoc)
5. Vacant
6. Vacant

## Department of Botany :

1. Dr. Minuara Begum, M.Sc., Ph.D. (HOD) (9435053829)
2. Sri Bijit Ranjan Saikia, M.Sc. (9435096401)
3. Dr. Mamoni Saikia, M.Sc., Ph.D. (9435436492)
4. Vacant

## Department of Commerce :

1. Sri Jayanta Kr. Baruah, M. Com. M.A. (Double) (7365409691)
2. Dr. Rupa Borah, M.Com., Ph.D. (HOD) (9957634408)
3. Md. Shahnoor Rahman, M.Com. (9954095034)
4. Ms. Ekjot Kour, M.Com (Adhoc)
5. Vacant
6. Vacant

## Computer Science :

1. Dr. S.N. Borah, M.Sc. Ph.D (Coordinator) (9435204112)
2. Ms. Anjana Dutta, MCA (8721013354)
3. Md. Alvish Ahmed, MCA (8486877543)

## Bio-Technology :

1. Dr. T.G. Devina, M.Sc. Ph.D (Co-ordinator) (9435834984)

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2. Ms. Shovanbita Goswami, M.Sc. (9365603033)
3. Ms. Dobira B. Rahman, M.Sc.

## Library Staff :

1. Dr. Jnyandeep Saikia, MLI Sc., Ph.D. (Librarian) (9435771487)
2. Sri Prasanta Kondoli (Library Assistant) (9613358701)
3. Sri Jitul Dutta, B.A, MLI Sc. (Library Assistant) (9854915350)
4. Ms. Nijula Dutta, B.A. BLSC (Library Assistant) (9957015313)
5. Sri Manoj Bora (Xerox Operator) (9577317357)
6. Ms. Roshmi Hazarika (E-Library) (8472902693)
7. Ms. Tunumoni Hazarika (Library Bearer) (8720976873)

## Office Staff :

1. Sri Arun Dutta, M.A., B. Lib. Sc. (Supervising Assistant) (9854362138)
2. Sri Biju Pegu, B.A. (Senior Asstt.) (9707739590)
3. Sri Girin Bora, B.A. (Senior Asstt.) (9706227501)
4. Sri Joy Prokash Das, B.Sc. (Junior Asstt.) (7896349608)
5. Sri Manab Jyoti Borah (Junior Asstt.) (6000139841)
6. Sri Dipen Bey (Junior Asstt.) (9435457084)
7. Sri Joyjyoti Hazarika, B.A. (Junior Assistant) (9707510079)
8. Sri Diganta Kumar Borah, B.A. (Laboratory Assistant) (9085440074)

## Grade IV Employee (Office Peon) :

1. Sri Rubul Bora (9854151863)
2. Sri Madhab Dutta (9613692389)
3. Sri Mukul Hazarika (Cum Generator Operator) (8638027542)
4. Sri Jiten Hazarika (9365611738)
5. Sri Sanjib Bora (9577502949)
6. Sri Pabitra Baruah (9577317267)
7. Sri Probhat Pathak (7664095509)
8. Sri Pranjal Hazarika (8638696808)

## Laboratory Bearer :

1. Sri Anil Hazarika (Chemistry Department) (7896533048)
2. Sri Binanda Dowerah (Physics Department) (9859785532)
3. Sri Pradip Pegu (Physics Department) (9577172042)
4. Sri Akhil Bora (Botany Department) (9101375572)

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5. Sri Amar Bhuyan (Botany Department)	(9859328314)
6. Sri Bipul Bora (Zoology Department)	(9707645250)
7. Sri Rajen Bora (Zoology Department)	(9577078106)
8. Sri Putul Ch. Sharma (Statistics Department)	(9531344622)
9. Sri Pranab Jyoti Hazarika (Chemistry Department)	(9085386278)
10. Sri Simanta Dutta (Geography Department)	(7399906200)
11. Sri Pranab Jyoti Hazarika (Bio-Technology)	(9085386278)

## **Boys' Hostel Staff**

1. Sri Nomal Bora	(9707362409)
2. Sri Jitumoni Bhorali	(9613617863)
3. Sri Debajit Saikia	

## **Girls' Hostel Staff**

1. Ms. Dipti Borah	(7662900218)
2. Ms. Konmai Hazarika	(8135927804)
3. Ms. Kalpana Bora	(9859164159)
4. Ms. Bobita Bora	(9085728210)

## **Gate Keeper :**

1. Munindra Hazarika	(9864710527)
2. Nripen Bhuyan	(9678217141)

## **Sweeper :**

1. Sri Rakesh Balmiki	(8876667913)
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# *Prospectus*

## **ORGANIC MANURE 'POROMBANDHU' VERMICOMPOST PROJECT**

A product of Organic Manure 'POROMBANDHU' has been formally inaugurated on 3rd April, 2018 at D.K.D.College, Dergaon.' POROMBANDHU' is a product of vermicomposting unit. Vermicompost is a method of making compost with the use of earthworms, which eat half decompost biomasses and excretes it in digested granular forms.

The aim of this project are

- \* To aware the students, community and farmers on the use and benefits of organic manure.
- \* To spread the message to farming sector.
- \* To provide extensive

## *Facilities Available*

In the College Campus

## **Education Under Distance Learning**

Bachelor's Degree & Masters Degree

Under

- Dibrugarh University
- Krishna Kanta Handiqui State Open University

**DKD COLLEGE IGNOU (0402) STUDY CENTRE**

## ● ALLOTMENT OF DUTIES OF OFFICE ASSISTANTS

1. **Sri Arun Dutta, Supervisory Assistant** : Supervision of official works, Governing Body, maintenance of Service Book and Personal file of employees, RUSA, CPE Work, Leave, Interview & Appointment of employees, maintenance of Cash Book of UGC Fund accountant & utilization of grants, service conduct, issue of experience certificate, Plan & estimates of projects, Election of Teachers' representative to Governing Body, IQAC, Docating. P.G. IGNOU & DDE Affairs, (Ph. 9854362138)
2. **Sri Biju Pegu, Senior Assistant** : Preparation of Acquaintance Register & Salary Bill, Budget, LIC, GLISC, GIS, Income Tax (calculation, deduction Annual Return, 16 Form issue), correspondence on Senior/Selection Grade Scale of Pay, Preparation of Annual Salary Statement for Internal Audit, issue of Salary certificate. (Ph. 9707739590)
3. **Sri Girin Bora, Senior Assistant** : Maintenance of Cash Books of all accounts, verification of Bank statements, Bank transactions, maintenance of Refund Register of Caution Money, to meet and reply Audit objections, (Govt. & Internal) Utilization of grants, Grant recording of State Govt. maintenance of stock of fee collection receipt books, Pay Roll Savings. *Prospectus*
4. **Sri Joy Prokash Das, Junior Assistant** : Admission of student, Admission & correspondence of Hostels, Casual admission & related works, Correspondence with AHSEC & DU regarding admission and examination matters, preparation of Fees Register. (Ph. 9854150684)
5. **Sri Manab Jyoti Bora, Junior Assistant** : Issue of Pass & Other Certificate, Registration of Students, Maintenance of Stock Book of all funds and verification of related bills, Tender & quotation, Excursion & Railway Concession, P.G. Affairs, SAF, Typing and Miscellaneous correspondence as and when necessary. (Ph. 9859686693)
6. **Sri Dipen Bey, Junior Assistant** : Preparation of Admission, Merit and Attendance Register of students, Statistics, NCC, NSS, SCOUT & GUIDE, Identity Card, DU Sports Board, Scholarship Form issue to students & other related works, Typing and Miscellaneous correspondence as and when necessary. (Ph. 9435457084)
7. **Sri Joyjyoti Hazarika, Junior Assistant** : Approval & confirmation of service of

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employees, Police verification on Character & antecedents, Maintenance of register of Casual Leave, Roster Register, NAAC related works, preparation of Attendance Register of staff members, Roster maintenance register, KKHSOU, DDE affairs, Typing and Miscellaneous correspondence as and when necessary. (Ph. 9707510079)

8. **Sri Diganta Bora, Laboratory Assistant** : Maintenance of Laboratory Stock Book, order quotation, verification of Lab. Bills, Preparation of Admission Merit & attendance Register, Internal Examinations, Employment Exchange, Registration of students, Statistics, DDE Affairs, Typing and Miscellaneous correspondence as and when necessary. (Ph. 9854842981)
9. **Vacant**