



MANGALDAI COLLEGE
MANGALDAI DARRANG, ASSAM
PIN784125

STUDENT HANDBOOK

Name of the student:.....

Class: **Roll No.**.....

Address:.....

.....

Message from the Principal

The Student Handbook aimed at providing information to students about various rules and guidelines which are to be followed by the students of Mangaldai College. The Handbook also provides information about various facilities and programmes available in the college. I wish the Handbook will be a useful one to all students of Mangaldai College.

*Principal
Mangaldai College*

Rules and Regulations of the College

General Rules

1. This Student Handbook is applicable to all the students of B.A./ Bsc./B.Voc/ BCA enrolled in this college.
2. Only those associations recognized by the College authority can avail the facilities of the College premises.
3. Notice of any kind for circulation must be approved by the Principal.
4. Principal's signature on identity card shall be affixed within 15 days from the date of admission.
5. Students must keep the identity card with them in the college campus and produce it whenever demanded.
6. Filled up registration form of council/university should be submitted in the office within the stipulated time as fixed by the college office. No registration form will be received after such time.
7. For a pass certificate from the college, one has to apply one day in advance and for a transfer certificate, he/she has to apply at least two days in advance.
8. The responsibility for maintaining discipline is vested with the Principal and the Disciplinary Action Committee. Their decision shall be final in all such matters. Recently promulgated Govt. Rules on ragging are strictly adhered to in our college. Students will be punished for indulging in such activities as given in the following:
 - Encouraging and participation in ragging of any type.
 - Forcible disruption of classes.
 - Destruction of college properties.
 - Misbehaviour shown towards girls, women, and teaching and non-teaching employees of the college.
 - Using drugs, narcotics and cigarette smoking inside the college campus.
 - Misleading the college authority by providing wrong information.
 - Damage of library books, desks-benches and other property in possession of college.
 - Any kind of activity which is detrimental to the academic atmosphere of the college.

Anti-Ragging Policy

Ragging is an offence. Ragging in any form is strictly prohibited in college premises. Punishment for ragging is expulsion, rustication from the college and hostel as per rules of Anti-Ragging Committee of Mangaldai College.

Tobacco Free Zone

Mangaldai College campus has been declared as tobacco free zone. Use of tobacco of any kind is strictly prohibited and is a punishable offence.

Rules for College Hostel

Mangaldai College has two Girls' Hostels. The hostel is situated on the eastern side of the college campus and equipped with all facilities. The selection for hostel seats is made on merit and reservation rules of the Govt. However, students coming from far off places, having no convenient transport and communication facilities, will be given preference in the allotment of a hostel seat. Students desirous of availing hostel accommodation will have to apply separately to the Hostel Superintendent along with the documents cited below:

1. Mark sheet of the last examination passed.
2. Caste Certificate from appropriate authority.
3. Two passport sized photographs.
4. Parent's / Guardian's declaration.

If admitted to the college hostel, a student must abide by the following rules:

1. The boarder must pay her hostel mess dues on a monthly basis.
2. No boarder shall leave the hostel premises without prior permission from the hostel superintendent.
3. During study hour strict silence is to be observed and no outsider can enter into the hostel without prior permission of the hostel superintendent.
4. No guest is allowed to be entertained without permission of the hostel superintendent.
5. The visitors are allowed to meet a hostel boarder only in the visiting room within the visiting hour. Male visitors are strictly prohibited from entering inside the hostel.
6. Hostel properties including building, furniture, utensils, electrical appliances etc. Should be properly maintained and in case of any damage, it must be brought to the notice of the hostel superintendent.
7. Use of unauthorized electrical appliances such as heaters, iron etc. is prohibited.
8. Case of indiscipline and non-compliance with hostel and college rules shall be severely dealt with, leading to even expulsion from the hostel if necessary.
9. Expulsion from college entails expulsion from hostel and vice-versa.
10. The college hostel remains closed during summer and puja vacation. However, in case of examination during vacation, arrangement of mess is made at the hostel.

Rules for Girls' Common Room

1. It is the duty of each girl student to maintain discipline and cleanliness of the common room.
2. Use flush after using the toilets and lavatory.
3. Use incinerator for disposal of pads and use dustbin to through other disposal.
4. Use tap water when necessary and close it after use.
5. Don't use mobile phones while charging.
6. Switch off the fans and lights when these are not needed.

7. Keep silence inside the common room.
8. Keep eye on your belongings.

Rules for College Library

There are two sections of the library services in the college viz. the Central Library and the Departmental Library.

Central Library

Mangaldai College extends library facilities to the students and the teaching staff of the college. After getting admitted into the college a student is required to apply with necessary documents to the college librarian to be a member of the college library and to get his / her borrowing cards. On being granted membership, students are to note the following.

1. Students in Higher Secondary classes or in Three Year Degree Classes without major in any subject will be issued two borrowing cards.
2. A Three Year Degree Students having Major in any subject will be issued three borrowing cards.
3. A student may borrow one book from the library against each card for a period not exceeding fifteen days. However, a book may be reissued for another fifteen days on special request .
4. Any damage, defacement or loss of a book shall invite disciplinary action and fine against the borrower.
5. If a book is not returned within the due date, a borrower is to pay a fine of a fifty paise per day from the due date to the date of return of the book.
6. All library books must be returned before test/ last terminal examination issue of admit card / mark sheets will be withheld in case of defaulting students.
7. Books may be recalled from the borrower in case of emergency.
8. Rare books, manuscripts, journals, periodicals and newspapers are not issued in any case. They can be read in the library reading room only.
9. Library rules may be modified as and when necessary by the Library Advisory Committee.
10. Decision of the Principal in consultation with the Library Advisory Committee regarding the functioning of the library is final.

Departmental Library

In addition to the General (Central) Library, each department of the college has a departmental library of its own. Students offering Major in the subject concerned may avail the opportunity of using the Departmental Library in accordance with rules and regulations framed by the department in concurrence with the decision of the Principal.

Identity Card

The college identity card is issued to the students at the time of admission and it remains valid for one academic year. At the time of renewal of admission fresh Identity cards will be issued every year from the authority concerned. In case of any loss or damage of the card the matter should be immediately brought to the notice of the Principal and the duplicate Identity

card will be issued on application after proper verification and the payment of prescribed fees.

Change of Subject

A student admitted to any combination of subjects is not allowed to change his/her combination.

Attendance

Attendance in classes is compulsory. A student will be debarred from appearing as a regular student in any examination conducted by AHSEC and the Gauhati University if he/she fails to attend at least 75% of lecture delivered in each subject of his/her combination. A student will be penalized if he/she fails to attend 75% of classes and will be considered as a non-Collegiate student. A non-collegiate student will have to pay a fine of Rs. 3000.00 along with supporting documents to appear in the final examination.

Uniform

Wearing of College Uniform is compulsory for all students.

Uniform for Boys: Formal black trousers (low waist trousers/jeans not allowed), sky-blue shirt, maroon sweater or blazer, black shoes, black foot wear.

Uniform for Girls : White dupatta, sky-blue kameez (below knee), white salwar (No slacks and leggings allowed) or sky-blue sari, white blouse, Maroon sweater or blazer, black shoes/ black foot wear or sky -blue chador, sky-blue mekhela, white blouse, maroon sweater or blazer and black footwear.

The students of Mangaldai College are entitled to apply for the following scholarships as per rules:

1. National Merit Scholarship.
2. National Loan Scholarship.
3. State Merit Scholarship.
4. Merit cum Means Scholarship.
5. S.T./S.C./O.B.C./MOBC (As prescribed by the Project Director, ITDP) Scholarship.
6. Minority Scholarship.
7. Ishan Uday Scholarship (UGC).
8. Scholarships from Alumni Association
 - a. Scholarship for Best Science Graduate: by Mr. Indra Koch, Ex. Student, and Mangaldai College
 - b. Scholarship for Highest scorer in Geography: by Mr. Krishna KantaSaikia, Retd. Lecturer, Mangaldai College
 - c. Scholarship for Highest scorer in Mathematics: by Mr. Anwar Hussain, Accounts Officer, PWD, and Govt. of Assam

(In memory of Late Rousan Ara Begum)

Debate, Sports and Cultural Activities

In our college, the authority not only gives high priority to the academic career of students but also attaches due importance to promotion of co-curricular activities. The students union with active support of in-charge teachers organizes Swahid Memorial Debate competition on all

Assam basis in the month of September where the competitors get a chance to debate on burning issues of society.

The student union also organizes college week in the month of January where students get the opportunity to participate in sports and cultural activities. Students also get the opportunity to represent the college in various sports and cultural events organized by different colleges, universities and other institutions.

Sports facilities in College Campus

The college has a well maintained playground for cricket, football and other athletics activities. The College also has a basketball court, a gymnasium and other indoor games facilities. A swimming pool and an Indoor Stadium are under construction, completion of which will provide enormous scope to the students in sports activities.

National Cadets Corps (N.C.C.)

Students of Mangaldai College can join senior division NCC of boys' and girls' wing. On being enrolled they can appear in different examinations on completion of their training. There are three scholarships for the cadets of NCC. They are Best Cadet Scholarship, Cadet Welfare Scholarship and Shahara Scholarship. These Scholarships have different criterion for selection. Cadets of our college have the prospect of joining different State and National Level Camps which help them to learn leadership qualities. Students willing to join NCC must apply separately to the respective wings after admission.

CONTACT OFFICERS

Major Hariman Deka, *Associate Prof., Geography for Senior Division (Boys)*

Major Dr. Leena Saikia, *Associate Prof, Zoology for Senior Division (Girls).*

National Service Scheme (N.S.S.)

A student of Mangaldai College may join N.S.S. which gives an opportunity to develop his/her personality and shape his/her attitude towards life. Since the year of inception in 1972, this organization has undertaken several projects for social service and completed them successfully. Students willing to opt for NSS may contact the professor in charge of it.

Youth Red Cross Unit

Mangaldai College has a Youth Red Cross Unit of Indian Red Cross Society. Any student can apply for membership of Indian Red Cross through this unit and can serve the nation by protecting the life and health and to ensure respect for human being.

CONTACT OFFICER (NSS & Red Cross)

Mr. Issaram Nath, *HOD, Department of Political Science*

Career And Employment Information Centre (CEIC)

The Career Information and Guidance Centre of Mangaldai College was established in 2003 with a view to provide following services to the students of the college-

- a) Career information in academic & professional fields.
- b) Organization of periodical career counselling programmes.
- c) Employment information.

Mangaldai College Students' Union

Regular students of Mangaldai College may participate in the formation of students union as per terms and conditions laid down by the authority and the Lyngdoh Commission. The union is elected annually by the regular students of the college on the terms and conditions laid down in the bye-laws framed for the purpose. The Principal of the College has the absolute right to suspend or dismiss any office bearer of the students' union or look into the activities of the students' union. The Principal of the College appoints a teacher in-charge in each section of the students Union.

Grievance Redressal Cell (GRC)

G.R.C. was established in 2003 for redressal of various grievances of the students, the faculty members and the staff of the College relating to the College affairs. The Complainants may submit their complaint/ grievances in the Complaints/Grievance Box or directly to Teacher i/c of the Grievance Redressal Cell.

Mangaldai College Science Forum

It is a newly formed student forum with an aim and objective to create a scientific temperament among the learners of Mangaldai College committed to work for the student community of the district.

Alumni Association

The alumni association of the College holds periodic meetings among its members and keeps in touch with the principal about the various activities of the college.

Hostel Advisory Committee

The committee looks after the hostel management system.

Library Advisory Committee

The Library Advisory Committee looks after the management and development of the Library.

Research Committee

The Research Committee, constituted as per the latest UGC guidelines assesses the research activities of the College Faculty members. A number of major and minor research projects are continuing under financial assistance from various funding agencies- UGC/DST/DBT.

Students' Travelling Concession

Students of the College are entitled to railway concession to travel home and back during vacations and for travelling on academic tours conducted by the College.

Biotech Hub

In 2013 an institutional level Biotech Hub was established in Mangaldai College with financial assistance from the Department of Biotechnology, Govt, of India. This Hub provides infrastructural facility on basic science including Biotechnology and imparts hands on training to students, faculty and research scholars of our college and adjacent institutions. Several outreach programme to nearby schools and guest lectures on popular science are also being organised by this Hub.

Star College Scheme

Mangaldai College has been awarded Star College Scheme in 2014 by the Department of Biotechnology, under the Ministry of Science & Technology, Govt of India. The scheme provides academic and physical infrastructure for achieving excellence in teaching and extending added exposure of students to experiment oriented science. In our college the Departments of Botany, Chemistry, Physics and Zoology have come under this scheme. A number of academic activities have been undertaken in this scheme for both students and faculty members of our college. These activities include the following:

- a. Procuring state of the art scientific equipment and consumables for the laboratories of these departments to undertake practical and mini research projects by the students.
- b. Introduction of an additional paper on Research Methodology for sixth semester students of these departments to orient them towards research activities.
- c. Organizing academic tours for the students of our college to reputed research institutions and industries for exposure.
- d. Organizing Guest Lectures by resource persons from the Gauhati University, the Tezpur University and the IIT, Guwahati for the students and faculty members of various departments to help them improve their critical thinking on their subjects.
- e. Initiation of Star Student Award to the best student in each of the four above said departments through a strict and transparent procedure.

Women's Study and Research Cell

This cell looks after the welfare of students (girls) and women employees of the College and also of the women of nearby places.

Principal
Mangaldai College, Mangaldai