



বেলতলা মহাবিদ্যালয় BELTOLA COLLEGE

পুস্তিকা ২০২১-২০২২
Prospectus 2021 - 2022



BELTOLA COLLEGE

(Provincialised)

**Under 2(f) & 12(B) of UGC Act, 1956 Permanently Affiliated
College under Gauhati University**

Address : Bongaon, P.O.- Beltola, Guwahati- 781028,

District :- Kamrup Metro, Assam, India

Phone : 0361-2303853, Fax: 0361-2303853

E-mail: collegebeltola@gmail.com,

web: www.beltolacollege.org



An Excursion- Trip to Digha and Kolkatta



The Scout and Guide was Introduced on 19th February 2021

The College Campus at a



A BRIEF HISTORY CUM PROFILE OF THE COLLEGE

Beltola College is one of the unique institution of Higher Education in Guwahati City established on 18th November 1983. Initially the college was started at Ganesh Mandir Vidyalaya, Khanapara temporarily as a Night College. But at the initiative of some benevolent person of greater Beltola area, the college was shifted to Bongaon, Beltola because the Government of Assam has allotted a plot of land (4 Bighas, 2 Katha) to the college authority.

Later on, the generous public encourage to start the day section in the college. Beltola College is provided a Tribal Belt Certificate by the Govt. of Assam as most of the inhabitants of this locality are tribal population. Moreover, the college has taken a Border Area Certificate as it comes under State Government's Jurisdiction. Again, the untiring and dedicated efforts of public, well-wishers, principal, teaching and non-teaching staffs have greatly contributed to its allround success in becoming one of the better higher educational institutions under Gauhati University.

COURSE OFFERED

The College offers Bachelor of Arts (B.A.) Degree Course (Major & General Subjects) in regular mode under Gauhati University. As per Gauhati University Notification from the current session the BA 1st Semester Courses is under the CBCS (Choice Based Credit System).

The college also offers B.A. Degree Course (General Subjects only) in correspondence mode under Institute of Distance and Open Learning (IDOL) of Gauhati University. This course is introduced in the session 2012-13, keeping in view that it will be benefitted to those who are engaged in other works for their livelihood can pursue B.A. Degree.

Moreover, the college offers a vocational course i.e. one year Diploma on Translation from Hindi to English and from English to Hindi. This course is run by Sabda Bharati in collaboration with Department of Hindi.

The eight Departments of the College has undertaken the following certificate courses:

Assamese : Language of Speech	Economics : Accounting for decision making
Education : Primary Education	English : Every day English
Hindi : Professional Hindi	Philosophy : Yoga
History : Tourism marketing and promotion	Political Science : Political Psychology

The willing students may be admitted through registration after meeting the Coordinator of the respective course in the respective Department.

THE VISION, MISSION AND MOTTO OF THE COLLEGE

VISION : To create quality Human Resource through Higher Education for strengthening the spirit of building a prosperous and progressive Nation.

MISSION : To encourage the youth with proper Attitude, Values and Analytical power for building the best of the Nation.

MOTTO : "Tamaso Maa Jyotirgamaya". The meaning of the MOTTO is attaining enlightenment through knowledge.

INTIMATIONS REGARDING ADMISSION

- ❑ The academic session commences from the 1st working day, month of August every year. Admission to the B.A. 1st Semester course is held after the announcement of H.S. Examination Result. Application should be submitted in the prescribed form available with the college prospectus.
- ❑ The date of admission to the B.A. 1st Semester-2021 class will be notified in the College website www.betolacollege.org after declaration of the H.S. Results.
- ❑ Admission is strictly on the basis of merit and according the College & Govt. Admission Rules.
- ❑ There is a provision for reservation of seats for students belonging to SC/ST/OBC/MOBC as per rules.
- ❑ There is also provision of admission for outstanding sportsmen and artists.
- ❑ The whole admission & financial transaction procedure will be done digitally.
- ❑ For Free Admission, the students must submit income certificate issued by the Circle Officer.
- ❑ The students have to produce original Marks-Sheets and Certificates of the previous qualifying examination at the time of admission.
- ❑ The students who passed the qualifying examination earlier than the current year must have to attach the 'Gap Certificate' along with the Application Form. The gap should not exceed more than one year. Moreover, the 'Gap Certificate' must be issued by the Gazetted Officers/ Govt. Doctors/ the village Headman.
- ❑ **The students/GUARDIANS must download the BHIM Application or have to bring A.T.M. Card/Debit Card/Credit Card in order to do 'SWIPE' in PoS Machine for ADMISSION & financial TRANSACTION PURPOSE. (NOT APPLICABLE FOR ONLINE ADMISSION)**

GENERAL INFORMATIONS OF THE COLLEGE

- ❑ **CLASS attendance** : The regular students must attend 75% of the total classes, otherwise they will be treated as dis-collegiate and will not be able to appear in the final examination as per rules of Gauhati University.
After admitting in the college, each student is placed under the personal supervisor and guidance of Head of the Department for each subject who maintains a detailed record of the students class attendances, progress and also keep on eye on their general conduct inside the College.
- ❑ **College Examination and project works:**
 - Sessional Examination is held before all GU final examination of every semester.
 - Monthly class tests by each Department.
 - Seminars, Assignments, Extension Programmes, Project Works etc are held time to time.
- ❑ **Identity Card** : An identity card is issued to every student and it is to be kept by him/her during college hours. The students will not be allowed to enter the college campus without having the identity card.
- ❑ **College Uniform:**
 - Boys- For Boys black formal pant & sky blue shirt with Stripes.
 - Girls- For Girls white salwar (patiwala) and sky blue kamiz with stripes along with white dupatta.
 - During winter, black sweater for both boys and girls.

ADMISSION PROCEDURE

Information for new Applicant

- Candidate has to visit college website www.beltolacollege.org and then click Online Admission. A new page will open up where they have to register first.
- After successful registration the candidate has to login to fill up the application form part by part by clicking the button at lower right corner.
- Document needed to be uploaded during form fill up: **(Maximum image size up to 300kb)**
 - Last Examination Certificate (If collected)
 - Last Examination Mark-sheet (Compulsory)
 - Caste Certificate (Compulsory, if applied for quota)
 - Extra Curricular Certificate (Compulsory, if applied for)
 - Gap Certificate (Compulsory, if there is gap)
 - Extra Curricular Activities (Compulsory, if applied for)
 - Scanned Signature and Passport size photograph. (Maximum size 300kb)

NOTE

Before the final submission of Admission form the candidate should review the filled data for any necessary modification. After Final Submission the candidate will not able to modify the form further.

Documents Required (to be produced whenever required)

- Original mark sheet and certificate of the last qualifying examination
- Certificate from the head of the institution last attended.
- Original gap certificate, wherever necessary. This certificate has to be issued by a gazette officer/ head of the institution (Govt. institution only) last attended or it has to be an affidavit. Gap exceeding two years will not be accepted.
- Two passport- sized photographs.
- Original cast certificate of the candidate seeking admission, issued or countersigned by a district administrative authority, viz D.C./S.D.C. when admission is sought against caste quota.
- Original supporting document for extra- curricular activities.
- Original documents issued by competent authority in case of specially able candidates.

Honours Seats for T.D.C. Arts

Sl.No	Department	No. of Seats
1.	Assamese	40
2.	English	30
3.	Hindi	20
4.	Political Science	30
5.	Education	30
6.	Economics	20
7.	History	20
8.	Philosophy	20

- N.B. : 1. For Honours in B.A. in each subject, the selection procedure will be notified in the college website.
2. Any change in admission procedure will be notified in college website.



College Girls & Boys are participating in the College Week

❑ **Library** : The College has a well-organised library with a collection of text books, reference books and other valuable books related to different subjects. A good number of Journals, Magazines/ Periodicals and Newspapers are also stocked in the library. Students are issued one library card which should be renewed yearly. Library orientation programme is organised for the newly admitted students. The library has Library Management Software SOUL 2.0 for the automation of the house keeping operations of the library. The library provides access to E-resources through NLIST (National Library and Information Services Infrastructure of Scholarly Content) programme. The library offers spacious reading hall along with internet and reprography facility.

❑ **Meditation programme** : The meditation programmes are conducted by Pioneer Human Development Organisation, Swami Vivekananda Kendra, Kanyakumari, Guwahati Branch and many other organisations from time to time for the welfare of the students.

❑ **GAMES and SPORTS, literary and cultural ACTIVITIES**: Competitions and debates are organized from time to time for the benefit of the students of the college. These are organized by Beltola College Students' Union with the guidance of teaching staffs. Competitions to various extra – curricular streams are held during the annual college week festival. Good performers can represent the college in the Gauhati University Youth Festival and other inter college programmes.



Users' Searching books in the College Library

❑ **Smart CLASSROOM:** The College has provided smart classroom facilities to upgrade the students digitally. The students can acquire the visual knowledge through internet and other digital applications.



Faculty Member of the College taking a Smart Class

❑ **MUSEUM:** A museum is going to be introduced in the new session in order to focus the various cultural heritage and tradition of entire North Eastern Region. It is expected that the Museum will benefit the students.

❑ **Canteen :** Canteen for students, teachers and non-teaching staff is available in the college and remains open during working hours. There is a canteen committee too who inspects the canteen from time to time in order to maintain the quality of food.

❑ **ScholarSHIP :** The students belong to SC/ST/OBC/MOBC are awarded scholarship as per Govt. of Assam rules. It also includes merit scholarship.

❑ **Students' Union :** There is a Beltola College Students' Union (BCSU). The members of the Union are elected through the election. But a student who does not have 75% of attendance in the class on the date of submission of nomination papers for the post of office bearer of BCSU, will not be eligible for contesting the election.

❑ **The College Magazine 'Garima' :** The College Magazine 'Garima' is published annually. It gives an opportunity to the students for self-expression in different fields. Moreover, 'Garima' is run by an Editorial Board consisting of members of the teaching staffs and the students.

❑ **Wall Magazine :** All the eight Departments of the college published Wall Magazine annually to expose the creativity of the students in the literary field.

❑ **Departmental Seminar cum Project :** The various departments of the college organises Seminars, Workshops, Lectures, Projects, Field Works etc. according to the programme fixed by the concerns.

Again, the seminars from the Central Govt., the State Govt., U.G.C. (G.D.A.) and the various institution of Assam are held in the college campus. The seminar will really helped the students as well as the Faculty Members to expose their talents and to gather knowledge from the speech or the opinions of the Resource Persons.



Field Study organized by the Department of College



Field Trip and Excursion organized by the College

VARIOUS WINGS OF THE COLLEGE

❑ **Internal Quality Assurance Cell (IQAC)** : As a pre accreditation quality assurance measures prescribed by the NAAC, Beltola College established Internal Quality Assurance Cell (IQAC) on 7th April 2015. Though it has quite recent history, it has become an integral part of the college and it tries to fulfill the utmost required things which are essential in the assurance of quality. Though shortage of different amenities, this cell emphasises on accreditation of NAAC for the betterment of the whole institution, especially for the students. This cell is emphasizing on feedback system in our college. It has taken the responsibility to improve the institution through different cells. The IQAC of Beltola College is determined to change the institution to the level of excellence. It has aspirations to do different things and to facilitate students.



Workshop and webinar organized by the IQAC and the Departments of College

❑ **AISHE CELL** : According to the instructions of Ministry of Human Resource Development (MHRD) and Directorate of Higher Education (DHE) of the Government, Beltola College founded All India Survey of Higher Education Cell in 2011.

❑ **EntrepreneurSHIP Cell** : This cell is responsible for promoting entrepreneurship among the students. It was established on 17/10/2015 in Beltola College. The functions of the cell is to organize different workshop and seminar.

❑ **Anti-Ragging Cell**: The Anti-ragging cell is formed in the Beltola college to see the matter of ragging or any kind of related acts of indiscipline. If any student found indulging in any act of ragging, he or she will be dealt as per rule. The Honorable Supreme Court has directed that ragging be banned from all educational institutions. Ragging has been made cognizable offence for which he or she will face a punishment of rigorous imprisonment for 3 years jail or a fine of Rs. 2500/-

❑ **Anti-Sexual Harassment cell** : The college has established a Anti-Sexual Harassment cell to provide a disciplined, healthy and congenial atmosphere to all the students and employees.

❑ **Academic Development Cell** : This cell is responsible for Academic development of Beltola College. This cell has taken various measures for enhancing Academic achievements of the students, conducting meeting relating to examination, facilitating tutorials for academically disadvantage students, facilitating bright students of the college, faculty empowerment strategy, financial management and resource mobilization, looking after AQAR, building strategy development and deployment. It was established on 20-3-2015.

❑ **Career Guidance Cell** : This cell was established on 17-05-2015. The objectives of this cell are to address the diverse social economic challenges and geographical background of heterogeneous population and provide institutional support and placement accessibility. The functions of this cell are organizing and keeping records of indoor and outdoor game, arranging Spoken English Classes and availing knowledge about different career, taken classes for personality development, organizing and encouraging co-curricular activities,

arranging training programme for computer literacy for the students and staff of the college, collecting feedback system and take necessary steps.



Activities of Career Guidance Cell

❑ **Disaster Management Cell** : The objectives of this cell are to promote culture of prevention and preparedness for disaster. The different activities of this cell are to reduce or avoid morbidity, mortality, economic and physical damages from a hazard. It also tries to reduce personal suffering and emotional stress of the sufferer from the hazard. This cell aims to make speed recovery for the victims by proper recovery programmes and assistance in order to protect victims through provision of shelter and protective services. It also aims to provide relief through rescuing and relocating people, providing them with food, water and emergency medical treatment.



College Students are Participating in the Mock Drill Programme held at College Campus

❑ **E-waste Management Cell** : In the era of global warming and environmental degradation waste management and disposal of waste in proper manner is essential. The different functions of this cell is to maintain records of E-waste of the college, properly Disposing E- Waste etc.

❑ **Community Development Cell** : For the social responsibility of this institution, the community development cell involve in adoption of village and take measures for the development of such Village, adoption of school, take measures for the development of such school, organizing different awareness camp such as awareness about land erosion, health, literacy etc. Besides these, it also organises community development programme. It was established on 17.05.2015.



Community Development Cell organized a Socio- Economic Survey at the adopted village of College Katakypara and donated water purifier for benefit of LP School students

❑ **Teaching Learning Improvement Cell** : This cell was established on 17.10.2015. For the betterment of academic aspects, the activities which are taken by this cell are – curricular planning and implementation, looking after academic flexibility relating to timing, space etc. Moreover, it also takes measures for curriculum enrichment, promoting healthy relationship between the teachers and the students. And finally it takes measures for the psychological development of the students.

❑ **RESEARCH CONSULTANCY** : For enhancing quality in higher education, the functions which are taken by this cell are – promotion of research, resource mobilization for research, keeping records of research publications. To provide consultancy relating research, the step of collaboration may seek if required. It was established on 17.10.2015.

❑ **RTI Cell** : The College has a RTI Cell which provides all the information's as per the RTI-Act.

The Head of the institution i.e. The Principal is the Public Relations Officer of the College.

❑ **Grievance Redressal Cell** : The college has conducted a Grievance Redressal Cell to solve the various problems faced by the students, teachers and the non-teaching staff.

❑ **Women Cell** : The women cell 'Rengoni Beltola' is an integral part of Beltola College. Being a strong part of Beltola college, this cell has performed various activities in the college campus and near by area. The various activities which are performed by this cell are – health camp,



Plantation Programme at the College Campus on World Environment Day

□ **NSS** : National Service Scheme unit of Beltola College was started on 24th Sept. 2016 with 100 volunteers. It is an Indian Government sponsored public service programme conducted by the Ministry of Youth Affairs. The main aim and objective of NSS are to inculcate social welfare in students, and to provide service to society without bias. The moto of NSS is 'Not me but you'. The village named Moinakhorong has been adopted by NSS Unit.



Various Programme organized by NSS Unit of the College

PRINCIPAL & TEACHING STAFF OF THE COLLEGE**PRINCIPAL****Dr Ajit Borkotoky, PhD****DEPARTMENT OF ASSAMESE**

Dr Mrigendra Nath Sarma, MPhil, PhD
(Head) Bharati Devi, MA
Dr Bhaskar Patgiri, PhD
Mitali Lahkar, MPhil (Guest Faculty)

DEPARTMENT OF ECONOMICS

Eli Kumari Das, MPhil (Head)
Sadhana Kalita, MA
Himangshu Das, MA
Labanita Deka, MA (Guest Faculty)

DEPARTMENT OF EDUCATION

Jashmin Bahar, MPhil
Mofida Begum, MA (Head)
Dhrijumoni Das, MA
Md Ayez Uddin, MA (Guest Faculty)

DEPARTMENT OF ENGLISH

Pankaj Kumar Kalita, MA
Kamaruj Jaman, MA
Priyanka Basumatary, MPhil (Head)

DEPARTMENT OF HINDI

Dibyajyoti Deka, MPhil
Ramesh Kumar Rai, MA (Head)
Kakumoni Bharadaz, MA (Guest Faculty)

DEPARTMENT OF HISTORY

Himadree Kumar Sarma, MPhil
Rashmirekha Hazarika, MA (Head)

DEPARTMENT OF PHILOSOPHY

Bornali Mohan, MA (Head)
Rumi Barman, MPhil
Nashmin Ara Begum, MA (Guest Faculty)

DEPARTMENT OF POLITICAL SCIENCE

Lina Deka, MA
Arup Kalita, MPhil (Head)
Kabita Das, MA (Guest Faculty)

DEPARTMENT OF ENVIRONMENTAL STUDIES

Nami Das, MSc (Guest Faculty)

OFFICE & LIBRARY STAFF OF THE COLLEGE**OFFICE STAFF**

Munindra Kalita (Senior Assistant)
Sailen Medhi (Junior Assistant)
Sampurna Sharma (Junior Assistant)
Amar Das (Junior Assistant)
Nayanmoni Choudhury (Junior Assistant)
Anil Baishya (Grade IV)
Pradip Deka (Grade IV)
Narayan Pator (Grade IV)
Meera Sarkar Murmu (Grade IV)
Rabin Hemrom (Night Chowkidar)
Bhagirath Kalita (Day Security)

LIBRARY STAFF

Phool Rani Das, MA, MLISc (Librarian)
Anjana Pathak (Library Assistant)
Sahidul Islam (Library Bearer)

RULES & REGULATIONS

- The college gives top priority to discipline, all students are bound to follow the rules and regulations set by the authority.
- The students who do not attend at least 75% of the total classes will not be allowed to appear in Sessional Examination and Final Examination.
- The students are not allowed in the class room without college uniform.
- Under disciplinary action, the Principal is empowered to suspend or even expelled a student from the college in the interest of the institution.
- In order to maintain academic atmosphere in the college, students should not make noise while moving in the campus, sitting in the library and the common rooms. Movements from one class to another should be orderly. In off periods, students are suggested to go to the library or common room.
- Unauthorised persons are not allowed to move inside the college campus.
- All students must bring identity card in the college campus.
- Any notice desired to be posted or circulated by the students anywhere in the college premises will need the prior approval of the authority.
- It is the duty of the students to check the notice board every day.
- It is the duty of the student to keep the classroom and college campus clean.
- The students are not allowed to use mobile phones in the class room and examination hall.
- The students cannot use any device to listen to music.
- Parking facility is available for the students on the basis of first come first serve basis in the college campus.
- Ragging, consuming alcohol and all kinds of tobacco are strictly prohibited in the college campus.
- The students are advised to switch off lights and fans when they leave the class room.
- Sexual misconduct of any kind is strictly punishable.
- The students are not allowed to organize any kind of meeting, function, picnic etc. without taking prior permission from the authority.
- The students must not damage any kind of college property.
- No students can possess any kind of arms.
- All students must treat all members of the college community with respect and courtesy.
- The students must switch off the mobile phone in the class room.
- In case of change in address, phone no. etc. the students must intimate in writing with signature of parents/guardians to the college office.

By order

Principal, Beltola College



Two NSS volunteers from our institute had participated in the national programme



Observation of World AIDS Day at College



Awareness Programme on Traffic Rules for Students held at College



On the occasion of Teachers' Day Celebration



College Foundation Day Celebration



Observation of Yoga Day at College



Meet held at College



Faculty Members & Students are presence in the eve of College Freshman Social



Cultural Programme held at the College Week Festival



Human Chain (a Symbol of Unity) by the College Students & Faculty Members



Students are present on the occasion of 'Nirmali' on Saraswati Puja



Orientation Programme on National Digital Library of India organized by the College Library



Deputy Controller of Examinations & his team
from Gauhati University visited the College on 11th May 2019



National Programme of NSS team from Assam



Covid- 19 awareness program

