

OFFICE OF THE PRINCIPAL HABRAGHAT MAHAVIDYALAYA

Affiliated to Gauhati University, Guwahati, Assam
The college is covered under Section 2(f) and 12(B) of the UGC Act, 1956

Dr. Mantu Kr. Das, M.A. Ph. D, PGDCA
Principal & Secretary/DDO
Habraghat Mahavidyalaya,
Krishnai, Goalpara, Assam



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Website: www.habraghatcollege.in

Ref. No:

Date: 8/8/2022

Admission Policy

For admission into UG Programme, Habraghat Mahavidyalaya, Krishnai, follows the policy as stated below-

For smooth completion of admission process, the College authority constitutes one Admission Committee for every academic session. The admission committee looks into the whole admission process as per guidelines of the concern authority.

Step-1: The college authority publishes admission notification for admission into UG Programme with brief guidelines of admission.

Step-2: By following the admission notification, the candidates submit their admission application (Online) within the stipulated period fixed by the college.

Step-3: After completion of application process from applicants end the admission committee scrutinizes all the applications (Online).

Step-4: After completion of scrutiny of all the applications, the admission committee extract the applicant's data and prepare merit list with the help of all the Head of the Departments and faculties by following necessary guidelines including the state reservation policy and publish the merit list both online & Offline mode.

Step-5: After publication of merit list the college send admission offer (Online) to the candidates who has been selected for admission in their registered email & mobile Nos.

Step-6: After getting admission offer the candidates accept the admission offer (Online).

Step-7: After acceptance of admission offer, the candidates, appear before the admission committee for final document verification and the members of the admission committee verify the necessary particulars of the applicants.

Step-8: After document verification the admission of the candidates are granted (Online) and the candidates, whose admission are granted (Online) deposit necessary admission fee to the college.

As explained above the admission process is completed.



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Academic Policy

To maintain healthy academic atmosphere in the college, the college has strong academic policy. For this purpose, the college has an Academic Committee headed by the principal. All the head of the departments are members of the Academic Committee. The Academic Committee looks into all the matters relating to the academic activities of the college.

Besides, the Academic Committee, the college has the following mechanism to enrich the academic environment of the college.

- 1) Strict vigilance to the academic affairs of the college is one of the prime responsibilities of IQAC of the College. As a part of quality initiatives, IQAC of the college provides suggestive measures to the concerned committees. IQAC of the College also carries out different activities to ensure academic enrichment of the College.
- 2) All the departments of the College have their own committee headed by the Head of the departments to look into the departmental academic affairs.
- 3) The college has Mentor-Mentee mechanism to enrich the academic interest of the students.
- 4) For smooth functioning of the examinations of the College, the college has Examination Conduct Committee and Examination Centre Committee.
- 5) The Vice-Principal along with supporting staff remains strict vigilance to the academic affairs of the college.
- 6) Parent Teacher meet is another significant approach for enrichment of academic atmosphere of the College.




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Infrastructure and Maintenance Policy

To maintain the infrastructure, equipment and all other assets, the college has a strong and transparent mechanism. The construction committee headed by the principal of the college takes the responsibilities of strict vigilance of the infrastructure and equipment and all other assets of the college along with all the stake holders. If any cases of augmentation, repairing or replacement have been detected or reported the same is communicated to the principal. After getting such report/information regarding necessity of augmentation, repairing or replacement the principal of the college immediately attends the issue. In case of minor cases the principal resolves the issue with the help of ministerial staff. Depending upon the intensity of the issue the principal communicates the construction committee and the construction committee take up the issues relating to the augmentation, repairing or replacement of infrastructure, equipment and all other assets of the college by following due procedure to be followed for the purpose.




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Student Support Policy

To fulfill the interest of the students, the college has a strong policy for student support. Under the leadership of the principal with the initiatives of IQAC and Students' Council as well as different cells/committee of the college, the college provides different support to the students. For successful implementation of students support facilities to the students, the college provides the following support services.

- 1) The college provides free studentship to the poor and the needy students under "Prajyan Bharati" Scheme of Govt. of Assam.
- 2) The college provides award to the meritorious students.
- 3) The college provides financial support to the meritorious, poor and needy students through students aid fund.
- 4) The college provides support services to the students through help desk to fill up online admission/scholarship forms.
- 5) The college provides Health Care service facilities to the students.
- 6) The college provides Co-Curricular activities facilities to the students.
- 7) The college provides different free Skill-Oriented Courses to the students in collaboration with other agencies.
- 8) The Guidance and Career Counselling Cell of the college provides counselling services to the students.
- 9) Disciplinary action Committee, Anti Ragging Committee, Anti-Sexual Harassment Committee ensure safety and security of the students.
- 10) The college provide opportunity to the students to represent different committees of the college.
- 11) The college provide opportunity to the students to participate in different meet & events organized by different organizations.




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Faculty Empowerment Policy

For empowerment of faculties, the college has strong Faculty Empowerment Policy. In this regard the college follows the different guidelines, issued by Government as well as set by the College. As a part of implementation of Faculty Empowerment Policy, following practices has been going on in the College.

- 1) The college provides different types of leaves to the faculties as per Govt. guidelines.
- 2) The College provides Health Insurance schemes to the faculties under "Mukhya Mantri Loko Sewa Arogya Yojona".
- 3) The college provides Group Insurance Scheme facility to the faculties as per Govt. guidelines.
- 4) The college provides different retirement benefits to the faculties as per Govt. guidelines.
- 5) The college provides Career Advancement Schemes to the faculties as per Govt. guidelines.
- 6) The college provides all the basic facilities in the college campus including Canteen & Recreation facilities to the faculties.
- 7) The college provides congenial environment to carry out research activities by the faculties.
- 8) The College provides leave to attend Seminar, Conference, Workshop, Orientation Programme, Refresher Course, Faculty Development Programme as well as also for Research Work.
- 9) The College provides financial assistance (if required) to the faculties to attend Seminar, Conference, workshop as well as also for Research Work.
- 10) In case of critical health issues, the college provides financial assistance to the employees from College Staff Benefit Fund.




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Grievance Redressal Policy

To ensure earliest disposal of grievances of the stake holders, the College has a strong Grievance Redressal Policy. As a part of implementation of Grievance Redressal Policy, the College has a Grievance Redressal Committee. The Grievance Redressal Committee looks into the issues relating to grievances of the stake holders. To meet the grievances of the stake holders, the college follows the following mechanism.

- 1) For successful implementation of Grievance Redressal Policy, the college has installed Grievance Box in the College, so that the stake holders of the college may raise their grievances hassle free.
- 2) There are also provisions for the stake holders of the college to raise their issues before the Principal of the College.
- 3) The grievance box is opened once in a week by the Convenor of Grievance Redressal Committee and collected the grievances (if any) and placed in the meeting of the Committee.
- 4) After scrutiny/hearing of the grievances the committee communicates the principal for earliest disposal of the grievances and accordingly, the principal the needful steps for earliest disposal of the grievances.
- 5) Considering the intensity of grievances some grievances are being disposed off in the meeting of the Grievance Redressal Committee, while some are forwarded to the principal as well as some are forwarded to the Governing Body.




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Anti-Ragging Policy

To ensure ragging free campus, the College has a strong Anti-Ragging policy. As a part of implementation of Anti-Ragging policy, the College has an Anti-Ragging Committee headed by the principal. All the members of the Anti-Ragging Committee with the support of faculty members remains strict vigilance to the issues relating to Ragging. As a part of implementation of Anti-Ragging policy, the Anti-Ragging Committee conducts orientation programme in association with IQAC, covering all the students at the beginning of every academic session. Furthermore, the Anti-Ragging Committee also conducts Anti Ragging Awareness Campaign time to time. Due to the committed effort of the Anti-Ragging Committee, Faculty Members and Employees of the College during last 10 years no cases of Ragging has been reported.




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Anti-Sexual Harassment Policy

To ensure sexual harassment free campus, the College has a strong Anti-Sexual Harassment policy. As a part of implementation of Anti-Sexual Harassment policy, the College has an Anti-Sexual Harassment Committee headed by the principal. All the members of the Anti-Sexual Harassment Committee with the support of faculty members remains strict vigilance to the issues relating to Sexual Harassment. As a part of implementation of Anti-Sexual Harassment policy, the Anti-Sexual Harassment Committee conducts orientation programme in association with IQAC, covering all the students at the beginning of every academic session. Furthermore, the Anti-Sexual Harassment Committee also conducts Anti-Sexual Harassment Awareness Campaign time to time. Due to the committed effort of the Anti-Sexual Harassment Committee, Faculty Members and Employees of the College since the inception of the College, no cases of Sexual Harassment have been reported.




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Green Campus Policy

By following the principle of "Nurture Nature for future", the college adopt a strong Green Campus Policy. As a part of implementation of Green Campus Policy, the college follows the following strategies-

- 1) As a part of Green Campus initiatives, the College develop a Teak Wood Garden.
- 2) IQAC of the College in association with NSS Unit of the College organizes awareness campaign time to time regarding Green Campus initiatives.
- 3) As a part of Green Campus initiatives, plantation drives has been carries out time to time.
- 4) As a part of Green Campus initiatives, cleanliness drives have been carried out time to time with the initiatives of NSS Unit of the College.
- 5) As a part of Green Campus initiatives, the college banned the use of plastic.
- 6) As a part of Green Campus initiatives, the college has set up Rain Water Harvesting Plant.
- 7) As a part of Green Campus initiatives, the college has installed vending machine for disposal of sanitary napkins.
- 8) As a part of Green Campus initiatives, the college has well organized waste /garbage disposal mechanism.
- 9) Observation of "No vehicle day" is another significant step towards Green Campus initiatives.




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