



E-Prospectus
INDIRA GANDHI GOVT. COLLEGE,
TEZU
(2019-20)

ADMISSION TO UNDERGRADUATE COURSES

FIRST SEMESTER COURSES

- i) Online Application Submission : June 15 2019 to July 15 2019
- ii) Scrutiny of application and Declaration of Eligible Candidates : July 16 2019
- iii) Verification of Original Documents : 16th July 2019 to 19th July 2019
- iv) Online Fee Payment by the Students without Late Fee : 22nd July 2019 to 31st July 2019
- v) Online Fee Payment with Late Fee of Rs. 500 : 1st August to 2nd August 2019
- vi) Commencement of the Class : 1st August 2019

THIRD & FIFTH SEMESTER COURSES

- i) Online Admission without late fee : 24th July, 2019 to 27th July'2019
- ii) Online Admission with late fee with Rs. 500 : 30th July, 2019 to 31st July, 2019
- iii) Commencement of classes : 30th July, 2019

Note:-

Even if the results of qualifying examinations are not declared in time, the admission process should be completed within the specified dates as mentioned above. The Principal shall ensure the start of the 1st Semester classes by 1st August, 2019 (Wednesday). The admissions for compartmental passed students have to be completed within 20th August'2019 (Monday). This is applicable to those colleges which have the seats and infrastructure available after first phase of admission (with and without late fee).

MINIMUM ELIGIBILITY CRITERIA (AS PER RAJIV GANDHI UNIVERSITY GUIDELINES)

The minimum eligibility criteria for admission into the following programmes shall be as below:

1. **Bachelor of Arts (B.A. First Semester):** A student who has passed with **at least 40% marks in the Higher Secondary Examination (10+2)** of the CBSE or an equivalent examination (10+2) recognized as such by the University, **with 5 papers including English as a compulsory subject and duly passed** shall be eligible for admission into the First Semester of the Six Semester Degree course in Arts in Semester System.
2. **Bachelor of Science (B.Sc. First Semester):** A student who has passed with **at least 40% marks in the Higher Secondary Examination (10+2) in Science** of the CBSE or an equivalent examination (10+2) recognized as such by the University, **with 5 papers including English as a compulsory subject and duly passed** shall be eligible for admission into the First Semester of the Six Semester Degree Course in Science in Semester System.
3. **Bachelor of Commerce (B.Com. First Semester):** A Student who has passed with **at least 40% marks in the Higher Secondary Examination (10+2) in Commerce** of the CBSE or an equivalent **with 5 papers including English as a compulsory subject and duly passed** shall be eligible for admission into the First Semester of Six Semester Degree Course in Commerce in Semester System.

However, a student can take admission in B.Com first semester, provided he/she, has passed the Higher Secondary Examination (10+2) in Science/Arts with mathematics/statistics/Economics as one of the subjects or an equivalent examination recognized as such by the University.

However, they must have the Minimum Admission Norm of 40% marks in AISSCE (10+2) or any other equivalent Examinations with 5 papers including English as a compulsory subject duly passed.

CATCHMENT AREA NORMS FOR ADMISSION



Catchment area norm was decided as per Govt. Order No.- ED / HE-104/86, Dated 18th July 1998 and revised No. ED/HE-52(Aca)/2011, Dated Itanagar the 27th October, 2016 under Agenda Item No. 9 conveyed vide U.O No. CABM/M-14/ 2016 /4413 dated 24.11.2016, students belonging to the following areas are eligible to get admission in this College:

1. **B. A** - Lohit, Anjaw, Namsai, Lower Dibang Valley and Dibang Valley Districts.
2. **B. Com./ B. Sc** - Lohit, Anjaw, Namsai, Lower Dibang Valley, Dibang Valley, Tirap, Longding and Changlang Districts.
3. However, students from neighbouring districts, viz., Tirap, Longding and Changlang may seek admission into **B.A.** (with Education as one of the subject).

Catchment Area Norms (one of the following criteria must be fulfilled):

- * Permanent residence should be in the catchment area (**Necessary PRC must be submitted**).
- * Students should pass from a school situated in the catchment area.
- * Parent should be an employee in the catchments area (**Certificate from the Employer should be submitted**).

RESERVATION FOR MERITORIOUS & DIFFERENTLY ABLED STUDENTS:

Students getting 60% or higher in their Higher Secondary (10+2) Examination from outside the catchment area of our college, may be admitted.

Number of seats reserved – BA : 50, B.Com. –:15 & B.Sc.: 10 seats. These seats will be filled up on first come first serve basis.

Differently abled students will also get preference in admission (**Proper Certificate should be submitted**).

NOTE (FOR ALL CANDIDATES)

1. **Candidates seeking admission must fill the admission form carefully.**
2. **He / She should be present in person before the Verification Committee.**
3. Students from National Institute of Open Schooling (NIOS) are eligible for admission in this college.
4. **Original copy of all certificates must be brought for verification** and only the Professors on duty shall **verify all supporting documents in original**, authenticate and forward the forms of eligible students for different course for admission.
5. **No original documents shall be sent to university/registration office for Registration.**
6. If any candidate fills in information, which is found incorrect and presumably intended to get admission fraudulently, his /her candidature will be summarily rejected. If detected later, admission will be cancelled without refund of any fees.
7. **Students shall not be allowed to change their subject combination after admission.** They should therefore, choose their subject combination carefully at the time of admission.
8. In 1st Semester, some seats are reserved for National level sportspersons and NCC cadets & NSS volunteers.

SUBJECT COMBINATIONS & COURSES OF STUDY

(SEMESTER SYSTEM)

Students are to offer the followings in the B.A. First Semester:

English Compulsory and any three of the following subjects:

1. **Geography or Education**
2. **Hindi or Economics**
3. **History**
4. **Political Science**

5. *Elective English*

PERFORMANCE EVALUATION (EXAMINATIONS)

1. Examination and evaluation shall be done on a continuous basis.
2. There shall be 20% marks for internal assessment and 80% marks for end semester examination in each course during every semester.
3. First/third/fifth semester (Odd Semester) examinations will be held during December
4. Second/fourth/sixth semester (Even Semester) examinations will be held during May

IMPORTANT RULES AS PER UNIVERSITY ORDINANCE

1. **Programme Registration:** Migration Certificate is required to be submitted at the time of admission if students have passed their Class-XII Examination conducted by CBSE or any other Board / University from outside the State of Arunachal Pradesh. The students registered by the University as per the information provided by the Colleges/ Institutes shall be treated as final.

Attendance: A Student has to secure 75 percent attendance in order to be eligible for the filling up the end semester Examination form.

Examination and Evaluation

- i. There shall be 20% marks for internal assessment and 80% marks for end semester examination in each course during every semester.
- ii. *There shall be no provision for re-evaluation of the answer scripts of the end semester Examinations. However a candidate may apply for re-scrutiny.*
- iii. Internal Assessment: The students shall be informed in advance about the nature of assessment. *Students shall compulsorily attend in the process of internal assessment, failing which they will not be allowed to appear in the end semester examinations.*
- iv. End Semester Examinations: There shall be one End semester examinations carrying 80 percent marks in each paper of a semester covering the entire syllabus prescribed for the course. The end semester examination is normally a Written/ Laboratory based examination/ Project work/ Dissertation as the case may be.
- v. *The end semester examination for each course shall be of three hours duration.*
- vi. Improvement Examination: A student shall be allowed to take the improvement examinations in any four theory courses of any of the six semesters after passing the six semester examination only once. In this case, the higher marks secured by the student shall be retained.
- vii. *The candidates shall have to apply for improvement examination within one year or passing the Six Semester Examination.*
- viii. *No improvement shall be allowed in the practical examinations.*
- ix. *In each semester there shall be three sessional/internal tests. Pass mark is 40 percent i.e. 8 out of 20. Average of the best of the two marks shall be taken into account.*

Results and progression:

- i. A candidate shall be declared as passed a course provided he/ she secures – At least 35% marks in the course and 40% in aggregate in the end semester examinations. At least 40% marks in the Sessional/ Internal Examination is required in each subject.
- ii. A candidate shall be declared as passed a semester, provided he/ she pass all the courses of a semester independently both in internal and end semester examinations.
- iii. Average of the best two marks secured out of three sessional tests in each subject offered shall be sent to the university.
- iv. The marks in internal assessment obtained by the candidate shall be sent to the University for Declaration of the result.
- v. A candidate who fails or does not appear in one or more courses of any end semester examinations shall be provisionally promoted to the next higher semester with the failed course as carried over course(s). Such candidates will be eligible to appear in the carried over course in the next regular examinations of those courses.
- vi. However, in order to move to a higher semester, a candidate must pass in at least two theory courses and all the practical courses with an aggregate of 40% marks in passed papers/ courses; as pass with back paper (PWBP) candidate.
- vii. A candidate shall be entitled to a maximum of three consecutive chances to clear a back paper; A candidate shall be allowed to get maximum two back papers in each semester.
- viii. If a candidate clears the sixth semester examination before clearing all the backlog courses of the previous semesters, the final result of the candidate shall be kept withheld until he/ she clears the backlog courses of the previous semesters.
- ix. *A student must pass all his/ her semester examinations within Six Years, i.e., within 12 continuous semesters. In no circumstances this requirement shall be relaxed.*



- x. Since the semester system involves continuous assessment, there shall be no scope for a student to appear as a private candidate in any programme in this system.
- xi. A candidate shall be declared to have passed the six semesters Degree B.A/ B.Sc/ B.Com programme provided he/ she has passed all the semesters and in all the courses separately securing an aggregate of at least 40% marks.
- xii. The degrees shall be conferred to candidates, who passed the six semester degree BA/ B.Sc/ B.Com programme in the following manner.

| | | |
|--|---|--------------|
| A. 60% and above marks in aggregate | : | First Class |
| B. 40% to less than 60% marks in aggregate | : | Second Class |

Rules for admission on transfer from other Colleges affiliated to Rajiv Gandhi University

- i. Ordinarily, the university shall not allow inter-college transfer. In a special circumstance, a candidate may be allowed to get admission on transfer from one College/Institution to other College/Institution affiliated to/ permitted by Rajiv Gandhi University on production of transfer certificate, proof of classes attended, migration certificate etc. not later than one month from the commencement of the classes of the semester concerned or the last date mentioned in the university academic calendar. The records of class attendance, performance in internal assessment in his/ her credit shall be carried over on admission and shall be computed for the purpose of examination.
- ii. No change in course combination shall be allowed with transfer from one College/ Institute to other.
- iii. A candidate shall have to apply for transfer in the prescribed format of the university along with prescribed fee.
- iv. A candidate may be allowed for college transfer only once during the whole programme.

COLLEGE DISCIPLINE COMMITTEE (CDC)

Strict discipline is to be maintained by each and every student in the college. The CDC shall deal with all the cases of indiscipline in strong hands. The Principal selects the members of CDC. The CDC deals very seriously with the cases of indiscipline like:-

- i) Irregularity in attendance, persistent idleness or negligence or indifference towards the work assigned.
- ii) Causing disturbance to a Class or the Office or the Library or Sports (Indoor or outdoor).
- iii) Misconduct or Misbehavior of any kind at the time of election to the Students Bodies or meeting or during curricular or Extra-Curricular Activities.
- iv) Misconduct and Misbehavior of any kind, towards a teacher or an employee of the College/University or another Institution or any member of Statutory Body of the University or any visitor to the College, University or another Institution.
- v) Causing damage to furniture or any other property of the College.
- vi) Eve teasing and ragging in any form.
- vii) Communal, divisive, separatist activities.
- viii) Any misconduct anywhere inside and outside the College Campus which is considered unbecoming of a student of the College.
- ix) Breach of Rules, Regulations as prescribed by the Government, University and the College from time to time.
- x) Inciting others to do any of the acts aforesaid.
- xi) Smoking or use of tobacco and its products, Gutkha, Alcoholic drinks, opium or in inebriated conditions in the college premises.
- xii) Indecency of dresses of students.

Note: The Principal of the College has the right to take action whenever there is a breach of discipline.

PROHIBITION OF RAGGING

As per Govt. Order No. ED/HE-301/2008/120, Dtd. 22.04.2009 and the directives of the Honourable Supreme Court, any behavior or act that may come under the definition of ragging will be viewed with extreme gravity and will invite exemplary punishment as deemed fit by the authority.

Depending upon the nature and gravity of the offence, as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:

- ◆ Cancellation of admission.
- ◆ Suspension from attending classes.
- ◆ Withholding / withdrawing scholarship / fellowship and other benefits.
- ◆ Debarring from appearing in any test / examination or other evaluation process.
- ◆ Withholding results.
- ◆ Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- ◆ Suspension / expulsion from the hostel.
- ◆ Rustication from the institution for a period ranging from 1 to 4 semesters.
- ◆ Expulsion from the institution and consequent debarring from admission to any other institution.
- ◆ Fine of Rupees 25,000/-.

- ◆ Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.
- ◆ The students are to intimate, in case of any ragging incident takes place, to the Advisor, Students' Union or to any Faculty Member of the College or take the help of the Nation-wide Anti-Ragging Helpline No. 1800-180-5522.
- ◆ Further, it is compulsory for all the students to fill up the online anti ragging undertaking on www.amanmovement.org or www.antiragging.in website.

ANTI RAGGING COMMITTEE & SQUAD

The Anti Ragging Committee is formed to check and prohibit the ragging activities in the institution. If any student is found guilty of practicing ragging in any manners would be punished as per the above clauses.

Dr. Tasi Taloh, Principal, Chairman
Hostel Supdt, Boys, Member
Hostel Supdt, Girls, Member
Advisor, Students' Union, Member

STUDENTS' UNION

The college has got its Students' Union, known as "*Indira Gandhi Government College Students Union*" (IGGCSU). It is an active body which works for the welfare of students of the college. The students' union becomes a training ground for students to learn about democratic values, effective political participation and future leadership. It strives to raise students' grievances, extend support for creating healthy academic atmosphere and articulate issues of 'student welfare' without interference in the day to day administration and policy matters of the College as framed by the Govt. of Arunachal Pradesh.

After the introduction of the semester system, the academic span has been reduced to six months instead of twelve months. Therefore some changes have become inevitable regarding the holding/continuance of the office bearers of the students union. **If any office bearer of the students' union fails to clear the odd semester (1st, 3rd and 5th) examinations, he or she shall cease to hold/ continue in office as he or she shall not remain a regular student of the college. In such case, the respective Assistant Secretaries shall take over for the rest of the period. If both of them fail to clear the said examinations, the Ex-officio chairperson (Principal) shall select or co-opt someone either from the existing students' union or someone from amongst the regular students exercising his discretion.**

All the *bonafide* students of the college constitute the general body. They elect/select from amongst themselves the following office bearers of the union, through secret ballot/unanimous selection, to carry out the day to day activities of the union.

1. General Secretary,
2. Assistant General Secretary,
3. Secretary - Cultural Activities,
4. Assistant Secretary - Cultural Activities,
5. Secretary - Games & Sports,
6. Assistant Secretary - Games & Sports,
7. Secretary - Literary Activities,
8. Assistant Secretary - Literary Activities,
9. Secretary - Social Service,
10. Assistant Secretary - Social Service,
11. Editor - College Magazine.

The student union election is strictly conducted on the basis of Lyngdoh Committee recommendations as upheld by Hon'ble Supreme Court of India. The College Authority appoints Returning Officer to conduct the election and impartial observers to oversee the same.

The tenure of the office bearers **expires as soon as they fill up End Semester Examination Forms for University Examinations** in the month of April and all union activities ceases except for predetermined time bound programme like farewell to Final year students. The office bearers are subjected to rules of discipline as prescribed by the college. They are required to discharge their functions under the guidance and supervision of Union Advisor and other Advisors. The concerned secretaries will consult and obtain written permission from the respective advisors before commencement of any Extra Curricular activities.

The Union Advisor is the custodian of Student Union funds. The office bearers will request / propose in writing to the Union Advisor/Respective Advisors for student / union related activities. The Principal shall release the fund only after duly recommended by the concern advisors, the Union Advisor will make necessary expenditure out of Student Union funds and maintain codal formalities and office bearers will assist him in this regard. It may be noted that the student office bearers will not be allowed to handle the cash directly.

SALIENT FEATURES OF THE LYNGDOH COMMITTEE RECOMMENDATIONS

1. Where the atmosphere of the university, campus is, adverse to the conduct of peaceful, free and fair elections, the university, its constituent colleges and departments must initiate a system of student representation based on nominations, especially where elections are being held at present.
2. Undergraduate students between the ages of 17 and 22 may contest elections.
3. The candidate should in no event have any academic arrears in the year of contesting the election.



4. The candidate should have attained the minimum percentage of attendance as prescribed by the university or 75% attendance whichever is higher.
5. The candidate shall not have a previous criminal record, that is to say he should not have been tried and/or convicted of any criminal offence or misdemeanor. The candidate shall also not have been subject to any disciplinary action by the University authorities.
6. The candidate must be a regular, full time student of the college/university and should not be a distance/proximate education student. That is to say that all eligible candidates must be enrolled in a full time course, the course duration being at least one year.
7. The maximum permitted expenditure per candidate shall be Rs. 5000/- (Rupees Five Thousand only).
8. The election of the candidate will be nullified in the event of any non-compliance or in the event of any excessive expenditure.
9. Criticism of other candidates, when made, shall be confined to their policies and programs, past record and work. Candidates shall refrain from criticism of all aspects of private life, not connected with the public activities of the other candidates or supporters of such other candidates. Criticism of other candidate, or their supporters based on unverified allegation or distortion shall be avoided.
10. There shall be no appeal to caste or communal feelings for securing votes. Places of worship, within or without the campus shall not be used for election propaganda.
11. All candidates shall be prohibited from indulging or abetting, all activities which are considered to be "corrupt practices" and offences, such as bribing of votes, intimidation of voters, and impersonation of voters canvassing or the use of propaganda within 100 meters of polling stations.
12. No candidate shall be permitted to make use of printed posters, printed pamphlets or any other printed material for the purpose of canvassing. Candidates may only utilize hand-made poster for the purpose of canvassing.
13. No candidate shall be permitted to carry out procession or public meeting, or in any way canvas or distribute propaganda outside the college.
14. No candidates or his/her supporters deface or cause any destruction to any property of the college campus, for any purpose whatsoever.
15. The use of loudspeakers, vehicles and animals for the purpose of the canvassing shall be prohibited.
16. On the day of the polling, student's organisation and candidates shall-
 - i) Co-operate with the officers on election duty, ensure peaceful and orderly polling and complete freedom to the voters to exercise their franchise without being subjected to any annoyance or obstructions;
 - ii) Not serve or distribute any eatables or other solid and liquid consumable, except water on polling day;
 - iii) Not hand out any propaganda on the polling day.
17. Excepting the voters, no one without a valid pass/letters of authority from the election commission or from the college authority shall enter the polling booths.
18. Any contravention of any of the above recommendations may make the candidate liable to be stripped of his candidature, or his elected post, as the case may be. The election commission/college authorities may also take appropriate disciplinary action against such violator.
19. In addition to the above mentioned code of conduct, it is also recommended that certain provisions of the Indian Penal Code, 1860 (section 153 A and chapter IX A-"Offences Relating to Election"), may also be made applicable to student elections.

GRIEVANCE REDRESSAL MECHANISM

There should be a Grievance Redressal Cell with the Dean (Student Welfare)/Teacher in charge of students' affairs as its chairman. In addition, one senior faculty member, one senior Administrator Officer and two final year students –one boy and one girl (till the election results declares, students can be nominated on the basis of merit and/or participation in the co-curricular activities in the previous year). The Grievance cell shall be mandated with the Redressal of election related grievances, including, but not limited to breaches of the code of conduct of elections and complaints relating to election related expenditure. This cell would be the regular unit of the institution.

FACILITIES FOR THE STUDENTS

The College always strives to offer optimum facilities to the students out of its limited resources. Students are to use these facilities judiciously and properly without giving any scope for misuse or wastage.

HOSTEL FACILITY

The College has three hostels meant for APST students' belonging to the Catchment areas - Lohit, Anjaw, Namsai, Lower Dibang Valley and Dibang Valley Districts. The students belonging to the Catchment areas are given first preference in Hostel accommodation subject to the availability of seats strictly on the basis of merit. However, students from neighboring districts, viz., Tirap, Longding and Changlang may seek admission as per the Catchment area norm. Two hostels are for the girls with a capacity of 98 seats and one hostel is meant for boys, with a total capacity of 72 seats. The Hostel seats are allotted on the basis of merit as per the government's directive. Out of the total hostel seats, 25%, 35% & 40% will be distributed among 1st, 3rd & 5th Semester students (both boys & girls) respectively.

i) Hostel Admission Procedure

Desirous students are to apply for hostel seats on prescribed form which are available with hostel superintendent. They are to submit the following Documents:

1. Mark sheet of the Qualifying Exam. – One Attested copy.
2. Photo – 2 copies.
3. ST certificate – One Attested copy.
4. The Hostel Undertaking form duly signed by the student himself/herself.

ii) Hostel Management

The general management of each Hostel is looked after by Hostel Superintendent, appointed by the college authority from among the Faculty Members. A Prefect is elected / selected from among the Boarders of the Hostel who liaisons between Hostel Superintendent and Boarders. A Hostel Disciplinary Committee is also constituted with the boarders to deal with issues related to the discipline of the Hostel.

iii) Hostel Rules

1. A student who is admitted to the college cannot claim hostel seat as a matter of right.
2. Seats allotted must be occupied within 15 days from the date of allotment. If the seat is not occupied timely and no intimation is given to the Hostel Superintendent, the seats will be forfeited and allotted to other students on the basis of merit.
3. There will be no proxy admission in any hostel.
4. The boarders should not allow outsiders to stay in the hostel. If, due to unavoidable reasons, a boarder has to accommodate a guest temporarily, prior permission is required from the Hostel Superintendent.
5. Entering of male members into Girls' Hostel and female members into Boys' Hostel is not permitted after 5 pm every day. Gate of Girls hostel is closed at 6 pm.
6. The Boarders are to keep their rooms and surroundings neat, clean and tidy by doing Social Service at least once in a week. They should not indulge in damaging the hostel buildings, furniture and other government properties. Violation of rules will invite penalty from the authority.
7. The use of loud speaker/high volume stereo etc., in the hostel is prohibited. No boarder shall play Music System or Radio set during study and Night hours.
8. The use of personal/ private heater, cylinder, etc. in the hostel is strictly prohibited.
9. Boarders shall seek written permission from the Hostel Superintendent whenever they leave the hostel. Boarders leaving the Hostel in mid-session without the consent and permission of the Hostel Superintendent will forfeit his claim over his caution money and such students will not be admitted in the hostel in future year.
10. The Boarders must maintain decency, decorum and discipline in and around the Hostel premises. Violation of discipline, rules and regulations will lead to expulsion from the Hostels.
11. All the fans and lights must be switched-off when they (lights and fans) are not required or when the boarders go outside their rooms.
12. Rooms must be vacated during Winter Recess and Summer Vacation by handing over all the articles of the Hostel Rooms to the concerned Hostel Superintendent. The College authority cannot provide adequate security to the personal belongings of the Hostel Boarders and so this is to be looked after by the boarders themselves.
13. Hostel boarders are to join the common mess of the hostel compulsorily and **no separate mess/cooking is allowed.**

STIPEND AND BOOK GRANT

All APST students are entitled to receive Stipend subject to the scrutiny of their monthly attendance by the Attendance Monitoring Cell of the Directorate of Higher & Technical Education, Government of Arunachal Pradesh.

Stipend Amount

B.A./B.Com/ B. Sc- ₹ 1400 p.m. Stipend and Book Grant of ₹ 1000 annually.

Conditions for Grant of Stipend –

- ❖ The grant of stipend depends upon the satisfactory progress and good conduct of the students.
- ❖ The Government shall have the inherent right to cancel the stipend wholly or partly or stop or withhold further payment for any reason which the Government thinks proper.
- ❖ If a student is found to have obtained stipend by false means, the stipend paid will be recovered and such students will be black listed and debarred from getting under any scheme forever.
- ❖ The stipend awarded may be cancelled if a student changes the subject of the course of study for which the stipend was originally awarded or changes the institution of study without the prior approval of the Government of Arunachal Pradesh.
- ❖ A stipendiary shall cease to draw stipend as and when he gets a government job.
- ❖ Disbursement of stipend will be subject to regular attendance in the college. At least 75% classes must be attended in every month so as to get the stipend for the month.
- ❖ **Stipend amount will be credited only in the bank account of the students.**
- ❖ It is compulsory for the students to open their personal Bank Account in **any bank.**



- ❖ The Students need to have an email id and phone number to apply for scholarships/stipend in National Scholarship Portal, which will be opened after the notification.

PRINCIPAL'S AWARD

The Principal's award has been instituted from the academic session 2016-17. Three awards shall be given to the toppers of each stream BA, B.Sc and B.Com after their VI Semester Exam. The award will carry a cash prize of 2000 each with a certificate. In addition to it, the Principal's award for the best Office Staff which is given on 26th January of every year with a cash prize of Rs. 2000 along with a certificate.

NAAC & IQAC

NAAC & IQAC have been revamped to work positively and effectively to reach the needs of the students and teachers of our college. In its second cycle of reaccreditation, the college is awarded with B++ Grade during 2016.

UGC CELL

The University Grants Commission sponsor some scheme for the Academic and Infrastructure development of the college. The schemes are utilized in accordance with the planning on different heads prescribed by the UGC. The Coordinator is appointed by Principal to supervise and coordinate the coordinators of the various schemes.

1. **Remedial Coaching:** Free coaching on different subjects in all streams are provided to the students belonging to SC/ST/OBC/Minorities.
2. **Career Guidance Cell:** This cell render services to the students who seek guidance and counselling about their future career and placement.
3. **Coaching for Entry into Services:** Free coaching is provided to the aspirants belonging to SC/ST/OBC/Minorities to enable them to be employable in Group A, B and C in Central, State or Equivalent positions.

WOMEN'S CELL

Any Grievances related to female students / staffs are being looked after by this Cell. This cell is also empowered to conduct Workshop / Seminars on Gender Biasness, Gender Budgeting or contemporary Women related issues of Regional / National Level for Government Officials, NGOs and Academia.

COMPUTER CENTRE

Initiated in 2009-10 session the computer centre with Pentium -IV Computers offers a three months' Self-Financing Certificate Course in Computer Applications (CCA). A 3 months' Certificate Course for Commerce Students in Business Data Processing & Accounting Systems (BDPAS) has been started during the session 2010-11.

CAREER GUIDANCE CELL

The Career Guidance Cell is functioning in the College and counselling facility is provided to the students on career matters. The cell has its own library with valuable reference books on career guidance.

ENTREPRENEURSHIP DEVELOPMENT CELL (EDC)

The Entrepreneurship Development Cell (EDC) is constituted to make the students and youth aware of the avenues and opportunities for self-employment without craving for Government jobs. The EDC regularly conducts Entrepreneurship Awareness Programme (EAP) and a workshop on Soft Skills in every session.

ALUMNI ASSOCIATION

The Alumni Association aims at bringing together alumni and alumnae of the institution on a common platform. It has a formal structure with elected /selected office bearers, sharing the responsibility with the college. Its annual meeting/ get together are held in the college. These meetings have been witnessing warm interactive ground for the ex-students and the faculties.

SELF-FINANCING CERTIFICATE COURSE

The College through the Department of Commerce offers a three months' Certificate Course in Office Management as a self-financing add-on course to BA/BCom/BSc. Students. The course has duly been approved by the Government of Arunachal Pradesh.

IGNOU STUDY CENTRE

A Study Centre of the Indira Gandhi National Open University (IGNOU) is opened during 2004-05 which offer a wide range of courses for those who are unable to avail the opportunity of pursuing their education through formal means.

DISTANCE EDUCATION CENTRE(IDE)

A Distance Education Centre of the Rajiv Gandhi University, Itanagar which is presently offering BA and MA courses in distance mode of education is opened during 2005-06.

NATIONAL CADET CORPS (NCC) – AN OUTSTANDING SYMBOL OF UNITY & DISCIPLINE

One company of NCC (Senior Division Army Wing) was raised in January 2003, with a sanctioned strength of 160 Senior Division Boys under the command and control of 22 AP (I) Coy NCC, Pasighat. NCC was introduced in the College with the aim and objective to provide an opportunity to Youth for personality development, incentive to achieve academic excellence, opportunity to take part in adventure activities. It also provides the students a chance to serve the Armed Forces through training at B and C Certificate of N.C.C. It is a great reservoir of disciplined and motivated youth organization to contribute the cause of Nation building. It teaches to obey with smiles. Hence, student friends come forward and join NCC to serve the Nation in particular and society as a whole through NCC organisation.

NATIONAL SERVICE SCHEME (NSS)

At present two units of National Service Schemes (NSS) are running with a total strength of 100 boys and 100 girls registered volunteers for a minimum duration of 2 years volunteering along with their studies and putting in 120 hours service each year.

The college NSS unit is known for its commendable extensive activities like health camp, awareness on health and hygiene, drug awareness programmes, plantation programmes, national integration, rural reconstruction, communal harmony and other relevant social issues.

Annually the NSS unit conducts one special camp in its adopted village and regional activities in and around the college premises to develop personality of the NSS volunteers through community services and encourage youth to put their energy for the service of the nation at large.

Further, volunteers are awarded with NSS certificates on completion of 240 working hours as regular volunteers and attending at least one special camp.

RESEARCH CELL

Since long a 'Research Cell' with selected faculty members has been in operation to motivate and encourage young research scholars to contribute to research works.

RTI

The college strictly complies with the provisions of RTI Act 2005 in letter and spirit. The college authority has appointed Public Information Officer (PIO) to deal with RTI matters and furnish information as sought by the applicants within the prescribed time limit.

LIBRARY FACILITY

The College has a library with more than 15,000 books, newspapers, journals and magazines. Students can borrow the books against their Library Cards. Students of upto 4th Semester can borrow 2 books and 5th Students 5 books at a time and can keep for 15 days, beyond which the books are either to be returned or renewed. In case, the borrowed book(s) is/ are lost, two times of the cost of the book(s) has to be paid by the borrower. The library remains open during office working hours.

TRAVEL CONCESSION



The students are facilitated with Railway concession during winter break and summer vacation for outward and inward journey from/to their respective declared hometowns only. Railway concession forms are issued to Escorts of the Govt. approved Excursions and other Govt. sponsored activities of the College. **Indian Railways do not allow the College authority to issue their travel concession forms in any other cases.**

EDUCATIONAL EXCURSION

Arunachal Pradesh Scheduled Tribe Students of 6th Semester are selected for educational excursion purely on merit basis based on their academic performance in the University Examination from 1st semester to 5th semester. There will be selection committee comprising of all HoDs and General Secretary

COLLEGE MAGAZINE – HORIZON

The College Magazine -"Horizon" published bi-annually showcases the literary and creative skills of the students, faculty and staff. The Magazine carries articles by students in English, Hindi and local dialects.

WALL MAGAZINE - SYMPHONY

Besides the College Magazine, the handwritten contributions of the students and faculty are displayed periodically on a Wall Magazine "Symphony"

TRANSPORT FACILITY

The College operates two buses on regular basis for the students and the staff from the college campus to Tezu town and back on all working days when there are academic activities and also on all important occasions. Apart from the regular, emergency and special trips for college activities such as NSS, NCC and other functions organized by the College Authority one bus is available on Sundays for the needs of the Hostel Boarders, Staff for marketing. The college bus is not permitted for any individual or organization except on Govt. requisitions. The College Bus Committee regulates the plying of the buses.

CANTEEN AND STUDENTS' RECREATION CENTRE

A small canteen and students' recreation centre adjacent to the academic building caters to the needs of the students and is managed by the Canteen Affairs Committee of the College.

HEALTH CENTER

To provide first aid and basic medical facilities to the students, staff and other college fraternity, a health sub - centre is operational in the college premises everyday under the aegis of National Rural Health Mission, Government of Arunachal Pradesh.

DISCIPLINARY COMMITTEE FOR STUDENTS' GRIEVANCES

Grievances on academic, administrative, infrastructural facilities, regularity of classes etc. may be brought to the notice of the HoD of the respective departments. If the grievance is not addressed, the students may meet the Convener, Disciplinary Committee with a written representation.

Convener- Disciplinary Committee : Advisor Student's Union (Ex-Officio)

GENDER SENSITISATION COMMITTEE AGAINST SEXUAL HARASSMENT

The Hon'ble Supreme Court has made it mandatory to constitute in all the educational institutions and workplaces a Gender Sensitisation Committee Against Sexual Harassment (GSCASH) with a view to safeguard against sexual harassment. The GSCASH functions in the Indira Gandhi Govt. College, Tezu with the following Members.

Principal:

Vice Principal:

Coordinator, Women Cell

Hostel Superintendent (Both Boys and Girls):

One representative from non teaching staff:

All the complaints of sexual harassment are to be reported to the chairperson for redressal.

Chairperson

Member

Member

Member

Member

OUTSTANDING TEACHERS' AWARD

The Department of Higher & Technical Education, Government of Arunachal Pradesh confers outstanding College Teachers' award every year to the college teachers since 2007 for their outstanding contribution to higher education in Arunachal Pradesh.

The following teachers of this college have been conferred with this honour:

| | |
|--|------|
| 1. Dr. K. R. Babu, Department of Commerce | 2007 |
| 2. Dr. P.C. Swain, Department of Political Science | 2014 |
| 3. Dr. G.S.Jha, Department of English | 2015 |
| 4. Dr. P.K. Nayak, Department of History | 2016 |

GOVERNOR'S MERIT AWARD TO STUDENTS

His excellency, the Governor of Arunachal Pradesh has instituted an award of Rs. 10,000 each to undergraduate students from Arts, Science and Commerce who top in the Rajiv Gandhi University examination and secure not less than 60 percent marks in the respective streams. The award is given in cash during the Annual Higher Education Conference. The college is extremely proud of the achievements of the following awardees of the Governor's Merit Award.

| Sl. No. | Name | Department | Year |
|---------|------------------------|------------------|------|
| 1. | Mr. Ringu Ngupok | Arts (Geography) | 2007 |
| 2. | Ms. Rajani Yadav | Commerce | 2008 |
| 3. | Ms. Monika Sharma | Commerce | 2011 |
| 4. | Mr. Chandra Bdr Chetry | Commerce | 2014 |
| 5. | Mr. Akhtarul Islam | Commerce | 2015 |

OTHER ACTIVITIES

| | |
|----------------------------------|--|
| i) Monthly Departmental Seminars | : First / Last Friday of the Month which is not a Holiday. |
| ii) Freshers' Social Meet | : 3 rd Week of August'2019. |
| iii) Students' Union Election | : To be notified later on. |
| iv) College Day Celebration | : To be notified later. |
| v) Parting Social meet | : 3 rd Week of March'2020. |

FEES STRUCTURE

UNIVERSITY FEE

| | | ₹. |
|---|--|-----|
| 1 | Registration Fee (for 1 st Semester students) | 250 |
| 2 | Eligibility Fee (for 1 st Semester students) | 50 |
| 3 | Continuation Fee (for 3 rd & 5 th Semester students) | 25 |
| 4 | Enrolment Fee (for all students) | 50 |
| 5 | Youth Welfare Fee (for all students) | 100 |
| 6 | Sports Fee | 100 |
| 7 | Late Admission Fee | 500 |
| 8 | Inter College Migration Fee | 50 |

GOVERNMENT FEES & FUNDS

| | | ₹. |
|----|--|-----|
| 1 | Admission Fee | 100 |
| 2 | Tuition Fee (from July to May @ ₹. 20) for 11 Months | 200 |
| 3 | Identity Card Fee | 50 |
| 4 | Electricity Fund | 100 |
| 5 | Water Charges | 20 |
| 6 | Sessional Test Fee | 150 |
| 7 | College Bus Fund for all students @ Rs.30 for 10 Months | 300 |
| 8 | College Development Fund | 300 |
| 9 | Library Fund | 100 |
| 10 | Laboratory Fund (for Geography Students) @ ₹. 100 per Subject) | 100 |
| 11 | Laboratory Fund (for Science Students) @ ₹. 100 per Subject) | 300 |
| 12 | Magazine Fund | 50 |
| 13 | Miscellaneous Fund | 50 |



| | | |
|----|--------------------------------------|-----|
| 14 | NAAC Fee | 50 |
| 15 | IQAC Fund | 50 |
| 16 | Inter College Youth Festival Fee | 50 |
| 17 | Science Club Fees (Only for Science) | 100 |
| 18 | Online Admission Charges | 200 |

COLLEGE FEES

| | | ₹. |
|---|---|-----|
| 1 | Students' Union Fee | 100 |
| 2 | College Day Celebration | 100 |
| 3 | Games & Sports Fee | 50 |
| 4 | Cultural Activities Fee | 50 |
| 5 | Literary Activities Fee | 50 |
| 6 | Social Service Fee | 50 |
| 7 | House Fees | 50 |
| 8 | Seminars, Workshop and other activities Fee | 60 |

HOSTEL FEES (ONLY FOR HOSTELLERS)

| | | |
|---|---|------|
| 1 | Hostel Admission | 100 |
| 2 | Seat Rent @ 20x10 (Only for Hostellers) | 200 |
| 3 | Electricity Charges (50x10) months | 500 |
| 4 | Maintenance Fees | 200 |
| 5 | Caution Money (Refundable) | 500 |
| 6 | Mess Fee (1000 x6 Months) | 6000 |

CAUTION MONEY (REFUNDABLE)

| | | ₹. |
|---|--|-----|
| 1 | Library Caution Money | 500 |
| 2 | Laboratory Caution Money (for Geography) @ ₹.200 per Subject | 200 |
| 3 | Laboratory Caution Money (for Science) @ ₹.200 per Subject | 600 |

Other Charges at College Academic Branch:

| | |
|---|------------|
| ❖ Duplicate Identity card (with fine) | : ₹ 100.00 |
| ❖ Transfer /College Leaving Certificate | : ₹ 50.00 |
| ❖ Character Certificate | : ₹ 50.00 |
| ❖ Provisional Certificate | : ₹ 50.00 |

Note:

- FIR from police stations is required for issue of duplicate Identity card or any other certificate if lost.
- If a student deserts the college, cancelling his/her admission or his/her admission is cancelled by the college/University or Transfer Certificate is issued, only refundable amounts shall be refunded.
- The Caution Money for Library/Laboratory/College is refundable to the students on completion of B. A / B. Sc. / B. Com course or at the time of their leaving the college after deducting the value of damage/ loss caused by them, if any, to College property.
- A student seeking transfer certificate shall produce Identity Card and Clearance certificates from: Library, NCC, NSS, College Office, Hostel Superintendent (for boarders only) and the Head of the Departments Geography/Science (in case of Geography/Science Students only).
- A student to whom Transfer Certificate has been issued, shall not be readmitted in the same session.
- Fees payment Receipt (Triplicate copy) should be placed along with the Certificate to be signed.