

CONSTITUTION
(FOR STUDENTS)
OF
BINANDI CHANDRA MEDHI
COLLEGE, RAMDLA

NAAC ACCREDITED WITH 'B' GRADE



VILL-MAJORKURI, P.O-RAMDIA,
DIST-KAMRUP, ASSAM-781102

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[EMAIL-COLLEGEBCM@GMAIL.COM](mailto:COLLEGEBCM@GMAIL.COM)

SECTION –A

GENERAL INSTRUCTION FOR THE STUDENTS

All the bonafide students are expected to be conversant with the code of conduct and guidelines as stipulated below given by the college authority.

- Every student shall be familiar with the Academic Calendar of the college (Uploaded in the college website, www.bcmcollege.in)
- Every student should attend their classes regularly by maintaining a proper timetable as per **Class Routine** circulated in the College Notice board and college website.
- Every student shall behave towards every individual inside the college campus in a way that is expected from a well-educated citizen.
- Students shall spend each and every working day inside the college campus in a meaningful way.
- Class Representatives from every academic course batch shall be members of Departmental Advisory Committees in every academic year.
- The college believes in and follows a decentralized and participatory mode of governance. Student representatives are nominated as members in the following in-house committee. They are- Internal Quality Assurance Cell (IQAC), Anti-Ragging Grievance & Redressal Committee, Disciplinary Action Committee, Anti-Sexual Harassment Committee, Canteen Monitoring Committee, Community Development Cell, Electoral Literary Club, Career Counselling and Guidance Cell, NCC, NSS and all other cells of the college including active participation in the College Union Body.
- Students who come to the college with any vehicles or bikes must park in the proper parking space.
- It is mandatory for every student to wear college uniform and display valid college identity card inside of the college campus/premises during working days/hours.

COLLEGE UNIFORM:

Any type of design and style of the uniform is not accepted except the proper design given by the college authority. The size of the uniform must be formal.

Uniform for Boys : Black Plain Pant, Pink White stripe Plain Shirt (full/half),

Maroon coloured Sweater.

Uniform for Girls: Pink White stripe Kamiz, White Pant and White Dupatta,

Maroon coloured Sweater.

ISSUE OF COLLEGE IDENTITY CARD:

- The College Identity Card is issued for every student at the time of admission in every academic session. The card which is non-transferable, contains information about the card holder, i.e. - name, session, class, roll no, a passport size photo with the holder's signature and must be duly signed by the principal of the college. It is mandatory for every student to carry the identity card with him/her so that it can be produced whenever necessary.
- Loitering aimlessly inside the college campus is not encouraged. Time intervals obtained between normal scheduled classes should be spent in a productive manner towards encouragement in extra-curricular activities/sports activities/library visits/ attending any ensuing programmes inside the campus/ or peer discussions amongst the students. Moving outside the college campus aimlessly/unnecessarily is not encouraged.
- Students should not create ruckus inside the college canteen area and should not engage in gossip, thereby occupying the limited eating space.
- Students are expected to participate actively in all sorts of departmental as well as institutional level activities/events that shall be held from time to time.
- Any type of Ragging of the newly admitted students is strictly prohibited and shall be dealt with a firm hand, under the existing penalty provisions. If any incident of Ragging comes to the notice of the college authority, the student(s) involved in ragging shall be called to put forward his/her explanation, if not found satisfactory, the authority would expel him/her from the college.
- The entire college campus is considered to be a **VIOLENCE INTOLERANCE ZONE**. No student shall be in possession of any offensive item, i.e., sharp weapons, arms etc. during their presence inside the college campus. Offensive behaviour, violent behaviour, protests, clashes, damage to institutional property and indulging in other unruly acts inside the campus shall be deemed to be acts of insubordination and shall be dealt with in a firm manner. Exemplary punishment will be given to the students who found to be involved in acts or incidents which may range from debarring from

attending classes, filling up of examination forms and in extreme cases may lead to rustication from the college.

- The entire college campus is declared a **NO TOBACCO ZONE**. No student shall be in possession of any intoxicating substances (Gutkha, drugs etc.), tobacco products, chewing gums, etc. during their presence inside the campus. Incidents pertaining to consumption of tobacco, spitting of tobacco products thereby causing staining of walls, floors, etc., shall be dealt with firmly by the college authority. Furthermore, any student identified to be spitting tobacco products at any place thereby causing stains shall be bound to clean all by themselves.
- The entire college campus has been declared a **NO PLASTIC ZONE**. Use of plastic items below the standard accepted norms is strictly prohibited.
- Waste products must be disposed of in the designated dustbins only.
- All educational field trips/excursions/study tours etc. shall be undertaken with prior permission of the principal. All such activities shall be coordinated through a Teacher-in-charge who shall obtain from each student an undertaking in a standard format before the start of the activity.
- Organization of any political meetings inside the campus is strictly prohibited.
- Students are not allowed to make a crowd inside the office premises so as to cause hampering in the normal discharge of duties by the office staff. For fees payment and submission of admission/examination forms, students must queue in an orderly manner in the specified space.
- Students are expected to participate in different **FEEDBACK SURVEYS** that might be conducted from time to time and forward their valuable suggestions/opinions that will be used for betterment of services and conditions.
- Use of cell phones in the classroom is not permitted.

SECTION-B

ADMISSION PROCEDURE

- The college advertises about the date of the admission to various classes as per Assam Govt. Samarth Students' Portal through the college Notice Board/ College Website, displaying banners in the different centre places.

- Students seeking admission into their respective classes should register their name in the Samarth Portal Students' Login.
- Students have to apply for new admission in the Samarth Portal as per the date and guidelines given by the Higher Education Department, Govt. of Assam which will be uploaded in the college website, www.bcmcollege.in .
- Candidates are required to produce the following documents in original at the time of admission for spot verification:
 1. Mark sheet of the last qualifying examination.
 2. Admit Card of H.S.L.C/H.S Examination.
 3. Registration Certificate.
 4. Certificate from the Head of the institution-last attended.
 5. Gap Certificate if necessary.
 6. Certificate of proficiency in Co-curricular activities.
 7. Caste certificate where necessary.
 8. All other documents as per notification from time to time.
- ❖ Admission to major courses will be confirmed after the departmental Entrance Test or departmental HoD's consent.

SECTION -C

BINANDI CHANDRA MEDHI COLLEGE, RAMDIA STUDENTS' UNION (BCMCRSU):

- ❖ The membership of the union body of the college which is compulsory for every student admitted in the college. The Executive Committee of **BCMCRSU** includes the following portfolios:
 - 1) President
 - 2) Vice-President
 - 3) General Secretary (G.S)
 - 4) Assistant General Secretary (A.G.S)
 - 5) Game Secretary
 - 6) Assistant Game Secretary

- 7) Cultural secretary
- 8) Assistant Cultural Secretary
- 9) Social Service Secretary
- 10) Assistant Social Service Secretary
- 11) Magazine Secretary
- 12) Assistant Magazine secretary
- 13) Debate Secretary
- 14) Assistant Debate Secretary
- 15) Boys' Common Room secretary
- 16) Girls' Common Room Secretary
- 17) Library Reading Room Secretary.

There is Teachers-in-charge for every portfolio. The Executive Committee members of **BCMCRSU** are elected annually by voting through secret ballot paper and election is held during the month of October every year. The **BCMCRSU** organises various sports, cultural programmes, literary programmes, Saraswati Puja, college week, freshmen social and other events of the college every year under the guidance of Teachers-in-charge and the principal of the college. They organize various events amongst the students both within and outside the institutional campus.

THE RULES & REGULATIONS THEY HAVE TO FOLLOW DURING THE ENTIRE PROCESS OF STUDENTS' UNION ELECTION:

- Undergraduate students between the ages 17-26 years may contest in the students' Union Election.
- The Candidates must be regular, full-time students of the college.
- The Candidates should not have any academic arrears in the current year.
- The Candidates must have attained at least 75% attendance in the class.

- The Candidates must produce his/her H.S Pass Certificate/Marksheet/Admit Card/ College Identity Card, (Photo Copy of any one only) along with the nomination Paper.
- The Candidates shall not have any previous criminal records...etc., and shall not have been subject to any disciplinary action by the college authority.
- No Candidate shall be permitted to make of any print materials inside the college Campus for the purpose of canvassing. They may use only handmade posters/banners inside the college campus.
- Involvement of any outsider on Students' Union Election issue will not be entertained at all.
- No voter (student) is allowed to vote without College Identity Card with proper Signature of the principal/Library card/Admission receipt with AADHAR Card or PAN Card.
- Any type of Cell phone is not allowed inside the voting compartment.
- The Candidate of President and Vice-President must be from B.A 2nd year, i.e. - B.A 3rd Semester.
- The Candidate of General Secretary (G.S) and Assistant General Secretary (A.G.S) must be from B.A 1st Semester. The other portfolios are open for all semesters.
- The candidate along with his /her proposer and supporter must be cleared of all dues of the college.
- No candidate can submit or withdraw his/her nomination after the stipulated date and time.
- All purposes of the entire Students' Union Election, the Election Committee's decision will be considered as FINAL.

SECTION-D

RULES TO BE FOLLOWED WITHIN THE INDIVIDUAL DEPARTMENTS AND CLASSROOM:

- Students are expected to participate actively in various departmental programmes and activities that might be organized by the respective departments from time to time, i.e.- Freshmen social, Farewell functions, Talks, Alumni Meet, Students' Seminars, Cleanliness drive, Outreach activities, Sports activities, Cultural activities, Library activities, and other such activities and programmes that might be organised by different cells/departments within the campus from time to time.
- Students are expected to contribute actively towards their respective Departmental Wall Magazines, Departmental Newsletter (if any), and annual college magazine (*Binandian*).
- Students shall attend their classes at the Scheduled time allotted in the daily class routine published centrally.
- 75% attendance in each subject is mandatory for each subject for appearing in the Term-end University Examinations.
- Appearing in the Sessional Examinations, Class Test, and other co-curricular activities is mandatory, as notified and held from time to time.
- All matters of low-class attendance and other acts of indiscipline shall be discussed in the Departmental Advisory Committee meetings, for appropriate remediation.
- Every student shall be a member of the Departmental WhatsApp Group, where academic and other important information shall be uploaded from time to time by departmental administrators/authorities.

SECTION-E

RULES AND REGULATION INSIDE THE COLLEGE LIBRARY:

- College library shall be opened from 10:00 AM to 4:00 PM every working day.
- All library visitors shall hand over their personal books, bags, umbrellas and other materials carried by self to the library staff at the property counter, located at the main entrance of the library. Students should display the library card for borrowing any books.
- Water bottles and other eatables are not allowed inside the reading room.

- Valuable materials like currency, ornaments, mobile phones, electronic gadgets, etc. shall be separated before disposition of the bags etc. at the property counter. If not separated, the Library Authority will not be held responsible for any subsequent loss of these items.
- Wearing proper college uniform and possession of a college Identity Card is mandatory to enter the library premises.
- Complete silence must be maintained inside the library premises. Mobile phones and other audio and video devices should be kept in silent mode inside the college library.
- Class note books and other copy books may be allowed to carry inside the library, subject to proper checking at the entry points. But any personal books are not allowed to be taken inside the library reading room.
- Books after use should be kept on the reading table; library staff on duty shall arrange these books properly in the respective shelves or almirah.
- Borrowers and readers are expected to check defects in any books (if any), before being issued in their name; if any such defects are noticed, it should be immediately brought to the notice of the staff on duty. The borrower shall be held responsible if any damage is detected at the time of return and shall be required to compensate for the defect noticed.
- Dog earring the pages, marking or writing, tearing of pages, etc., of books issued is considered injuries to the books, which is viewed as a serious offence.
- Personal Laptops will be allowed inside the library but the users will maintain an environment which shall not cause any disturbance to other users; internet access with necessary access permission through Wi-Fi mode will be provided to the laptop users; however, computers and internet shall be used only for academic purposes; users can access the e-resources offered by the library.
- Any individual walking out of the library with any book or other resource or materials will face disciplinary action.
- Violation of these rules may lead to withdrawal of library privileges from any user.

SECTION-F

RULES & REGULATIONS INSIDE THE EXAMINATION HALLS:

- ❖ All examinees are expected to maintain decorum inside the examination halls or rooms and strictly follow all disciplinary instructions as printed in the cover page of the university answer scripts and other oral or printed instructions communicated/provided by the invigilators.
- ❖ Examinees should not bring any book/loose paper/mobile phones/headphones/electronic calculators or any other electronic gadgets inside the examination hall, except the **ADMIT CARD, REGISTRATION CERTIFICATE** and other required stationery materials and transparent hard boards.
- ❖ Examinees are required to bring their own pens/pencils/erasers and other stationery materials as per requirement and should not create commotion inside the examination halls by way of borrowing from the fellow examinees seated near them or inside the hall.
- ❖ Examinees may preferably bring their own water bottles, or it will be provided by the room bearers, on request made to the invigilators.
- ❖ Any deed that demands the attention of the invigilators must be brought to the attention of the concerned invigilator(s) by raising the hand.
- ❖ All examinees must speak in a soft tone while conversing with the invigilator (s) regarding their needs or any type of clarifications.
- ❖ Question papers should not be taken out of the examination halls/rooms while going to the washroom or until the examination is over.
- ❖ There should not be any unreasonable delay in coming back from the washroom that may be less than five minutes.
- ❖ Scribbling is not permitted on the question papers/hard boards/ admit cards/ registration certificates etc.
- ❖ Scribbling of notes/answers on the desks/benches/walls of the examination halls/ rooms is strictly prohibited.
- ❖ Examinees must hand over the answer-scripts to the invigilators on duty at the end of their examination and no one should leave it on their allotted seats.

SECTION-G

STUDENTS' SUPPORTING CELLS/COMMITTEES/FACILITIES OF THE COLLEGE:

INTERNAL QUALITY ASSURANCE CELL:

- The college has an Internal Quality Assurance Cell (IQAC) for the maintenance of the quality of the college. The cell has a Co-ordinator, Joint Co-ordinators and a few members for the NAAC related works, record keeping and other quality related activities of the college.
- Contact to the Co-ordinator: Dr. M. Abdul Majid Ahmed

Contact No:98647-70732

E-Mail Id: iqacbcmcr@gmail.com

ANTI-RAGGING GRIEVANCE & REDRESSAL CELL:

- The entire college campus is declared **Ragging Free Zone**, any type of work or activity related to Ragging is not encouraged.
- If any type of Ragging is occurred then such type of incident must be reported to the convener or the members of Anti-Ragging Grievance & Redressal Cell.
- Contact to the Convener: Md. Shahidul Islam

Contact No: 99570-17062

E Mail Id: si3317929@gmail.com

CAREER COUNSELLING & GUIDANCE CELL:

- The Career Counselling & Guidance Cell was set up for creating awareness amongst the students regarding various higher education and career options and to provide information thereof. The Cell organizes various career-oriented programmes from time to time, in collaboration with different external agencies/organizations.
- Contact to the Convener: Dr. Bijuli Deka

Contact No: 98546-66061

E-Mail Id: bijuli76@gmail.com

▪ **NATIONAL CADET CORPS (NCC):**

- The NCC is the Youth Wing of the armed forces of the country, which is open for the college students on voluntary basis. It is engaged in grooming the youth of the country into disciplined and patriotic citizens. The institutional NCC is full-fledged under a trained Teacher in-charge.
- Training or drilling is conducted almost on a regular basis round the year.
- Contact to the Co-ordinator: Mr. Jitendra Dekka

Contact No: 70024-40068

E-Mail Id: jeetendradeka@gmail.com

▪ **NATIONAL SERVICE SCHEME (NSS):**

- The NSS is a Central Sector Scheme of the Government of India, under the Ministry of Youth Affairs & Sports. It provides opportunity to students to take part in various governments led community service, social service, cleanliness drive, free health check-up, and other activities and programmes.
- Contact to the Programme Officer: Mr. Dilip Das

Contact No: 80112-98685

E-Mail Id: dilipdas7100@gmail.com

▪ **RED RIBBON CLUB (RRC):**

- Red Ribbon Club was set up to make awareness of the students as well as the society against the **HIV/AIDS** and other issues. The primary aim of RRC is to create awareness through correct as well as adequate information about **HIV/AIDS** related issues amongst one and all.
- The RRC is organizing different types of programmes related to this issue.
- Contact to the Convener: Dr. Satyabati Medhi

Contact No: 70023-30263

E-Mail Id: satyabatimedhi@gmail.com

▪ **THE BHARAT SCOUTS AND GUIDES (BSG):**

- The Rover and Ranger Team are BSG units for boy and girl students respectively. These units impart training courses, organize camping, community and adventure activities for the students.
- Contact to the Convener: Mrs. Thunumoni Talukdar

Contact No: 70023-90286

E-Mail Id: thunumonitalukdar@gmail.com

▪ **BINANDI CHANDRA MEDHI COLLEGE GUARDIAN'S FORUM:**

- The college set up a **Guardian Forum** for the communication with guardians of the students related to the study of the students.
- The Guardians' Forum organizes Guardians Meeting/Parents- Teacher-Meet (PTM) from time to time round the year.
- Contact to the Convener: Dr. Satyabati Medhi
Contact No: 70023-30263

E-Mail Id: satyabatimedhi@gmail.com

▪ **BINANDI CHANDRA MEDHI COLLEGE ALUMNI ASSOCIATION:**

- Apart from the departmental level Alumni Association, a centralized body of Alumni Members also exists in the college. All students who have undergone any academic programmes in the college can become a bonafide member of the Association.
- The Association organizes different programmes from time to time with the active involvement of its co-ordinator and members.
- Contact to the Co-Ordinator: Mr. Dilip Das
- Contact No: 80112-98685
- E-Mail Id: dilipdas7100@gmail.com

▪ **STUDENTS UNION ELECTION COMMITTEE:**

- The college has an **Election Committee** for conduction of students' Union Election independently and smoothly every year.
- Contact to the Returning officer: Md. Shahidul Islam

Contact No: 99570-17062

E-Mail Id: si3317929@gmail.com

▪ **ELECTORAL LITERARY CLUB:**

- Electoral Literary Club is set up in order to develop a political culture of electoral awareness across educational institutions. The club is anticipated to organise engaging and interesting activities and hands-on experience but in a non-political, neutral and non-partisan manner. Electoral Literary Club is especially being set up with the motif of targeting the new voters, in the age group of 18-21 years old, pursuing their graduation. The club will have all the students from all semesters as its members.
- Contact for details to the Co-ordinator: Mr. Saidur Rahman

Contact No: 8403999717

Mail Id: rahaman.saidur57@gmail.com

▪ **ECO CLUB:**

- The College **ECO CLUB** is set up aiming to empower students to participate and take up meaningful environmental activities and projects. It is a forum through which students can reach out to influence, engage their parents and neighbourhood communities to promote sound environmental behaviour. It will empower students to explore environmental concepts and actions beyond the confine of a syllabus or curriculum. While everyone, everywhere, asserts the importance of 'learning to live sustainably', environment remains a peripheral issue in the formal education system.
- Contact to the Convener: Mrs. Jaya Medhi

Contact No: 91012-19472

E-Mail Id: jayamedhi1970@gmail.com

▪ **STUDENTS' COUNSELLING CELL:**

- The college has a **Student Counselling Cell** to encourage the students to understand themselves and the issues that trouble them and guide them to resolve their problems.
- Students may work with emotion, cognition and interpersonal skill and may get consultation if any kind of issue raised in the field of education.
- Contact to the Convener: Md. Shahidul Islam

Contact No: 99570-17062

E-Mail Id: si3317929@gmail.com

▪ **COLLEGE CANTEEN MONITORING COMMITTEE:**

- The college Canteen is a privately managed unit that runs on a periodical contact basis. It is under the supervision of **Canteen Monitoring Committee**. The canteen provides various snacks and beverages at a reasonable rate.
- The Canteen also provides food items for staff and students on the basis of prior order.
- Contact for details to the Convener: Mr. Abu Lais Ahmed

Contact No: 86387-32109

E-Mail Id: abulaisahmed004@gmail.com

SECTION –H

▪ **FACILITIES TO BE PROVIDED TO THE STUDENTS:**

▪ **MULTI-PURPOSE GYMNASIUM HUB:**

- The Multi-purpose Gymnasium Hub was constructed to cater the needs of students, teaching staff, and non-teaching staff.
- The Gymnasium Hub is equipped with different materials for gym and physical exercises.

- Contact to the Instructor: Dr. Bijuli Deka

Contact No: 98546-66061

E-Mail Id: bijuli76@gmail.com

▪ **COLLEGE CENTRAL LIBRARY:**

- The Central Library of the college has a well compact library with a huge collection of books and other materials. Around 10,000+ text books and reference books are available in the library. Two national newspapers, six national magazines, one journal, some local writers' collections, rare books collection, religious books collections are available in the library. It also provides reading facilities for all the students, faculty members and staff of the college. Moreover, it also provides reading facilities for the Senior Citizen of the locality.

▪ **DEPARTMENTAL LIBRARY:**

- The College has facilitated departmental library for each department. Apart from the central library, the student can use the books from the departmental library too.

▪ **SPORTS FACILITIES:**

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- The college has indoor and outdoor sports facilities and equipment for different sports like badminton, carom, football, volleyball, cricket, etc.

- *There are some other facilities and cells for students' facilitations of the college which are formed as per direction and guidelines of UGC and DHE, Government of Assam circulated from time to time.*

SECTION-I

▪ COURSES OFFERED:

- The college offers B.A. (Arts) programme with the following courses:

- ❖ **Honours/Major Course:**

- Assamese, Economics, Education, English and Political Sciences.

- ❖ **Minor:**

- ❖ Arabic, Assamese, Economics, Education, English, History, Mathematics and Political Science.

- ❖ **Common Courses:**

- Value Added Course (VAC), Ability Enhancement Course (AEC), Multidisciplinary Course (MDC), SEC, and Internship.

- ❖ **Add-on Courses:**

- DCA, Cutting & Tailoring.

- ❖ **Internship:**

- Gauhati University (GU) has a mandatory **4 (Four) Credit Summer Internship** for B.A Students of 5th semester as part of the NEP 2020 curriculum, involving professional work experience outside college, completed preferably in summer, evaluated by the university and appearing on transcript, focussing on practical skills in chosen fields like-Arts, Commerce etc.

- For details contact to the Course Co-Ordinator: Dr. Satyabati Medhi

Contact No: 70023-30263

E-Mail Id: satyabatimedhi@gmail.com

▪ KRISNAKANTA HANDIQUE STATE OPEN UNIVERSITY STUDY CENTRE:

- The College has an approved **KKHSOU Study Centre** for Under graduate (UG) & Post Graduate Courses (PG) in Various Courses/programmes/ subjects.
- For details contact to the Co-ordinator: **Mr. Dilip Das**

Contact No: **80112-98685**

E-Mail Id: dilipdas7100@gmail.com

N.B. Rules & Regulations are subject to change as per need from time to time with proper amendment by the Committee/College Authority.

Prepared for in-house circulation by-

Md. Shahidul Islam

Convener,

**Anti-Ragging Grievance & Redressal Cell
Binandi Chandra Medhi College, Ramdia**

Reviewers:

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HoD, Department of English.

2. Dr. Bijuli Deka

HoD, Department of Education.

3. Dr. Mukut Pathak

Asst. Prof., Department of Assamese.

Finalised by:

Dr. Biswajit Das

Principal, B. C. Medhi College, Ramdia.

N:B- This College Constitution is published as per the approval of the Governing Body (G.B) of the college, dated.....