

PANDU COLLEGE ANTHEM

Lyric : Dr. Parag Kumar Bhattacharya

Music : Ramen Barua

ei sangam maha sangam
prajna aru pranar
aei sadhana maha sadhana
abhinaba alokar

luit ache ache nilachal
shourya soundyarjar samaloi
deodhanir padadhwanit
jage devi deular

mahanayakar smriti sabati lai
ujjale pandu mahavidyalay
jagat sabhat bilabale
bani bharatar

natun dinar sonali rabi
naba naba sristir prajapati tumi
amanisa nasi tumi
sajowa jyotir prahar.

ACADEMIC CALENDAR **CUM** **PROGRESS RECORDS OF STUDENTS**

(H. S. COURSE)

2014-2015



Name : _____

Class : _____ Section _____ Stream _____

Roll No : _____ Shift _____

PANDU COLLEGE

Guwahati - 781012

Tel No. : 0361-2570450/2673698

E-mail : info@panducollege.org

Principal@panducollege.org

Website : <http://www.panducollege.org>

FOREWORD

This booklet is prepared on the basis of suggestions made by Internal Quality Assurance Cell (IQAC) and Prospectus and Academic Calendar Committee of Pandu College with a view to improving academic atmosphere of the college. It consists of four parts :

Part - I : Particulars of students - To get a first hand information of the student.

Part - II : Rules and Regulations - To make the students and guardians aware of rules regarding attendance, examinations, dress-code & discipline.

Part -III : Records - This portion provides with the particulars about the performance of the student in examination & extra-curricular activities. Attendance record will also be maintained here.

Part - IV: Academic Calendar - This part will give a clear picture of numbers of teaching days, examination schedule, holiday list etc. to enable students to plan their studies.

It is expected that guardians and students will go through this booklet and co-operate with the authority in its attempt for quality improvement in teaching-learning process and evaluation. It is important to maintain this booklet with utmost care and produce it whenever asked for.

This booklet is to be deposited to IQAC after filling Part-I within 7 days of commencement of classes and receive it back from IQAC after necessary verification.

Principal,
Pandu College

ASSEMBLY PRAYER

(Axom Sangeet)

O' mor aponar des
O' mor Cikuni des
Enekhan xuwala
Enekhan xufola
Enekhan maramar des.

O' mor xuria mat
Axomor xuwadi mat
Prithivir kato
Bicari janamto
Nopowa karileo pat.

O' mor opaja thai
O' mor Axomi aai
Cai laun ebar
Mukhani tomar
Hepah mor polowa nai.

(Lakshmi Nath Bezbarua)

This Upanisadic Mantra to be chanted after the Axom Sangeet

Asato mā sadgamaya

Tamaso mā jyotirgamaya

Mṛtyormā amṛtaṁ gamaya

Brhadāranyakopaniṣad, 1.3.37)

Om Śānti, Om Śānti, Om Śānti

| Months | Dates | Occasion | No. of Holidays | Working Days |
|-----------|------------|------------------------|-----------------|--------------|
| April, 15 | 1-4 | Working days/Classes | --- | 4 |
| | 5th April | Sunday | 1 | --- |
| | 6-11 | Working days/Classes | --- | 6 |
| | 12th April | Sunday | 1 | --- |
| | 13-15 | Bohag Bihu | 3 | --- |
| | 16-18 | Working days/Classes | --- | 3 |
| | 19th April | Sunday | 1 | --- |
| | 20-25 | Working days/Classes | --- | 6 |
| | 26th April | Sunday | 1 | --- |
| | 27-30 | Working days/Classes | --- | 4 |
| May, 15 | 1st | May Day | 1 | --- |
| | 2nd | Working days/Classes | --- | 1 |
| | 3rd May | Sunday / Buddh Purnima | 1 | --- |
| | 4-9 | Working days/Classes | --- | 6 |
| | 10th May | Sunday | 1 | --- |
| | 11-16 | Working days/Classes | --- | 6 |
| | 17th May | Sunday | 1 | --- |
| | 18-23 | Working days/Classes | --- | 6 |
| | 24th May | Sunday | 1 | --- |
| | 25-30 | Working days/Classes | --- | 6 |
| | 31st May | Sunday | 1 | --- |

Part-I : Particulars of the Student

(To be filled by the student or guardian and signed by both)

(✓ mark wherever applicable)

1. Class of Study :

HS I II

2. Stream : Science Arts Commerce COC

3. Roll No. :

4. Name (in Block letters) :

5. Gender : M F

6. Father's Name :

7. Mother's Name :

8. Guardian's Name :

9. Present Address :

PIN : Tel. :

10. Parmanent Address :

PIN : Tel.:

11. To which State of India you belong :

12. Community : SC ST(P) ST(H) OBC MOBC General

Paste a passport size Photograph of student

13. Admission receipt No. dated.....

14. Blood Group :

15. Subjects of Study :

.....

.....

16. Result of last Council / University exam. passed :

Div. / Class/Grade..... Total Marks.....

Marks obtained.....

17. Extra curricular activity : (✓) mark wherever applicable (like music, dance, drawing, painting, debating, quiz, acting, sports, games etc.) with proven ability.

| | | | | | | | |
|-------|--------------------------|--------|--------------------------|----------|--------------------------|----------|--------------------------|
| Music | <input type="checkbox"/> | Dance | <input type="checkbox"/> | Drawing | <input type="checkbox"/> | Painting | <input type="checkbox"/> |
| Quiz | <input type="checkbox"/> | Acting | <input type="checkbox"/> | Debating | <input type="checkbox"/> | Sports | <input type="checkbox"/> |
| Games | <input type="checkbox"/> | Others | <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> |
| | <input type="checkbox"/> | | <input type="checkbox"/> | | | | <input type="checkbox"/> |

18. Aim in life

.....

.....

19. Are you appointed as monitor ? Yes/No

(To be selected by teachers after a few days of the commencement of the class. Same class may have different monitors for different subjects)

Signature of
the guardian/parent

Signature of
the student

Seal of the College
& endorsement by
IQAC, Pandu College

| Months | Dates | Occassion | No. of Holidays | Working Days |
|-----------|------------|----------------------|-----------------|--------------|
| | 26th | Republic Day | 1 | --- |
| | 27-31 | Working days/Classes | --- | 5 |
| Feb. 15 | 1st Feb. | Sunday | 1 | --- |
| | 2-7 | Working days/Classes | --- | 6 |
| | 8th Feb. | Sunday | 1 | --- |
| | 9-14 | Working days/Classes | --- | 6 |
| | 15th Feb. | Sunday | 1 | --- |
| | 16th | Working days/Classes | --- | 1 |
| | 17th | Maha Shivaratri | 1 | --- |
| | 18-21 | Working days/Classes | --- | 4 |
| | 22nd Feb. | Sunday | 1 | --- |
| | 23-28 | Working days/Classes | --- | 6 |
| March, 15 | 1st March | Sunday | 1 | --- |
| | 2-4 | Working days/Classes | --- | 3 |
| | 5th | Dol Jatra | 1 | --- |
| | 6-7 | Working days/Classes | --- | 2 |
| | 8th March | Sunday | 1 | --- |
| | 9-14 | Working days/Classes | --- | 6 |
| | 15th March | Sunday | 1 | --- |
| | 16-21 | Working days/Classes | --- | 6 |
| | 22nd March | Sunday | 1 | --- |
| | 23-28 | Working days/Classes | --- | 6 |
| | 29th March | Sunday | 1 | --- |
| | 30-31 | Working days/Classes | --- | 2 |

| Months | Dates | Occasion | No. of Holidays | Working Days |
|---------|-----------|-------------------------|-----------------|--------------|
| | 17-22 | Working days/Classes | --- | 6 |
| | 23rd Nov. | Sunday | 1 | --- |
| | 24-29 | Working days/Classes | --- | 6 |
| | 30th Nov. | Sunday | 1 | --- |
| Dec. 14 | 1-6 | Working days/Classes | --- | 6 |
| | 7th Dec. | Sunday | 1 | --- |
| | 8-13 | Working days/Classes | --- | 6 |
| | 14th Dec. | Sunday | 1 | --- |
| | 15-20 | Working days/Classes | --- | 6 |
| | 21st Dec. | Sunday | 1 | --- |
| | 22-24 | Working days/Classes | --- | 3 |
| | 25th | Christmas Day | 1 | --- |
| | 26-27 | Working days/Classes | --- | 2 |
| | 28th Dec. | Sunday | 1 | --- |
| | 29-31 | Working days/Classes | --- | 3 |
| Jan. 15 | 1-3 | Working days/Classes | --- | 3 |
| | 4th Jan. | Sunday | 1 | --- |
| | 5-10 | Working days/Classes | --- | 6 |
| | 11th Jan. | Sunday | 1 | --- |
| | 12th | Working days/Classes | --- | 1 |
| | 13-15 | Magh Bihu | 3 | --- |
| | 16-17 | Working days/Classes | --- | 2 |
| | 18th Jan. | Sunday | 1 | --- |
| | 19-24 | Working days/Classes | --- | 6 |
| | 25th Jan. | Sunday / Saraswati Puja | 1 | --- |

(14)

PART-II : RULES & REGULATIONS :

The College has certain rules & regulations which are strictly followed. These rules & regulations are to be followed by all students without exception. Students and guardians are to be aware of these rules and regulations which are mentioned below.

DISCIPLINE :

- (1) Pandu College is cosmopolitan in nature in terms of students' enrolment. Besides local residents, students from Nagaland, Manipur, Mizoram, Arunachal Pradesh & other neighbouring states get themselves admitted to this college. All students study peacefully maintaining harmony and fellow feelings. Students are expected to uphold this tradition. Any controversy may immediately be brought to the notice of the Principal or Disciplinary Committee.
- (2) Students are not allowed to use mobile phones or any other electronic gadgets in the college campus.
- (3) Students should carry their Identity Cards while they are in the College campus.
- (4) Damaging property of the college is considered as criminal offence and if proved may lead to rustication.
- (5) Pandu College campus was declared as 'Tobacco Free Zone' on 31st May -05. Therefore chewing pan & gutka, spitting & smoking cigarette are strictly prohibited. Violation of this is severely dealt with in the form of punishment like expulsion.
- (6) Pasting bills, writing on the walls and black boards by the students are not permitted.
- (7) Students are not supposed to disturb other classes by loitering on the corridor during their off periods. They can utilise their off-periods in the library or common room.
- (8) Any student involved in indisciplinary activities within the college campus, will be warned by giving red mark in Academic Calendar cum Progress Record. Repetition of activities may lead to expulsion.

ATTENDANCE :

- (1) A student is not considered eligible to sit for Council Examination as regular candidate if he / she has not attended a minimum 75% of classes held in each subject of his study. For scholarship holder 75% attendance is a must.
- (2) Non-attendance on medical or other valid ground is considered if application be made through this record book either prior to leave or within 7 days of joining the class.
- (3) Presence in certain events like Independence day, Republic day, College week etc. is mandatory.
- (4) Classes will continue upto middle of February and no class will be held during University or Council Examinations starting from 3rd week of

(3)

February. All students are to attend classes even after the last unit test.

DRESS CODE :

- (1) The college uniform for boys & girls are as mentioned below :
Male Student : Red checked shirt & black trouser with monogram Black shoes and black socks.
Female Student : Red checked Kurta with monogram. White salwar & white churni. **or**
 Red Mekhela, White Chaddar with Red border and Red checked blouse with monogram.
Winter Wear : Deep maroon sweater or blazer with monogram for both male and female students.
- (2) Monogram of the college is to be used in the uniform.
- (3) Wearing of uniform is compulsory.
- (4) No student with loud design is permitted in the campus.
- (5) With due permission from the authority students are allowed to wear ethnic dresses in special occasion. In that case also wearing of tight-fit dresses are not-desirable.

EXAMINATION :

- (1) There will be Unit Test in each subject. Unit Test will be conducted by the Examination Committee of the College.
- (2) Marks of Internal assessment will depend on the performance of sessional examination
- (3) Students will be informed about the syllabus of examination by the department before each unit test.
- (4) Examined scripts will be returned after each unit test on submission of this academic calendar where the marks will be recorded. Students are to get signature of their guardians & submit it within 7 days to the office to be checked by IQAC and receive back from IQAC after necessary verification.
- (5) Those who remain absent in unit test are also asked to get signature from HODs, guardians & then submit to the IQAC office.
- (6) Those who fail to follow the procedure mentioned above will have to face punishment (including discollegiate).
- (7) Students not appearing in all the unit tests will not get internal assesment marks in the final examination of the Council.

RECORD BOOK :

- (1) This record book is to be submitted to IQAC within 7 days of starting of classes. This book will be returned to students after necessary verification by IQAC.
- (2) This book shall be produced for obtaining any certificate, scholarship and during filling of examination form.
- (3) Loss or damage of this booklet will reflect the callous or deliberate attitude of the student and may delay in obtaining of certificates, scholarship etc from the college.

| Months | Dates | Occassion | No. of Holidays | Working Days |
|---------|------------|---|-----------------|--------------|
| | 15-20 | Working days/Classes | --- | 6 |
| | 21st Sept. | Sunday | 1 | --- |
| | 22-27 | Working days/Classes | --- | 6 |
| | 28th Sept. | Sunday | 1 | --- |
| | 29-30 | Working days/Classes | --- | 2 |
| Oct. 14 | 1-7 | Durga Puja, Gandhi Jayanti, Janmotsav of Srimanta Sankar Dev, Id-Ud-Zoha Laxmi Puja | 7 | --- |
| | 8-11 | Working days/Classes | --- | 4 |
| | 12th Oct. | Sunday | 1 | --- |
| | 13-18 | Working days/Classes | --- | 6 |
| | 19th Oct. | Sunday | 1 | --- |
| | 20-22 | Working days/Classes | --- | 3 |
| | 23-24 | Kali Puja / Dewali | 2 | --- |
| | 25 | Working days/Classes | --- | 1 |
| | 26th Oct. | Sunday | 1 | --- |
| | 27-31 | Working days/Classes | --- | 5 |
| Nov. 14 | 1st | Working days/Classes | --- | 1 |
| | 2nd Nov.. | Sunday | 1 | --- |
| | 3-5 | Working days/Classes | --- | 3 |
| | 6th | Gurunanak's Birthday | 1 | --- |
| | 7-8 | Working days/Classes | --- | 2 |
| | 9th Nov. | Sunday | 1 | --- |
| | 10-15 | Working days/Classes | --- | 6 |
| | 16th Nov. | Sunday | 1 | --- |

| Months | Dates | Occasion | No. of Holidays | Working Days |
|------------------|-------------|---|-----------------|--------------|
| | 22 June | Sunday | 1 | --- |
| | 23-28 | Working days/Classes | --- | 6 |
| | 29 June | Sunday | 1 | --- |
| | 30th June | Working days/Classes | --- | 1 |
| July 2014 | 1-31st | Summer Vacation | | |
| August 2013 | 1-2 | Working days/Classes | --- | 2 |
| | 3rd August | Sunday | 1 | --- |
| | 4-9 | Working days/Classes | --- | 4 |
| | 10th August | Sunday | 1 | --- |
| | 11-14 | Working days/Classes | --- | 4 |
| | 15th | Independence Day | 1 | --- |
| | 16 | Working days/Classes | --- | 1 |
| | 17th August | Sunday | 1 | --- |
| | 18th | Janmastami | 1 | --- |
| | 19-23 | Working days/Classes | --- | 5 |
| | 24th | Sunday | 1 | --- |
| | 25-26 | Working days/Classes | --- | 2 |
| | 27th | Tithi of Srimanta Sankar Dev | 1 | --- |
| | 28-30 | Working days/Classes | --- | 3 |
| | 31st August | Sunday / Students Union Election | 1 | --- |
| Sept. 14 | 1-6 | Working days/Classes | --- | 6 |
| | 7th Sept. | Sunday | 1 | --- |
| | 8-12 | Working days/Classes | --- | 5 |
| | 13th | Tithi of Sri Sri Madhav Dev | 1 | --- |
| | 14th Sept. | Sunday | 1 | --- |

(12)

**Part-III : Record Section
LEAVE OF ABSENCE**

(Students / guardians should apply & obtain signature from H.o.D. of each department)

| Date of leave | No. of days | Reason of absence with proof | Signature of guardian with Tele Ph. No. | Signature of HoDs |
|---------------|-------------|------------------------------|---|-------------------|
| | | | | |
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(5)

EXAMINATION RECORD

(To be filled by HoDs or any other teacher of the department & deliver to the student.
It must be submitted to IQAC within 7 days & will be return it back after necessary verification.)

| SUBJECTS | Total marks in each subject | Unit Test I (Marks obtained) | Unit Test II (Marks obtained) | TOTAL | Total | Signature of Guardian | Endorse- ment of IQAC |
|----------|-----------------------------|---------------------------------|----------------------------------|-------|-------|-----------------------------|-----------------------------|
| | | | | | | | |
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Student union programme

| | | |
|-------------------|--------|----------------------|
| Election of PCSUS | 1 Day | 12th September, 2014 |
| General Freshers | 1 Day | 20th September, 2014 |
| College Week | 5 Days | 3rd Week Jan.,2015 |

OTHER REGULAR EVENTS

| | |
|--|-------|
| Nanda Talukdar State Level Debate Competition | 1 Day |
| Dipul-Pranjit Memorial State/Regional Quiz Competition | |
| Parent-Teacher Meet | 1 Day |

SCHEDULE FOR SESSIONAL EXAMINATION

Each Unit Test will be of 45 minutes of duration, which will be of 10 / 15 / 20 marks. Unit test will be held in the form of Cluster of subjects.

| | | |
|---------------------|---|------------------------------|
| UNIT TEST I | : | 25th to 27th September, 2014 |
| UNIT TEST II | : | 3rd to 5th November, 2014 |

**ACADEMIC CALENDAR FOR HIGHER SECONDARY
2014-2015**

| Months | Dates | Occasion | No. of Holidays | Working Days |
|----------|----------|----------------------|--------------------|-----------------|
| Jun 2014 | 1st June | Sunday | 1 | --- |
| | 2-7 | Working days/Classes | --- | 6 |
| | 8 June | Sunday | 1 | --- |
| | 9-14 | Working days/Classes | --- | 6 |
| | 15 June | Sunday | 1 | --- |
| | 16-21 | Working days/Classes | --- | 6 |

EXTRA CURRICULAR ACTIVITY RECORD

(To be filled by the student and get signature submitting)

| Date | Deptt. | Subject | Paper presentation or deliberation | Signature of teacher |
|------|--------|---------|---------------------------------------|-------------------------|
| | | | | |

GENERAL BEHAVIOUR

Comment of Disciplinary Committee (only adverse comment shall be entered)

Signature of Convenor
Disciplinary committee

Signature of guardian

Comment by any HoD

Signature of HoD

Signature of HoDs/Deptt. Teacher with Comment

| | Unit Test I | | Unit Test II | |
|----|-------------|---------|--------------|---------|
| | Signature | Comment | Signature | Comment |
| 1. | | | 1. | |
| 2. | | | 2. | |
| 3. | | | 3. | |
| 4. | | | 4. | |
| 5. | | | 5. | |
| 6. | | | 6. | |

ATTENDANCE RECORD

(To be supplied by each dept.)

Period 1st June, 2014 to 31st May, 2015

| Subject | No. of Classes held | No. of Classes Attended | To be verified by IQAC | Comment of HoDs & Signature |
|---------|---------------------|-------------------------|------------------------|-----------------------------|
| | | | | |

Signature of guardian

Date of deposit to IQAC

EXTRA CURRICULAR ACTIVITY RECORD

(To be filled by the student and get signature providing proofs)

1. Name of the event
2. Date of event..... Place of event.....
3. Subject.....
4. Achievement / Participation.....
5. Signature of teacher in-charge.....

1. Name of the event
2. Date of event..... Place of event.....
3. Subject.....
4. Achievement / Participation.....
5. Signature of teacher in-charge.....

1. Name of the event
2. Date of event..... Place of event.....
3. Subject.....
4. Achievement / Participation.....
5. Signature of teacher in-charge.....

1. Name of the event
2. Date of event..... Place of event.....
3. Subject.....
4. Achievement / Participation.....
5. Signature of teacher in-charge.....

1. Name of the event
2. Date of event..... Place of event.....
3. Subject.....
4. Achievement / Participation.....
5. Signature of teacher in-charge.....