



OFFICE OF THE PRINCIPAL

অধ্যক্ষৰ কাৰ্যালয়

# HATICHONG COLLEGE

## হাতীচোং মহাবিদ্যালয়

Recognition of the College Under Section 2(f) & 12 (B) of UGC ACT-1956

From:

P.O.- HATICHONG, NAGAON, PIN- 782142 (ASSAM)

*Sri Luit Hazarika (M. A.)*

Web site : [www.hatichongcollege.org](http://www.hatichongcollege.org)

শ্রী লুইত হাজৰিকা (এম.এ.)

Principal I/C, Secretary

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Ref No. ....

Date.....

### Admission and Prospectus Committee

Hatichong College, Nagaon

Sl No	Name	Designation/ Portfolio	Department/Address	Contact No
1	Luit Hazarika	President	P.Science/Principal(i.c.)	9401319556
2	Bubu Sensowa	Convener	Asstt. Prof.- Economics	7086563725
3	Saiqul Islam	Member	Asstt. Prof.- Economics	9854803205
4	Tribeni Saikia	Member	Asstt. Prof.- Assamese	7002174312
5	Moromi Sarmah	Member	Asstt. Prof.- Geography	9101257171
6	President, U.B	Ultimate Member	Student`s Union, H.C	-----
7	Gen. Secy	Ultimate Member	Student`s Union, H.C	

(Mr. Luit Hazarika)

Principal I/C



## Objectives of Admission & Prospectus Committee



The Admission Process is a matter of significance as it is vital to the reputation of a college. Selecting the right students and giving equal opportunities to all without any discrimination are the two main objectives of this committee. Admission and Prospectus committee is formed to look after the admission of the students every academic session. The Committee guides and counsels the students to choose the right course of study. Hatichong College formed the sub-committee to coordinate and assist the college management in getting maximum admission in the institution by following some special procedure.

### Objective:

- To increase number of admission in the institution.
- To receive applications and scrutinize through the admission committee to confirm the eligibility.
- To offer counseling on the contents of the programmes offered by the College.
- To give priority to merit and maintain reservations as directed by the University and state government.
- To formulate Plan for admission process
- To prepare rules and regulation for the admission process
- To prepare prospectus

### Functions & power of committee:

- Committee assists to the management in getting maximum admissions in the institution
- To prepare list of admitted students and to submit to principal.
- To check original documents of the students.
- To keep personal file of the students with proper certificates.
- Categorically sort out General, OBC, SC/ST and minority on percentage wise.