

BELTOLA COLLEGE

PROSPECTUS

2016-17



BELTOLA COLLEGE

(Under 2 (f) & 12 (B) of UGC Act, 1956)

Permanently Affiliated College under Gauhati University

Bangaon, P.O.:Beltola, Guwahati-781028, Assam

Phone: 0361-2303853, Fax : 0361-2303853

e-mail: collegebeltola@gmail.com, www.betolacollege.edu.in



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BELTOLA COLLEGE

(Under 2(f) & 12 (B) of UGC ACT, 1956)

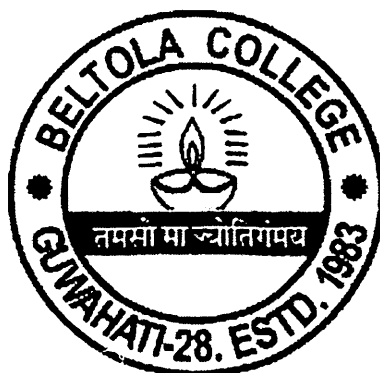
Permanently Affiliated College Under Gauhati University

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OUR VISION

To create Quality Human Resource through Higher Education for Strengthening the Spirit of building a Prosperous and Progressive Nation

OUR MISSION

To encourage the Youth with proper Attitude, Values and Analytical Power for building the best of the Nation

MOTTO

“Tamaso Maa Jyotirgamaya”

MOTTO of Beltola College Which means Attaining
Enlightenment Through Knowledge

PROFILE OF THE COLLEGE

Beltola College is one of the unique institutions of higher education in Guwahati city established on 18th November 1983, Initially the College was started at Ganesh Mandir Vidyalaya, Khanapara temporarily as a Night College. But at the initiative of some benevolent persons of greater Beltola area, the College was shifted to Bangaon, Beltola, the Government of Assam has allotted a plot of land (4 Bighas, 2 Kathas) to the college authority. It was established to cater the needs of the students who have desire to go for higher education of Guwahati City and its periphery in particular and the state as well as the entire NE Region as a whole.

Later on, the generous public encouraged to start the day section in the college. Beltola College is provided a tribal belt certificate by the Govt, of Assam as most of the inhabitants of this locality are tribal population. Moreover, the college has taken a border area certificate as it comes under state government's jurisdiction.

The college is situated about 6 K.M. away from Dispur, 16 K.M. away from Guwahati university and 5 K.M. away from Khanapara and is easily approachable from all side. The College is permanently affiliated to the Gauhati University. The college offers B.A. Degree under GU. The untiring and dedicated efforts of public, well wishers, principal, teaching and non-teaching staffs have greatly contributed to its all round success in becoming one of the better higher educational institutions under Gauhati University.

COURSES OF STUDY

Bachelor of Arts (B.A)- Six Semester Degree Course

- Subjects Offered in Major Course** : English, Assamese, Economics, Education, Political Science, History, Philosophy and Hindi
- Subjects offered in General Course : Economics, Education, Political Science, Philosophy, History, English/
MIL (Assamese/ Bengali/ Hindi/Alt.English)
Elective (Assamese /Hindi/English)

** Willing students have to apply to the Heads of the Department and Department Selection Committee will select the students on the basis of merit or selection test.

KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY STUDY CENTER

From the session 2012-2013 KKHSOU has tied with Beltola College as a recognized study center and the college presently offers following courses under KKHSOU.

a) Bachelor Preparatory Programme (BPP): No formal qualification is required, only the candidate should complete 18 years of age. Its a golden opportunity for those who can not complete their studies up to Higher Secondary Level due to various reasons. After completion of BPP, student can directly take up Degree Course under KKHSOU.

b) Bachelor in Arts (B.A) and (B.Com) : For further details please contact coordinator

A BRIEF INTRODUCTION

The guardians, parents and students are asked to go through the prospectus carefully before filling up and signing the admission forms. After the form is signed, the total responsibility of having read the rules and regulation shall be with the guardians, the parents and the students and they will be bound by the same. Prospectus and forms may be collected from the college office on payment of Rs. 150/ Only.

Seats are also reserved for students belonging to SC/ST(P)/ST(H)/. MOBC/OBC as per Govt. rules. Few seats are also reserved for physically handicapped students and students having proficiency in sports, cultural and N.C.C.

THE FOLLOWING DOCUMENTS SHOULD BE PRODUCED AT THE TIME OF ADMISSION

A) Original Mark-Sheet, Admit Card, Certificate of the last qualifying examination, H.S registration certificate and pass certificate from the head of the institution last attended.

B) Gap certificate whenever necessary will have to be produced. It has to be issued by a Gazetted Officer/Head of the institution. (Govt. Recognized Institute) last attended. Gap exceeding two years will not be accepted.

C) Three copies of recent passport size photographs.

D) Original Caste certificate (certificate by District Administrative Authority viz. DC/ SDC) will have to be produced for admission against caste quota. Provisional certificates will not be considered.

ADMISSION

The academic session commences from August. Admission to the B.A Semester Course is held after the announcement of H.S. Examination Result. Application should be made in the prescribed form available with the College Prospectus (on payment of Rs. 150/-) ' during office hour.

The dates of admission to the various classes are notified in the local press after declaration of the H.S. Results. Admission to the College is strictly on merit basis. There is also provision of admission for outstanding sportsmen and artists. All admission made to the college are provisional and subject to the final approval of the University. The college is not responsible for such the migration certificate, eligiblity certificate or admission where are found to be false statements.

Again, the students have to produce original Marks-sheets, Certificates etc. at the time of admission. Attested copies of the same are to be enclosed with the application forms.

FEES STRUCTURE

1. Admission Fees	:	Rs. 950.00
2. Tuition Fees	:	Rs. 840.00
3. Session Fees	:	Rs. 550.00
4. Electricity Fees	:	Rs. 350.00
5. Identity Card Fees	:	Rs. 150.00
6. College Building Fees	:	Rs. 500.00
7. G.U. Registration Fees	:	Rs. 370.00
8. Enrollment Fees	:	Rs. 240.00
9. Library Fees	:	Rs. 400.00
10. Misc. Fees	:	Rs. 150.00
11. College Examination Fees	:	Rs. 400.00
12. Student Union	:	Rs. 200.00
13. Games Fees	:	Rs. 200.00
14. Magazine Fees	:	Rs. 200.00
15. Major Subject Fees	:	Rs. 600.00
16. Education Laboratory Fees	:	Rs.
17. Youth Programme Fees	:	Rs.
18. Student Aid Fund	:	Rs. 50.00

N.B. : Admission Fees for General Course Total Rs. 5550.00

Admission for Major Course Total Rs. 6150.00

GENERAL INFORMATION

1. **Class attendance** : The student must attend 75% of the total classes, otherwise they will be treated as discollegiate and will not be able to appear in the final examination of the university.

After admitting the college, each student is placed under the personal supervisor and guidance of Head of the Department for each subject who maintains a detailed record of the students progress in studies and also keep an eye on their general conduct inside the class room.

2. **College Examination and Project Works:**

a) Sessional Examination in every Semester

b) Class test every month

c) Seminar, Assignment, Library works, project etc.

3. **Identity Card** : An Identity Card is issued to every student which is to be kept by him/her during College hours. Any loss or damage of the Identity Card must be immediately reported to the college authority.

4. **Meditation Programme** : The meditation programme are conducted by Pioneer Human Development Organization and Swami Vivekananda Kendra, Kanyakumari, Guwahati Branch for the welfare of the students.

5. **College Uniform** : **Boys** - Black formal Pant & Sky Blue Shirt with Stripes.

Girls - White Salwar(Patiwala) & Sky Blue Kamiz with Stripes along with White Dupatta. Black sweater during winter.

6. **Motivation Programme** : The motivational Programmes are conducted for the students of Beltola College by Various institutes.

7. **Games and sports, literary & cultural activities** : competitions and debates are organized from time to time for the benefit of the students of the college. These are organized by Beltola College Student Union with guidance of teaching staffs. Competitions to various extra-curricular streams are held during the annual college week festival. Good performers can represent the college in the GU youth festival and other inter college Programmes.

8. **Ragging** : Ragging is strictly prohibited. Any one found indulging in any act of ragging will be dealt as per rule. The Honourable Supreme Court has directed that ragging be banned from all educational institutions. Ragging has been made cognizable offence and it attracts a punishment of rigorous imprisonment of 3 years jail or a fine of Rs. 2500/-.

9. **Library** : The college have well organised library facilities with sufficient numbers of books, journal , news paper, reading room and internet service etc.

The college library has joined N-List (National Library & Information Services Infrastructure for Scholarly Content) programme initiative by MHRD and INFLIBNET for accessing more than 2100 electronic journal(51000 electronic books). Wireless Internet Accessibility has been provided in the college campus. Internet is now provided to all the students and faculties. The college library have installed SOUL 2.0(Library Management Software).

10. **Use of Mobile Phones**: Use of mobile phones by students inside the college campus is strictly prohibited.

11. **Canteen** : Canteen facilities are available with hygenic food during office hour.

12. General Rules for maintaining discipline:

a) The students are expected to show proper respect to their teachers, be polite with one another and show courtesy to the employees of the college.

b) In order to maintain academic atmosphere in the college, students should not make noise while moving in the campus, sitting in the library and the common rooms. Movement from one class to another should be orderly. In off periods students may go to the library or common room.

c) Pasting and circulating of undesirable notice and pamlets by the students anywhere in college premises shall require the approval of the Principal.

d) Unauthorized persons are not allowed to move inside the college campus.

e) The students are expected to maintain cleanliness inside the college campus.

f) Students are not allowed to entering college without college uniform.

VARIOUS WINGS OF THE COLLEGE

INTERNAL QUALITY ASSURANCE CELL (IQAC) OF BELTOLA COLLEGE

As a pre accreditation quality assurance measures prescribed by the NAAC. the Beltola College established Internal Quality Assurance Cell (IQAC) under auspices of the college on dated 07.04.2015. Though it has quite recent history, it has become an integral part of the college in realising facilities of the college and enhancing in fulfilling utmost required things which are essential in the assurance of quality. Though shortage of different amenities, this cell emphasises on accreditation of NAAC for the betterment of the whole institution, especially for students. From this year onwards, this cell is emphasising on introducing feedback system in our college. It has taken the responsibility to improve the institution through different cells. The IQAC Beltola College is determined to change the institution to the level of excellence. It has aspirations to do different things and to facilitate students. Initially this cell was coordinated by Eli Kumari Das, Head of the Department of Economics, later due to some reason; she gave resignation from the post on 08-09-2015. Then the responsibility of the coordinating the cell is handed over to Lina Deka, Head of the Department of Political Science on 08-09-2015. This cell is also emphasizing on improvement of teaching, learning & research environment of the institution

1. AISHE CELL : Following the instructions of Ministry of Human Resource Development (MHRD) and DHE of the Government, Beltola College founded All India Survey of Higher Education Cell in 2011,

2. Beltola College Students' Union : There is a student union of Beltola College viz. Beltola College Student Union (BCSU). The members of the union are effected through the election.

3. The College Magazine Garima: The College Magazine 'Garima' is published annually. It gives an opportunity to the students for self expression in different fields. Garima is run by an editorial board consisting of members of the teaching staffs and the students.

4. Wall magazine is published by every Departments which fulfills the literary field for the college students.

5. Student Aid Fund: On application to the Principal of the College, an amount not exceeding the annual tuition fees is granted to the needy and meritorious students whose father's /guardian's annual income does not exceed Rs. 3600 to enable them to pay tuition fees etc.

6. Departmental Seminar cum project: The various departments of the college held seminar,

lecture; Project, field work according to the programme fixed by the concerns.

Moreover, the college authority has also introduced the Krishna Kanta Handiqui's Open University courses like - B.PP and Degree as well the Degree course from I.D.O.L. under Gauhati University.

The above mentioned courses are introduced by the authority of the college, keeping in view of the working people.

Again, the seminars from the central govt., the state Govt, and the various institution of Assam are held in our college campus. The seminars will really help the students as well as the Assistant Professors of our college to expose their talents and to gather knowledge from the speech or the opinions of the Resource persons.

7. * Admission Committee :

8. * Examination Committee :

9. * Class Monitoring Committee :

10. * Routine Committee :

11. * Purchase Procedure Committee :

ENTREPRENEURSHIP CELL: This cell is responsible for promoting entrepreneurship among students. It was established on 17/10/2015 in Beltola College. Functions of this cell are organising different workshop and seminar, provide career counselling.

ACADEMIC- DEVELOPMENT CELL: -This cell is responsible for Academic development of Beltola College. Different functions of this cell are taking measures for enhancing Academic achievements of the students, conducting meeting relating to examination, facilitating tutorials for academically disadvantage students, facilitating bright students of the college, faculty empowerment strategy, financial management and resource mobilisation, looking after AQAR, building strategy development and deployment. It was established on 20/03/2015.

CAREER GUIDANCE CELL: This cell was established on 17/10/15. The objectives of this cell are to address the diverse socio economic challenges and geographic background of heterogeneous population and provide institutional support and placement accessibility. Functions of this cell are - organising and keeping records of indoor and outdoor game, arranging spoken English classes and availing knowledge about different career, taken classes for personality development, organising and encouraging co curricular activities, arranging training programme for computer literacy for the students and staff of the college, collecting feedback system and take necessary steps.

CELL AGAINST SEXUAL HARASSMENT: With the changing times role of the women also been changed. The prime role of this cell is to deal with cases of sexual harassment and moreover, implementation of women policy, in general to promote the wellbeing of the female student, teaching and nonteaching staff of the college, to develop the knowledge of guidelines and norms of policy against sexual harassment, to develop principles and procedures for combating sexual harassment, to prepare a detailed plan of action, both short and long term.

DISASTER MANAGEMENT CELL: Objectives of this cell are to promote culture of prevention and preparedness for disaster. Different activities of cell are to reduce or avoid morbidity, mortality and economic and physical damages from a hazard to reduce personal suffering and emotional stress following a hazard. This cell aims at to make speedy recovery for the victims by proper recovery programmes and assistance and to protect victims through provision of shelter and protective services. It also aims at to provide relief through rescuing and relocating people, providing them with food, water and emergency medical treatment.

E-WASTE MANAGEMENT CELL : In the era of global warming and environmental

degradation Waste management and disposal of waste in proper manner is essential. Different Functions of this cell is maintaining Records of E-Waste of the College, Properly Disposing E-waste.

COMMUNITY DEVELOPMENT CELL: For the social responsibility of this institution community development cell involve in adoption of village and take measures for the development of such village, adoption of school take measures for the development of such school, organising different awareness camps such as awareness about land erosion, health , literacy etc. Besides it, also organise community development programme. It was established on 17/10/15.

TEACHING LEARNING IMPROVEMENT CELL: For betterment of academic aspects following activities are taken by this cell curricular planning and implementation, looking after academic flexibility relating to timing, space etc., taking measures for curriculum enrichment, promoting healthy relationship between teachers and students, taking measure for students psychological development. It was established on 17/10/15.

RESEARCH CONSULTANCY AND EXTENSION: For enhancing quality in higher education following functions are taken by this cell, promotion of research, resource mobilisation for research, keeping records of research publications and awards providing consultancy relating to research taking steps if collaboration is needed. It was established on 17/10/15.

INFRASTRUCTURE DEVELOPMENT CELL : With the objectives of Infrastructural development this cell adopted following functions-keeping records of all the extension, taking measures for all round infrastructural development, monitoring the maintenance of all the facilities existing in the library facilities and taking measures for all round infrastructural development. It was established on 17/10/15.

ANTI-RAGGING CELL: This cell was established on 30/7/2015. In order to eliminate the evil practice of ragging this cell performing verious measures creating awareness among the students.

MEDITATION CELL: For moral development and motivational purpose different functions of this cell are: organising programmes, try to inculcate values and morality among the students, organising programmes for enhancing concentration and other develop.

MEDITATION CELL: For moral development and motivational purpose different functions of this cell are organising programme, try to inculcate moral and spritual values of the students.

Alumni Association : The ex-student of this college nave formed an Alumni Association for the purpose of welfare of humanity and social development.

RTI-Cell: The College has a RTI-Cell which provides all the information as per the RTI-Act.

Remedial class: There are facilities of Remedial classes for the needy students.

Student Welfare Fund: The college have a welfare fund to provide financial aid to the poor students on application subject to the availability of fund.

Grievance Redressal cell: The College has conducted a grievance Redressal cell to solve the verious problems faced by students and teacher.

Women Cell: The women cell 'Rengoni Beltola' is an integral part of "Beltola College". Being a strong part of Beltola College , this cell has performed various activities is the college campus and near by area. The various activities which are performed by this cell are- health camp, Swach Bharat Abhijan, International women day, workshop on making pickles, jam, jelly published an annual Journal entitled as 'Swetabhujā' and adopting several welfare programme for the development of the society.

PRINCIPAL(i/c)

Mrs. Eli Kumari Das, M.A, B Ed, M.Phil

LIST OF FACULTY MEMBERS :

DEPARTMENT OF ASSAMESE

Mrigendra Nath Sarmah, M.A. (double), M.Phil.(H.O.D.)
Bharati Devi, M.A.,B.Ed.
Dr. Bhaskar Patgiri, M.A., Ph.D.
Mitali Lahkar. M.A, M. Phil. (part-time)

DEPARTMENT OF ECONOMICS

Sadhana Kalita, M.A. L.L.B (HOD i/c)
Himangshu Das, M.A.
Labanita Deka, M. A. (part-time)

DEPARTMENT OF EDUCATION

Jashmin Bahar, M.A., M.Phil.,
B.Ed (H.O.D.)
Mofida Begum. M.A.
Dhrijumoni Das, M.A., B.Ed
Md. Ayes Uddin , M.A.(Part time)

DEPARTMENT OF ENGLISH

Pankaj Kr. Kalita, M.A. (H.O.D.)
Kamaruj Jaman, MA.
Priyanka Basumatary, M.A.,M. Phil
Prakash Mech, M.A. (Part time)

DEPARTMENT OF HINDI

Dibyajyoti Deka, M.A. M.Phil, (H.O.D.)
Ramesh Kr. Rai, M.A

DEPARTMENT OF HISTORY

Himadree Kr. Sarma, M.A., M.Phil (H.O.D.)
Rashmirekha Hazarika, M.A.
Liky Deka, M.A. (Part time)

DEPARTMENT OF PHILOSOPHY

Bornali Mohan, M.A (H.O.D.)
Rumi Barman, M.A., M.Phil,
Nashmin Ara Begum, M.A.(part-time)

DEPARTMENT OF POLITICAL SCIENCE

Lina Deka, M.A. , B.Ed (H.O.D.)
Arup Kalita, M.A., M.Phil, B.Ed
Kabita Das, M.A.,(part- time)

OFFICE STAFF

Munindra Kalita (U.D.A)
Sailen Medhi (L.D.A)
Sampurna Sharma (L.D.A)
Amar Das (L.D.A.)
Nayanmoni Choudhury (L.D.A)
Anil Baishya (Grade - IV)
Pradip Deka (Grade - IV)
Narayan Pator (Grade - IV)
Meera Sarkar Murmu (Grade - IV)

LIBRARY STAFF

Palashi Devi, MLib. (Librarian)
Anjana Pathak (Library Asstt.)
Sahidul Islam (Library Bearer)

HOLIDAY LIST FOR THE PERIOD FROM 1st JANUARY,2016 TO 31st December,2016 FOR THE CALENDAR YEAR 2016

(As approved by the Hon'ble Rector on dated. 24/12/15)

(A) Holidays: Offices & Classes of the University and its affiliated & permitted colleges will remain closed on the following days w.e.f. 1st January 2016 to 31st December, 2016.

Sl.Nos	Occasions	Month	Date(s)	Day(s) of the week	No. of days
1	Magh Bihu	January	14, 15 & 16 & Saturday	Thursday, Friday	3
2	Republic Day/ G.U Foundation Day		26	Tuesday	1
3	Saraswati puja	February	13	Saturday	1
4	Sivaratri	March	7	Monday	1
5	Dol Jatra		23 & 24	Wednesday, Thursday	2
6	Good Friday		25	Friday	1
7	Bohag Bihu	April	13, 14 & 15 & Friday	Wednesday, Thursday	3
8	May Day	May	1	Sunday	1
9	Buddha Purnima		21	Saturday	1
10	Id-UL-Fitre	July	6 & 7	Wednesday, Thursday	2
11	Independence Day	August	15	Monday	1
12	Tithi of Sri Sri Madhabdev		22	Monday	1
13	Janmastomi		25	Thursday	1
14	Tithi of Sri Sri Sankardev	September	3	Saturday	1
15	Id-Uz-Zuha		12	Monday	1
16	Birthday of Mahatma Gandhi	October	2	Sunday	1
17	Durga Puja, Lakshmi puja, Muharram		7-15	Friday to Saturday	9
18	Kati Bihu		17	Monday	1
19	Kali Puja & Dewali		29-30	Saturday & Sunday	2
20	Guru Nanak's Birthday	November	14	Monday	1
21	Asom Divas	December	2	Friday	1
22	Christmas Day		25	Sunday	1

(B) Restricted Holidays: Each employee will also be entitled to avail himself/herself of any 3 (three) holidays in the year to be chosen by him/her out of the following list of restricted holidays. The employee(s) intending to avail this holiday should submit application to the concerned Head for approval of the competent authority in advance. Such leave will normally be granted by the leave sanctioning authority except when the presence of the employee(s) is considered necessary due to exigencies of work in the University.

Sl.Nos.	Occasions	Month	Date (s)	Day (s) of the week	No. of days
1	New Year's Day		1	Friday	1
2	Silpi Divas		17	Sunday	1
3	Fateha-E-Dowaj Daham		22	Friday	1
4	Netaji's Birthday		23	Saturday	1
5	Gwther Bathaw San		26	Tuesday	1
6	Me-Dum-Me-Phi		31	Sunday	1
7	Ali Aye Lingang	February	17	Wednesday	1
8	BirChilarai Divas		22	Monday	1
9	Bathow Puja/Khring Khring Bathow Puja	March	21	Monday	1
10	Mahabir Jayanti / Sati Sadhini Divas	April	20	Wednesday	1
11	Tithi of Sri Sri Damodar Dev		7	Saturday	1
12	Tithi of Gopal Dev		12	Thursday	1
13	Janmotsav of Sri Sri Madhab Dev	May	22	Sunday	1
14	Sabebarat		23	Monday	1
15	Tithi of Hari Dev	June	4	Saturday	1
16	Ambubasi Nibriti				
17	Biswakarma Puja	September	17	Saturday	1
18	Chhat Puja	November	6	Sunday	1
19	Lachit Divas		24	Thursday	1
20	Martyr's Day	December	10	Saturday	1
21	Christmas EVE		24	Saturday	1

Note: 1) If any Holidays for occasions do not fall on the days notified, necessary notification, changing the date will issued in due course.

2) Additional holidays further to the above will be applicable as when declared by the University Administration.

3) Summer/Winter break will be as specified in the Academic Calender.

4) Any other days as may be declared by the State Govt./Dist. Admn. Under Section 25 of the Negotiable Instruments Act, 1888 (XXIV of 1881) as holidays will be observed.

5) Silpi Divas to be celebrated on 17^m Jan, 2015 from 2 pm.

6) The exact date of Ambubasi Nibriti will depend on the next Assamese new calendar which is not available now.

14. General English, 15. MIL (Assamese/ Hindi)/Alternative English
 16. Pass course : (i) Economics, (ii) Political Science, (iii) Education, (iv) History, (v) Philosophy, (vi) Elective Assamese, (vii) Elective English, (viii) Elective Hindi

17. Education Qualification :

Qualification	Board/ Council/ University	Roll & No.	Year	Division	Percentage of Marks
H.S.L.C.					
H.S.S.L.C.					

18. Name of the Last Institution :
 18. H.S. Registration No.: of
 19. Extra- curricular activity

The statement and information made above are true to the best of my knowledge and believe if any misrepresentation of above data is detected, then the college authority will terminate me at any moment. I shall forfeit my claim to a seat in the college.

If admitted, I shall abide by the rules or order of the authority also, I undertake that as a student I shall not resort to any act of indiscipline or indulge in any misconduct undermining the academic or administrative interest of the college.

Signature of the Guardian's

Date :

Signature of the applicant

Date:.....

- N.B. 1. The documents required for admission Procedure (only xerox copy)
 2. Original Documents are also required for the verification.

- i) H.S.L.C. Admit Card
- ii) H.S.L.C. Pass Mark Sheet/Grade Sheet
- iii) H.S.L.C. Pass certificate
- iv) H.S. Admit Card (2 copies)
- v) H.S. Pass Mark Sheet/Grade Sheet (2 Copies)
- vi) H.S. Pass Certificate (2 Copies)
- vii) H.S. Registration Certificate (2 Copies)
- viii) Migration Certificate (For migrated candidates)
- ix) Passport size photographs (3 copies)

CHECKED & VERIFIED

Principal
Beltola College
Guwahati-28
Date.....





হাজি- **বেলতলা** **মহাবিদ্যালয়**

নগেন্দ্র শইকীয়া লৌকবনী ভোবণ

