

PROSPECTUS

2020-2021



DHEMAJI COMMERCE COLLEGE **DHEMAJI** **Estd. 1982**

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Rs. 250/- only.

DHEMAJI COMMERCE COLLEGE

DHEMAJI

Estd. 1982

(Affiliated to Dibrugarh University & Accredited by NAAC)

DHEMAJI COMMERCE COLLEGE : AN OVERVIEW

Dhemaji Commerce College, a premier institution of Higher Education with Commerce and Arts faculty was established in 1982 under the noble initiative and painstaking efforts of some leading and enlightened citizens and general public of Dhemaji. Initially it was started with the commerce stream only, and subsequently the Arts Stream was started in 1989. The college is affiliated to Dibrugarh University and registered under section 2 (f) and 12 (B) of UGC Act, 1956.

The College was brought under deficit Grants in Aid system by the Govt. of Assam on 25th March, 1998. It was brought under the system of provincialisation by the Govt. of Assam in 2005.

The College is located in the eastern most corner of Assam in the border of Assam and Arunachal and is surrounded by villages of tribal and backward communities. Surroundedly a quiet green natural surrounding in the District of Dhemaji on the Railway Station Road. It is about 2 kms. away from Dhemaji town and can be conveniently accessed by rickshaw or motor vehicles. From Dhemaji Railway station the institute is about half a kilometer away.

Ever since its inception the college has been engaged in imparting quality education. The college has now emerged as a full-fledged institution with undergraduate departments of Arts & Commerce. Besides, the college has a centre for Vocational Studies and a Centre for Computer Education with Diploma and Certificate courses. The institute is offering a number of PG, UG and Certificate courses under IGNOU. The college is striving to upgrade the quality of education and is making every effort to maintain a good academic standard and carrying out extension activities as a part of its institutional social responsibility towards the society.

The main campus is spread over 5.07 acres of land, in addition to 5.60 acres of land outside the main campus.

The present infrastructural facilities of the college comprises over 27 spacious classes, with 04 ICT rooms, a women hostel, a central library with nearly twenty eight thousand text and

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reference books and journals with 50,000+e books (INFLIBNET). The Auditorium accomodate one thousand people, and one fifty people can take in discussion in the conference hall. There is a canteen and separate common rooms for boys and girls with----- facilities.

The college has a separate departmental building. All the departments of the college are maintaining separate library to help students with books. The College has established a Network Resource Centre attached with the Computer Lab to provide the basic computer and internet facilities for the students. The college has been using the playground and sports facilities of District Stadium with an agreement with the District Sports Association which is located towards the south of the college at a walkable distance of half kilometer only. The College has also a mini gymkhana attached with the boys Common Room with multigym and other facilities.

The faculty strength of the college is 37. In some subjects contractual teachers are also appointed.

The college is rendering its relentless services towards the all-round development of the students as well as the community as a whole.

VISION & MISSION OF THE COLLEGE :

Vision :

Dhemaji Commerce College envisages to become a premier institute of higher education committed to impart value based quality education to the younger generation by inculcating qualities of competence, confidence and excellence for the all-round development of the society.

Mission :

- ◆ To create a healthy, convenient academic environment to promote quality education to the rural poor students.
- ◆ To mould intellectually competent professionally skilled, morally upright socially responsive citizen for well being of the society.
- ◆ To promote innovations and best practices through a healthy educational environment among the new generation to mould the spirit of self dependence.
- ◆ To promote the spirit of scientific temperament.
- ◆ To promote gender equality.
- ◆ To make higher education a part of the social environment for the all round development of the society.

ACADEMIC PROGRAMMES

The Academic programmes of the institute are-

DEGREE COURSES :

(a) Three year Degree Course of Bachelor of Commerce(B.Com) Honours/ Non Honours course after 10+2 in Commerce divided into Semester I to VI.

(b) Three Year Degree Course of Bachelor of Arts (B.A.) Honours / Non Honours after 10+2 in Arts, Commerce and Science divided into Semester I to VI.

H.S. COURSES :

(a) Two year Course of Higher Secondary in Commerce after +10 divided into First Year and Second Year.

(b) Two year Course of Higher Secondary in Arts after +10 divided into First Year and Second Year.

OTHER COURSES :

(a) IGNOU Courses :-

The College has a permanent Study Centre of IGNOU. Presently, it is offering the following programmes under IGNOU.

(i) M.Com.

(ii) M.A. in English.

(iii) M.A. in Political Science. (MPS)

(iv) M.A. in Philosophy (MPHY)

(v) Certificate in Functional English (CEF) [Basic level]

(vi) B.A.

(vii) B.Com.

(b) Computer Education :-

The College provides short term and long term Computer Courses as per Dibrugarh University programme on Computer Education. Presently it offers (i) Certificate in Computer Basic (CCB) (ii) Certificate in Office Automation (COA) (iii) Diploma in Computer Application (DCA) and (iv) Tally.

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Courses :

- (i) CCB - Certificate in Computer Basic - 3 Months
- (ii) COA - Certificate in Office Automation - 6 Months
- (iii) DCA - Diploma in Computer Application - 12 Months
- (iv) Tally - 3 Months

- ◆ Entry Qualification : 10+
- ◆ Intake capacity :40

(c) Vocational Education :-

Vocational courses will be of two years duration. There are three technical trades of vocational education.

- (i) Radio/TV(Electronic) and Household Electrical Appliances Repairing.
- (ii) Air Conditioning and Refrigeration and Household Electrical Appliances Repairing.
- (iii) Clock and Watch(Electronic) Repairing and Household Electrical Appliances Repairing.

- ◆ Entry Qualification : 10+
- ◆ Intake capacity :40

ELIGIBILITY FOR ADMISSION :

Degree Course :-

(a) Three year Degree Course of Bachelor of Commerce (B.Com)

No. of Seats : 150

A student desirous to undertake this course must pass 10+2 examination in commerce with a minimum percentage of marks notified by the college at the time of selection. Student who wish to take Honours must secure at least 45% marks in the subject in which he/she desirous to study. He/She has to also qualify in a written test/ oral test conducted by concerned department. A student who has passed the Higher Secondary Examination in Arts/Commerce Stream (10+2) or an examination recognised as equivalent by Dibrugarh University will be eligible for the admission into B.Com. course with the permission of the University and under the consideration that he/she passed either of the subjects Economics, Statistics or Mathematics in the 10+2 level examination.

(b) Three year Degree Course of Bachelor of Arts(B.A).

No. of Seats : 150

A student desirous to undertake this course of study must pass 10+2 examination in Arts/Commerce/science with a minimum percentage of mark notified by the college at the

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time of selection. Students willing to take honours in any subject must secure 45% in aggregate and 50% in concerned subject.

H.S. Course :

Two years course of Higher Secondary (Commerce/Arts) : No. of seats **150** in each stream .

The College offers two year Higher Secondary course in Commerce/Arts. Students willing to take up the two year H.S. Course in either Commerce or Arts stream must pass HSLC/CBSE or any other equivalent examination with a minimum percentage of marks to be notified by the college in due time.

RESERVATION OF SEATS :

There shall be 2% reserved seats for candidates with physical disabilities, 3% for candidates with excellency in Games and Sports and 3% for candidates with proficiency in cultural and literary field. There shall be no reservation of seats in computer, vocational & diploma course.

ADMISSION PROCEDURE :

The Academic Committee of the college hold admission to all the courses for every academic session as per rules of admission procedure. The Committee reserves the right to refuse admission to any candidate without assigning any reason what so ever. The candidate seeking admission in the Degree Course and Higher Secondary Courses shall be required to face an interview to be conducted by the Academic Committee.

For admission into different courses offered by the College, the candidates are required to apply in a prescribed Application Form obtainable from the College Office on payment of prescribed fee and are required to submit the same along with the following documents on or before a scheduled date as fixed by the Academic Committee. Online admission from the current academic session has been opened.

The documents to be enclosed with the Application Form are :

- (a) Attested copy /copies of pass certificate of the last examination passed.
- (b) Attested copy/copies of marksheets of the last examination passed.
- (c) Attested copy/copies of age proof certificate.
- (d) Attested copy/copies of caste certificate, if any.
- (e) Two copies of self attested recent passport size photograph.
- (f) Attested copy/copies of certificate of Games and sports, literary and cultural activities.

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(g) Certificate, if claiming admission under physically handicapped, sports, literary and cultural activities.

(h) Family Income Certificate (conditional).

FREE ADMISSION :

Govt. of Assam has introduced a scheme of free admission in H.S. First Year and B.A./B.Com First Semester from the session 2016-17.

As per the scheme students belonging to economically backward families whose parents annual income is less than Rs. 1.00 Lakh are eligible for free admission.

Proof of Income/Documents required under the scheme:

- i. An income certificate from the local Revenue Circle officer/Mauzader.
- ii. A declaration from the students that neither of the parent (Father/Mother) of the student is an employee of state/central govt. department or its undertaking. Students shall sign the declaration in prescribed forms. If such declaration is found to be false, the Admission shall be cancelled and fee shall be realized from such students.
- iii. The Admission Committee of the college shall have the power to enquire into the income of the family and recommend for admission cancellation.

Duties and Responsibilities of the students availing the free admission scheme:

Student seeking admission into 1st year will plant a sapling at his/her college or at his/her home and shall give photograph of the same to the college. The student has to nurse the sapling and while seeking admission into second year shall give photograph of the same plant that was planted during previous year.

A scrutiny committee shall examine the photograph and will assess the genuineness of the photograph and growth of the plant. Only on receipt of recommendation from the committee, the student can avail 2nd year fee relaxation. Students availing the second year fee waiver benefit during the current year will also plant a tree and will nourish it and submit photograph of and same while availing fee waiver benefit subsequently.

As per govt. guidelines the students availing this scheme has to bear the minimum fees of Magazine, Sports and Union prescribed by the College.

ACADEMIC SESSION :

The College follows the academic session of Dibrugarh University for Degree Courses & AHSEC's guideline for H.S. Courses.

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COLLEGE UNIFORM :

- (a) For Boys : White Shirt and Black Pant
- (b) For Girls : Sky Blue 'Churidar' with white Dupatta / 'Chaddar Mekhela' with Green Border and Green 'Blouse'.

COLLEGE TIMING:

The College timing is 8.45 A.M. to 4.15 P.M. Honours classes shall start at 8:45 AM where as all other classes shall start at 10:15 A.M.

ATTENDANCE :

A student who has less than 80% attendance shall not be permitted to sit for the End Semester examination in the course. Provided that it shall be open to the University to grant exemption to a student who has attended a minimum of 70% classes but failed to obtain the prescribed 80% attendance for valid reasons on recommendation of the Head of the Department on payment of a prescribed fee(s).

The Principal with recommendation of the Heads of the Departments shall announce the names of all students who shall not be eligible to appear in the End-semester examinations in the various courses due to less attendance and send a copy of the same to the University. Registrations of such student may be treated as cancelled by the University.

CANCELLATION OF SEATS :

The authority reserves the right to cancel the seat allotted to any student is-

- (A) He/she admit into two institutions during the same academic session.
- (B) He/she fails to attend classes for 15 days continuously without a valid ground and permission of the Principal or Head of the Department concerned.
- (C) If any student's character/conduct is found to be doubtful and unsatisfactory to the authority or if found indulge in act of criminal violence inside or outside the college, such student will at once forfeit his/her seat.

FACILITIES

COLLEGE LIBRARY :

The institution has a well furnished library having a holding of more than 28000 volumes of Text books, Reference books, News paper, Journal, Magazine and bond volumes. Its a open access library where charging and discharging of books is fully computerised. In addition, it has OPAC (Online Public Access Catalogue) facility. The library also has reprograph facility at a nominal rate. Internet connectivity is also available in the library for students at free of cost for a limited time. Attached to the library there is a spacious reading room which is open for all students. Every student of the college must deposit Rs. 150/- (For H.S. Students) as Library caution money at the time of admission, Rs. 200/- for Degree Non-Honours and Rs. 300/- for Honours courses students respectively. For a bonafide member of the library students are required to fill up an application form obtainable from the office of the Librarian. After depositing the application form he /she will be given library identity card and he/she can borrow two (non-Honours) and four (Honours) books at a time for a maximum of fifteen days from the date of issue. Students failing to return the books within the due time, will be fined 50 paise per day per book for first fifteen days and after that it will be Re. 1/- per day per book. In case of loss or damage cause to any book student has to pay compensation or else his / her result shall be withheld. The duration of Library timing is 9-00 AM to 4-30 PM on all working days.

DEPARTMENTAL LIBRARY :

There is a departmental library in each deptment. Students can borrow books from the departmental libraries free of cost. Students have to abide the rulls framed by the department.

SCHOLARSHIP :

College provides the following scheme of scholarships.

- National MeritScholarship
- State MeritScholarship
- Scholarships for SC/STs-- As prescribed by the Project Director ITDP
- Scholarships for OBC/MOBCs -- AS prescribed by the Project Director ITDP
- Scholarships for Best Graduate of Dhemaji Commerce College offered by Harendra Nath Talukder Educational Trust.

STUDENTS ACTIVITIES:

Institute organise competitions on Athletic, Debating, Quiz, Recitation, Cultural activities

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etc. for H.S. and Degree students during college week to select students for participating in the district /university level students meet, youth festival or inter College competitions.

STUDENTS AID FUND:

Students Aid Fund is opened for helping poor and meritorious students of the college. Students with poor economic background and also who show academic proficiency are offered financial assistance from the Student' Aid Fund. Students who need aid should apply to the Extention and Welfare Committee which deals with this fund.

PUBLICATION :

(a) STUDENTS' ANNUAL MAGAZINE :

An annual College Magazine namely "Dhemaji Commerce College Magazine" is published at the initiation of the Magazine Secretary selected /elected for the academic session where the students, alumni and guest writers are given ample scope for exposure of their creative thoughts and views in writing. Teaching and Non-Teaching faculties of the college are also provided scope for writing in this magazine.

(b) WALL MAGAZINE:

A wall magazine call '**Mandakini**' (মন্দাকিনী) is published which bring light to students writings throughout the academic session. Generally the Wall Magazine is published quarterly under the editorship of Magazine Secretary of the College. Besides, different departments of the the college publish wall magazines regularly.

(c) OTHER PUBLICATIONS :

(i) **SWARNAGIRI** (স্বর্ণগিৰি) : The College has also published a multilingual research journal "SWARNAGIRI". College faculty and other eminent scholars are invited to publish thier research articles in this journal.

(ii) **SUBASH** (সুবাস) : The department of Assamese annually publish one handwritten journal "SUBASH".

The College Publication Cell has published different book and proceeding volumes of Seminars, Conferences etc. with ISBN.

HEALTH CARE FACILITIES :

There is a Health Centre in the college with all the first aid facilities. General medical check up of students at regular intervals is done and maintains health records of students by the Extention and Welfare Committee which deals with this fund.

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HOSTEL FACILITIES:

The College has one Girls' Hostel with 64 (Sixty four) seats. Students willing to stay in hostel can apply for the seat by submitting prescribed forms issued from the college office. Students selected in the hostel on the basis of merit, distance and seniority.

Construction of the Boys hostel is under proposal.

XEROX FACILITIES:

There is Xerox facilities available for students and teachers at a nominal rate.

GAMES AND SPORTS FACILITIES:

The college has necessary facilities for cricket, football, badminton, volleyball and iron games. Students can access the outdoor stadium of DDSA for playing and practice which is very near to the institution. Students are trained by regular Physical Instructor in all games and sports.

NETWORK RESOURCE CENTRE (NRC) :

The college has established a Network Resource Centre (NRC) as per UGC guideline to create awareness and to give exposure to staff and students on the use of computer. The centre is well attached with the computer centre of the college. Students can avail net facilities during College hours.

NATIONAL SERVICE SCHEME (NSS) :

The College has an active NSS Unit, under Dibrugarh University. Both boys and girls can join in NSS. Through NSS the students of the college can participate in community development works.

COLLEGE CANTEEN :

The college has a canteen providing fresh food items at low cost. The canteen is kept open on all working days to serve the students, teachers, staff, workers and others.

CO-CURRICULAR ACTIVITIES :

The institution facilitates students to take part in all games and sports and other literary and cultural events conducted during Annual College Week. Selective students get scope for taking part in all sports, literary and cultural activities under Dibrugarh University/Govt. of Assam and other association.

CELLS & COMMITTEES

PLANNING AND DEVELOPMENT COMMITTEE :

The planning and Development Committee of the college looks after overall planning on quality development of the college such as infrastructural development for healthy academic environment, to chalk out future development plans, planning on e-governance and other developmental works including sports and cultural development.

ACADEMIC COUNCIL :

There is an Academic Council to look after different academic & examination related matters of the college. The main objective of this council is to work for the academic atmosphere and smooth conduct of different examinations. The records of different tests are analysed after completion of each test. Necessary remedial measures for academic improvement of the students are adopted. Preparation of Academic Calender, Prospectus, class routine and smooth conduct of examinations are the main activities of this committee.

GRIEVANCES REDRESSAL CELL: Gender Sensitization of Anti Ragging:

The grievances/demands and problems of the students, teachers and employees are looked after by the Grievances Redressal Cell. Problems faced Students, teachers, employees related with teaching, learning, administrative and other may move to the cell in writing for fulfilment.

GENDER SENSITIZATION COMMITTEE :

The college has constituted the Gender Sensitization Committee to take issues related to sexual harassment in the college campus.

The College, is committed in creating and maintaining a community in which students, teachers and non-teaching staff can work together in an environment free of gender violence, sexual harassment, and discrimination on the basis of gender. With this view the Gender Sensitization Committee has been constituted in the college with representatives from all sections of the college community as per Supreme Courts direction.

ANTI RAGGING COMMITTEE :

Te College has adopted a policy of zero tolerance towards ragging and strives to achieve a completely ragging free campus. An Anti-Ragging Committee (ARC) has been

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setup. The names of the ARC members along with their mobile numbers are published in this prospectus for the victim or his/her parents/guardians to lodge a complaint to the Chairman of ARC.

N.B.: Students can call up a toll free phone number 1800-180-5522, to get help against ragging in any educational institute in India.

For any ragging related matter in the college campus students may also contact the following phone numbers.

- | | |
|---|----------------|
| • Mr. S.Patra, Convenor, Anti-Ragging Committee | Ph. 9435367033 |
| • Mr. M.C. Gohain, Mmember | Ph. 9435088922 |
| • Mr. S.Hazarika, Member | Ph. 9401119167 |
| • Mr. D.K.Dutta, Member | Ph. 9435188080 |
| • Mrs. P. Lahan, Member | Ph. 9435509944 |
| • Mr. D. Bagiri, Member | Ph. 9435088973 |

EXTENSION AND WELFARE COMMITTEE :

The Extension and Welfare Committee of the college is constituted with an aim to imbibe the spirit of social responsibility and awareness. Students and teachers of the institute from time to time move amidst the public with a helping hand. The welfare activities includes basically environmental works like cleaning, plantation, helping people in times of natural disaster, organising free health checkup camp, working with Govt. and N.G.O's in programmes for the spread of education etc. The committee would also encourage students, teachers to work for community development.

CAREER GUIDANCE CELL :

The institution has a Career guidance and information centre which guides the students on various career opportunities leading to jobs. It organises short term training programmes on different competitive examinations and interviews, techniques.

RESEARCH COMMITTEE :

The Research Committee of the college looks after the various aspects related to academic research. The committee aims at creating a proper research environment in the institution.

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PARENT TEACHER ASSOCIATION :

At the beginning of every academic session the association with the help of the college authority convenes a parents-teachers meet to discuss and chalk out strategy for improving the overall educational environment of the college. On the other hand, the Association is liable to discuss issues in terms of student progression to hold regular parent-teacher meet for future plan and action, to take parents feedback and to maintain a cordial relationship between parent teacher and students.

SPORTS BOARD :

The sports Board take necessary steps for development of games and sports in the college. It encourages student participation in state, national and international level sports events. The committee also looks after infrastructural facilities of games and sports.

DISCIPLINARY COMMITTEE :

Disciplinary committee of the college take necessary steps to create a peaceful atmosphere within the institution and take disciplinary action in cases of violation of existing rules of the college.

ALUMNI ASSOCIATION:

The association has been established to continue a lifelong relation of ex-students with the college .They are given opportunity to develop and enrich standard of the college.

PUBLICATION CELL :

The publication cell of the college publish various books with ISBN, Volumes, Journals etc. on behalf of the college. It is devoted to create a proper academic environment by encouraging its faculty members to publish various works.

ECO-CLUB :

In order to aware the students and public in general about environment and our degradation of the responsibility the institution established a Eco-club. Members of the club along with students undertake various works to preserve the environment.

COMMERCE FORUM :

To enrich students in the field of new development and trends in the field of Economics and Commerce, the forum has been established. All the students and teachers of Commerce

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and economics are members of the Forum. The Forum work on socio economic and other related issues through surveys/field study etc.

INFORMATION TECHNOLOGY COMMITTEE :

There is an Information Techonolgy Committee in the college namely IT Committee. This Committee looks after technological upgradation, maintance of updated website of the college etc.

WOMEN CELL

The college has an active women cell established in 2009. The Cell is a sister organization of Assam College Teachers Association (ACTA).The cell participate actively in different activities of the ACTA. It also aims to work for empowerment of women at every level of the society, creat awareness among the students, specially the girl students about physical and mental health. Moreover, it holds behavioral awareness programmes at regular intervals among the students of the college. The cell organizes different extension activities in different parts of the district. All women teachers are the members of the cell.

STUDENTS' UNION:

Dhemaji Commerce College Student's Union is constituted through election for every academic session. It shall be responsible for holding Annual College Week and all other activities related to student community of the college through out the year.

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SUBJECTS OFFERED :

REVISED CURRICULAM AND SYLLABI FOR HIGHER SECONDARY COURSES
SESSION 2019-2020
COMMERCE STREAM

(a) Core Subjects-

1. English 2. MIL (Assamese) / Alternative English

(b) Compulsory Subjects :-

1. Business Studies 2. Accountancy

(c) Optional Elective Subjects (Any two):-

1. Economics 2. Salesmanship & Advertising 3. Banking 4. Insurance
5. Mathematics 6. Economic Geography 7. Computer Science & Application
8. Commercial Mathematics and Statistics.

ARTS STREAM

(A) Core Subjects:-

(1) English (2) MIL- (Assamese)/ Alternative English

(B) Elective Subjects (Any four)

1. Economics 2. History 3. Political science 4. Logic & Philosophy
5. Education 6. Sociology 7. Statistics 8. Mathematics 9. Advance Assamese
10. Computer Science & Application 11. Multimedia and web Technology

NOTE : Syllabi for statistics, Mathematics, Economics, Computer science and application, Entrepreneurship development, Multimedia & web Technology of Commerce stream are same as those of Science and Arts streams. It is desired that students of all streams shall choose their elective subject keeping in view their future courses of higher studies in general and other professional courses. Every student wish to study at +2 stage would be required to participate compulsorily in an area of co-curricular activities (CCA) out of NCC, NSS, Rover/ Ranger, Games and sports (any one from athletic and other team games), cultural and literary, Debating and quiz.

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Paper-wise distribution of Marks (H.S. Commerce Stream) :

H.S. 1 st Year (Commerce)		H.S.2 nd Year (commerce)	
Subject	Marks	Subject	Marks
English	100	English	100
M.I.L./ Alt. English	100	M.I.L./ Alt. English	100
Business studies	100	Business studies	100
Book Keeping & Accountancy	100	Book Keeping & Accountancy	100
Elective – I	100	Elective – I	100
Elective – II	100	Elective – II	100
Environmental Studies	50	Total	600
Total	650		

Paperwise distribution of Marks (H.S. Arts Stream) :

H.S. 1 st Year (Arts)		H.S.2 nd Year (Arts)	
Subject	Marks	Subjects	Marks
English	100	English	100
M.I.L./ Alt. Eng	100	M.I.L./ Alt. Eng	100
Elective – I	100	.Elective – I	100
Elective – II	100	Elective – II	100
Elective – III	100	Elective – III	100
Elective – IV	100	Elective – IV	100
Total =	600	Total =	600

Syllabus of each subject for H. S. 1st year (Arts and Commerce) course and H. S. 2nd Year (Arts and Commerce) course will be provided through the respective class teachers of every subject.

Note:- The full marks for the paper Computer Science and application in H.S. 1st. year shall be 100 whereas in the H.S. 2nd year the paper shall have 70 marks for Theory and 30 marks for practical.

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WEIGHTAGE TO DIFFERENT FORMS OF QUESTIONS

(For both H.S. First Year and Final Year Examination W.E.F.2008)

The distribution of marks according to difficulty level should be as follows :

(A) 25% marks easy (B) 60% marks average (C) 15% marks difficult.

All questions of the first two categories (A) and (B) will be compulsory but there will be internal option for the difficult question under category (C).

With regard to types of questions, the following patterns be adopted-

(A) Stream : Commerce :

Forms of Questions	No.of Questions	Marks of each Questions	Total Marks.
V.S.A.	10	1	10
S.A. (Type- I)	6	2	12
S.A. (Type-II)	8	3	24
S.A (Type-III)	6	5	30
L.A.	3	8	24
Total Questions =	33	Total Marks =	100

(B) Stream : Arts.

Forms of Questions	No.of Questions	Marks of each Questions	Total Marks.
V.S.A.	10	1	10
S.A. (Type- I)	10	2	20
S.A. (Type-II)	10	3	30
L.A. (Type-I)	5	4	20
L.A. (Type-II)	4	5	20
Total Questions =	39	Total Marks =	100

(V.S.A.-Very Short Answer, S.A.-Short Answer, L.A.-Long Answer)

* 1(one) Multiple choice question carrying 1mark must be included in VSA forms question.

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The Higher Secondary Certificate Shall be offered to candidates who has passed the two years Higher Secondary Course Programme in the following manner (As per AHSEC)

A	If a successful candidate obtains 80% or more marks in that subject will be placed.	Distinction
B	A candidate obtaining 75% or above of the total allotted marks (in two core and three elective subject) will be declared.	Star Marks
C	A candidate obtaining 60% and above of total marks for subject in aggregate will be placed.	First Division
D	A candidate obtaining 45% and above but less than 60% marks in aggregate will be placed.	Second Division
E	A candidate obtaining 30% of total marks for subjects without practical parts and 40% of total marks for subject with practical parts will be placed.	Third Division

The tentative Academic schedule for 2019-2020 session of the B.Com/ B.A. Three Year Degree course and H.S. course as below.:

B.A./ B.Com. First Semester

- (1) Completion of Admission process.
- (2) Commencement of classes.

B.A./ B.Com. Third Semester

- (1) Completion of Admission process.
 - (2) Commencement of classes.
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B.A./ B.Com. Fifth Semester

- (1) Completion of Admission process.
- (2) Commencement of classes.

H.S. 1st. Year-

- (1) Completion of Admission process.
- (2) Commencement of classes.

H.S. 2nd. Year-

- (1) Completion of Admission process.
- (2) Commencement of classes.

The schedule of admission for the session 2019-2020 into H.S. 1st Year (Arts & Commerce) and B.A./B.Com. 1st Semester is as follows.

Class	Last date of Submission of Forms	Date of Interview & Admission
H.S. 1st Year (Arts & Commerce)	29-05-2019	03-06-2019
B.A./B.Com. 1st Semester	30-05-2019	04-06-2019

N.B. IGNOU Study Centre : Online Admission is going on for Graduate & P.G. Course. for the July session

(i) Certificate Course : -----

(ii) Other Programme : -----

Without Late Fine.



DIBRUGARH UNIVERSITY REGULATIONS FOR THE UNDER GRADUATE ACADEMIC PROGRAMMES IN THE CHOICE BASED CREDITE SYSTEM (CBCS), 2018

(With modifications in 2016 Regulations as recommended by the 120th Meeting of the Under Graduate Board held on 19.11.2018 and approved the 115th Meeting of the Academic Council, Dibrugarh University held on 21.11.2018

(1) Short title, definitions and commencement :

These Regulations shall be called the Dibrugarh University Regulations for the Under Graduate Academic Programmes in the Choice Based Credit System, 2018. These Regulations shall be effective for the Courses of Study leading to the Bachelor Degree (s) in Arts (BA), Science (B.Sc.) and Commerce (B. Com.), which shall be of three years duration comprising of six semesterse. Hereinafter, it will be referred to as DU-UGCBCS Regulations, 2018.

The Regulations shall come into effect from the Academic Session, 2019-2020.

The Regulations shall be applicable to the studwnts enrolled in the aforementioned Academic Programmes under CBCS conducted by the College/Institutes affiliated to/ permitted by Dibrugarh University from the Academic Sission 2019-2020.

(2) Short Title, Definitions and Commencement :

Definitions :

- (a) **CBCS :** CBCS means Choice Based Credit System. Choice Based Credit System is a flexible system of learning 'Credit' defines the quantum of contents/syllabus prescribed for a course and determines the number of hours of instruction required. This system permits students to -
- learn at their own pace
 - choose electives from a wide range of Elective Courses offered for the programme
 - undego additional courses and acquire more than the required number of credits
 - adopt an inter-disciplinary approach in learning
 - make best use of the expertise of available faculty

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- (b) **College :** The term 'College' means the Colleges and Institutes affiliated to or permitted by Dibrugarh University for conducting different academic programmes.
- (c) **Department :** The term 'Department' is used to mean a Department of College/Institute affiliated to/permitted by Dibrugarh University.
- (d) **Programme :** The term 'programme' is used to mean the whole learning experience or combination of courses in a particular field of study.
- (e) **Course :** A Programme is divided into a number of courses. A course is unit of instruction or segment of subject area under any programme. The traditional concept 'paper' is replaced by course'.
- (f) **Academic Year :** An academic year means a period of twelve months consisting of two semesters.
- (g) **Semester :** The word 'semester' is used to mean a half-yearly term or term of studies including examinations, vacations and semester breaks.
- (h) **Semester Duration :** A semester normally extends over a period of 15 class weeks. Each week has 30 hours of instruction spread over the week.
- (i) **In – semester :** The word 'in-semester' is used to refer to the continuous evaluation within the half-yearly term.
- (j) **End-semester :** The word 'end-semester' is used to refer to the terminal processes of examinations and evaluations at the end but within the half-yearly term.
- (k) **Credit :** 'Credit' defines the quantum of contents/syllabus prescribed for a course and determines the number of hours of instruction required per week. Thus, normally in each of the course, credits will be assigned on the basis of the number of lectures/tutorials/laboratory work and other forms of learning required to complete the course contents in a 14-15 week schedule:
 - (i) 1 Lecture per week = 1 Hour duration per week = 1 Credit
 - (ii) 1 Tutorial per week = 1 Hour duration per week = 1 Credit
 - (ii) 1 Practical per week = 2 Hours duration per week = 1 Credit

Note : *The lecture sessions and tutorials shall not be substituted with any other activities like seminars, group discussions etc.*

- (j) **Course teacher :** A teacher or any person engaged by the university/College for teaching a Course shall be called a Course teacher. He/she shall perform the following functions:
 - (i) teaching a course approved by the statutory authorities.
 - (ii) maintaining attendance and performance records of all the students registered for the Courses (s) he/she teaches.

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- (iii) conducting In-semester Assessment (Internal Assessment)
 - (iv) involving himself/herself in preparation and moderation of question papers, evaluation, scrutiny and finalization of results of the course (s) etc. whenever needed.
 - (v) Participating in various curricular and co-curricular activities as and when necessary.
- (l) **College CBCS Board :** There shall be a college CBCS Board to monitor and supervise the implementation of the CBS, which shall be constituted as below.
- (i) The Principal of the College – Chairperson
 - (ii) The Vice-Principal of the College – Vice-Chairperson
 - (iii) The Heads of the Departments – Members
 - (iv) The Coordinator, IQAC – Member
 - (v) A Senior Teacher of the College
nominated by the Principal of the College – Member Secretary
- (m) **Dibrugarh University CBCS Board :** There shall be Dibrugarh University CBCS Board to be constituted as below.
- (i) Vice Chancellor – Chairperson
 - (ii) The Registrar – Member
 - (iii) The Deans – Members
 - (iv) The Controller of Examinations – Member
 - (v) The Director, IQAC, D.U. – Member
 - (vi) Five Principals of the colleges to be
nominated by the Vice-Chancellor – Members
 - (vii) The Joint/Deputy Registrar (Academic) – Member
 - (viii) One Joint/Deputy Controller of Exams to
be nominated by the Vice-Chancellor – Member
 - (ix) The Director, College Development Council – Member Secretary

Semester Duration :

- (i) Odd Semesters : June – November (including end-semester examinations and semester breaks)
- (ii) Even Semester : December – May (including end-semester examinations and semester breaks)

Any change in the Academic Calendar/Schedule may be made by the University whenever necessary.

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Extent of Application :

The Regulations shall be applicable to the students enrolled for the Courses of Study leading to the Bachelor degrees in Arts (BA), Science (B. Sc.) and (B. Com), which shall be of three years duration distributed into six semesters.

Academic Schedule :

The Academic Schedule of Bachelor degrees in Arts (BA), Science (B. Sc.) and (B. Com) Programmes under the CBCS shall be administered as per the Academic Calendar of the University published for every session.

Admission Notice and Admission Criteria :

- (i) Newspaper Notice inviting applications for admission into the different programmes shall be issued by the Principals of the colleges/institutes as per the Academic Calendar of the University. The minimum eligibility for admission into the following Programmes shall be as below :

- a **Bachelor of Arts (B.A.)** : A student passed the Higher Secondary Examination (10+2) of the Assam Higher Secondary Education Council, or an equivalent examination (10+2) recognized as such by the University.

For admission into the BA in Economics Honours, a candidate should have preferably passed the Higher Secondary Examination (10+2) of the Assam Higher Secondary Education Council or an equivalent examination with passing Mathematics as a subject.

In case a student of Economics Honours, have not pursued and passed Mathematics in the Higher Secondary level; he/ she shall have to opt an Ability Enhancement Compulsory Course of Mathematics of 2 credits.

- b **Bachelor of Science (B. Sc.)** : A student passed the higher Secondary Examination (10+2) in Science stream of the Assam Higher Secondary Education Council, or an equivalent examination (10+2) recognized as such by the University.

For admission into the B. Sc. in Chemistry, Physics and Geology Honours, a candidate must pass the Higher Secondary Examination (10+2) in Science Stream of the Assam Higher Secondary Education Council or an equivalent examination with passing Mathematics as a subject.

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- c. **Bachelor of Commerce (B. Com.)** : A student passed the Higher Secondary Examination (10+2) in Commerce stream of the Assam Higher Secondary Education Council, or an equivalent examination (10+2) recognized as such by the University. A student passed the Higher Secondary Examination (10+2) in Arts or Science stream with Mathematics and/or Statistics is also eligible to apply for admission.
- (ii) The admission or eligibility criteria shall be fixed by the Academic Council from time to time whenever necessary. The University/ colleges/ institutes may also adopt own policy for admission or selection of eligible candidates for admission complying with the eligibility criteria prescribed in the clause 2.5 (i).
- (iii) No student shall be eligible for admission to an Academic Programme in any discipline unless he/she has successfully passed the qualifying examination fulfilling the minimum eligibility criteria from a University/Institute recognized by Dibrugarh University.
- (iv) Statutory reservation policy of the government shall be followed in case of selection of eligible candidates for admission.

3. Course Structure:

The Course Structure of the Academic Programmes under the CBCS shall be as per the Course Structure given in *Annexure 1*. The nature of the Course for all Under Graduate Academic programmes shall as below :

- a) **Core Course** : Compulsory components of an Academic Programme. These Course are to be compulsorily studied as a core requirement for the programme. The contents of the Core Courses shall be as per the UGC Model Curriculum for the subject/discipline concerned. However, the Boards of Studies concerned may recommend maximum of 20% deviation from the UGC Model Syllabi wherever requires.

In case, UGC does not provide model Syllabi/Curriculum, the Board of Studies shall propose their own Core Courses keeping parity of total numbers of credits/courses with other similar subjects/disciplines.

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b) Elective Course : Elective course shall be chosen by each student from a pool of course. These course may be intra-departmental, i.e., Generic Elective (GE). The students shall have to choose minimum number of DSE and GE in every semester as prescribed in the Course Structure. These course shall be :

- (i) supportve to the discipline of of study
- (ii) providing an expanded scope
- (iii) enabling an exposure to some other discipline/domain
- (iv) nurturing student proficiency/skill

There shall be a basket of at least eight Elective Courses having equal number of credits. For the students of the same discipline/ subjects these elective courses shall be intra-disciplinary and shall be called DSE Courses. If the students of other siscipline/subjects (*within the Programme*) opt these electrives shall be considered as inter-disciplinary and shall be called GE courses.

further, there may be few courses conducted under the UGC's Programmes on Massive Open Online Course (MOOC)s. The University may time to time fix the criteria for MOOCs as per the relevant UGC Guidelines on digital education.

c) Ability Enhancement Courses (AEC) : The Ability Enhancement Courses shall be of two kinds- 'Ability Enhancement Compulsory Courses' and 'Skill Enhancement Courses'. These courses shall be inter-disciplinary (*within the Programme*) in nature. 'AEC' Courses are the courses based upon the content taht leads to Knowledge enhancement.

- i Ability Enhancement Compulsory Courses (AECC):(a) Environmental Science (2 Credit), (b) Communicative English (2 Credit) and (c) Alternative English/ Communicative Hindi/MIL(2 Credit).

For BA and B.Com Programmes, there shall be a Multi-disciplinary Course of 4 Credits.

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- ii. Skill Enhancement Courses (SEC): (minimum 4 credits): These courses may be chosen from a pool of course designed to provide value-based and/or skill-based knowledge and should contain both theory and lab/hands-on/training/fieldwork. The main purpose of these courses is to provide students life-skill in hands-on mode so as to increase their employability. The list provide under this category are suggestive in nature and each University has complete freedom to suggest their own papers under this category based on their expertise, specialization, requirements, scope and need.

The list of skill Enhancement Courses (SEC) are given as *Annexure II*.

A Course may also take the form of a Dissertation/Project work/Practical training/Field work/Seminar, etc.

A student shall have to study the academic programme as per the scheme of the Programme. Even if a candidate earns the required number of credit before completion of the full duration of the programme, he/she shall not be entitled for the degree.

4. Course Enrolment

The minimum and maximum credits to be opted by a student for qualifying of a graduate degree shall be as per the Course Structure given as Annexure I.

Change of Courses shall not be permitted after sending the records of the students to the University for registration.

5. Attendance

The course teacher shall be responsible for maintaining a record of attendance of students who have enrolled for the course.

All course teachers shall intimate the Principal/Director of a college/Institute through the Head of the Department concerned at least thirty calendar days before the last instruction day in the semester, the particulars of all students who have less than 80% of attendance during the total number of class days.

A student who has less than 80% attendance in average shall not be permitted to sit for the End-semester examination.

Provided that it shall be open to the University to grant exemption to a student who has attended a minimum of 70% classes but failed to obtain the prescribed 80% attendance for valid reason, on recommendation of the Head/Chairperson/Principals of the Department/ Centre/College on payment of a prescribe fee(s).

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The Principal of the Colleges shall announce the names of all students who shall not be eligible to take the End-semester examinations in the various courses and send a copy of the same to the Controller of Examinations. Such candidates shall have to repeat the concerned course (s) when it is offered next.

A student declared as discollegiate shall not be allowed to proceed to the next higher Semester. He/She shall need to pursue the Semester afresh in which he/she was declared as discollegiate along with the next fresh batch.

6. Examination and Evaluation:

- (a) Examination and Evaluation shall be done on a continuous basis, at least three times during each semester.
- (b) There shall be 20% marks for internal assessment and 80% marks for End-semester examination in each course during every semester.
- (c) *There shall be no provision for re-evaluation of the answer-scripts of the end-semester examination. However, a candidate may apply for re-scrutiny.*

(d) **Internal Assessment:**

- (i) In internal assessment, different tools such as objective test, written tests, assignments, paper presentation, laboratory work, etc. suitable to the courses may be employed. The Procedure for Internal Assessment is prescribed in *Annexure III*.
- (ii) The student shall be informed in advance about the nature of assignment. Students shall be required to compulsorily attend internal assessment including appearing the Sessional Test, failing which they will not be allowed to appear for the End-semester examination. A Student cannot repeat In-semester examinations. The department may arrange special in-semester examination whenever necessary.

(e) **End-Semester Examination:**

- (i) There shall be one End-semester examination carrying 80% Marks in each course of a Semester covering the entire syllabus prescribed for the Course. The End semester examination examination is normally a written/laboratory-based examination/Project Work/Dissertation.
- (ii) The Controller of Examinations shall make necessary arrangements for notifying the dates of the End-semester examinations and other procedures as per Dibrugarh University Rules (at least 20 days in advance) and the Academic Calender notified by the University.

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- (iii) Normally, The End-semester examination for each course shall be of three hour duration.
- (f) **Confidential Work:** Setting of question papers, moderation of question papers, evaluation of answer scripts, scrutiny, tabulation of marks, etc. and announcement of results, shall be governed by the Dibrugarh University Examination Ordinance.
- (g) The mode of the conduct of the end-semester examination of the practical/dissertation courses shall be partially external as below:
 1. The end-semester examinations of all practical/dissertation courses shall be conducted by a Board of Examiners consisting of the internal examiner (the concerned course teacher) and an external examiner appointed by the Controller of Examinations.
 2. A student shall not be allowed to take more than one project work in a single semester.
- (h) The mode of end-semester examination and evaluation of the Course shall be specified in the detailed syllabus of the Course concerned.
- (i) End-semester Practical examinations shall normally be held before the theory examinations.

(k) Betterment Examination:

- (i) A student shall be entitled to take the “betterment examination” in any two theory courses of the six semesters after passing the Sixth Semester examination only once. In this case, the higher marks secured by the student shall be retained. The candidates shall have to apply for betterment examination within one year of passing the Sixth Semester examination.
- (ii) No betterment shall be allowed in the practical examinations.

7. Results and Progression:

- (a) A candidate shall be declared as passed a course, provided he/she secures -
 - (i) at least 40% of marks in each Course in the End Semester Examinations.
 - (ii) at least ‘P’ grade in the 10 point scale combining both the in-semester and End Semester Examination performance.
 - (iii) There shall be no separate pass mark for Internal Assessment.
- (b) A candidate shall be declared as passed a semester/programme, provided he/she secures at least ‘P’ grade in 10 point scale (given in clause) in all the Courses separately.

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- (c) There may be moderation of Internal Assessment marks/End Semester marks as and when necessary.
- (d) The marks of In-semester examinations obtained by the candidate shall be carried over for declaring any result.
- (e) A candidate who fails or does not appear in one or more courses of any end semester examinations up to Sixth Semester shall be provisionally promoted to the next higher semester with the failed course as carry over course(s). Such candidates will be eligible to appear in the carry over course in the next regular examinations of those courses.
- (f) If a candidate clears the sixth semester examination before clearing all the courses of the previous semesters, the result of the sixth semester examination of that candidate shall be withheld and his/her results shall be announced only after he/she clears the courses of the previous semesters.

A student must clear all his/her Semester Examinations within Six(6) years from the dates of admission to the First Semester of any Programme irrespective of the number of examinations appeared by the student, viz First and Second Semester Examinations shall have to be cleared in six consecutive chances, Third and Fourth Semester Examinations shall have to be cleared in five consecutive chances and Fifth and Sixth Semester Examinations in four consecutive chances.

However, after the first chance of the Fifth and Sixth Semester Examinations, the candidate shall be considered as a non-regular candidate.

- (g) 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.
- (h) A candidate shall be declared to have passed the Bachelors Degree in the concerned discipline provided he/she has passed all the Semesters and in all the Courses separately.
- (i) The Controller of Examinations shall declare the results for the DU-UG CBCS Examinations and issue Grade-sheets.
- (j) The first rank holder of a programme shall be decided on the basis of the CGPA. However, the Overall Weighted Percentage of Marks (OWPM) of a candidate shall be considered in case of tie in CGPA.

8. Grading System

The absolute grading system shall be applied in evaluating performance of the students.

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The following scale of grading system shall be applied to indicate the performances of students in terms of letter grade and grade points as given below:

Letter Grade with meaning		Grade Point*
O	Outstanding	10 (Marks securing above 90%)
A ⁺	Excellent	9 (Marks securing 80%-90%)
A	Very Good	8 (Marks securing 70%-80%)
B ⁺	Good	7 (Marks securing 60%-70%)
B	Above Average	6 (Marks securing 50%-60%)
P	Pass	4 (Marks securing 40%-50%)
F	Fail	0 (Marks securing below 40%)
Abs	Absent/Incomplete	0

* Exclusive Class Interval technique shall be followed in calculation of Grade Point

The Letter grade 'B' and above shall be considered as First Class and Letter grade 'B' shall be considered as a Second Class.

A student is considered to have completed a course successfully and earned the prescribed credit if he/she secures a letter grade other than 'F' (Failed) or 'Abs' (absent/Incomplete).

If a candidate secures 'F' grade in a Course, he/she shall have to reappear in the Course in the next legitimate chance.

If a student secures 'F' grade in Project Work/Dissertation/Assignment etc., he/she shall have to re-submit it after necessary revisions. The Result shall be declared with next regular batch.

'Abs' grade shall be awarded to a candidate if he/she has not fulfilled the following requirements.

- (i) If a candidate fails to appear in any Course(s) in an end semester examination.
- (ii) If a candidate fails to submit the project work/dissertation/assignment of an end semester examination.
- (iii) If a candidate is certified as not eligible to appear in any course(s) in an end semester examination by the Course Teacher(s) due to insufficient attendance in lectures, tutorials, practical or field works.

The candidates not appearing in a Semester Examination shall be considered as an 'Abs' candidate and that will be reflected in the Grade Sheet of the candidate. These candidate shall have to cover the 'Abs' grade by appearing in the next examination on the Course (provided he/she has legitimate chance to appear the Course) concerned

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or by submitting project work/dissertation/assignment etc.

Results of the candidates appeared in the Betterment of Backlog Examinations shall not be counted for the award of Prizes/Medals, Rank or Distinction.

9. Transcript

The University may issue consolidated Transcript on payment of a prescribed fee which shall contain Letter grade, grade points and SGPA and CGPA mentoring the Course Titles in details, medium of instruction and programme duration.

10. Credit Transfer

Inter-Institutional transfer of Credits may be considered by the Dibrugarh University on reciprocal basis or in compliance with the relevant Guidelines of the UGC.

11. Rules for Admission on Transfer from other University:

- (a) The University shall allow admission on transfer of students from other Universities. However, such transfer shall be permissible provided that -
 - (i) both the Universities conduct the same degree programmes under the CBCS.
 - (ii) the course structure along with the nomenclature of the courses are similar between the two Universities.
 - (iii) the combination of courses opted by the candidate are not changed.
- (b) In fulfillment of the conditions as laid down in clause 11 (a), a candidate may be allowed to get admission on transfer from other Universities on production of transfer certificate, proof of classes attended, migration certificate, etc. not later than 1 (one) month from the commencement of the classes of the semester concerned. 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. With such permission of transfer, the Credits earned by the student shall also be accepted by the University.
- (c) A candidate shall have to apply for transfer in the prescribed format of the University.

12. General:

- (a) It shall be ensured that the University shall maintain fundamental code of professional ethics in implementing these Regulations.
- (b) For any matter not covered under these Regulations for the DU UGCBCS Programmes, the existing Dibrugarh University Rules, Ordinances and the Dibrugarh University Act, 1965 (as amended) shall be applicable.
- (c) The Dibrugarh University CBCS Board and/or the Examination Committee of the University shall remove any difficulty, which may arise in the course of operations relating to execution of the DU CBCS programmes.*

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C. Details of Courses under B.A/B.Com. (Honors)

Course	*Credits	
	Theory + Practical	Theory + Tutorial

I. Core Course (6 Credits)

(14 Course) $14 \times (4+2) = 84$ $14 \times (5+1) = 84$

Core Course Practical/Tutorial*

II. Elective Course (6 Credits)

(8 Courses)

A.1 Discipline Specific Elective $4 \times (4+2) = 24$ $4 \times (5+1) = 24$

(4 Courses)

Discipline Specific Elective
Practical/Tutorial*

General Elective/Interdisciplinary $4 \times (4+2) = 24$ $4 \times (5+1) = 24$

(4 Courses)

General Elective
Practical/Tutorial*

- **Optional Dissertation or project work in place of one Discipline Specific Elective Course (6 credits) in 6th Semester**

III. Ability Enhancement Courses

AECC		SEC	
Course Title	Credit	Course Title	Credit
Environmental Studies/Science	2	SEC I- Course I	2
Communicative English	2	SEC I- Course II/SEC II	2
MIL/Communicative Hindi	2		
Alternative English			

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Total = 6 Credit

Total = 4 Credit

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Total Credit Structure (Minimum)

Core	DSE	GE	AECC	SEC	Total
14 Courses of 6 Credit	4 Courses of 6 Credit	4 Courses of 6 Credit	3 Courses of 2 Credit	4 Credit (2+2)	26 Courses
84	24	24	6	4	142

* Institute should evolve a system/policy about ECA/General Interest/Hobby/Sports/NCC/NSS/related courses on its own.

** Wherever there is a practical there will be no tutorial and vice-versa.

SEMESTER-WISE DISTRIBUTION OF COURSES IN BA/ B. COM HONOURS (CBCS)

Sem	CORE COURSE (14)	Ability Enhancement Compulsory Course (AECC) (2)	Skill Enhancement Course (SEC) (2)	Elective : Discipline Specific DSE (4)	Elective : Generic (GE) (4)
I	C 1 (6C)	AECC 1 Communicative English (2 C)			GE-1(6C)
	C 2 (6C)	AECC 2 MIL/ Communicative Hindi/ Alternative English(2C)			
II	C 3 (6C)	AECC 3 Environmental Science/Studies (2C)			GE-2(6C)
	C 4 (6C)				
III	C 5 (6C)		SEC-1.1 (2C)		GE-3(6C)
	C 6 (6C)				
	C 7 (6C)				
IV	C 8 (6C)		SEC-1.2 (2C)		GE-4(6C)
	C 9 (6C)				
	C 10 (6C)				
V	C 11 (6C)			DSE-1 (6C)	
	C 12 (6C)			DSE-2 (6C)	
VI	C 13 (6C)			DSE-3 (6C)	
	C 14 (6C)			DSE-4 (6C)	

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F Details of the B. A./B. Com. Non-Honours Programmes in CBCS

Course	*Credits
	Course + Practical Course + Tutorial
<u>I. Core Course (6 Credits)</u>	
(12 Course)	$12 \times (4+2) = 72$ $12 \times (5+1) = 72$
Two Courses – English	
Two Courses – Hindi/MIL	
Four Courses – Discipline 1.	
Four Courses – Discipline 2.	

II. Elective Course (6 Credits)

(6 Course)	$6 \times (4+2) = 36$	$6 \times (5+1) = 36$
Two Courses – Discipline 1 Specific		
Two Courses – Discipline 2 Specific		
Two Courses – Inter-disciplinary		
Two Courses from each discipline of choice and two Courses of inter-disciplinary nature.		

Elective Course Practical/Tutorials

Optional Disertation or project work in place of one elective Course (6 Credits) in 6th Semester

III. Ability Enhancement Course

AECC		SEC	
Course Title	Credit	Course Title	Credit
Environmental Studies/Science	2	SEC 1.1	2
Multi-disciplinary Course	4	SEC 1.2	2
		SEC 1.3	2
		SEC 1.4	2
Total = 6 Credit		Total = 8 Credit	

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Total Credit Structure (Minimum)

Core	DSE	GE	AECC	SEC	Total
12 Courses of 6 Credit (2 Eng + 2 Hindi/MIL/ Alt. Eng + 8 DSC)	4 Courses of 6 Credit (2 Courses from 2 DSE)	2 Courses of 6 Credit	1 Course of 2 Credit + 1 Course of 4 Credit	4 Courses of 2 Credits (two different skill subjects)	24 Courses
72	24	12	6	8	122

G SEMESTER-WISE COURSE STRUCTURE OF THE B. A./B.Com. PROGRAMME IN CBCS

	CORE COURSE (12 Courses of 6 Credit each)	Ability Enhancement Compulsory Course (AECC) (2)	Skill Enhancement Course (SEC) (2)	Discipline Specific Elective DSE (4)	Generic Elective (GE) (2)
I	General English 1.1	Multi-disciplinary Course (4C)			
	DSC-1 A				
	DSC-2 A				
II	Comm. English 1.2	Environmental Science (2C)			
	DSC-1 B				
	DSC-2 B				
III	Comm Hindi/ MIL/ Alt. Eng 1.1		SEC-1.1 (2C)		
	DSC-1 C				
	DSC-2 C				
IV	Comm Hindi/ MIL/ Alt. Eng 1.2		SEC-2.1 (2C)		
	DSC-1 D				
	DSC-2 D				
V			SEC-1.2 (2C)	DSE-1 A	GE-1
				DSE-2 A	
VI			SEC-2.2 (2C)	DSE-3 B	GE-2
				DSE-4 B	

ANNEXURE II

Skill Enhancement Course (SEC) for the BA/B.Sc./B.Com Programmes in the CBCS

1. Creative Writings
2. Teaching in Elementary Level
3. Entrepreneurship Development
4. Retail Management
5. Desktop Publishing
6. Travel and Tourism Management
7. Photoshop and Web Design
8. Maintenance and Repairing of Electrical and Electronic Appliances
9. Sericulture
10. Floriculture and Landscaping
11. Vermicompost
12. Photoshop
13. Web Design
14. Human Rights
15. Wildlife Photography
16. Intellectual Property Rights
17. Health and Sanitation Practices

ANNEXURE III

**Rules for Internal Assessment in B.A./B.Sc./B.Com.
Programmes in Semester System**

1. The marks allotted for Internal Assessment (20%) in each course shall be based on the following:
 - a) Sessional Examination I (Written) : 25% of the marks allotted for internal assessment.
 - b) Sessional Examination II (Written) : 25% of the marks allotted for internal assessment.
 - c) Seminar/Group Discussion : 25% of the marks allotted for internal assessment.
 - d) Attendance : 25% of the marks allotted for internal assessment.
2. Each sessional examination shall be conducted by the concerned teacher(s) of the course. The setting of question paper, invigilation duty, evaluation of answer scripts for each paper shall be done by the concerned teacher (s) as a part of his/her/their normal course complying with the Academic Calendar of the University.
3. The students shall have to write the answers in the scripts provided and duly authenticated by the college/institute concerned.
4. After evaluation, the answer scripts should be shown to the students and corrections should be made if necessary. After this, the answer scripts should be collected back from the students.
5. There shall be no provision for “repeat”/ “betterment” in the sessional examination. If a student misses any sessional examination for unavoidable reasons, the concerned teacher may allow the student to appear in a separate examination at his/her own discretion.
6. The marks of internal assessment secured by a candidate shall be carried over to next legitimate chances.
7. If a course is taught by more than one teacher then the concerned teachers shall conduct the process of internal assessment together.
6. If any student fails to appear in internal assessment, he/she shall not be eligible to appear in the end semester examinations of the course(s) concerned. The college/institutes shall notify the same prior to filling up forms for examinations.
7. At the end of the semester (before the end-semester examinations begin) the concerned College shall submit the internal assessment marks in proper format to the University.
8. The University may call the answer scripts from the colleges/institute at any time during the academic sessions.

LIST OF FACULTY MEMBERS

Principal : Vacant

Principal (I/C) : Sri Deva Kumar Chutia, M.Com., Asso. Prof.

DEPARTMENT OF COMMERCE:

Business Management:

1. Vacant.
2. Sri Anil Kr. Saikia, M.Com., Asso. Prof.
3. Sri Anjanjyoti Sabhapandit, M.Com., Asso. Prof. (HoD)

Accountancy:

1. Sri Sangkhadhar Patra, M.Com., M.Phil, Asstt. Prof.(Sr.)
2. Sri Loknath Hiloidari, M.Com. M. Phil, Asso. Prof.
3. Sri Rajib Kr. Dutta, M.Com., Asso. Prof. (HoD)

Banking & Monetary Management:

1. Sri Kailash Sarmah, M.Com, M. Phil, Asso. Prof. (HoD)
2. Miss Ritika Panging, M.Com. (Contractual)

Business Statistics & Mathematics:

1. Sri Bikash Dutta, M.Sc., Asstt. Prof. (Sr.)

Department of Assamese:

1. Dr. Rewati Buragohain, M.A., Ph.D., Asso. Prof.
2. Smt. Biju Borah Dutta, M.A., Asso. Prof. (HoD)
3. Mrs. Parthana Buragohain, M.A. (Contractual)
4. Mr. Bijoy Gogoi. M.A., M.Phil., NET. (Contractual)

Department of English:

1. Smt. Sewali Chetia, M.A., M.Phil, B.Ed., Asstt. Prof.(Sr.)
2. Dr. Sankar Patowary, M.A., Ph.D., Asso. Prof.
3. Dr. Ataur Rahman, M.A., Ph.D., B.Ed., P.G.C.T.E., P.G.D.T.E., Asso. Prof. (HoD)
4. Smt. Devajani Challeng, M.A, M.Phil, , Asstt. Prof. (Sr.)

Department of Economics:

1. Sri Khagen Kachari, M.A., M. Phil., Asso. Prof.
2. Sri Ramani Mohan Saikia, M.A., Asstt. Prof.
3. Sri Mongal Chandra Gohain, M.A., Asso. Prof.
4. Sri Bobin Kr. Chutia, M.A., B.Ed., Asso. Prof. (HoD)

PROSPECTUS : 2020 - 21

Department of Mathematics:

1. Sri Gopal Gogoi, M.Sc. B Ed. M. Phil, Asso. Prof. (HoD)
2. Sri Sanjib Hazarika, M.Sc., Asso. Prof.,

Department of History:

1. Smt. Lipika Gogoi, M.A., M.Phil., Asstt. Prof. (Sr.)
2. Sri Bibhuti Borgohain, M.A., Asso. Prof. (HoD)
3. Miss Gayatri Bharali, M.A., M. Phil, Asstt. Prof.,

Department of Political Science:

1. Sri Durgadhar Chetia, M.A., Asstt. Prof.
2. Sri Dipen Kr. Dutta, M.A., Asso. Prof. (HoD)
3. Sri Rajumoni Bhuyan, M.A., NET, Asstt. Prof. (Sr.)

Department of Education:

1. Sri Binoy Kalita, M.A., Asstt. Prof.
2. Smt. Queen Borsaikia, M.A., B.Ed.,M.Phil., Asso. Prof.
3. Dr. Ranu Pariyar, M.A., Ph.D., Asso. Prof. (HoD)
4. Sri Dipen Gogoi, M.A., M.Phil, B.Ed.Asstt. Prof., (Non-Sanctioned)

Department of Philosophy:

1. Sri Probin Kr. Gogoi, M.A., Asso. Prof.
2. Smt. Devajani Chiring, M.A., Asso.Prof. (HoD)
3. Mrs. Manikangkana Bailung, M.A., SLET (Contractual)
4. Mr. Manjit Bailung, M.A. (Contractual),

Department of Sociology:

1. Sri Biren Ch. Konwar, M.A.,M.Phil, Asso. Prof.
2. Smt. Pratima Lahan, M.A., M.Phil, B.Ed., Asso. Prof.
3. Sri Moni Kanta Kuli, M.A., M.Phil., B.Ed., NET, SET, Asso. Prof.
4. Sri Devajyoti Buragohain, M.A., Asso. Prof. (HoD)

Department of Computer Science & Application:

1. Sri Sadananda Doley, M.S.A. (Non-Sanctioned),

Centre for Computer Education :

1. Sri Kalyan Saikia, Instructor (Non-Sanctioned)

PROSPECTUS : 2020 - 21

Centre for Vocational Education :

1. Sri Rana Borgohain, Instructor, (Non-Sanctioned)
2. Sri Jayanta Konwar, Instructor, (Non-Sanctioned)

Library Staff:

Librarian (Associate) 1. Sri Bhaskar Baruah, B.Sc., M.Lib.Sc., M.Phil.

- Library Bearer**
2. Sri Premananda Bharali
 3. Mrs. Nijara Patra (Non-sanctioned)

Office Employees.

- Head Asstt.** 1. Sri Bhuban Sonowal, B.A.
- U.D.A.** 2. Sri Dhani Ram Bagiri, B.A.
- L.D.A.** 3. Sri Nila Kt. Boruah, M.A.
- L.D.A.** 4. Sri Jagat Ch. Boruah, B.A.
5. Sri Trilosan Hazarika, B.A.
6. Sri Hari Pd. Hazarika, B.A.
7. Sri Jitupan Borah, M.A.
8. Mrs. Devajani Gohain (Contractual)
- Lab. Bearer & Grade IV** 9. Sri Gobin Chutia
10. Sri Lila Ram Sonowal
11. Sri Bishnu Konwar, B.A.
12. Sri Dip Kr. Saikia
13. Sri Madan Gajmir, (Non-Sanctioned)
14. Sri Prema Borgohain, (Non-Sanctioned)
15. Smt. Ranyawati Kuli (Non-Sanctioned)
16. Sri Naren Chutia (Non-Sanctioned)

Girls' Hostel Staff

1. Mrs Seema Borah (Contractual)
2. Mrs. Amiya Borah (Contractual)

Physical Instructor

1. Sri Biswajit Chutia, B.Com, B.P.Ed (Contractual)

PROSPECTUS : 2020 - 21

Fees Structure for Admission into Vocational Courses for the session 2020-2021.

Sl. No.	Particulars	Amount
1.	Admission Fee	400/-
2.	Development Fee	600/-
3.	Electricity Charges	400/-
4.	Examination Fee	450/-
5.	Identity Card	80/-
6.	Course / Monthly Fee (300×3)	1200/-
7.	Practical Fee	600/-
	Grand Total =	3,730/-

Fees Structure for Admission into Girls' Hostel for the session 2020-2021.

Sl. No.	Particulars	Amount
1.	Admission Fee	Rs. 400/-
2.	Development/Maintenance Fee	Rs. 600/-
3.	Electricity Charges	Rs. 300/-
4.	Monthly Fee (350×3)=	Rs. 1200/-
5.	First Aid Fee	200/-
6.	Hostel Caution Money (100% Refundable)	Rs. 700/-
	Grand Total =	Rs. 3,400/-

PROSPECTUS : 2020 - 21

Admission Fees Structure of Higher Secondary 1st year courses (HSC) for the Academic Session 2020-21

Sl.No.	Particulars of Fees	Arts (Rs.)	Commerce (Rs.)
1	2	3	4
1.	Admission Fee	500	500
2.	Tuition Fee (Annual)	Girls - Nil Boy's - 600	Girls - Nil Boy's - 600
3.	Laboratory Fee	-	-
4.	Identity Card Fee	80/-	80/-
5.	Establishment Fee	500/-	500/-
6.	Contingency	100/-	100/-
7.	Registration Fee	150/-	150/-
8.	Enrolment Fee	50/-	50/-
9.	Library Cauton Money (Refundable)	150/-	150/-
10.	Library Fee	200/-	200/-
11.	College Examination Fee	400/-	400/-
12.	College Development Fee	400/-	400/-
13.	Electricity Fee	350/-	350/-
14.	NSS Fee	30/-	30/-
15.	Student' AID Fund	50/-	50/-
16.	Students' Union Fee	200/-	250/-
17.	Magazine Fee	200/-	200/-
18.	Game & Sports Fee	170/-	170/-
19.	Festival Fee	100/-	100/-
20.	Co-curricular Activities Fee	50/-	50/-
21.	ICT/IQAC	100/-	100/-
22.	Miscellaneous Fee	100/-	100/-
23.	Library Card Fee	50/-	50/-
24.	Annual Affiliation Fee	50/-	50/-
	Grand Total =Rs.	4,580	4,580

Total Admission Fees (Arts & Com.) **Rs. 3980/- (for GIRLS)**

Total Admission Fees (Arts & Com.) **Rs. 4,580/- (for BOYS)**

PROSPECTUS : 2020 - 21

Admission Fees Structure of Higher Secondary Second Year courses (HSC) for the Academic Session 2020-21

Sl. No.	Particulars of Fees	Arts (Rs)	Commerce (Rs.)
1	2	3	4
1.	Admission Fees	500	500
2.	Tuition Fees (Annual)	Girls - Nil Boys - 600	Girls - Nil Boys - 600
3.	Laboratory Fees	---	---
4.	Identity Card Fees	80	80
5.	Establishment Fees	500	500
6.	Contingency	100	100
7.	Registration Fees	---	---
8.	Enrolment Fees	---	---
9.	Library Caution Money (Refundable)	---	---
10.	Library Fees	200	200
11.	College Examination Fees	400	400
12.	College Development Fees	400	400
13.	Electricity Fees	350	350
14.	NSS Fees	30	30
15.	Student's Welfare Fees	50	50
16.	Student's Union Fees	200	200
17.	Magazine Fees	200	200
18.	Games & Sports Fees	170	170
19.	Festival Fees	100	100
20.	Co-curricular Activities Fees	50	50
21.	ICT/IQAC	100	100
22.	Miscellaneous Fees	100	100
23.	Library Card Fees	50	50
24.	Annual Affiliation Fees	50	50
	Grand Total =Rs.	4,230	4,230

Total Admission Fees (Arts & Com.) **Rs. 3,630/- (for GIRLS)**

Total Admission Fees (Arts & Com.) **Rs. 4,230/- (for BOYS)**

PROSPECTUS : 2020 - 21

Admission Fees Structure of B.A./B.Com. 1st Semester Programme for the Academic Session 2020-21

Sl. No.	Particulars of Fees	B.A. 1st Semester (Rs.)	B.Com. 1st Semester (Rs.)
1	2	3	4
1.	Admission Fees	500	500
2.	Tuition Fees (Annual)	Non Major 720 Major 840	Non Major 720 Major 840
3.	Laboratory Fees	---	---
4.	Identity Card Fees	80	80
5.	Establishment Fees	500	500
6.	Contingency	100	100
7.	Registration Fees	350	350
8.	Enrolment Fees	35	35
9.	Library Caution Money (Refundable)	200	200
10.	Library Fees	200	200
11.	College Examination Fees	470	470
12.	College Development Fees	400	400
13.	Electricity Fees	350	350
14.	NSS Fees	30	30
15.	Student's Welfare Fees	50	50
16.	Student's Union Fees	200	200
17.	Magazine Fees	200	200
18.	Games & Sports Fees	170	170
19.	Festival Fees	100	100
20.	Co-curricular Activities Fees	50	50
21.	ICT/IQAC	100	100
22.	Miscellaneous Fees	100	100
23.	Library Card Fees	50	50
24.	Annual Affiliation Fees	50	50
	Total	(Non-Major) 5000 (Major) 5120	(Non-Major) 5000 (Major) 5120

PROSPECTUS : 2020 - 21

Admission Fees Structure of B.A./B.Com. 3rd & 5th Semester Programme for the Academic Session 2020-21

Sl. No.	Particulars of Fees	B.A. 3 rd and 5 th Semester (Rs.)	B.Com. 3 rd and 5 th Semester (Rs.)
1	2	3	4
1.	Admission Fees	500	500
2.	Tuition Fees (Annual)	Non Major 720 Major 840	Non Major 720 Major 840
3.	Laboratory Fees	For Edu. Major 100	---
4.	Identity Card Fees	80	80
5.	Establishment Fees	500	500
6.	Contingency	100	100
7.	Registration Fees	---	---
8.	Enrolment Fees	---	---
9.	Library Caution Money (Refundable)	---	---
10.	Library Fees	200	200
11.	College Examination Fees	470	470
12.	College Development Fees	400	400
13.	Electricity Fees	350	350
14.	NSS Fees	20	20
15.	Student's Welfare Fees	50	50
16.	Student's Union Fees	200	200
17.	Magazine Fees	200	200
18.	Games & Sports Fees	170	170
19.	Festival Fees	100	100
20.	Co-curricular Activities Fees	50	50
21.	ICT/IQAC	100	100
22.	Miscellaneous Fees	100	100
23.	Library Card Fees	50	50
24.	Annual Affiliation Fees	50	50
	Total	(Non-Major) 4510 (Major) 4630	(Non-Major) 4510 (Major) 4630