

# **PROSPECTUS**

2023-2024



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

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# **DHEMAJI COMMERCE COLLEGE**

## **DHEMAJI**

Estd. 1982

**(Affiliated to Dibrugarh University & Accredited by NAAC with 'B' grade)**

### **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 2<sup>nd</sup> 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. The college is Surrounded by quiet green natural surroundings in Dhemaji on the Railway Station Road. It is about 2 km 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 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 30 spacious class rooms 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 accommodate 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 toilet and urinal 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 walk able distance of half kilometer only. The College has also a mini gymkhana attached with the boys Common Room with multi-gym 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.



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### **ACADEMIC PROGRAMMES**

The Academic programmes of the institute are-

#### **DEGREE COURSES:**

(a) Three-year Degree Course (Four-Year under NEP 2020) of Bachelor of Commerce (B.Com.) Honours/ Non-Honours course after 10+2 in Commerce divided into Semester I to VI/VIII.

(b) Three Year Degree Course (Four-Year under NEP 2020) of Bachelor of Arts (B.A.) Honours / Non-Honours after 10+2 in Arts, Commerce and Science divided into Semester I to VI/VIII.

#### **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) Short Term Certificate/Diploma Courses:**

New Education Policy 2020 wants to give the way of flexible and life long learning and to encourage students to choose their academic path and also provide the multiple course structure. NEP 2020 will be implemented in the state from the Academic session 2023-24. With this connection and demands of NEP 2020 and as per suggestion of former NAAC Peer team, Dhemaji Commerce College has taken to initiative to introduce some Short term self-financed Courses , i. e. Sericulture Farming, Hand loom Weaving, Yoga Education and Income Tax and GST besides the existing Computer and Vocational courses. These skilled based short term courses will definitely help the students to engage themselves in various fields in future.

The courses are designed to supplement the co-curriculum of a degree programme. Duration and intake capacity of the courses are as below.

- (i) Sericulture Farming (Six Months)
- (ii) Hand loom Weaving (Six Months)
- (iii) Yoga Education (One Year)
- (iv) Diploma in Income Tax and GST (Six Months)

Intake : 100 in each Trade

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### **(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.

#### **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 : 50

### **(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 : 50

## **ELIGIBILITY FOR ADMISSION:**

### **Degree Course:-**

- (a) **Three/Four year Degree Course of Bachelor of Commerce**  
**(B.Com) No. of Seats: 300**

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 recognized 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.



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### **(b) Three/Four year Degree Course of Bachelor of Arts (B.A). No. of Seats: 300**

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 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 in Commerce

Two years course of Higher Secondary in Arts

Intake: **250** (Commerce), and **300** (Arts)

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 excellence 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 be submitted the original necessary documents with application submitted in online mode.

For admission into different courses offered by the College, the candidates are required to apply in a prescribed Application Form available in the college website for Degree Courses and in the "DARPAN" portal for H.S. Courses for free fee and are required to submit the same along with the necessary documents on or before a scheduled date as fixed by the Admission Committee and Admission authority. The whole admission process will be conducted through online mode. A student must submit the hard copies of



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Admission receipt, Mark sheet, related documents, Unique ID etc. in the college after admission completed.

### **The documents to be enclosed with the Application Form are:**

- (a) Original Copy of Pass Certificate of the last examination passed.
- (b) Original Copy of Mark Sheet of the last examination passed.
- (c) Original Copy of Age Proof Certificate.
- (d) Original Copy of Caste Certificate, if any.
- (e) Copy of self attested recent passport size photograph.
- (f) Original copy of Certificate of Games and sports, literary and cultural activities.
- (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 Assam Government order, now all types of admissions are free except Students' Union fees and the admission committee allowed all eligible candidates to take admission with a payment of Students' Union fees into various courses if Govt. does not change the earlier admission policy.

### **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



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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.

#### **COLLEGE UNIFORM :**

- (a) For Boys : White Shirt , Black Pant and black shoes. (Black Blazer or Jacket in winter season)
- (b) For Girls : Sky Blue 'Churidar' with white Dupatta / 'Chaddar Mekhela' with Green Border and Green 'Blouse' and black shoes. (Black Blazer or Jacket in winter season)

#### **COLLEGE TIMING:**

The College timing is 9.00 A.M. to 4.30 P.M. Honours classes shall start at 9.00 AM whereas all other classes shall start at 10:30 A.M. Due to some unavoidable reason timing may be changed.

#### **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 cancel 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.
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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 computerized. 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 (Govt. may take initiative to free fee waive to students). 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 paisa 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 department. Students can borrow books from the departmental libraries free of cost. Students have to abide the rules framed by the department.

### **SCHOLARSHIP :**

College provides the following scheme of scholarships.

- National Merit Scholarship
- State Merit Scholarship
- 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.



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### STUDENTS ACTIVITIES:

Institute organize competitions on Athletic, Debating, Quiz, Recitation, Cultural activities 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 Extension and Welfare Committee which deals with this fund.

### FACILITIES FOR THE PHYSICALLY CHALLENGED

The institution is sensitive towards the physically challenged students and tries to provide support in the teaching-learning process.

**# scribes are allowed for visually impaired students or inability to write**

**# ramps are being built for easy access to classrooms**

**# ramps are built in the passage to the Wash rooms**

**# Special rooms are arranged during examinations**

**# disabled-friendly washrooms**

**# shoulder Clutches**

**# tricycles**



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### 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**' (মন্ডকিনী) 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 college publish wall magazines regularly.

#### (c) OTHER PUBLICATIONS :

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

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

(iii) **"PRABAHINI"**: The women Cell of the college publish annually a Journal "Prabahini".

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 checkup of students at regular intervals is done and maintains health records of students by the Extension and Welfare Committee which deals with this fund.

### 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.



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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, volley ball 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 and many extension activities.

### **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:**



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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 COMMITTEE:**

There is an Academic Committee 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 analyzed after completion of each test. Necessary remedial measures for academic improvement of the students are adopted. Preparation of Academic Calendar, 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 fulfillment.

#### **GENDER SENSITIZATION COMMITTEE:**

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

The college 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 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.



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*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. D. K. Dutta, Convenor, Anti-Ragging Committee | Ph. 9435367033 |
| • Mr. M.C. Gohain, Member                           | 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, organizing 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 organizes 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 convene 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 an Eco-club. Members of the club along with students undertake various works to preserve the environment.



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

### **INFORMATION TECHNOLOGY COMMITTEE:**

There is an Information Technology Committee in the college namely IT Committee. This Committee looks after technological up gradation, maintenance 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, create 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 throughout the year.



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### **SUBJECTS OFFERED :**

**REVISED CURRICULAM AND SYLLABI FOR HIGHER SECONDARY COURSES**

**SESSION 2023-2024**

### **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. Business Mathematics & Statistics 3. Finance  
4. Mathematics 5. Computer Science & Application

### **ARTS STREAM**

**(A) Core Subjects:-**

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

**(B) Elective Subjects (Any four):-**

1. Economics 2. History 3. Political Science 4. Logic & Philosophy  
5. Education 6. Sociology 7. Mathematics 8. Advance Assamese  
9. Computer Science & Application

**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 <sup>st</sup> Year (Commerce)		H.S.2 <sup>nd</sup> 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
Accountancy	100	Accountancy	100
Elective – I	100	Elective – I	100
Elective – II	100	Elective – II	100
Environmental Studies	50	<b>Total</b>	<b>600</b>
<b>Total</b>	<b>650</b>		

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

H.S. 1 <sup>st</sup> Year (Arts)		H.S.2 <sup>nd</sup> 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
<b>Total =</b>	<b>600</b>	<b>Total =</b>	<b>600</b>

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
<b>Total Questions</b>	<b>33</b>	<b>Total Marks</b>	<b>100</b>

#### (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
<b>Total Questions =</b>	<b>39</b>	<b>Total Marks =</b>	<b>100</b>

(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.



## PROSPECTUS : 2023 - 24

**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)**

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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 mark (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 2023-2024 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. | Mentioned in website |
| (2) | Commencement of classes.         | Mentioned in website |

### **B.A./ B.Com. Third Semester**

- |     |                                  |                      |
|-----|----------------------------------|----------------------|
| (1) | Completion of Admission process. | Mentioned in website |
| (2) | Commencement of classes .        | Mentioned in website |



**B.A./ B.Com. Fifth Semester**

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

**H.S. 1<sup>st</sup>.Year-**

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

**H.S. 2<sup>nd</sup>.Year-**

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

The schedule of admission for the session 2023-2024 into H.S. 1st Year (Arts & Commerce) and B.A./B.Com. The 1st Semester is as follows.

<b>Class</b>	<b>Last date of Submission of Forms</b>	<b>Date of Admission</b>
H.S. 1st Year (Arts & Commerce)	Mentioned in the website as per DARPAN Portal	Mentioned in the website as per DARPAN Portal
B.A./B.Com. 1st Semester	Mentioned in the website as per SAMARTH Portal	Mentioned in the website as per SAMARTH Portal



**DIBRUGARH UNIVERSITY REGULATIONS FOR THE UNDER  
GRADUATE ACADEMIC PROGRAMMES IN THE CHOICE  
BASED CREDIT SYSTEM (CBCS), 2018  
(For older students)**

*(With modifications in 2016 Regulations as recommended by the 120<sup>th</sup> Meeting of the  
Under Graduate Board held on 19.11.2018 and approved the 115<sup>th</sup> 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. These Regulations shall be effective for both the Courses of Study leading to the Bachelor Degree (s) in Arts (BA), and Commerce (B. Com.), which shall be of three years duration comprising of six semesters. Hereinafter, it will be referred to as DU-UGC BCS Regulations, 2018.

The Regulations shall be applicable to the students enrolled in the afore mentioned Academic Programmes under CBCS conducted by the College/Institutes affiliated to/ permitted by Dibrugarh University from the Academic Session 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
  - undergo 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



## PROSPECTUS : 2023 - 24

- (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 instructions 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.



## PROSPECTUS : 2023 - 24

- (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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## PROSPECTUS : 2023 - 24

### 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) 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 students 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.



## PROSPECTUS : 2023 - 24

- 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 priority of total numbers of credits/courses with other similar subjects/ disciplines.

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## PROSPECTUS : 2023 - 24

**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) supportive to the discipline 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 discipline/subjects (*within the Programme*) opt these electives 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 that leads to Knowledgeenhancement.

- 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.***



## PROSPECTUS : 2023 - 24

- i. 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).



## PROSPECTUS : 2023 - 24

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 Calendar notified by the University.
-



## PROSPECTUS : 2023 - 24

- (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 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.
- (i) 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.
-



## **PROSPECTUS : 2023 - 24**

- (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 carryover 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.



## PROSPECTUS : 2023 - 24

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 successful 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 covert the 'Abs' grade by appearing in the next examination on the Course (provided he/she has legitimate chance to appear the Course) concerned



## **PROSPECTUS : 2023 - 24**

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 CGP A 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 guideline 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.\*



## PROSPECTUS : 2023 - 24

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

Course	*Credits	
	Theory+ Practical	Theory+ Tutorial
<b><u>I. Core Course (6 Credits)</u></b> <b>(14 Course)</b>	$14 \times (4+2) = 84$	$14 \times (5+1) = 84$
<b>Core Course Practical/Tutorial*</b>		
<b><u>II. Elective Course (6 Credits)</u></b> <b>(8 Courses)</b>		
A.1 Discipline Specific Elective	$4 \times (4+2) = 24$	$4 \times (5+1) = 24$
<b>(4 Courses)</b> Discipline Specific Elective Practical/Tutorial*		
General Elective/Interdisciplinary	$4 \times (4+2) = 24$	$4 \times (5+1) = 24$

**(4 Courses) Gen. Elective/Practical/Tutorial**

- **Optional Dissertation or project work in place of one Discipline Specific Elective Course (6 credits) in 6<sup>th</sup> 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			
Total = 6 Credit		Total = 4 Credit	



## PROSPECTUS : 2023 - 24

### 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(2C)			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)	



## PROSPECTUS : 2023 - 24

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

Course	*Credits	
	Course + Practical	Course +Tutorial
<b><u>I. Core Course (6 Credits)</u></b> <b>(12 Course)</b>	$12 \times (4+2) = 72$	$12 \times (5+1) = 72$
Two Courses – English Two Courses – Hindi/MIL Four Courses – Discipline 1. Four Courses – Discipline 2.		
<b><u>II. Elective Course (6 Credits)</u></b> <b>(6 Course)</b>	$6 \times (4+2) = 36$	$6 \times (5+1) = 36$
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.		
<b>Elective Course Practical/Tutorials</b>		

**Optional Dissertation or project work in place of one elective Course (6 Credits) in 6<sup>th</sup> 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	



## PROSPECTUS : 2023 - 24

### Total Credit Structure (Minimum)

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



## **PROSPECTUS : 2023 - 24**



### **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. Travel and Tourism Management
6. Human Rights



**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.

□□□□□



**DIBRUGARH UNIVERSITY REGULATIONS FOR THE FOUR YEAR  
UNDERGRADUATE PROGRAMMES (FYUGP) IN CHOICE BASED CREDIT  
SYSTEM (CBCS), 2023 :**  
**(For New Students)**

**(1) Short Title, Commencement and Applicability**

These Regulations shall be called the Dibrugarh University Regulations for the Four Year Undergraduate Programmes (FYUGP) in Choice Based Credit System (CBCS), 2023. These Regulations shall be effective for the Courses of Study leading to a UG Certificate, UG Diploma, Three Year UG Degree, Four Year UG Degree (Honours) and Four Year UG Degree (Honours with Research). Hereinafter, it will be referred to as Dibrugarh University Regulations for the Four Year Undergraduate Programme in Choice Based Credit System, 2023.

The Regulations shall come in to effect from the Academic Session, 2023-2024.

The Regulations shall be applicable to the students enrolled in the aforementioned academic programmes conducted by the Departments/Centers for Studies of Dibrugarh University/Colleges/Institutes affiliated to/permitted by Dibrugarh University from the academic session 2023-24.

## **2. Objectives**

**The objectives of the regulations are—**

- 2.1** To conduct undergraduate programmes-- UG Certificate, UG Diploma, Three Year UG Degree, Four Year UG Degree (Honours) and Four Year UG Degree (Honours with Research) in various fields of Study/Discipline as per the guidelines of UGC's Curriculum and Credit Framework in the light of NEP, 2020.
- 2.2** To provide a multidisciplinary set-up to build vibrant communities of scholars and peers, breakdown harmful silos, enable students to become well rounded across disciplines including artistic, creative, and analytical subjects as well as sports, develop active research communities across disciplines, increase resource efficiency across higher education.
- 2.3** To nurture avenues for developing holistic individuals through an identified set of skills and values.



- 2.4** To provide a student centric, flexible, choice based credit framework with multiple entry and exit options so that students can be facilitated to pursue the trail of career chosen by themselves as per their interest.

## PROSPECTUS : 2023 - 24

### 3. Graduate Attributes

#### 3.1 Learning outcomes specific to disciplinary/interdisciplinary areas of learning:

Graduates should be able to demonstrate the acquisition of

- i. Comprehensive knowledge and coherent understanding of the chosen disciplinary/interdisciplinary areas of study in a broad multidisciplinary context.
- ii. Practical, professional and procedural knowledge required for carrying out professional or highly skilled work/tasks related to the chosen field of learning.
- iii. Skills in areas related to specialization in the chosen disciplinary/multidisciplinary areas of learning in a broad multidisciplinary context.
- iv. Capacity to extrapolate from what has been learned, translate concepts into real life situations and apply acquired competencies in new/unfamiliar contexts.

- 3.2 Generic learning Outcomes:** Graduates should be able to demonstrate the capabilities of Complex problem solving, Critical thinking, creativity, communication skills, analytical reasoning, research related skills, coordinating/collaborating with others, leadership readiness/qualities, learning how to learn skills, digital and technological skills, multicultural competence and inclusive spirit, value inculcation, autonomy, responsibility and accountability, environmental awareness and action, community engagement and service and empathy.

### 4. Definitions:

#### 4.1 Undergraduate Programmes: Undergraduate programmes will include the following

- (i) **UG Certificate programme:** UG Certificate Programme leads to a UG certificate after completing 1 year (2 semesters) of study in the chosen fields of study. Students on exit shall be awarded UG certificate (in the Field of Study/Discipline) after securing the requisite 44 Credits on completion of Semester II if, in addition, they complete one work based/skill based vocational course/internship of 4 credits within one year from the completion of 2<sup>nd</sup> semester examination. These students are allowed to re-enter the degree programme within a period of three years and complete the degree within the stipulated maximum period of seven years.



**PROSPECTUS : 2023 - 24**

- (ii) **UG Diploma Programme:** UG Diploma Programme leads to a UG diploma after 2 years (4 semesters) of study in the chosen fields of study. Students on exit shall be awarded UG Diploma (in the Field of Study/Discipline) after securing the requisite 88 Credits on completion of Semester IV if, in addition, they complete one work based/skill based vocational course/internship of 4 credits within one year from the completion of 4<sup>th</sup> semester examination. These students are allowed to re-enter the degree programme within a period of three years and complete the degree within the maximum period of seven years.
- (iii) **Three Year UG Degree Programme (BA, B. Sc, B. Com and Bachelors in other disciplines) with single/double major:** Students who wish to undergo a 3-year (6 semester) UG programme shall be awarded UG degree in the Major discipline after successful completion of three years, securing a minimum of 132 credits. Provision of double Major shall be implemented in due course of time.
- (iv) **Four Year UG Programme with honours (BA, B. Sc, B. Com and Bachelors in other disciplines) with single/double major:** Students who wish to undergo a 4-year (8 semester) UG programme shall be awarded UG Honours degree in the Major discipline after successful completion of four years, securing a minimum of 176 credits. Provision of double Major shall be implemented in due course of time.
- (v) **Four Year UG Programme with honours with Research (BA, B. Sc, B. Com and Bachelors in other disciplines) with single/double major:** Students who wish to undergo a 4-year (8 semester) UG programme shall be awarded UG Honours and research degree in the Major discipline after successful completion of four years with a rigorous research project, securing a minimum of 176 credits. Provision of double Major shall be implemented in due course of time.
- 4.1 College:** The term 'College' means the Colleges and Institutes affiliated to or permitted by Dibrugarh University for conducting different academic programmes.
- 4.2 Department:** The term 'Department' is used to mean a Department of Dibrugarh University/ a College/Institute affiliated to/ permitted by Dibrugarh University.
- 4.3 Centre for Studies:** The term 'Centre for Studies' is used to mean a Centre for Studies of Dibrugarh University/a College/Institute affiliated to/ permitted by Dibrugarh University
- 4.4 Programme:** The term 'programme' is used to mean the whole learning experience or combination of courses pursued for a Certificate, Diploma or a Degree.



**4.5 Course:** A “Course” means one of the specified units which goes to comprise a programme of study.

**PROSPECTUS : 2023 - 24**

**4.6 Academic Year:** An ‘Academic Year’ means a period of twelve months consisting of two semesters.

**4.7 Semester:** The word “semester” is used to mean a half-yearly term or term of studies including examinations, vacations and semester breaks.

**4.8 Semester Duration:** A semester normally extends over a period of 15 class weeks. Each week has 30 hours of instruction spread over the week.

**4.9 In-semester:** The word “in-semester” is used to refer to the continuous evaluation within the half-yearly term.

**4.10 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.

**4.11 Credit:** A ‘credit’ is a unit by which the coursework is measured. It determines the number of hours of instruction required per week over the duration of a semester (minimum 15 weeks). A course may have only a lecture component or a lecture and tutorial component or a lecture and practicum component or a lecture, tutorial and practicum component, or only practicum component. Credit shall be defined as

Sl. No	Components	Number of Hours per week	Number of hours per Semester	Credit
1	Lecture	1 Hour	15 Hours	1
2	Tutorial	1 Hour	15 Hours	1
3	Practicum, Laboratory Work, Seminar/Group Discussion	2 Hours	30 Hours	1
4	Experiential Learning, Internship, Community Engagement and services, Field visit/Industrial visit, Studio Activities, Field practices/projects etc.	3 Hours	45 Hours	1



- 4.12 Academic Bank of Credits (ABC):** ‘Academic Bank of Credits (ABC)’ is an academic service mechanism as a digital/virtual/online entity established and managed by MOE/UGC to facilitate students to become its academic account holders and paving the way of seamless student mobility, between or within degree-granting Higher Education Institutions (HEIs) through a formal system of credit recognition, credit accumulation, credit transfers and credit redemption to promote distributed and flexible teaching learning.
- 4.13 Academic Flexibility:** ‘Academic Flexibility’ is the provision for innovative and interchangeable curricular structures to enable creative combinations of Courses/Programmes in disciplines of study leading to Certificate/Diploma/Degree of study offering multiple entry and multiple exit facilities removing the rigid curricular boundaries and creating new possibilities of life-long learning.
- 4.14 Credit accumulation:** ‘Credit Accumulation’ means the facility created by ABC in the Academic Bank Account opened by the students across the country in order to transfer and consolidate the ‘credits’ earned by them by undergoing ‘courses’ in any of the eligible HEIs.
- 4.15 Credit recognition:** ‘Credit Recognition’ means the credits earned through eligible/partnering HEIs and transferred directly to the ABC by the concerned HEIs.
- 4.16 Credit redemption:** ‘Credit redemption’ means the process of commuting the accrued ‘credits’ in the Academic Bank Account of the students maintained in ABC for the purpose of fulfilling the ‘credits requirements’ for the award of Certificates/Diplomas/Degrees etc. by the degree awarding HEIs.
- 4.17 Credit transfer:** ‘Credit transfer’ means the mechanism by which the eligible HEIs registered with ABC are able to receive or provide prescribed ‘credits’ to individual registered ABC account in adherence to the UGC credit norms for the ‘course/s’ registered by the desirous students in any HEIs within India.
- 4.18 Course teacher:** A ‘Course teacher’ is a teacher or any person who is engaged by the University/ College/Institute for teaching a Course. He/ she shall perform the following functions:
- (i) Teaching the Course approved by the statutory authorities.
  - (ii) Maintaining attendance and performance records of all the students registered for the Course(s) he/she teaches.
  - (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.
- (vi) Preparing syllabus of different Courses whenever necessary.

### **PROSPECTUS : 2023 - 24**

#### **4.19 College/Departmental/Centre for Studies Four Year Undergraduate Programme**

**(FYUGP) Board:** There shall be a College/Departmental/Centre for Studies Four Year Undergraduate Programme (FYUGP) Board to monitor and supervise the implementation of the Undergraduate academic programmes, which shall be constituted as below:

##### **(i) For Colleges/Institutes:**

Chairperson : The Principal of the College

Vice - Chairperson: The Vice-Principal of the College

Members : Heads of the Departments and the Coordinator, IQAC

Member Secretary: A Senior Teacher of the College nominated by the Principal of the college.

##### **(ii) For University Departments/Centre for Studies**

Chairperson: Head of the Department/Chairperson of the Centre for

Studies  
Member : All the Course Teachers and the coordinator,  
DQAC

#### **4.20 Dibrugarh University Four Year Undergraduate Programme (FYUGP)**

**Board:** There shall be a Dibrugarh University Four Year Undergraduate Programme (FYUGP) Board to be constituted as below:

(i) Chairperson : Vice Chancellor

(ii) Members : The Registrar, Deans of the Faculties of Studies, Controller of Examinations, the Director, IQAC, D.U, five Principals of the colleges to be nominated by the Vice-Chancellor, One Joint/ Deputy Controller of Examinations to be nominated by the Vice-Chancellor and the Inspector of Colleges.

(iii) Member Secretary : The Deputy Registrar (Academic)



#### **4.21 Semester Duration:**

##### **PROSPECTUS : 2023 - 24**

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

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

### **5 Extent of Application:**

The Regulations shall be applicable to the students enrolled for the Courses of Study leading to the UG Certificate, UG Diploma, Three Year UG Degree, Four Year UG Degree (Honours) and Four Year UG Degree (Honours with Research)

- 6 Academic Schedule:** The Academic Schedule of the UG Certificate, UG Diploma, Three Year UG Degree, Four Year UG Degree (Honours) and Four Year UG Degree (Honours with Research) Programmes shall be administered as per the Academic Calendar of the University published for every academic session.

### **7 Admission Notice and Criteria:**

**7.1 Newspaper Notice/Notification** through University/College/Institutes websites inviting applications for admission into the different programmes shall be issued by the Registrar of the University/Principals of the colleges/institutes as per the Academic Calendar of the University. The minimum eligibility for admission into the UG programmes shall be as below:

**7.2 Minimum eligibility criteria for admission in Four Year Undergraduate programmes:** Senior Secondary School Leaving Certificate or Higher Secondary (Class 12) Certificate obtained after successful completion of Grade 12 or equivalent stage of education and/or Admission test conducted by College/University/National Level Testing Agency/State Level Testing Agency.

#### **7.3 Minimum eligibility criteria for multiple entry points of the UG programmes**

- a. **1<sup>st</sup> year:** Senior Secondary School Leaving Certificate or Higher Secondary (Class 12) Certificate obtained after successful completion of Grade 12 or equivalent stage of education and/or Admission test conducted by College/University/National Level



Testing Agency/State Level Testing Agency.

- PROSPECTUS : 2023 - 24**
- b. **2<sup>nd</sup> year:** A certificate obtained after successful completion of 1 year (2 semesters) of the undergraduate programme. These students are to take admission in the 2<sup>nd</sup> year within a period of three years from obtaining the UG certificate from Dibrugarh University or any other University/institution recognized by Dibrugarh University.
  - c. **3<sup>rd</sup> year:** A diploma obtained after successful completion of 2 years (4 semesters) of the undergraduate programme. These students are to take admission in the 3<sup>rd</sup> year UG programme within a period of three years from obtaining the UG diploma from Dibrugarh University or any other University/institution recognized by Dibrugarh University.
  - d. **4<sup>th</sup> Year (Honours):** A Bachelor's degree after successful completion of three years (6 semesters) of the Undergraduate programme obtained from Dibrugarh University or any other University/institution recognized by Dibrugarh University. These students are to complete the degree within the stipulated maximum period of seven years.
  - e. **4<sup>th</sup> Year (Honours with Research):** A three year Bachelor Degree with a minimum of 7.5 CGPA. The minimum entry requirement for 4<sup>th</sup> year (Honours/Research) UG programme within a period of three years from obtaining 3 year Bachelor Degree from Dibrugarh University or any other University/institution recognized by Dibrugarh University. These students are to complete the degree within the stipulated maximum period of seven years.
- 7.4** 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 as prescribed.
- 7.5** Statutory reservation policy of the government shall be followed in case of selection of eligible candidates for admission.

## 8 Course Structure:

- 8.1** The Course Structure of the Undergraduate Academic Programmes shall be as per the Course Structure given in *Annexure I*. The nature of the Courses for all Under Graduate Academic programmes shall be as below:



Sl. No	Category of the course	Course	Description
<b>PROSPECTUS : 2023-24</b>			
1	<b>Major Discipline:</b> Major discipline provides the opportunity for a student to pursue in-depth study of a particular subject or discipline	Major discipline (Core)	Major discipline is the discipline or subject of Main Focus and the degree will be awarded in that discipline. Students should secure the prescribed number of credits (about 50% of total credits) through core courses of the major discipline.
2	<b>Minor discipline:</b> Students who take a sufficient number of courses in a discipline or an interdisciplinary area of study other than the chosen major will qualify for a minor in that discipline	Minor discipline	Minor discipline helps a student to gain a broader understanding beyond the major discipline.
3	<b>Multi- Disciplinary Generic Elective:</b> All UG students are required to undergo 3 introductory level courses relating to any of the broad disciplines. These courses are intended to broaden the intellectual experiences and form part of liberal arts and science education.  <i>However, students shall not be allowed to choose or repeat any</i>	Multi-Disciplinary Generic Elective-Natural Sciences	Introductory courses on Natural Sciences to be chosen from a basket of courses that would include for example, Astronomy and Astrophysics, Biology, Biochemistry, Chemistry, Computer Science, Data Science, Earth and Atmospheric Sciences, Physics, Statistics, etc. Each Department/Centre of Studies shall offer GEC
		Multi-Disciplinary Generic Elective-Social Sciences	Introductory Courses on Social Sciences to be chosen from a basket of courses that would include for example, Economics, Education, History, Linguistics, Political Science, Psychology, Sociology, Social Work, Communication and Media, etc. Each Department/Centre of Studies shall offer GEC



	<p><i>of these courses already undergone at the Higher Secondary level (12<sup>th</sup> class) and the discipline which he/she has chosen as Major.</i></p>	<p><b>PROSPECTUS : 2023 - 24</b></p> <p>Multi-Disciplinary Generic Elective-Humanities</p>	<p>Introductory Courses on Humanities to be chosen from a basket of courses that would include for example, Archaeology, Arts and Creative expressions, Comparative Literature, Creative writing and Literature, Philosophy, etc. Each Department/Centre of Studies shall offer GEC</p>
4	<p><b>Ability Enhancement Courses:</b> These courses aim to enabling the students to acquire and demonstrate the core linguistic skills, including critical reading and expository and academic writing skills.</p>	<p>Language (MIL/Regional Language)</p> <p>Language and Communication Skills (English)</p>	<p>Students are required to achieve competency in the use of a MIL or Regional Language. All language disciplines except English shall offer Language Courses</p> <p>Students are required to achieve competency in the use of English language with special emphasis on language and Communication Skills. Department of English shall offer this course</p>



		<b>PROSPECTUS : 2023 - 24</b>	<p>Courses relating to Mathematical and Computational Thinking and Analysis would focus primarily on the mathematical and statistical tools used to support the study of natural and social sciences, including subject areas such as astronomy, biology, chemistry, economics, the environment, geological sciences, physics, and sociology etc. These courses would focus on the methodology used to analyze quantitative information to make decisions, judgments, and predictions, including defining a problem by means of numerical or geometrical representations of real-world phenomena, determining how to solve it, deducing inferences, formulating alternatives, and predicting cause and effect relationships. The goal is to ensure that students achieve a level of proficiency in using and analyzing quantitative information.</p>
5	<p><b>Value Added Course 2:</b> The courses aim to enable the students to acquire and demonstrate certain values</p>	Health and Wellness	The Course components relating to Health and Wellness seek to promote an optimal state of physical, emotional, intellectual, social, spiritual and environmental wellbeing of a person.
		Yoga	Yoga, Sports and Fitness activities will be organized outside the regular institutional working hours.
		Environmental Education/Science	The course seeks to equip students with the ability to apply the acquired knowledge, skills, attitudes, and values required to take appropriate actions for mitigating the effects of environmental degradation, climate change and



	<b>PROSPECTUS : 2023 - 24</b>		pollution, effective waste management, conservation of biological diversity, management of biological resources, forest and wildlife conservation, and sustainable development and living. There shall be more emphasis on community-based activities.
		Digital and Technological Solutions/Digital Fluency	Courses in cutting-edge areas that are fast gaining prominence such as Artificial Intelligence (AI), 3-D machining, big data analysis, and machine learning with important applications to health, environment, and sustainable living that will be woven into undergraduate education for enhancing the employability of the youth.
		Understanding India	The course aims at enabling the students to acquire and demonstrate the knowledge and understanding of contemporary India with its historical perspective, the basic framework of the goals and policies of national development, and the constitutional obligations with special emphasis on constitutional values and fundamental rights and duties. The course would also focus on developing an understanding among student-teachers of the Indian knowledge systems, Indian education system and the roles and obligations of teachers to the nation in general and to the school/community/society, specifically.
6	<b>Skill Enhancement courses:</b> These courses are aimed at imparting practical skills, hands on training, soft skills etc. to enhance the employability of the students.		The institution may design courses as per the students' needs and available institutional resources subject to approval of the Dibrugarh University.



7	<p style="text-align: center;"><b>PROSPECTUS : 2023 - 24</b></p> <p>Community engagement (NSS/Adult Education/Student mentoring/NGO/Govt. institutions, etc.):</p>	<p>The curricular component of ‘community engagement and service’ seeks to expose students to the socio-economic issues in society so that the theoretical learning can be supplemented by actual life experiences to generate solutions to real-life problems. This component will include participation in activities related to National Service Scheme (NSS), National Cadet Corps (NCC), adult education/literacy initiatives and mentoring school students and other community works</p>
8	Field based learning/project	<p>The field-based learning/project will attempt to provide opportunities for students to understand the different socio-economic contexts. It will aim at giving students exposure to development-related issues in rural and urban settings. It will provide opportunities for students to observe situation in rural and urban contexts, and to observe and study actual field situations regarding issues related to socio-economic development. Students will be given opportunities to gain a first-hand understanding of the policies, regulations, organizational structures, processes, and programmes that guide the development process.</p>
9	Internship	<p>: Students will be provided with opportunities for internships with local industry, businesses, artists, crafts persons, etc. so that they may actively engage with the practical side of their learning and, as a by-product, further improve their employability.</p>



10	<p style="text-align: center;"><b>PROSPECTUS : 2023 - 24</b></p> <p>Research Project</p>	<p>All students pursuing a Four-Year Bachelor's Degree with Honours with Research will be required to take up research oriented advanced courses, research methodology courses and a research project.</p>
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**8.2** A Course may also take the form of a Dissertation/ Project work/ Practical training/ Fieldwork/Internship, etc.

**8.3** 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 credits before completion of the full duration of the programme, he/she shall not be entitled for the degree.

## 9 Course Enrolment

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

**9.2 Change in Major:** Students shall be allowed to change major within the broad discipline at the end of the second semester by giving him/her sufficient time to explore interdisciplinary courses during the first year. *The HEIs may create 10% additional seats over and above the sanctioned strength to accommodate the request for a change of major.*

**9.3 Change in Minor:** Students shall be allowed to change Minor courses of his/her areas of interest within the broad discipline at the end of the third semester. If a student pursuing a major obtains a minimum of 12 credits from another branch then the student will be awarded Bachelor degree in previous with a minor in later.

## 10 Attendance

**10.1** The Course Teacher shall be responsible for maintaining a record of attendance of students who have enrolled for the course.

**10.2** All Course Teachers of college/institutions 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.

In case of University Departments/Centre for Studies all course teachers shall intimate the Head of the Department/Chairperson of the Centre for Studies



concerned at least thirty

### **PROSPECTUS : 2023 - 24**

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.

- 10.3** A student who has less than 80% attendance in average shall not be permitted to sit for the End-semester examination. However, 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/Chairperson/Principals of the Department/Centre/College on payment of a prescribed fee(s).

The Head of the Departments/Chairperson of the Centre for Studies/Principals of the Colleges shall announce the names of all students who shall not be eligible to take the End- semester examinations in the various Programmes 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.

- 10.4** A student declared as dis-collegiate 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 dis-collegiate along with the next fresh batch.

## **11 Examination and Evaluation:**

- (a) Examination and evaluation shall be done on a continuous basis, at least two times during a Semester including the End Semester Examination.
- (b) There shall be 20% marks for in-semester 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 examinations. However, a candidate may apply for re-scrutiny.

### **(d) In-semester Assessment:**

- (i) In in-semester assessment, different tools such as objective tests, written tests, assignments, paper presentation, laboratory work, etc. suitable to the courses may be employed.
- (ii) The students shall be informed in advance about the nature of assessment. Students shall be required to compulsorily attend in-semester assessment including appearing the sessional tests, failing which they will not be allowed to appear for the End-semester



examination. A Student cannot repeat In-semester examinations. The Department/Centre for Studies may arrange special in-semester examination whenever necessary.

### PROSPECTUS : 2023 - 24

#### (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 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 Calendar notified by the University.
- (iii) The time given for End-semester examination for each Course shall be based on the credits/marks of the course.
- (iv) Emphasis needs to be given on problem solving, application level questions as prescribed by National Education Policy, 2020. The question paper should include different forms of question.
- (f) **Confidential Works:** 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 examinations of the practical/dissertation courses shall be partially external as below:
  - i. 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.
  - ii. A student shall not be allowed to take more than one full course as 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.

## **PROSPECTUS : 2023 - 24**

### **(j) Betterment Examination:**

- i. A student shall be entitled to take the 'Betterment Examinations' in any two theory courses after successful completion of 3 year/4year programme 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/Eight Semester examination. Students shall have to appear in the betterment examination with the regular batch.
- ii. No betterments shall be allowed in the practical/project/dissertation/internship examinations.

## **12 Results and Progression:**

- 12.1** A candidate shall be declared as passed a Programme, provided he/she secures-
  - 12.1.1** At least 30% of marks in each Course in the End Semester Examinations combining both theory and practical examinations
  - 12.1.2** At least 'P' grade in the 10 point scale combining both the in-semester and End Semester Examination performance.
  - 12.1.3** There shall be no separate pass mark for In-semester Assessment.
- 12.2** A candidate shall be declared as passed a semester/ programme, provided he/ she secures at least 'P' grade in the 10 point scale (given in clause) in all the Courses separately.
- 12.3** There may be moderation of In-semester Assessment marks/End Semester marks as and when necessary.
- 12.4** The marks of In-semester examinations obtained by the candidate shall be carried over for declaring any result.
- 12.5** A candidate who fails or does not appear in one or more Courses of any end semester examinations up to fifth 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 carryover course in the next regular examinations of those courses. If a candidate fails in any of the components (either theory or practical) of a course the candidate shall have to reappear in the examination for both the components.
- 12.6** 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.

### PROSPECTUS : 2023 - 24

- 12.7** A candidate who fails or does not appear in one or more courses of seventh semester examinations shall be provisionally promoted to the eighth semester with the failed course as carry over course(s). If a candidate clears the eighth semester examination before clearing all the courses of the seventh semesters, the result of the eighth 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 semester.
- 12.8** A student must clear all his/her Semester Examinations within six (6) years for three year undergraduate programme and seven years for four year undergraduate programme (with honours/research) from the dates of admission to the First Semester of any Programme irrespective of the number of examinations appeared by the student.
- 12.9** 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.
- 12.10** A candidate shall be declared to have passed provided he/she has passed all the Semesters and in all the Courses separately for the concerned programme.
- 12.11** The Controller of Examinations shall declare the results of different programmes and issue Grade-sheets. *The merit list shall be prepared only for the regular candidates and it does not include the backlog candidates.*
- 12.12** 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.
- 12.13** Results of the candidates appeared in the Betterment or Backlog Examinations shall not be counted for the award of Prizes/Medals, Rank or Distinction.

## 13 Provision of Multiple Exit:

- 13.1 Exit 1:** There is a provision of exit after successful completion of 1 year (two semesters). A Certificate will be awarded when a student exits at the end of year 1 (2 semesters). Students who have secured minimum of 44 credits will be awarded a UG certificate (in the field of study/discipline) if, in addition, they complete one work based/skill based vocational course/internship of 4 credits within one year from the completion of 2<sup>nd</sup> semester examination.
- 13.2 Exit 2:** There is a provision of exit after successful completion of 2 years (four



semesters. A Diploma will be awarded when a student exits at the end of year 2 (4 semesters). Students who have secured minimum of 88 credits will be awarded a UG Diploma (in the field of study/discipline) if, in addition, they complete one work based/skill based vocational course/internship of 4 credits within one year from the completion of 4<sup>th</sup> Semester examination.

### PROSPECTUS : 2023 - 24

**13.3 Exit 3: Three Year UG Degree Programme (BA, B. Sc, B. Com and Bachelor in other discipline) with single/double major:** There is a provision of exit after successful completion of 3 years (six semesters). Students who wish to undergo a 3-year UG programme shall be awarded UG degree in the major discipline after successful completion of three years, securing 132 credits.

**13.4 Four Year UG Programme with Honours (BA, B. Sc, B. Com and Bachelor in other discipline) with single/double major:** Students who wish to undergo a 4-year (8 semester) UG programme shall be awarded UG Honours degree in the major discipline after successful completion of four years with Discipline Specific Elective Courses in 7<sup>th</sup> and 8<sup>th</sup> semesters in lieu of Research Project and Dissertation, securing a minimum of 176 credits.

**13.5 Four Year UG Programme with Honours with Research (BA, B. Sc, B. Com and Bachelor in other discipline) with single/double major:** Students who wish to undergo a 4-year (8 semester) UG programme shall be awarded UG Honours with Research degree in the major discipline after successful completion of four years, with Research Project and Dissertation in 7<sup>th</sup> and 8<sup>th</sup> Semesters, securing 176 credits.

## 14 Qualification type and Minimum credit requirement:

Equivalent National Higher Education Qualification Framework (NHEQF)	Qualification title	Minimum credit requirement
Level 5	Undergraduate Certificate	44+4
Level 6	Undergraduate Diploma	88+4
Level 7	Bachelor's Degree	132
Level 8	Bachelor's Degree (Honours and Honours with Research)	176

## 15 Grading System



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

**15.2** 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 90% and above)
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%)
C	Average	5 (Marks securing 40%- 50%)
P	Pass	4 (Marks securing 30%-40%)
F	Fail	0
Ab	(absent)	0

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

**15.3** Computation of SGPA and CGPA: The procedure to compute the SGPA and CGPA are given below

- (i) The SGPA is the ratio of the sum of the products of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits off all the courses undergone by a student.

$$SGPA (S_i) = \sum C_i G_i / \sum C_i$$

Where  $C_i$  is the number of credit of the  $i$ th course and  $G_i$  is the grade point scored by the student in the  $i$ th course.

Example for computation of SGPA



Semester	Course	Credit	Letter Grade	Grade Point	Credit Point (Credit X Grade)
<b>PROSPECTUS : 2023 - 24</b>					
I	Major (Core)	4	A	8	4X8=32
I	Minor	4	B+	7	4X7=28
I	GEC 1	3	B	6	3X6=18
I	AEC (Language)	4	A+	9	4X9=36
I	Value Added Course I	2	A	8	2X8=16
I	Value Added Course II	2	A	8	2X8=16
I	SEC	3	B+	7	3X7=21
		22			167
	SGPA				167/22= <b>7.59</b>

- (ii) The CGPA is also calculated in the same manner taking in to account all the courses undergone by a student over all the semesters of a programme.

$$CGPA (Si) = \sum CiSi / \sum Ci$$

Semester I	Semester II	Semester III	Semester IV	Semester V	Semester VI
Credit: 22	Credit: 22	Credit: 22	Credit: 22	Credit: 22	Credit: 22
SGPA: 7.59	SGPA: 8.00	SGPA: 7.6	SGPA: 7.59	SGPA: 8.00	SGPA: 7.00
CGPA= (22 X 7.59+ 22 X 8.00+22 X 7.6+22 X 7.59+22 X 8.00+22 X 7.00)/132= 7.63					

The SGPA and CGPA shall be rounded off to two decimal points and reported in the transcripts.

- (iii) **Conversion of CGPA in to percentage (%)**: CGPA will be multiplied by 10.  
Percentage of marks = (CGPA X 10)
- (iv) The Letter grade 'B+' and above shall be considered as First Class and Letter grade 'B' shall be considered as Second Class.
- (v) A student is considered to have completed a course successfully and earned the prescribed credits if he/she secures a letter grade other than F (Failed) or 'Abs' (Absent/Incomplete).
- (vi) If a candidate secures 'F' grade in a Course, he/she shall have to reappear in the Course in the next legitimate chance.
- (vii) 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.

- (viii) **‘Abs’** grade shall be awarded to a candidate if he/she has not fulfilled the following requirements:

- (a) If a candidate fails to appear in any Course(s) in an end semester examination.
- (b) If a candidate fails to submit the project work/dissertation / assignment of an end semester examination.
- (c) 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 fieldworks.

- (ix) 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 candidates shall have to convert the **‘Abs’** grade by appearing in the next examination on the Course (provided he/ she has legitimate chance to appear the Course) concerned or by submitting project work/dissertation/ assignment etc.

## 16 Transcript

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

## 17 Academic Bank of Credit:

### 17.1 Institution Registration:

#### 17.1.1.1

The HEIs shall register on NAD/ABC in the concerned portal. Institution shall designate a Nodal Officer and set up a dedicated NAD/ABC cell for implementation of NAD/ABC Scheme and reflect their details (Name, Designation, Mobile No. and email id) on its website.

#### 17.1.1.2

Institution shall advise the students to register on ABC through the ABC portal



### 17.1.1.3

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Institution shall make ABC id a mandatory field in the admission forms, Examination forms or if possible on students Identity card also.

### 17.1.1.4

Institution shall display the posters and templates and place them on the canteen, Library, Notice Board and around the playground or the place where there is maximum movements of students

### 17.1.1.5

Institution shall organize Seminar/Workshop for information and publicity about ABC in campus as well as respective affiliated colleges.

**17.2 Student Registration:** Students shall register themselves by visiting the ABC website and creating a student account through the concerned institution and records has to be submitted to the institution.

**18 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. However, a candidate from other university has to fulfill minimum credit requirements as prescribed by Dibrugarh University.

## **19 Mentor Mentee Forum**

There shall be Mentor Mentee forums in each semester in each of the Department and Centre for Studies. The forum will be comprised of the Mentor to be appointed by the Head of the department/Chairperson of the Centre for Studies and assigned mentees. Concerned mentor shall act as Chairperson and a nominated/selected mentee as Coordinator.

### **19.1 Functions of Mentor Mentee forum will be—**

**19.1.1** Dealing with the issues experienced by the mentees in the classroom, laboratories, internship, field work, project work etc or in any other academic activities.

**19.1.2** Orienting the mentees the details of the FYUGP regulation.

**19.1.3** Orienting the mentees with the academic schedule including the dates of assessment and the syllabus coverage for each assessment.

**19.1.4** Analyzing the performance of the mentees after each of the tests and finding the ways to improve.

**19.1.5** Conducting at least one meeting in a month



## 19.2 Functions of Mentor Mentee forum will be—

### PROSPECTUS : 2023 - 24

**19.2.1.1.1** To act as a link between the Head of the Department/Chairperson of the Centre for Studies and the concerned mentees.

**19.2.1.1.2** To collect and maintain various records as required by the Department/Chairperson of the Centre for Studies.

**19.2.1.1.3** Guiding the mentees in various academic functions

**19.2.1.1.4** To monitor the academic performances of the mentees.

**19.2.1.1.5** To organize mentor mentee meeting.

## 20 General:

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

## ANNEXURE I

### COURSE STRUCTURE OF FOUR YEAR UNDER GRADUATE PROGRAMMES (FYUGP) IN DIBRUGARH UNIVERSITY AND ITS AFFILIATED COLLEGES

#### TO BE EFFECTIVE FROM 2023-2024 SESSION

Year	Semester	Course (Lecture+Tutorial+Practical) (L+T+P)	No. of Courses	Credit per Course	Total Credit
		Major (Core)	1	4	4
		Minor	1	4	4
		Multi- Disciplinary Generic Elective Course: Natural Science –I/ Social Science/Humanities-I/Commerce-I	1	3	3
		AEC Language (MIL/Regional Language)	1	4	4
		Value Added Course1: Understanding India	1	2	2
		Value Added Course 2: Health and Wellness	1	2	2
		Skill Enhancement Course	1	3	3
1	1 <sup>st</sup> Semester	<b>Total</b>			<b>22</b>



2 <sup>nd</sup> Semester	Major (Core)	1	4	4
	Minor <b>PROSPECTUS : 2023 - 24</b>	1	4	4
	Multi- Disciplinary Generic Elective Course: Natural Science –II /Social Science/Humanities–II/Commerce-II	1	3	3
	AEC:Language and Communication Skills (English)-II	1	4	4
	Value Added Course 3: Environmental Education with emphasis on community-based activities (more emphasis on practical)	1	2	2
	Value Added Course 4: Yoga	1	2	2
	Skill Enhancement Course	1	3	3
	<b>Total</b>			<b>22</b>
<b>Grand Total (Semester I and II)</b>				<b>44</b>
<p><b>The students on exit shall be awarded Undergraduate Certificate (in the Field of Study/Discipline) after securing the requisite 44 Credits in Semester 1 and 2 provided they secure 4 credits in work based vocational courses offered during summer term or internship / Apprenticeship in addition to 6 credits from skill enhancement courses earned during 1<sup>st</sup> and 2<sup>nd</sup> Semester</b></p>				
3 <sup>rd</sup> Semester	Major	2	4	8
	Minor	1	4	4
	Multi- Disciplinary Generic Elective Course: Natural Science/Social Science/Humanities - III/Commerce-III	1	3	3
	Value Added Course 5: Digital and Technological Solutions/Digital Fluency	1	2	2
	Skill Enhancement Course	1	3	3
	Ability Enhancement Course: Communicative English/ Mathematical Ability	1	2	2
	<b>Total</b>			<b>22</b>
	Major (Core)	4	4 Credit per course	16
	Minor	1	4	4
	Community engagement (NCC/NSS/Adult Education/Student mentoring/NGO/Govt. institutions, etc.)	1	2	2
4 <sup>th</sup> Semester	<b>Total</b>			<b>22</b>



<b>Grand Total (Semester I, II, III and IV)</b>					<b>88</b>
<b>PROSPECTUS : 2023 - 24</b>					
<b>The students on exit shall be awarded Undergraduate Diploma (in the Field of Study/Discipline) after securing the requisite 88 Credits on completion of Semester IV provided they secure additional 4 credit in skill based vocational courses offered during First Year or Second Year summer term or internship / Apprenticeship</b>					
5 <sup>th</sup> Semester	Major		4	4	16
	Minor		1	4	4
	Internship		1	2	2
	<b>Total</b>				<b>22</b>
6 <sup>th</sup> Semester	Major		4	4 Credit per course	16
	Minor		1	4	4
	Project		1	2	2
	<b>Total</b>				<b>22</b>
<b>Grand Total (Semester I, II, III, IV, V and VI)</b>					<b>132</b>
<b>The students on exit shall be awarded Bachelor of (in the Field of Study/Discipline) (3 years) after securing the requisite 132 Credits on completion of Semester VI</b>					
7 <sup>th</sup> Semester	Major		3	4 Credits per Course	12
	Minor		1	4	4
	Research Ethics and Methodology		1	4	4
	Research Project (Development of Project/Research proposal, Review of related literature)/ DSE Course in lieu of Research Project		1	2	2
	<b>Total</b>				<b>22</b>
8 <sup>th</sup> Semester	Major (Core and Elective)		3	4 Credits per Course	12
	Minor		1	4	4
	Dissertation (Collection of Data, Analysis and Preparation of Report)/2 DSE Courses of 3 credits each in lieu of Dissertation		1	6	6
	<b>Total</b>				<b>22</b>
<b>Grand Total (Semester I, II, III, IV, V, VI, VII and VIII)</b>					<b>176</b>
<b>The students on exit shall be awarded Bachelor of (in the Field of Study/Discipline) (Honours and Honours with Research) (4 years) after securing the requisite 176 Credits on completion of Semester VIII</b>					



**PROSPECTUS : 2023 - 24****ANNEXURE II****Semester wise distribution of Credits**

<b>Semester</b>	<b>Major (Core)</b>	<b>Minor</b>	<b>Multi-Disciplinary Generic Elective course</b>	<b>Ability Enhancement Course (AEC)</b>	<b>Value Added Course (VAC)</b>	<b>Skill Enhancement Course (SEC)</b>	<b>Others</b>
I	4	4	3	4	2+2=4	3	--
II	4	4	3	4	2+2=4	3	--
III	4x2=8	4	3	2	2	3	--
IV	4X4=16	4	--	- -	--	- -	2(Communityengagement
V	4X4=16	4	--	- -	--	- -	2 (Internship)
VI	4X4=16	4	--	- -	--	- -	2 (Project)/ 2x1 (DSE)
VII	4X3=12	4	--	- -	--	- -	6 (ResearchMethodologyand Project) /3x2=6 (DSE)
VIII	4X3=12	4	--	- -	--	- -	6 (Dissertation)
Total	88	32	9	10	10	9	18

**\*On exit, students may be awarded UG Certificate/UG Diploma (in the Field of Study/Discipline) after securing the requisite 44 or 88 Credits on completion of Semester II/IV provided they secure additional 4 credit in skill based vocational courses or internship / Apprenticeship in addition to the Credits earned from Skill Enhancement Courses (SEC).**

**\*\*\*\*\***



## **PROSPECTUS : 2023 - 24**

### **LIST OF OFFICE STAFF AND FACULTIES MEMBERS**

**Principal** : Vacant

**Principal (I/C)** : Sri Biren Chandra Konwar, M.A. M. Phil., Associate Prof.

#### **DEPARTMENT OF COMMERCE:**

##### **Business Management:**

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

##### **Accountancy:**

1. Sri Loknath Hiloidari, M.Com. M. Phil, Asso. Prof. (HoD)
2. Sri Rajib Kr. Dutta, M.Com., Asso. Prof.
3. Vacant

##### **Bnking & Monetary Management:**

1. Sri Kailash Sarmah, M.Com, M. Phil, Asso. Prof. (HoD)
2. Vacant

##### **Business Statistics & Mathematics:**

1. Dr. Deepshikha Deka, M. Sc., Ph. D., Asst. Prof.

##### **Department of Assamese:**

1. Dr. Rewati Buragohain, M.A., Ph.D., Asso. Prof. (HoD)
2. Smt. Biju Borah Dutta, M.A., Asso. Prof.
3. Smt. Sabitri Tumung, M. A., NET, Asst. Prof.

##### **Department of English:**

1. Dr. Sankar Patowary, M.A., Ph.D., Asso. Prof. (HoD)
2. Dr. Aatur Rahman, M.A., Ph.D., B.Ed., P.G.C.T.E., P.G.D.T.E., Asso. Prof.
3. Smt. Devajani Challeng, M.A, M.Phil, , Asst. Prof. (Sl. Grade)

##### **Department of Economics:**

1. Sri Khagen Kachari, M.A., M. Phil., Asso. Prof. (HoD)
2. Sri Mongal Chandra Gohain, M.A., Asso. Prof.
3. Sri Bobin Kr. Chutia, M.A., B.Ed., Asso. Prof.
4. Smt. Susmita Pegu, M. A. NET, Asst Prof.



## **PROSPECTUS : 2023 - 24**

### **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. Sri Bibhuti Borgohain, M.A., Asso. Prof. (HoD)
2. Miss Gayatri Bharali, M.A., M. Phil, Asst. Prof.
3. Smt. Puja Hazarika, M. A., NET, Asst. Prof.

### **Department of Political Science:**

1. Sri Dipen Kr. Dutta, M.A., Asso. Prof. (HoD)
2. Sri Rajumoni Bhuyan, M.A., Asso. Prof.
3. Smt. Priyanka Das, M. A., NET,UGC-JRF,SLET, Asst. Prof.

### **Department of Education:**

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

### **Department of Philosophy:**

1. Sri Probin Kr. Gogoi, M.A., Asso. Prof. (HoD)
2. Smt. Devajani Chiring, M.A., Asso. Prof.
3. Smt. Monikankana Bailung, M. A., SLET, (Contractual)

### **Department of Sociology:**

1. Sri Biren Ch. Konwar, M.A., M.Phil, Asso. Prof. (Principal I/C)
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.(HoD)
4. Sri Devajyoti Buragohain, M.A., Asso. Prof.

### **Department of Computer Science & Application:**

1. Vacant (Contractual)

### **Centre for Computer Education :**

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



## **PROSPECTUS : 2023 - 24**

### **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 Trilosan Hazarika, B.A.
4. Sri Hari Pd. Hazarika, B.A.
5. Sri Jitupan Borah, M.A.
6. Sri Bishnu Konwar, B. A.
7. Sri Hillul Probal Dutta, B. A.
8. Mrs. Devajani Gohain (Contractual)

**Lab. Bearer &  
Grade IV**

9. Sri Gobin Chutia
10. Sri Lila Ram Sonowal
11. Sri Dip Kr.Saikia
12. Sri Ramen Sonowal
13. Sri Dipjyoti Sonowal
14. Sri Madan Gajmir,(Non-Sanctioned)
15. Sri Prema Borgohain,(Non-Sanctioned)
16. Smt. Ranyawati Kuli (Non-Sanctioned)
17. Sri Naren Chutia (Non-Sanctioned)

### **Girls' Hostel Staff**

1. Mrs Rupa Sonowal (Contractual)
2. Mrs. Amiya Borah (Contractual)



## **PROSPECTUS : 2023 - 24**

### **Fees Structure for Admission into Vocational Courses for the session 2023-2024**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Amount</b>
1.	Admission Fee	550/-
2.	Development Fee	650/-
3.	Electricity Charges	400/-
4.	Examination Fee	500/-
5.	Identity Card	80/-
6.	Course / Monthly Fee (400×3)	1200/-
7.	Practical Fee	620/-
	<b>Grand Total =</b>	<b>4,000/-</b>

### **Fees Structure for Admission into Girls' Hostel for the session 2023-2024**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Amount</b>
1.	Admission Fee	Rs. 500/-
2.	Development/Maintenance Fee	Rs. 600/-
3.	Electricity Charges	Rs. 300/-
4.	Monthly Fee (400×3)=	Rs. 1200/-
5.	First Aid Fee	200/-
6.	Hostel Caution Money (100% Refundable)	Rs. 700/-
	<b>Grand Total =</b>	<b>Rs. 3,500/-</b>



# PROSPECTUS : 2023 - 24

## Office of the Principal Dhemaji Commerce College, Dhemaji Admission Fee Structure Session 2023-24

Sl No	Head	HS 1st Year 2023-24 Admission fees	HS 2nd Year 2023-24 Admission fees	BA/B.Com. 1st Sem. 2023-2024 Admission fees	BA/B.Com. 3rd & 5th sem. 2023-2024 Admission fees
1	Establishment	500	500	500	500
2	Laboratory	x	x	x	x
3	Electricity	400	400	400	400
4	Contingency	100	100	100	100
5	Council Fee ( Regn)	200	x	x	x
6	University Fee ( Regn)	x	x	380	x
7	Development	500	500	500	500
8	Examination	400	400	480	480
9	Library	200	200	200	200
10	NCC/NSS/Scout	50	50	50	50
11	Magazine	200	200	200	200
12	Student Union	200	200	200	200
13	Games and Sports	350	350	350	350
14	Festival	100	100	100	100
15	Co-Curricular	100	100	100	100
16	Cultural/ music	200	200	200	200
17	Debating/Literature	100	100	100	100
18	Student welfare	100	100	100	100
19	ICT	100	100	100	100
20	Youth festival/ Music	200	200	200	200
21	Miscellaneous/Any other	115	115	115	115
22	Annual affiliation fee	35	35	35	35
23	Tuition fee	600	600	840	840
24	IQAC fees	100		100	
		4850	4550	5350	4870

14/06/2023  
Principal in-charge  
Dhemaji Commerce College  
Dhemaji



**PROSPECTUS : 2023 - 24****ACADEMIC CALENDER**

Session: 2023-24

Dhemaji Commerce College

P.O- Dhemaji, Dist- Dhemaji, Assam

Months	Academic Activities/ Programmes	Dates	Working & Teaching Days	Festivals & Divas to be observed & organizing committees/ Departments	Holidays/ Vacations
June, 2023	Admission Notice and Completion of the Admission process of the 1 <sup>st</sup> Semester classes in the college	10 <sup>th</sup> June, 2023 to 31 <sup>st</sup> July, 2023	<u>Working Days:</u>  1, 2, 3, 5, 6, 7, 8, 9, 10, 12, 13, 14, 15, 16, 17, 19, 20, 21, 22, 23, 24, 26, 27, 28, 30= 25 Days	5 <sup>th</sup> June, 2023 World Environmental Day celebration By Eco-Club, Dhemaji Commerce College	<u>Sundays:</u> 04, 11, 18, 25=4 Days  <u>Holidays:</u> 29 <sup>th</sup> June, 2023 Id-uz-Zuha
	Admission notice & Completion of the Admission process of H.S 1 <sup>st</sup> year classes in the college	7 <sup>th</sup> June, 2023 to 28 <sup>th</sup> June, 2023		20 <sup>th</sup> June, 2023 Bishnu Prasad Rabha Divas Celebration by Student Union	
	Commencement of B.A/ B.Com 3 <sup>rd</sup> & 5 <sup>th</sup> Semester Classes	15 <sup>th</sup> June, 2023		21 <sup>st</sup> June, 2023 Yoga Day Celebration By IQAC, Dhemaji Commerce College	
	Notification of Class Routine in the college	16 <sup>th</sup> June, 2023			
	Notification of Course plan / class Routine in the departmental notice Board in the College	16 <sup>th</sup> June, 2023			
July, 2023	Summer vacation for Teaching Staff	1 <sup>st</sup> July to 31 <sup>st</sup> July, 2023	<u>Working days:</u> 1, 3, 4, 5, 6, 7, 8, 10, 11, 12, 13, 14, 15, 17, 18, 19, 20, 21, 22, 24, 25, 26, 27, 28, 29, 31 =26 days		<u>Sundays:</u> 02, 09, 16, 23, 30= 5 days
	Declaration of B.A/ B.Com the even semester Examination Results	3 <sup>rd</sup> Week of July, 2023			
August, 2023	Commencement of B.A/B.Com 1 <sup>st</sup> Semester Classes in the college	1 <sup>st</sup> August, 2023	<u>Working days:</u> 1, 2, 3, 4, 5, 7, 8, 9, 10, 11, 12, 14, 16,	11 <sup>th</sup> August, 2023 Celebration of College Foundation Day.	<u>Sundays:</u> 06, 13, 20, 27= 4 days



### PROSPECTUS : 2023 - 24

	Commencement of H.S 1 <sup>st</sup> year Classes in the College	1 <sup>st</sup> August, 2023	17, 19, 21, 22, 23, 24, 25, 26, 28, 29, 30, 31 = 25 days	15 <sup>th</sup> August, 2023 Celebration of Independence Day by the College 18 <sup>th</sup> August, 2023 Celebration of Sri Sri Sankardeva Tithi by Assamese Department	<u>Holidays:</u>  15 <sup>th</sup> August, 2023 Independence Day.  18 <sup>th</sup> August, 2023 Tithi of Sri Sri Sankardeva
	Induction programme for B.A/ B.com 1 <sup>st</sup> semester students	2 <sup>nd</sup> August, 2023 to 4 <sup>th</sup> August, 2023			
	Freshers Social	12 <sup>th</sup> August, 2023			
	1 <sup>st</sup> sessional Examination of B. A / B.Com 3 <sup>rd</sup> & 5 <sup>th</sup> semester Classes. (Only five days)	23 <sup>rd</sup> August to 29 <sup>th</sup> August, 2023			
	Counselling and Mid Semester Feedback Assessment	31 <sup>st</sup> August to 5 <sup>th</sup> September, 2023			
September, 2023	Student Union Election	1 <sup>st</sup> September, 2023 to 15 <sup>th</sup> September, 2023 (any One day)	<u>Working Days:</u>  1, 2, 5, 7, 8, 9, 11, 12, 13, 14, 15, 16, 18, 19, 20, 21, 22, 23, 26, 27, 28, 29, 30 = 23 days	5 <sup>th</sup> September, 2023 Teacher's Day Observed by Student union of Dhemaji Commerce College.  8 <sup>th</sup> September, 2023 International Literacy Day Observed by Education Department, Dhemaji Commerce College  11 <sup>th</sup> September, 2023 World Brotherhood Day Observed by Department of Philosophy, Dhemaji Commerce College  30 <sup>th</sup> September, 2023 Cleanliness Drive by NSS Unit, Dhemaji Commerce College	<u>Sundays:</u> 03, 10, 17, 24 = 4days  <u>Holidays:</u> 4 <sup>th</sup> September, 2023 Tirobhav Tithi of Sri Sri Madhabdeva  6 <sup>th</sup> September, 2023 Janmastami  25 <sup>th</sup> September, 2023 Janmotsav of Srimanta Sankardeva
	Last date for submission of filled in Registration Forms of the Undergraduate Programmes	11 <sup>th</sup> September, 2023			
	Sessional Examination of the B.A/ B.Com 1 <sup>st</sup> Semester Classes	10 <sup>th</sup> September 2023 to 15 <sup>th</sup> September, 2023			
	Last date for notification of B.A/ B.Com 1 <sup>st</sup> Semester Sessional Examination Marks in the Departmental Notice Boards	30 <sup>th</sup> September, 2023			
	Last date for	26 <sup>th</sup>			



**PROSPECTUS : 2023 - 24**

	submission of the filled in Examination form by the College in the University	September, 2023			
	Last date for Assignment submission by the Students.	30 <sup>th</sup> September, 2023			
October, 2023	2 <sup>nd</sup> Sessional Examination for B.A / B.Com 3 <sup>rd</sup> & 5 <sup>th</sup> Semester Classes. (any five days)	11 <sup>th</sup> October to 18 <sup>th</sup> October, 2023	<u>Working Days:</u> 3, 4, 5, 6, 7, 9, 10, 11, 12, 13, 14, 16, 17, 19, 20, 28, 30, 31 = 18 Days	2 <sup>nd</sup> October, 2023 Gandhi Jayanti Celebration by Department of Philosophy, Dhemaji Commerce College 11 <sup>th</sup> October, 2023 International Girl Child Day, Observed by IQAC, Dhemaji Commerce College	<u>Sundays:</u> 01, 08, 15, 22, 29 = 05 Days  <u>Holidays:</u> 2 <sup>nd</sup> October, 2023 Gandhi Jayanti  18 <sup>th</sup> October, 2023 Kati Bihu  21 <sup>st</sup> October to 27 <sup>th</sup> October, 2023 Durga puja vacation
November, 2023	1. Last date for notification of 2 <sup>nd</sup> Sessional Examination Marks in the Departmental Notice Board 2. Completion of the odd Semester Classes	10 <sup>th</sup> November, 2023	<u>Working days:</u> 1, 2, 3, 4, 6, 7, 8, 9, 10, 11, 13, 14, 15, 16, 17, 18, 20, 21, 22, 23, 25, 28, 29, 30 = 24 Days	5 <sup>th</sup> November, 2023 Death anniversary of Dr. Bhupen Hazarika by Women Cell, Dhemaji Commerce College.	<u>Sundays:</u> 05, 12, 19, 26 = 04 days  <u>Holidays:</u> 12 <sup>th</sup> November, 2023 Kali puja
	1. End Semester Examination for B.A/ B.Com 1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Semester 2. Test Examination for H.S 1 <sup>st</sup> & 2 <sup>nd</sup> year	16 <sup>th</sup> November to 20 <sup>th</sup> December, 2023		26 <sup>th</sup> November, 2023 Constitution Day Observed by Department of Political Science, Dhemaji Commerce College	24 <sup>th</sup> November, 2023 Lachit Divas
	Last date for Submission of Internal assessment and Practical Marks	30 <sup>th</sup> November, 2023		29 <sup>th</sup> November, 2023 Death anniversary of Mamoni Roysom	27 <sup>th</sup> November, 2023 Birthday of Guru Nanak



**PROSPECTUS : 2023 - 24**

				Goswami by Department of Assamese, Dhemaji Commerce College	
December, 2023	Semester End Vacation for the Teaching Staff of the College	26 <sup>th</sup> December, 2023 to January, 2024	<u>Working days:</u>  1, 4, 5, 6, 7, 8, 9, 11, 12, 13, 14, 15, 16, 18, 19, 20, 21, 22, 23= 19 Days	10 <sup>th</sup> December, 2023 Human Rights Day observed by Department of Political Science	<u>Sundays:</u> 03, 10, 17, 24, 31 = 05 Days
	Declaration of H.S 1 <sup>st</sup> & 2 <sup>nd</sup> Year test Exam Result	Last Week of December, 2023			<u>Holidays:</u>  2 <sup>nd</sup> December, 2023 Assam Divas  25 <sup>th</sup> December, 2023 Christmas day