

DERGAON KAMAL DOWERAH COLLEGE

RE-ACCREDITED BY NAAC AT 'B' GRADE

ESTD. 1962

DERGAON - 785614

SELECTED BY UGC AS

"COLLEGE WITH POTENTIAL FOR EXCELLENCE"



Prospectus

CBCS SEMESTER DEGREE COURSE

SESSION : 2019-20

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● INTRODUCTION

Dergaon Kamal Dowerah College, (DKD College) a premier higher educational institution under Dibrugarh University, had a humble beginning. The public in general and a host of leading personalities of the locality felt the necessity of establishing an institution for higher education and the result was the decision to start an Arts College initially. In 1962 the classes were started in a public theatre hall (Bapuji Mandir) and after four years the establishment was shifted to its present site located in scenic surrounding with glorious historical background just on the outskirts of Dergaon Town.

A generous donation from Late Kamal Dowerah, a pious and benevolent citizen of the locality, helped the promoters to give a concrete shape to the project and in memento of it the institution was christened as DERGAON KAMAL DOWERAH COLLEGE. The pioneering efforts of Late D.N. Kakoty, Naren Sarmah and H.K. Mahanta, the founder President, Secretary and Principal respectively helped it enormously in attaining its present prestigious status.

The College celebrated its silver jubilee in 1987 and completed fifty years of its glorious existence on 16-08-2012. Through these years it has made significant strides in its development to become one of the best institutions under Dibrugarh University imparting education upto Honours level in different streams and PG semester course in Economics to a student population of more than two thousand. The college had been assessed by NAAC for the first time in 2003 and was accredited at the B+ level. This premier institute was assessed and re-accredited in 2010 and awarded B grade with CGPA of 2.73. A Network Resource Centre (NRC) with internet connectivity has been set up in the college recently with a grant from the UGC.

A major grant was sanctioned to the college by DST, New Delhi under NER package support in FIST programme for upgrading of Science Laboratories. Construction of a multistoried Girls' Hostel with a grant of Rs. 68.0 Lakhs from UGC was completed. Construction of another Boys' Hostel was also completed with a grant from the Govt. of Assam. A major grant was also released by the UGC for construction of an Indoor Stadium within the college campus. The project has already been completed.

In view of the Golden Jubilee of the college a well-equipped Seminar Hall was constructed from the contribution of the members of DKD College Teachers' Unit.

● MISSION AND GOALS

In the post-independence socio-cultural scenario of the state and particularly of an economically and educationally backward region like Dergaon, it was felt imperative to provide young boys and girls with an opportunity for higher academic pursuit, and thereby help them shape and realize their dreams and aspirations. The college was established with

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the above goal in the early sixties and it has succeeded in substantially achieving this goal.

In the context of the new developments taking place as a result of economic liberalization, privatization and globalization (LPG) which are beginning to make their impact felt on higher education, the college has given a fresh look at its goal and is trying to redefine it in such a way as to make it more relevant to the contemporary socio-economic needs. As a result of this, some new areas have been identified. Efforts are being made to improve infrastructural facilities in the areas and academic activities are being gradually extended to them. *These new areas, such as employment-oriented certificate/ diploma course, vocational subjects, extension and consultancy services, career guidance etc.* are expected to fulfil the needs of modern young generation of this region. It is also universally felt that unless innovative ideas are brought into play in the course content and syllabus structure so as to suit students of varying aptitude and intellectual level, higher education can hardly be expected to be effective in instilling in the students the confidence to face the challenges of modern life. Efforts are therefore being made to prepare well thought-out and time-bound programmes concerning these aspects some of which have already been started with the expectation to start the rest in near future. Through carefully prepared plans and determined execution of the same over a period of years, the college has rendered yeoman service for the cause of the economically, educationally disadvantaged sections of a rural environment. The policies of the college are :

- Know the student better.
- Empower the weak.
- Lead the advance learners to perfection.
- Offer co-curricular activities in support of the academic programme.
- Audio-visual class room with modern teaching-learning process.

● **DKD COLLEGE - AN OVERVIEW**

- DKD College is situated in the historic Rajabahar Gaon (Royal camp of Ahom King Rajeswar Singha) within Dergaon Municipality area.
- College campus is on elevated land measuring about nine acres and well protected by permanent boundary wall from all sides.
- Within the same campus, the Administrative Block, Class Rooms, Library, Laboratories, Auditorium, Play-Ground, Boys' Hostel, Girls' Hostel and IT Centre are located.
- Green, Beautiful, Clean and Pollution-free College campus.
- Ragging-free atmosphere.
- College offers Degree Programmes of CBCS Semester Courses in Arts,

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Science and Commerce streams for Honours/ Non Honours Courses under Dibrugarh University in 17 disciplines.

- P.G Semester Course in Economics, affiliated to Dibrugarh University.
- IGNOU Study Centre which was established in 1989.
- KKHSOU study centre.
- UG and PG Courses under Distance Education of Dibrugarh University.
- College has a rich and fully automated library (over 30,000 books, 14 Newspapers, 35 Journals etc.) along with internet, photocopy and lamination facilities, Book Bank, Reference Collection, Museum and E-Library Centre.
- Automated College Office.
- Well-equipped Laboratories for all science departments with computer and internet facilities.
- Well-equipped language laboratory in the Dept. of English.
- Well-protected and well-maintained Boys' and Girls' Hostels within the campus.
- Drinking Water facilities.
- Network Resource Centre sponsored by UGC.
- Initiative for capacity building for students.
- Free coaching for service aspirants.
- Day Care Centre to be utilized by Teachers/Employees/Others.
- Career Counselling and Placement Cell.
- Well managed NCC and NSS.
- Provision for Games, Sports, Music and Literary activities.
- Provision for Career-oriented courses.
- Provision for various Merit Scholarships.
- New RCC Boys' Hostel for economically poor and ST/SC students.
- New RCC well equipped Science Building.
- Computer Centre with well-equipped laboratory and experienced faculties.
- IQAC assures internal quality of the institution.
- Digital Class Room facilities.
- Well-equipped and well-furnished Conference Hall.
- Well maintained Botanical Garden
- 'Wi-fi' facility within the college campus is available.
- Sports facility is thought to be adequate in the college. The college is privileged to has possess a well-equipped Indoor Stadium.
- The new science building is under construction. The construction work is expected to be complete within a few months.

It is to be noted that MHRD (Ministry of Human Resource Development)

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and RUSA (Rasrtiya Uchchatar Shiksha Abhiyan) has approved our college as 'Model Degree College' and the UGC has accorded **CPE (College with Potential for Excellence)** status to the college in the 12th plan.

❶ COLLEGE CAMPUS

The college is ideally situated within the Dergaon Municipality area on an elevated land measuring about 9 (Nine) acres at a place called Rajabahr over-looking a wide expanse of agriculture field and the National Highway 37. The administrative block, Class Rooms, Library, Science Laboratories, Auditorium, Playground and Hostels for boys and girls of the college are conveniently located in the same campus. It is a clean and beautiful campus surrounded by a green vegetation. Every effort is made to maintain cleanliness in the campus. In addition to the existing campus a plot of one acre land is acquired by the college where the construction of another new Women Hostel has already been completed. All departments have separate departmental rooms for offering extra time to the students by the teachers.

❷ CAMPUS DISCIPLINE

The College authority is very keen in maintaining discipline and a healthy academic atmosphere in the college campus. All students are expected to strictly follow the rules of discipline and maintain decorum of learning. ***Taking intoxicating drugs, smoking, chitchatting, teasing and frolicking in and around the college campus are strictly prohibited. Violation of the rules of discipline and decorum, irregular attendance in class, discourtesy shown to teachers and other staff as well as to fellow students in any form, adopting of unfair means in examinations etc. will be seriously viewed and may even lead to stringent disciplinary action.*** All students are required to park their bicycles, bikes and scooters in the parking sheds in the campus meant for the purpose. Parking vehicles in forbidden places will be treated as violation of campus discipline. ***Students coming to college on bikes and scooters will have to register their vehicles in the college office without which vehicles will not be allowed to enter the college campus.*** All forms of ragging in the college and hostel campus are strictly prohibited. Cycling in the college campus is not allowed. During the off periods, students should work quietly in the library or reading room or spend the time without causing any disturbance. All power in the matter of enforcing discipline rests with the Principal and his decision in such matters will be final.

❸ SOCIAL NETWORKING -DISCIPLINARY ACTION

Any student making any statement on social media to the effect of demeaning the

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dignity of the college or any its teaching and office employees will be subject to strict disciplinary action.

❖ **ACADEMIC ASPECTS : STREAMS WITH SECTIONS**

Programme :

- a. Degree Programmes (CBCS) in Arts, Science and Commerce for Honours/ Non Honours Courses in 17 disciplines.
- b. The College imparts instructions in *Post Graduate Semester Course in Economics* affiliated to Dibrugarh University.
- c. The College offers the facilities for pursuing *under graduate* as well as *Post Graduate Courses* in English, Economics, Political Science, Assamese, Mathematics, Sociology and Commerce under the *Directorate of Distance Education, Dibrugarh University*.
3. *Krishnakanta Handique State Open University (KKHSOU) Study Centre* offers Degree Courses in Arts, Commerce, P.G. Course in Assamese, Economics & Political Science under the Distance Education Council, Govt. of India and UGC.
- e. **Working Hours** : Classes are held from 9-00 AM to 3-45 PM regularly on working days.

❖ **ACADEMIC PROGRAMMES**

a. Admission Procedure :

Prescribed application form along with the prospectus may be obtained against cash payment from the office of the college as per notification issued by it. Students seeking admission must appear in an interview on the days and time as notified. Scrutiny of the application forms, holding of interview and finalizing the lists of selected students are done by a committee meant for the purpose. *Student desirous of pursuing Honours in any subject in Degree Course must undergo selection test conducted by respective departments, the admission, on days and times as notified.* However, applicants securing marks in the qualifying examination above a minimum level set by the college may be allowed to take admission in Degree classes without appearing in the interview.

Admission to college is made strictly on merit subject to the approval of Principal. There should not be any pressure or canvassing from any quarter directly or indirectly for admitting a particular student. If any undue pressure or interference is exerted, the candidate shall forfeit his/her claim for admission.

There is provision for reservation of seats for students belonging to SC, ST, OBC/ MOBC as per Govt. rules. A few seats may be allotted to students with

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outstanding achievements in the field of sports, culture and NCC and they are to submit attested copies of certificates supporting their proficiency in the concerned field along with their applications.

If a student is selected for admission in 'Honours courses' of both the subjects that he/she has mentioned in the 'FIRST CHOICE' form and the 'SECOND CHOICE' form, it is mandatory for him/her to get admitted in the 'Honours' course of the subject mentioned in the 'FIRST CHOICE' form.

❶ **ADMISSION**

Candidates are required to produce the following documents at the time of interview

- ❶ Original mark sheet of the last qualifying examination.
- ❶ Original certificate from the Head of the Institution last attended.
- ❶ Each student must submit an attested copy of the mark sheet of the last qualifying examination.
- ❶ Two copies of passport size photographs taken recently.
- ❶ Certificate from competent authority for *SC, ST, OBC, MOBC, TGL* etc.
- ❶ A student who passed the qualifying examination earlier than the year in which admission is sought, will have to submit a *Court affidavit (for Degree Course)* regarding his/her activities during the period.
- ❶ *The database form must be submitted along with the admission form.*

Academic Calendar :

The academic calendar reflects the commitments of the college towards healthy academic atmosphere. The college rigorously follows a carefully made academic calendar in accordance with the Academic Calendar of Dibrugarh University which gives adequate number of working days.

❶ **MINIMUM COURSE CURRICULUM FOR UNDERGRADUATE COURSES UNDER CHOICE BASED CREDIT SYSTEM**

Background/Preamble :

Education plays enormously significant role in building of a nation. There are quite a large number of educational institutions, engaged in imparting education in our country. Majority of them have entered recently into semester system to match with international educational pattern. However, our present education system is churning out youth who have to compete locally, regionally, nationally as well as globally. The present alarming situation necessitates transformation and/or redesigning of system, not only by introducing innovations but developing learner-centric approach.

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Majority of Indian higher education institutions have been following the system which obstructs the flexibility for the students to study the subjects/courses of their choice and their mobility to different institutions. There is need to allow the flexibility in education system, so that students depending upon their interests can choose inter-disciplinary, intra-disciplinary and skill-based courses. This can only be possible when choice based credit system (CBCS), an internationally acknowledged system, is adopted. The choice based credit system not only offers opportunities and avenues to learn core subjects but also explore additional avenues of learning beyond the core subjects for holistic development of an individual. The CBCS will undoubtedly facilitate benchmarking of our courses with best international academic practices.

Advantages of the choice based credit system:

- Shift in focus from the teacher-centric to student-centric education.
- Student may undertake as many credits as they can cope with (without repeating all courses in a given semester if they fail in one/more courses).
- CBCS allows students to choose inter-disciplinary, intra-disciplinary courses, skill oriented papers (even from other disciplines according to their learning needs, interests and aptitude) and more flexibility for students.
- CBCS makes education broad-based and at par with global standards. One can take credits by combining unique combinations. For example, Physics with Economics, Microbiology with Chemistry or Environment Science etc.
- CBCS offers flexibility for students to study at different times and at different institutions to complete one course (ease mobility of students). Credits earned at one institution can be transferred to another institution.

● **CHOICE BASED CREDIT SYSTEM (CBCS)**

These courses aim to provide a paradigm shift in the national education policy seeking to bridge an increasing gap between an undergraduate degree and employability. The proposed curriculum endeavors to empower the students and help them in their pursuit for achieving overall 3 excellence. Being the regulatory authority for higher education in India, the UGC constantly engages itself to suggest and facilitate the implementation of schemes and programs, which improves not only the level of academic excellence but also improves the academic and research environment in this country.

The main feature of the CBCS is to make undergraduate education student centric rather than system centric or teacher centric. For achieving these objectives, the CBCS strives to create a holistic syllabus. Thus in addition to dedicated focus on a discipline through core papers whether in an honours curriculum or a regular curriculum, elective

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papers have been added which will give students the freedom to choose the allied/applied/broad areas of their discipline and also the areas of other disciplines of their interest. Further in keeping with the vision of the Government, special emphasis has been given to ability enhancement and skill development of students through elective courses under these domains which every student is required to study. However, in keeping with the spirit of CBCS here also the students will have complete freedom to choose these courses from a pool suggested by the UGC/Universities.

All papers except core papers offer complete freedom to the Universities in designing and reviewing the syllabi and enable them to offer their own distinct flavor and maintain their unique character. These elective papers provide them with the opportunity to develop competencies of students in their areas of strength, expertise and specialization. Even in the core papers under the proposed guidelines 30% flexibility is proposed in adopting the syllabus as per the template advised by the UGC. It is pertinent to point out that as per the existing education policy different institutions and universities are required to maintain 70% equivalence in the syllabi and the same is being maintained under the proposed system of CBCS.

There is apprehension amongst the faculty from different institutions that with the implementation of CBCS there will be migration or transfer of the faculty from one institution to another which is far from truth.

The CBCS provides an opportunity for the students to choose courses from the prescribed courses comprising core, elective and skill based courses. The courses can be evaluated following the grading system, which is considered to be better than the conventional marking system. Therefore, it is necessary to introduce uniform grading system. This will benefit the students to move across institutions both within India and across countries. In order to bring the uniformity in evaluation system and computation of the Cumulative Grade Point Average (CGPA) based on student's performance in examinations, the UGC has formulated the guidelines which are also annexed herewith.

❶ **APPLICABILITY OF THE GRADING SYSTEM**

These guidelines shall apply to undergraduate level degree, programmes under the credit system awarded by the Central, State and Deemed to be universities in India.

Definitions of Key Words :

Academic Year

Two consecutive (one odd + one even) semesters constitute one academic year.

Choice Based Credit System (CBCS)

The CBCS provides choice for students to select from the prescribed courses

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(core, elective or minor or soft skill courses).

Course

Usually referred to, as 'papers' is a component of a programme. All courses need not carry the same weight. The courses should define learning objectives and learning outcomes. A course may be designed to comprise lectures/ tutorials/laboratory work/ field work/ outreach activities/ project work/ vocational training/viva/ seminars/ term papers/ assignments/ presentations/ self-study etc. or a combination of some of these.

Credit Based Semester System (CBSS)

Under the CBSS, the requirement for awarding a degree or diploma or certificate is prescribed in terms of number of credits to be completed by the students.

Credit Point

It is the product of grade point and number of credits for a course.

Credit

A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week.

Cumulative Grade Point Average (CGPA)

It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.

Grade Point

It is a numerical weight allotted to each letter grade on a 10-point scale.

Letter Grade

It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P and F.

Programme

An educational programme leading to award of a Degree, diploma or certificate.

Semester Grade Point Average (SGPA)

It is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.

Semester

Each semester will consist of 15-18 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be scheduled from July to December and even semester from January to June.

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● **TRANSCRIPT OR GRADE CARD OR CERTIFICATE**

Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester.

● **TYPES OF COURSES**

Courses in a programme may be of three kinds : Core, Elective and Foundation.

● **CORE COURSE**

There may be a Core Course in every semester. This is the course which is to be compulsorily studied by a student as a core requirement to complete the requirement of a programme in a said discipline of study.

● **ELECTIVE COURSE**

Elective course is a course which can be chosen from a pool of papers. It may be

- Supportive to the discipline of study
- Providing an expanded scope
- Enabling an exposure to some other discipline/domain
- Nurturing student's proficiency/skill.

An elective may be "Generic Elective" focusing on those courses which add generic proficiency to the students. An elective may be "Discipline centric" or may be chosen from an unrelated discipline. It may be called an "Open Elective."

● **FOUNDATION COURSE**

The Foundation Courses may be of two kinds : Compulsory Foundation and Elective foundation. "Compulsory Foundation" courses are the courses based upon the content that leads to Knowledge enhancement. They are mandatory for all disciplines. Elective Foundation courses are value-based and are aimed at man-making education.

● **EXAMINATION AND ASSESSMENT**

The HEIs are currently following various methods for examination and assessment suitable for the courses and programmes as approved by their respective statutory bodies. In assessing the performance of the students in examinations, the usual approach is to award marks based on the examinations conducted at various stages (sessional, mid-term, end-semester etc.) in a semester. Some of the HEIs convert these marks to letter grades based on absolute or relative grading system and award the grades. There is a marked

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variation across the colleges and universities in the number of grades, grade points, letter grades used, which creates difficulties in comparing students across the institutions. The UGC recommends the following system to be implemented in awarding the grades and CGPA under the credit based semester system.

● LETTER GRADES AND GRADE POINTS

- i. Two methods - relative grading or absolute grading - have been in vogue for awarding grades in a course. The relative grading is based on the distribution (usually normal distribution) of marks obtained by all the students of the course and the grades are awarded based on a cut-off marks or percentile. Under the absolute grading, the marks are converted to grades based on pre-determined class intervals. To implement the following grading system, the colleges and universities can use any one of the above methods.
- ii. The UGC recommends a 10-point grading system with the following letter grades as given below :

Letter Grade	Grade Point
O (Outstanding)	10
A + (Excellent)	9
A (Very Good)	8
B + (Good)	7
B (Above Average)	6
C (Average)	5
P (Pass)	4
F (Fail)	0
Ab (Absent)	0

- iii. A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.
- iv. For non credit courses 'Satisfactory' or 'Unsatisfactory' shall be indicated instead of the letter grade and this will not be counted for the computation of SGPA/ CGPA.
- v. The Universities can decide on the grade or percentage of marks required to pass in a course and also the CGPA required to qualify for a degree taking into consideration the recommendations of the statutory professional councils such as AICTE, MCI, BCI, NCTE etc.,
- vi. The statutory requirement for eligibility to enter as assistant professor in colleges

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and universities in the disciplines of arts, science, commerce etc., is a minimum average mark of 50% and 55% in relevant postgraduate degree respectively for reserved and general category. Hence, it is recommended that the cut-off marks for grade B shall not be less than 50% and for grade B+, it should not be less than 55% under the absolute grading system. Similarly cut-off marks shall be fixed for grade B and B+ based on the recommendation of the statutory bodies (AICTE, NCTE etc.,) of the relevant disciplines.

FAIRNESS IN ASSESSMENT

Assessment is an integral part of system of education as it is instrumental in identifying and certifying the academic standards accomplished by a student and projecting them far and wide as an objective and impartial indicator of a student's performance. Thus, it becomes bounden duty of a University to ensure that it is carried out in fair manner. In this regard, UGC recommends the following system of checks and balances which would enable Universities effectively and fairly carry out the process of assessment and examination.

- i. In case of at least 50% of core courses offered in different programmes across the disciplines, the assessment of the theoretical component towards the end of the semester should be undertaken by external examiners from outside the university conducting examination, who may be appointed by the competent authority. In such courses, the question papers will be set as well as assessed by external examiners.
- ii. In case of the assessment of practical component of such core courses, the team of examiners should be constituted on 50 - 50 % basis. i.e. half of the examiners in the team should be invited from outside the university conducting examination.
- iii. In case of the assessment of project reports / thesis / dissertation etc. the work should be undertaken by internal as well as external examiners.

ILLUSTRATION OF COMPUTATION OF SGPA AND CGPA

i. Computation for SGPA

Illustration for SGPA

Course	Credit	Grade Letter	Grade Point	Credit Point
Course 1	3	A	8	3 x 8=24
Course 1	4	B+	7	4 x 7=28
Course 1	3	B	6	3 x 6=18
Course 1	3	O	10	3 x 10=30
Course 1	3	C	5	3 x 5=15
Course 1	4	B	6	4 x 6=24
	20			139

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Thus, SGPA = $139/20 = 6.95$

Illustration for CGPA

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
Credit : 20 SGPA : 6.9	Credit 22 SGPA : 7.8	Credit : 25 SGPA : 5.6	Credit 26 SGPA : 6.0	Credit 26 SGPA : 6.3	Credit 25 SGPA : 8.0

$$\text{Thus, CGPA} = \frac{20 \times 6.9 + 22 \times 7.8 + 25 \times 5.6 + 26 \times 6.0 + 26 \times 6.3 + 25 \times 8.0}{144} = 6.73$$

DETAILED COURSE STRUCTURE UNDER CBCS OF DKD COLLEGE

Details of courses under B.Sc. (Honours)

Course	*Credits	
	Theory+ Practical	Theory + Tutorial
I. Core Course (6 Credits) (14 Courses) Core Course Practical / Tutorial*	14X(4+2)= 84	14X(5+1)=84
II. Elective Course (8 Courses)		
A.1. Discipline Specific Elective (4 Courses) Discipline Specific Elective Practical/ Tutorial*	4X(4+2)=24	4X(5+1)=24
B.1. Generic Elective/ Interdisciplinary (4 Courses) Generic Elective Practical/ Tutorial*	4X(4+2)=24	4X(5+1)=24

* Optional Dissertation or project work in place of one Discipline Specific Elective Courses (16 credits) in 6th Semester

ABILITY ENHANCEMENT COURSES

AECC		Sec	
Course Title	Credit	Course Title	Credit
Environmental Science	2	SEC I	4 (2+2)
Communicative English	2		
MIL/ Communicative Hindi/ Alternative English	2		
Total = 6 Credit		Total = 4 Credit	

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● TOTAL CREDIT STRUCTURE (MINIMUM)

Core	DSE	GE	AECC	SEC	Total
14 Courses of 6 Credit	4 Courses of 6 Credit	4 Courses of 6 Credit	3 Courses of 2 Credit	1 Subject of 14 Credits (2 Credit in each Course)	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 no tutorial and vice-versa

● SEMESTER WISE DISTRIBUTION OF COURSES B.SC. 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			GE – 1 (6C)
	C 2 (6C)	AECC 2 MIL/ Communicative Hindi/ Alternative English (2 C)			
II	C 3 (6C)	AECC 3			GE – 2 (6C)
	C 4 (6C)	Environmental Science (2 C)			
III	C 5 (6C)		SEC – 1.1 (2C)		GE – 3 (6C)
	C 6 (6C)				
	C 7 (6C)				
IV	C 8 (6C)		SEC – 2.1 (2C)		GE – 4 (6C)
	C 9 (6C)				
	C 10 (6C)				
V	C 11 (6C)			DSE – 1 (6C)	
	C 12 (6C)			DSE – 2 (6C)	
VI	C 13 (6C)			DSE – 3 (6C)	
	C 14 (6C)			DSE – 4 (6C)	

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● DETAILS OF COURSES UNDER B.A./ B.COM (HONOURS)

Course	*Credits	
	Theory+ Practical	Theory + Tutorial
I. Core Course (6 Credits) (14 Courses)	14X(4+2)= 84	14X(5+1)=84
Core Course Practical / Tutorial*		
II. Elective Course (6 Credits) (8 Courses)		
A.1. Discipline Specific Elective (4 Courses)	4X(4+2)=24	4X(5+1)=24
Discipline Specific Elective Practical/Tutorial*		
B.1. Generic Elective/ Interdisciplinary (4 Courses)	4X(4+2)=24	4X(5+1)=24
B.2. Generic Elective Practical/Tutorial*		

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

● ABILITY ENHANCEMENT COURSES

AECC		SEC	
Course Title	Credit	Course Title	Credit
Environmental Studies/ Science	2	SEC I – Course I	2
Communicative English	2	SEC II – Course II	2
MIL/ Communicative Hindi/ Alternative English	2		
Total = 6 Credit		Total = 4 Credit	

● 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 Credits (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 no tutorial and vice-versa

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SEMESTER WISE DISTRIBUTION OF COURSES IN B.A./ 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			GE – 1 (6C)
	C 2 (6C)	AECC 2 MIL/ Communicative Hindi/ Alternative English (2 C)			
II	C 3 (6C)	AECC 3 Environmental Science (2 C)			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 – 2.1 (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)	

** A student having Honours will be allowed to select one of the following subjects falling within Generic Elective :*

● Bachelor of Science

(Core/ Honours Course) Generic Elective

- (i) Physics (Honours) - Maths, Chemistry, Economics, Computer Science
- (ii) Chemistry (Honours) - Physics, Mathematics
- (iii) Botany (Honours) - Zoology, Chemistry, Bio-Technology
- (iv) Zoology (Honours) - Botany, Chemistry, Bio-Technology
- (v) Statistics (Honours) - Maths, Economics, Computer Science, Physics
- (vi) Maths (Honours) - Physics, Chemistry, Statistics, Economics, Computer Science
- (vii) Economics (Honours) - Mathematics, Statistics

● Bachelor of Arts (Core/ Honours Course)

- (i) English
- (ii) Assamese

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- (iii) Economics (iv) Political Science
(v) History (vi) Philosophy
(vii) Geography (viii) Sanskrit

** A student having Honours will be allowed to select one of the following subjects falling within Generic Elective :*

English/ Assamese/ Economics/ Political Science/ History/ Philosophy/ Geography/ Sanskrit/ Mathamatics/ Statistics

*Important Note : * A student enrolled in any Honours Subject Can't choose the same subject as Generic Elective.*

● **Bachelor of Commerce (Core/ Honours Course)**

- (i) Financial Accounting
(ii) Business Law

● **Generic Elective**

- (i) Micro Economics

● **MEDIUM OF INSTRUCTION**

Assamese and English

● **DETAILS OF COURSES OF THE B.SC. NON-HONOURS PROGRAMME IN CBCS**

Course	*Credits
	Theory+ Practical Theory + Tutorials
I. Core Course (6 Credits) (12 Courses) 04 Courses from each of the 03 disciplines of choice Core Course Practical / Tutorial*	12X (4+2)= 72 12X (5+1) =72
II. Elective Course (6 Credits) (6 Courses) Two Courses from each discipline of choice including Course of interdisciplinary nature. Elective Course Practical / Tutorials* Optional Dissertation or project work in place of one Discipline elective paper (6 credits) in 6th Semester	6X (4+2)= 36 6X (5+1)=36

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III. Total Credit Structure (Minimum)

AECC		Sec	
Course Title	Credit	Course Title	Credit
Environmental Studies/ Science	2	SEC 1.1	2
Communicative English	2	SEC 2.1	2
MIL/ Communicative Hindi/ Alternative English	2	SEC 1.2	2
		SEC 2.2	2
Total = 6 Credit		Total = 8 Credit	

Total Credit Structure (Minimum)

Core	DSE	GE	AECC	SEC	Total
12 Courses of 6 Credit (4 Courses from 3 disciplines)	6 Courses of 6 Credit (2 Courses from 3 disciplines)		3 Courses of 2 Credit	4 Courses of 2 Credit (Two different skill subjects)	25 Courses
72	36		6	8	122

SEMESTER-WISE COURSE STRUCTURE OF THE B.SC NON HONOURS PROGRAMME IN CBCS

Sem	Core Course (12)	Ability Enhancement Compulsory Course (AECC) (3)	Skill Enhancement Course (SEC) (2)	Discipline Specific DSE (6)
I	DSC- 1A (6C)	AECC 1 Communicative English (2C)		
	DSC – 2A (6C)	AECC 2 Communicative Hindi/MIL/ Alternative English (2 C)		
	DSC – 3A (6C)			
II	DSC – 1B (6C)	AECC 3 Environmental Science/ Studies (2 C)		
	DSC – 2B (6C)			
	DSC – 3B (6C)			
III	DSC – 1C (6C)		SEC – 1.1 (2C)	
	DSC – 2C (6C)			
	DSC – 3C (6C)			
IV	DSC – 1D (6C)		SEC – 2.1 (2C)	
	DSC – 2D (6C)			
	DSC – 3D (6C)			
V			SEC – 1.2 (2C)	DSE – 1 A (6C)
				DSE – 2 A (6C)
				DSE – 3 A (6C)
VI			SEC – 2.2 (2C)	DSE – 1B (6C)
				DSE – 2B (6C)
				DSE – 3B (6C)

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❶ DETAILS OF COURSES OF THE B.A./B.COM. NON-HONOURS PROGRAMMES IN CBCS

Course	*Credits	
	Course + Practical	Course + Tutorial
I. Core Course (6 Credits) (12 Courses)	12X (4+2)= 72	12X (5+1)= 72
Two Courses – English		
Two Courses – Hindi/MIL		
Four Courses- Discipline 1.		
Four Courses- Discipline 2.		

II. Elective Course (6 Credits) (6 Courses)	6X (4+2)= 36	6X (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 interdisciplinary nature.		

Elective Course Practical / Tutorials

Optional Dissertation or project work in place of one elective Course (6 credits) in 6th Semester

III. Ability Enhancement Course

AECC		SEC	
Course Title	Credit	Course Title	Credit
Environmental Studies/ Science	2	SEC 1.1	2
Multi-disciplinary Course	4	SEC 2.1	2
		SEC 1.2	2
		SEC 2.2	2
Total = 6 Credit		Total = 8 Credit	

Total Credit Structure (Minimum)

Core	DSE	GE	AECC	SEC	Total
12 Courses of 6 Credit (2 Eng+2 Hindi/MIL/Alt. Eng +8 DSC)	4 Courses of 6 Credit (2 Courses from 2 DSE)	2 Courses Of 6 Credit	1 Courses of +1 Courses of 4 Credit	4 Courses of 2 Credit (Two different skill subjects)	25 Courses
72	24	12	6	8	122

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SEMESTER-WISE COURSE STRUCTURE OF THE B.A/ B.COM NON HONOURS PROGRAMME IN CBCS

Sem	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 – 1B				
	DSC – 2B				
III	Comm. Hindi/ MIL/ Alt. Eng. 1.1		SEC- 1.1 (2C)		
	DSC – 1C				
	DSC – 2C				
IV	Comm. Hindi/MIL/ Alt. Eng. 1.2		SEC-2.1 (2C)		
	DSC – 1D				
	DSC – 2 D				
V			SEC – 1.2 (2C)	DSE –1 A DSE – 2 A	GE – 1
VI			SEC – 2.2 (2C)	DSE – 1 B DSE – 2 B	GE –2

SKILL ENHANCEMENT COURSES (SEC) FOR THE BA/B.SC. B.COM PROGRAMMES IN THE CBCS

1. Creative Writings
2. Teaching in Elementary Level
3. Entrepreneurship Development
4. Retail Management
5. Desktop Publishing
6. Travel and Tourism Management
7. Photoshop and Web Design
8. Maintenance and Repairing of Electrical and Electronic Appliances
9. Sericulture
10. Floriculture and Landscaping
11. Vermicompost
12. Photoshop

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13. Web Design
14. Human Rights
15. Wildlife Photography
16. Intellectual Property Rights
17. Health and Sanitation Practices

❶ **B.SC NON HONOURS PROGRAMME (COMBINATION OF SUBJECTS)**

Physics/Mathematics/ Chemistry/ Statistics/ Computer Science/ Economics (Any Three Subjects)

Or

Botany/Zoology/ Bio-Tech/ Chemistry (Any Three Subjects)

❷ **B.A NON HONOURS PROGRAMME (COMBINATION OF SUBJECTS)**

General English - Compusory

Political Science/ History/ Philosophy/ Geography/ Sanskrit/ Statistics/ Economics / English / Assamese (Any Two Subject as DSC)

* *The following combination of courses are not allowed*

(i) Political Science with Statistics/ Sanskrit

❸ **B.COM NON HONOURS PROGRAMME (COMBINATION OF SUBJECTS)**

(i) English - Compulsory

(ii) DSC -I Financial Accounting

(iii) DSC -II Business Organisation and Management

❹ **CBCS FOR DEGREE PROGRAMMES**

a. About the CBCS :

Under the new initiatives of the UGC in XI plan for academic reforms, Dibrugarh University decided to introduce CBCS System in the Under-Graduate (UG) level from 2019-20. Accordingly the syllabuses for the UG Programme of B.A., B.Sc and B. Com are thoroughly revised, restructured and updated to meet the requirements of the system.

As per Regulations of Dibrugarh University for the B.A., B.Sc., B.Com Programmes the CBCS has been introduced in the college under the University of Dibrugarh for the UG Academic Session from 2019-2020. These Regulations shall be effective for the Course of study for the degree of Bachelor of Arts. (B.A.) Bachelor of Science (B.Sc.) and Bachelor of Commerce (B.Com) programme.

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b. Semester Duration :

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

c. Academic Schedule :

The academic schedule for the B.A., B.Sc., B.Com. Programme in the CBCS shall be administered by the Academic Calendar of the college prepared annually as per the model Academic Calendar of the affiliated University published for every academic session.

d. Admission Criteria :

As per the Academic Calendar of the University, the Principal of the College will issue the Admission Notice inviting applications from eligible candidates for admission into the different programmes. The minimum qualification will be :

i) Bachelor of Arts (B.A) :

A Student who has passed the Higher Secondary Examination (10+2) of Assam Higher Secondary Education Council, or an equivalent examination (10+2) recognized as such by the University, shall be eligible for admission into the First Semester of the Six Semesters CBCS Degree Course in Arts.

ii) Bachelor of Science (B.Sc) :

A Student who has passed the Higher Secondary Examination (10+2) in Science of Assam Higher Secondary Education Council, or an equivalent examination (10+2) recognized as such by the University, shall be eligible for admission into the First Semester of the Six Semesters CBCS Degree Course in Science.

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

iii) Bachelor of Commerce (B.Com) :

A student who has passed the Higher Secondary Examination (10+2) in Commerce of Assam Higher Secondary Education Council, or an equivalent examination (10+2) recognized as such by the University, shall be eligible for admission into the First Semester of the Six Semesters CBCS Degree Course in Commerce.

A student who has passed the H.S. Examination (10+2) in Science/Arts with Mathematics/Statistics as one of the subjects of Assam Higher Secondary Education Council or equivalent examination recognized as such by the University shall also be eligible for admission into the B.Com Programme.

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(i) The admission or eligibility criteria shall be fixed by the Academic Council from time to time whenever necessary. The colleges may also adopt own policy for admission or selection of eligible candidates for admission complying with the eligibility criteria.

(ii) 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.

(iii) Statutory reservation policy of the government shall be followed in case of selection of eligible candidates for admission.

Important Note : Students must qualify for admission into the Honours Courses in the written test held for their admission.

❶ EXTENT OF APPLICATION

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

❷ ACADEMIC SCHEDULE

The Academic Schedule of the 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 academic session.

❸ COURSE STRUCTURE

The Course Structure of the Academic Programmes under the CBCS shall be as per the Course Structure. The nature of the Courses for all Under Graduate Academic programmes shall be as below :

a) **Core Courses :** Compulsory components of an Academic Programme. These Courses are to be compulsorily studied as a core requirement for the programme. The contents of the Core Courses shall be as per the UGC Model Curriculum for the subject/ discipline concerned. However, the Boards of Studies concerned may recommend maximum of 20% deviation from the UGC Model Syllabi wherever requires. In case, UGC does not provide model Syllabi/ Curriculum, the Board of Studies shall propose their own Core Courses keeping parity of total numbers of credits/ courses with other similar subjects/ disciplines.

b) **Elective Courses :** Elective courses shall be chosen by each student from a pool of courses. These courses may be intra-departmental, i.e. Discipline Specific Elective (DSE) as well as interdepartmental, 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

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Structure. These courses 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 opt these electives shall be considered as interdisciplinary 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 relevant criteria for choosing the GE Courses.

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 in nature. AEC Courses are the courses based upon the content that leads to Knowledge enhancement.

- i. Ability Enhancement Compulsory Courses (AECC):(a) Environmental Science (4 Credit), (b) Communicative English (2 Credit) and (c) Alternative English/ Communicative Hindi /MIL (2 Credit). For BA and B.Com Programmes, there shall be Multi-disciplinary Course of 4 Credits.

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

● **COURSE ENROLMENT**

- (i) 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.
- (ii) Change of Courses shall not be permitted after sending the records of the students to the University for registration.

● **ATTENDANCE**

- (i) The course teacher shall be responsible for maintaining a record of attendance of

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- students who have enrolled for the course.
- (ii) All course teachers shall intimate the Principal/ Director of a college at least fifteen 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.
 - (iii) A student who has less than 80% attendance shall not be permitted to sit for the End-semester examination in the course in which the shortfall exists. 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/Chairperson/ Principals of the Department/ Centre/ College on payment of a prescribed fee(s). The 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 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.

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 examinations. However, a candidate may apply for re-scrutiny.
- (d) **Internal Assessment:**
 - (i) In internal assessment, different tools such as objective tests, 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 students shall be informed in advance about the nature of assessment. Students shall be required to compulsorily attend internal 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 may arrange special insemester 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 is normally a written/ laboratory-based examination/

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- 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) Normally, the End-semester examination for each course shall be of three hour duration.
 - (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 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 examinations" in any two theory courses of any of the six semesters after passing the Sixth Semester examination only once. In this case, the higher marks secured by the student shall be retained. The candidates shall have to apply for betterment examination within one year of passing the Sixth Semester examination.
 - (ii) No betterment shall be allowed in the practical examinations.

RESULTS AND PROGRESSION

- (a) A candidate shall be declared as passed a Course, provided he/ she secures at least P Letter Grade in the 10 point scale combining both the In-semester and End semester examination performance. However, the candidate must secure at least P Letter Grade in End Semester Examination separately to pass a Course individually.
- (b) A candidate shall be declared as passed a semester/ programme, provided he/

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she secures at least 'P' grade in the 10 point scale (given in clause) in all the Courses separately.

(c) There may be moderation of Internal Assessment marks/End Semester marks as and when necessary.

(d) The marks of In-semester examinations obtained by the candidate shall be carried over for declaring any result.

(e) A candidate who fails or does not appear in one or more courses of any end semester examinations up to Sixth Semester shall be provisionally promoted to the next higher semester with the failed course as carry over course(s). Such candidates will be eligible to appear in the carry over course in the next regular examinations of those courses.

(f) If a candidate clears the sixth semester examination before clearing all the courses of the previous semesters, the result of the sixth semester examination of that candidate shall be withheld and his/ her results shall be announced only after he/ she clears the courses of the previous semesters.

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

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 of 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.

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GRADING SYSTEM

- (i) The absolute grading system shall be applied in evaluating performance of the students.
- (ii) 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 40% - 50%)
C Average	5 (Marks Securing 40% -50%)

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

- (iii) The Letter grade 'B +' and above shall be considered as First Class and Letter grade 'B' shall be considered as Second Class.
- (iv) 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).
- (v) If a candidate secures 'F' grade in a Course, he/she shall have to reappear in the Course in the next legitimate chance. 8.6 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.
- (vi) '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 field works.
- (vii) 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 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.

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

● **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.

● **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.

● **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.

● **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

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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.

SEAT CAPACITY

A. Honours/ Core Course

- English
- Assamese
- Economics
- Political Science
- History
- Philosophy
- Sanskrit
- Geography
- Mathematics
- Physics
- Chemistry
- Botany
- Zoology
- Statistics
- Commerce

Note :Every Student of Degree Semester Course must collect the Students Hand Book (Rs. 75/-). The Hand Book is to be carried and kept by the students at college times.

FEE STRUCTURE FOR THE COURSE OF STUDY

**THE COLLEGE SHALL DISPLAY
A NOTICE REGARDING ADMISSION FEE AS SOON AS
THE GOVERNMENT NOTIFICATION IS
RECEIVED BY THE COLLEGE.**

N.B.: Rs. 25/- is to be paid by every students for membership of D.K.D. College Consumer's Co-operative society.

**WORKSHOP ON SELF-DEFENCE TECHNIQUES,
FOR BOTH BOYS AND GIRLS
LIKE TAEKWONDO, BOXING AND YOGA TOO HAVE BEEN
ORGANIZED BY COLLEGE.**

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- Rs.25/- is to be paid by every students for membership of D.K.D College Consumer's Co-operative society.
- Girl student will have to pay Rs.150/- for DOPATTA.
- N.B.: All fees are payable annually. The academic session of the college begins in June and ends in May. Tuition fees are charged from the month of June to the month of May next year. All annual fees are to be paid at the beginning of the year or at the time of admission.
- Fees structure may change in response to govt. notification, if any.

● FEE STRUCTURE FOR HOSTELS

**FEES STRUCTURE WILL BE
DISPLAYED IN THE COLLEGE
NOTICE BOARD IN TIME.**

** Note : Mess Caution Money is to be deposited to the warden and the amount is refundable after successful completion of the course.*

● COLLEGE UNIFORM

The college has approved uniform for both boys and girls admitted in the college.

A. For students of DEGREE Class

1. **Boys :**
 - a. Navy Blue Trousers
 - b. White Shirt
 - c. Black Shoe
 - d. Steel Grey Woolen Garment
 - e. Proper Hair-cut
 - f. Jeans are not allowed
2. **Girls :**
 - a. White Kameez (*At least of knee length*)
 - b. White stitched Churidar (*Leggings not allowed*)
 - c. Navy Blue Dopatta
 - d. Steel Grey Woolen Garment.

OR

White Mekhela-Chaddar/ Saree with Navy Blue Border and Navy Blue Blouse.

Note :(Dopattas will be issued by D.K.D. College Women Cell at reasonable cost. It is mandatory for the girl students to buy Dopatta at the time of admission)

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B. For Students of P.G. Class

1. **Boys :**
 - a. Black Trousers
 - b. White Shirt
 - c. Black Shoe
 - d. Steel Grey Woolen Garment

2. **Girls :**
 - a. White Kurta (*At least of knee length*)
 - b. White Churidar (*Leggings not allowed*)
 - c. Red Dupatta (Joypuri Print)
 - d. Steel Grey Woolen Garment.

● **COLLEGE IDENTITY CARD**

All students of the college are provided with individual non transferable Identity Card. For the Identity Card students seeking admission should attach a recent passport size photograph with the application form. The students must carry the I/C duly endorsed by the Principal along with them. I/C are to be renewed at the end of each year.

● **COLLEGE LIBRARY AND LIBRARY RULES**

- **Name : Naren Sarma Library**
- The library has more than 30,000 books, including reference collection and some rare publications.
- It subscribes 14 news papers and 35 journals (Vernacular, National & International)
- A separate Post Graduate Library with more than 700 books.
- Spacious reading rooms for students and faculties.
- Only bonafide students of the college can avail library facilities.
- It has separate reference section comprising over 3000 books.
- The Library is automated with U.G.C. INFLIBNET Programme.
- The Librarian offers Orientation Programme to improve library awareness as well as enhance the reading habit of the students.
- Internet facilities for teachers and students are available in UGC Network Resource Centre.
- Library offers PHOTOCOPYING.
- The Library maintains a MUSEUM to preserve ancient manuscripts, relics and other articles of cultural heritage. Dergaon Meteorite - 2001, an astronomical/geological object is a rare collection in the library.
- The Library has e-Library cum Book Bank facilities.

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- The Library is a member of N-LIST Programme.
- Every teaching department is enriched with Departmental Library.
- Apart from these, DKD College Boys' and Girl's Hostels have also maintained a library of its own.
- The library has digitized 41 manuscripts in collaboration with National Mission for Manuscripts, New Delhi and these are preserved in the library in digital form.

The Library has joined as member of N-LIST Programme. Members of the library can have access to e-resources through "National Library and Information Service Infrastructure for Scholarly Content" funded by HRD.

- **For More Details Please Visit : www.nslib.weebly.com**

- Library has subscribed to the membership of American Library, Kolkata run by American Consulate in India. Students can avail of the facilities of free membership to have an access to the database of the same
- Our College initiated a move last year to acquaint students with e-resources from across the world. We wish to take the process forward this year in view of the impressive response generated by Bibliophilia Café situated in our college. From 2013 onwards, the college has made it compulsory for all students to be a member of the e-resource centre in our college to take advantage of the internet revolution globally so as to educate themselves about latest development in all subjects. All faculty members and those who are enrolled under latest **K K Handiqui State Open University, Indira Gandhi National Open University and Idol** shall also subscribe to the services. The fee structure for the e-resource centre is as follows :
- **Students Rs. 150/-** per academic session (Payable at the time of admission/enrolment **Faculty members Rs. 300/-** per academic session.
Student of distance learning courses Rs. 150/- per year.

- **LIBRARY RULES**

- N.S. Library is a computerized library which offers automated circulation, On-Line Public Access Catalogue (OPAC), CAS etc.
- Only the bonafide students can avail the library facility through a **Barcode Library ID Card** issued to them at the time of admission.
- **Two books at a time** will be issued to General Degree students for fifteen days & four books at a time for honours students.
- A fine of Rs. 1 per book will be charged per overdue day, if the books are not

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returned within the stipulated period.

- Students can avail of the facilities from departmental library also.

● COLLEGE HOSTEL FACILITIES AND THE HOSTEL RULES

a) Hostel Facilities :

The college has hostel accommodation for deserving meritorious students, both boys and girls in two separate hostels within the campus. Construction of new RCC Girls' and Boys' Hostel has been completed with the financial grant from UGC and State Govt. These hostels are managed by the college under hostel rules. Adequate care is taken to provide all necessary facilities to the boarders. Allotment of hostel seats are made strictly on merit and the distance between the applicant's house and the college. Adequate security is provided by the college authority to the boarders. Running Water facilities is available to the borders.

b) Hostel Rules & Regulations :

- The college hostels are under the direct control of the college authority and the respective wardens.
- A boarder has to stay in the room allotted to him/her with two or more inmates.
- Inmates of each room shall be individually and jointly responsible for the furniture, electrical fittings etc. ***and any damage to the hostel property is recoverable from them.***
- A boarder shall have to occupy the seat allotted to him/her by the hostel warden within 15 (fifteen) days of hostel admission, failing which he/she will have to forego the seat allotted to him/her. Boarders shall not be permitted to change their rooms without the permission of the hostel warden.
- Boarders desiring to entertain guests (only ex-boarders) shall have to obtain prior permission from the warden. ***No female guest shall be allowed to stay in boys' hostel.*** Similarly, ***no male guest shall be allowed to stay in the girls' hostel.*** No guest shall be allowed to stay in the hostel during the period of examination.
- ***The boarders having mobile phones must produce an undertaking from their guardians. He/she will not be allowed to use the mobile phones during reading hours.***
- ***Ragging in the hostel is strictly prohibited.***
- The boarders must obey the mess rules framed by the respective hostel wardens.
- The warden has the full authority to refuse permission to any outsider or guest to enter the hostel premises.

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- A boarder going out for any reason shall report back at the hostel by 6 pm during Summer (March to September) and 4 pm during Winter (October to February) so as to attend Roll Call and evening prayer. Violation of this rule shall attract appropriate penal action and the concerned parents will be informed accordingly.
- A boarder shall be liable to stringent disciplinary action including expulsion from the Hostel/College on any the following grounds : *(a) theft, (b) ragging, (c) unusual conduct, (d) use of drugs, cigarettes etc. (e) any form of fights, (f) non-payment of dues, (g) unauthorized absence.* In such case the boarder shall forfeit his/her hostel deposit.
- A boarder wishing to go out of the hostel shall obtain prior permission of the warden specifying the period during which he/she shall remain absent. Violation of this rule shall entail punishment that may lead to expulsion from the hostel as well as college.
- A boarder who wants to leave the hostel shall inform the warden in writing at least a week in advance failing which he/she shall have to pay the hostel charges for the whole month.
- Boarders are not permitted to install extra electric fittings in their rooms. Violation of this rule, if detected, will attract punitive action. Boarders are not allowed to cook food anywhere in the hostel premises. The hostel mess will be managed by the mess secretary from among the boarders and approved by the warden.
- Any boarder suffering from infectious/contagious disease such as Pox, TB, Typhoid, Cholera, Blood Dysentery, Malaria, and Jaundice shall have to leave the hostel for early treatment.
- *'Non- Collegiate' / 'Dis-collegiate' hostel boarders shall forfeit their hostel accomodation.*
- Casual admission to the hostel may be given to examinees to appear in the final examinations for a maximum period of three months before the commencement of University Examinations.
- **Visiting Hours :**
 - **3.00 pm to 5.00 pm on Monday to Saturday.**
 - **9.00 am to 11.00 am and 3.00 pm to 5.00 pm on Sunday.**
 - Parents/Guardians may contact their wards at the following telephone numbers, between 4.00 pm to 6.00 pm
 - a) **Boys' Hostel : 9435096401**
 - b) **Girls' Hostel : 9854001003**
- Boarders are required to maintain silence during study hours (5.00 am to 8.15

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am and 6.00 pm to 10.30 pm)

- Boarders are required not only to keep their rooms tidy, neat and clean, but also to keep their toilets clean. They also have to follow proper methods of disposal of used objects.
- *The college authority shall reserve the right to take any action at any time for maintaining discipline and decorum of the college hostels.*
- Sudden visit by the authority is a regular feature.

◆ STUDENTS' SUPPORT FACILITIES

I. Scholarship and Financial Aid Facilities :

- a. The following scholarships are available for eligible students of both Higher Secondary and Under Graduate courses :
 - i) **National merit Scholarship.**
 - ii) **State Merit Scholarship.**
 - iii) **ST/SC/OBC/MOBC Scholarship.**
- b. Financial assistance in the form of tuition fees ranging from two or five months is granted from the **Students' Aid Fund** of the college to students coming from economically weaker sections of the society on the basis of their performance in the college examinations and attendance. Scholarship holders should note that their **Scholarship may be withdrawn** if they are found **irregular in attendance** and/or **found guilty of breach of discipline**. Payment of scholarship money is made through cheques drawn in favour of the students.
- c. Provisions of financial assistance from Teacher/Department are available to the meritorious and economically weaker students.
- d. Besides these scholarships the college also offers cash awards to meritorious students from the following funds :
 - i. **Harakanta Mahanta Memorial fund** : Awards under this fund are given every year to students of D.K.D college, Dergaon, securing the highest marks in Philosophy (Honours) and Geography (Honours) in the B.A final Examination of our college.
 - ii. **Dwarika Nath Hazarika Trust Fund** : Students of this college are entitled to awards under this trust Fund as per rules prescribed by the Trust Committee from time to time for proficiency shown in English in B.A. Examination in English (Honours) of D.K.D. College under Dibrugarh University.
 - iii. Every year, the **D.K.D. College Teachers' Unit Merit Scholarship** is

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awarded to the best nine students of Arts, Science and Commerce respectively. The Scholarship is given to the students on the basis of their performance after every End-Semester examinations.

- iv. **Cash awards** are given to the **brilliant students of Honours course** by the Depts. of Geography, Economics, History, Statistics, Zoology, Philosophy, Chemistry, Political Science and Mathematics annually.
- v. **D.K.D. College Library Best Reader of the year** (Introduced in 2003) awards sponsored by Librarian.
- vi. UGC sponsored Merit Scholarship to economically backward SC/ST/OBC/ Physically handicapped and Minority students.
- vii. **Pravat Phukan Merit Fund** : Sjt. Pravat Phukan, retired Vice-Principal of D.K.D College, Dergaon, makes a yearly contribution of Rs 10,000/- (ten thousand) only towards the welfare of the needy and meritorious students of the college.
- viii. **Prof. H.N. Borah Memorial Merit Scholarship** : From 2016 the Prof. H.N. Borah Memorial Merit Scholarship has been awarded to a Botany Honours student of DKD College who secures highest marks (above 65.0%) in the B.Sc Final Examination. The Scholarship of Rs. 3000 is sponsored by Sri Bijit Ranjan Saikia (Associate Professor in the Department of Botany, DKD College).
- ix. **Late Dr. Priyo Kanta Dutta and Late Chandra Probha Dutta Memorial Education Trust** : From this fund financial assistance at 5000.00 (Rupees five thousand) only shall be awarded to one female and one male student at alternate years initially on the basis of his/her academic performance to be assessed by a competent authority from the academic session 2016-2017. This financial assistance shall be made available annually from the first year Bachelor Degree class to the final year Bachelor Degree. *First year assistance shall be awarded based on the result of the Higher Secondary examination, 2016.*

II. Games and Sports :

The College provides adequate facilities for games, sports, music and drama for both boys and girls. Regular practice and competitions are held under the supervision of experienced teachers, and students showing proficiency are

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encouraged to take part in the Inter College Competitions sponsored by Dibrugarh University. Ranjit Borah Memorial Inter class Football Competition is held in the college.

* **Taekwondo, Boxing and Yoga** : Workshop on self-defence techniques, for both boys and girls like Taekwondo, Boxing and Yoga too have been organized by college.

D.K.D. College Sports Board looks after the Games & Sports.

The College received a major financial grant for construction of an Indoor Stadium by the UGC and the construction work has already been completed.

III. Performing Arts :

The College has constituted a **Drama Club and a Dance Club** under the supervision of a Convenor to encourage the interested students.

IV. N.C.C.

The College has two wings of NCC (Army) - one Senior wing of Girls under 64 Assam Girls' Bn. NCC, Jorhat and the other Senior Division of Boys' under 9 Assam Bn. NCC Jorhat. The Senior Wing can enroll 108 girls cadet while the Coy 'C' of Boys' has the intake capacity of 100 cadets. The Girls Coy is commanded by **Prof. Subhrajyoti Saikia**, Associate NCC Officer and Boys Coy is under the command of Lieutenant **Dr. Pranjal Protim Kakoty**, ANO.

The cadets, after joining NCC in DKD College can achieve 'B' and 'C' certificates after passing the respective examinations. It is noteworthy that a 'C' certificate holder may get bonus marks in Teacher Eligibility Test (TET), Assam and has special chance for direct entry to the various defence services (Army, Navy, air Force)/NCC whole time Officers/Girls Cadet Instructors (GCI), Police Service, Assam Forest Service, Civil defence, Nursing Courses and Private sectors. There are two seats reserved for NCC 'C' certificate holders in medical and engineering colleges of Assam. Above all NCC may inculcate a sense of unity, discipline and an urge for social service among the students.

Important Dates :

- i. Issue of forms : On the day of admission
- ii. Last date of form submission : On or before 03 Aug. 2018
- iii. Date of selection (Tentative) : 05 & 06 Aug. 2018

Contact Ph Nos :

Dr. Pranjal Protim Kotoky (7002045779)

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V. NSS :

The College has an active NSS unit for both Boys and Girls. All students of the college are eligible for its membership and can take part in various NSS programmes. Registered students are enrolled as volunteers. Certificate will be issued as per NSS guidelines. The motto of NSS is "NOT ME BUT YOU."

VI. Group Insurance Scheme for Students :

There is a group Life Insurance scheme for the students under Life Insurance Corporation of India in the College. (Shown in Fee Schedule)

VII. Health and Insurance :

a) The College offers Health Insurance at a nominal premium for DKDC students.

b) **Blood Donors Club** : (1200 Members) Members often donate blood free of cost. A good number of students donate blood to the needy persons of greater Dergaon.

c) There is a "Disaster Management Cell" in the college.

VIII. Remedial Coaching :

The students can avail book facilities from remedial coaching centre sponsored by UGC specially meant for SC, ST and Minority students.

IX. Academic and personal Counselling :

Every teacher of the college takes part in offering academic counselling to the students, as and when necessary. The college has been maintaining a healthy teacher-student relation and every student is encouraged to feel free to discuss his/her academic and personal problems with the teacher and seek advice.

DKD COLLEGE STUDENTS' UNION

DKD College Students' Union, democratically elected annually by the students under the name and style *DKD College Students' Union* has been an integral part of the academic life of the college. The union functions in accordance with its constitution but subject to guidance and control of the college administration. The union fund is derived from the union fees paid by the student's of the college annually. *Students' to contest in the Election towards the formation of D.K.D College 'Students Union' must have at least 80% attendance in the classes.*

The College Students' Union publishes its annual journal **DKDIAN** with contribution from students as well as teachers. The union also organizes *Naren Sarma*

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Memorial All Assam Inter College Debating Competition every year besides holding various literacy, cultural and sports competitions. The union also undertakes various forms of social and extension work from time to time including providing relief to and helping the distressed people in times of natural calamities.

❶ **DKD COLLEGE ALUMNI ASSOCIATION**

The College has formed **DKD COLLEGE ALUMNI ASSOCIATION** with a view to strengthening and broadening the base of the college by sustaining a healthy relationship between the alumni and their alma mater. The association is making efforts to enroll ex-students as its members. It is desired that all outgoing students of this college would join the association and thereby become an active partner in developmental works of the college. The Alumni has been rendering great support to the college development. Alumni occupying prominent position in the field of education, industry, Govt. service etc. are invited to the college on different occasions to boost the moral of the students.

❷ **DKD COLLEGE SCIENCE SOCIETY**

The College Science Society, a unit of Assam Science Society, aims at popularizing science in general and acquainting the students with the recent developments in science and technology by regularly organizing seminars and popular talks. All students of the science faculty are to enroll themselves as members of the Science Society.

❸ **DKD COLLEGE DEPARTMENTAL FORUMS**

The college has a number of forums/ study circles/ societies.

- i) The Commerce Forum.
- ii) Society for Study of English.
- iii) Asomiya Sahitya Chora.
- iv) Economics Society.
- v) History Forum.
- vi) Sanskrit Alochana Chakra.
- vii) Political Science Discussion Forum.
- viii) Philosophical Forum.
- ix) DKD College Chemistry Society.
- x) DKD College Geographical Society.
- xi) DKD College Biological Forum.
- xii) DKD College Mathematical Forum.

Note :All these forums organize seminars once or twice a year.

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● **RESEARCH MONITORING CELL**

The Research Monitoring Cell constituted in the college looks into the research works and publications of the faculty members, and publishes a Research Bulletin every year.

● **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

The cell has a wide range of responsibilities which include creating quality awareness among the stakeholders of the institution, bringing about quality consciousness among the concerned sections for improvement and advancement of the institution.

● **EXTENSION ACTIVITIES COMMITTEES**

The college has significantly contributed in promoting socio-cultural awareness not only among the students but among the people of the neighbourhood through the Extension Activities Committees. The college undertakes various extension activities under the Chief Convener of the respective extension activities committee.

- a) Environmental Awareness
- b) Health and Hygiene
- c) Drugs and AIDS Awareness
- d) Adult Education
- e) Blood Donors' Club and Blood Donation
- f) Social Work
- g) Socio-Economic Survey
- h) Campus Beautification etc.

● **CAREER COUNSELLING AND PLACEMENT CELL**

The college has a career Counselling Cell run under a group of senior and experienced teachers. The cell helps the students in choosing suitable professional course of study and in finding employment avenues by organizing seminars.

● **DKD COLLEGE TEACHERS' UNIT**

DKD College Teachers' Unit is affiliated to Assam College Teachers' Association (ACTA). It is an institutional member of the association and regulated by the constitution of ACTA. DKD College Teachers' Unit aims at establishing a strong academic background of this premier institution by participating in various academic matters and also in co-curricular and extra-curricular activities. It organizes and participates in the extension activities for promoting socio-cultural awareness and also to build up a strong college-neighbourhood relationship.

The Unit initiates merit scholarship which is given to the meritorious students of the

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college every year. A well-equipped Seminar Hall has already been constructed with **the fund collected from the individual members of the Teachers' Unit** and with a donation of *Rs. 10 Lacs from Mrs. Anurupa Hazarika, wife of Late J.N. Hazarika (Retired Principal i/c of the college), the work of internal decorations of the Hall has been completed.*

❶ **DKD COLLEGE WOMENS' & COUNSELLING CELL**

The College has a very strong Women's Cell which has already organized different programmes related to health, awareness, etc. in the locality and has earned a good name besides participating in the women empowerment programmes. The Women's cell also offers counselling and guidance to students, particularly the girl students in different gender sensitive matters.

*** The womens' cell under Takes the following new peojects from 2014-15.**

(i) The cell has awarded financial assistances to two students of DEGREE Programme who are meritorious and has poor economic background.

(ii) The cell has formed the new counselling centre to interact with the girl students of the college.

❷ **D.K.D. COLLEGE EMPLOYEES' UNIT**

D.K.D. College Employees' Unit is one of the member Units of Assam College Employees' Association, and is regulated by the Constitution of Association. The Unit aims at forming a strong academic and administrative background of this premier institution by being actively associated with various administrative matters, curricular and extracurricular activities.

The unit also undertakes different programmes of extension activities to promote socio-cultural awareness and build a healthy relationship with the neighbourhood of the college. The unit also provides 'First-Aid' facility.

❸ **IN-HOUSE FACILITIES**

a) **Co-operative Society :**

Every student of the college must have to be a member of the DKD College Consumers' Co-operative Society by subscribing at least one share of **Rs. 25/- (Rupees twenty five only)**. The Society supplies books, stationeries and other materials at reasonable rates to its members. College uniforms are also supplied at a cheap rate to the students.

b) **College Canteen :**

There is a college canteen within the college campus which is run in a free

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furnished structure provided by the college and supervised by a committee constituted for the purpose by the college authority.

DISCIPLINARY COMMITTEES

a) Vigilance Cell :

The cell headed by the Principal is constituted for the purpose of maintaining academic discipline in the college.

b) Grievance Cell :

The college has constituted a Grievance Cell headed by the Principal to look into and redress the grievances of the college employees (Teaching and Non-Teaching) and the students.

LEISURE TIME FACILITIES FOR LITERARY ACTIVITIES

In addition to the Annual College Magazine DKDIAN brought out by the college Students Union, there are a number of Wall Magazines as given below published periodically by different academic forums and societies to which students can contribute and develop their literary skill as well as intellectual depth.

1. Wall Magazine '*JONAK*' of Assamese Department.
2. Wall Magazine '*SUBHASINI*' of Sanskrit Department.
3. Wall Magazine '*PRERONA*' of Economics Department. (P.G.)
4. Wall Magazine '*PRACHIR PATRIKA*' of DKD College Science Society.
5. Wall Magazine '*UNMILON*' of the College Boys' Hostel.
6. Wall Magazine '*SHREYASI*' of the College Girls' Hostel.
7. Wall Magazine '*LECIUM*' of the Political Science Department.
8. Wall Magazine '*SHRISTI*' of Economics Department.(U.G)
9. Wall Magazine '*VIVARTAN*' of History Forum.
10. Wall Magazine '*LANDSCAPE*' of Geography Department.
11. *BIOS*, a hand written wall magazine published twice a year by the Department of Botany & Zoology.
12. '*PRAGNYA*' a hand written wall magazine published twice a year by the Department of Philosophy.
13. '*QUEST*' wall magazine of English Department.
14. '*INNOVATION*' Wall magazine of Commerce Department.
15. '*SIGMA*' wall magazine published annually in the department of Maths.
16. '*ABARTA*' a hand written magazine published annually by the Department of History.
17. '*ENIGMA*' Wall Magazine of Physics Department.

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18. Annual hand written Magazine '*KONH*' of the College Girls' Hostel.
19. Annual hand written Magazine '*UDDIPON*' of the Department of Pol. Science.
20. '*AYON*' Annual hand written magazine published annually by the Department of Assamese.
21. '*GREEN WORLD*' Wall Magazine of Chemistry Department.
22. '*PRAYASH*' a hand written Magazine published annually by the Department of Economics.
23. '*COLLEGE NEWS LETTER*' published annually by **DKDC Teachers' Unit**.
24. An International Journal titled 'JOSAAC' is published annually.
25. Wall Magazine of the Forum of Mathematics.

OTHER ACADEMIC WINGS

A) COACHING FOR SERVICE ASPIRANT

The college imparts UGC sponsored free coaching for service aspirants.

B) DISTANCE EDUCATION CENTRE UNDER DIBRUGARH UNIVERSITY : (MASTER DEGREE)

Since the introduction of Distance Education by the Dibrugarh University in 2001, the college has been a Study Centre of Dibrugarh University under the Directorate of Distance Education of the University. Post-graduate courses under distance education are offered by the college in *ENGLISH, ASSAMESE, ECONOMICS, POLITICAL SCIENCE, SOCIOLOGY, MATHEMATICS AND COMMERCE*. Regular counselling sessions are held for each of these courses as per stipulation of DDE, DU.

Contact : 1

1. Dr. Khireswar Loying, Co-Ordinator, HOD, History. (94355 14244)

2. Sri Arun Dutta, (Supervisory Assistant). (98543 62138)

C) B.A. PROGRAMME UNDER DISTANCE EDUCATION, DU

The College has approved as a distance education study centre by the Directorate of Distance Education, Dibrugarh University, to offer B.A. programme in annual system under Distance Education. The subjects offered by the college are English, Alt. English, Assamese (MIL), Elective Assamese, Economics, Political Science, Environmental studies w.e.f. academic session 2011-12.

COURSE

- a) General English
- b) Modern Indian Language (MIL)/Alt. English)
- c) Environmental Studies

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d) General Course (any two of the followings)

- i) Economics
- ii) Political Science
- iii) Elective Assamese

PROGRAMME STRUCTURE

A. There shall be three examinations to be conducted by the University

- i) B.A. Part - I Examination - at the end of the First Year.
- ii) B.A. Part - II Examination - at the end of the Second Year.
- iii) B.A. Part - III Examination - at the end of the Third Year.

B. The General distribution of Courses and Minimum marks

Subjects	Part – I	Part – II	Part – III	Total
English	100	100	-	200
MIL	100	100	-	200
* Env. Studies	-	100		* 100
Core – I	100	100	200	400
Core – II	100	100	200	400
Total	400	400	400	1200

Contact for B.A. Programme :

1. Sri V.J. Mahanta, Co-ordinator (94352 04033)
2. Sri Diganta Borah, Dealing Assistant (98548 42981)

D) Indira Gandhi National Open University (IGNOU) Centre

Inaugurated in 1989, the IGNOU Study Centre of the college is the second oldest Study Centre of Assam. Beside BDP (Arts and Commerce), the centre offers various Certificate and Diploma courses, since inception, the courses offered by the Study Centre have considerably benefitted a large section of the student population of Golaghat and Jorhat Districts. (**Region Code : 37, Centre Code : 0402**)

* **Best Service Award, 2017** : The IGNOU DKD College (0402) Study Centre received the Best Service Award, 2017 from the Jorhat (37) Regional Centre.

1. Programme offered :

- i) Bachelor Degree Programme (BDP) (Non 10+2) & (10+2) - B.A./B.Com.

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- ii) Bachelor's Preparatory Programme (BPP) (Non 10 +2, 6 months course)
 - iii) Certificate Course in Food & Nutrition (CFN)
 - iv) P.G. Diploma in Rural Development (PGDRD)
 - v) Bachelor of Library & Information Science (BLIS)
 - vi) Bachelor of Computer Application (BCA)
 - vii) Certificate in Computing (CIC)
 - viii) Diploma in Creative Writing in English (DCE)
 - ix) Diploma in Nutrition and Health Education (DNHE)
 - x) Certificate Course in Environmental Studies (CES)
 - xi) Certificate Course in Tourism Studies (CTS)
 - xii) Diploma in Tourism Study (DTS)
 - xiii) Bachelor Degree in Tourism Study (BTS)
 - xiv) P.G. Degrees in ENGLISH, HISTORY, POLITICAL SCIENCE, ECONOMICS, PUBLIC ADMINISTRATION, HINDI, SOCIAL WORK, SOCIOLOGY, RURAL DEVELOPMENT & COMMERCE
 - xv) P.G. Diploma in IBO, DM, DHE
 - xvi) Certificate in HIV & Family Education (CAFE)
 - xvii) Certificate in Consumer Protection (CCP)
 - xviii) Certificate in Disaster Management (CDM)
 - xix) Certificate in Human Rights (CHR)
 - xx) Certificate in Rural Development (CRD)
 - xxi) Certificate in Teaching in English as a Second Language (CTE)
 - xxii) B.Sc/MLIS, BSW/MSW etc
 - xxiii) Diploma in HIV & Family Education (DAFE)
 - xxiv) Diploma in Women's Empowerment & Development (DWED)
- (For details see Prospectus of IGNOU), Website : www.ignou.ac.in*

Contact :

1. *Dr. Khireswar Loying, Co-ordinator (94355 14244)*
2. *Dr. Parash Moni Thakur, Assistant Co-ordinator (94352 95602)*
3. *Sri Arun Dutta, Assistant (98543 62138)*
4. *Sri Jitul Dutta, Assistant (9127161068)*

E) KKHSOU Study Centre

Krishna Kanta Handiqui State Open University (KKHSOU), the first State Open University in North East, established in 2005 by Government of Assam and recognized by Distance Education Council, Govt. of India and the UGC is

Prospectus

conducting more than 54 Programmes through more than 288 Study Centres located in and outside Assam. Established in 2008, the KKHSOU Study Centre of the college is doing well with Experienced Academic Counsellors where several programmes are offered.

Programmes Offered:

1. Master's Programmes
 - Master of Arts (Assamese)
 - Master of Arts (English)
 - Master of Arts (Political Science)
2. Bachelor's Programmes
 - Bachelor of Arts (BA) Major
 - Bachelor of Arts (BA) Pass
3. Diploma in Elementary Education (DELED is presently offered to govt. deputed teachers)
4. Bachelor Preparatory Programme (BPP) (Two Year)

Contact :

1. *Sri Kushal Ch. Puzari, Co-ordinator (88221 97012)*
2. *Sri Joyjyoti Hazarika, Dealing Assistant (97075 10079)*

F) Master Degree in Economics under Dibrugarh University (Semester System - Non CBCS), Conducted by Department of Economics,

DKD College.

Contact :

1. *Sri Arun Dutta, Assistant (98543 62138)*
2. *Sri Manab Jyoti Bora (98596 86693)*

g) Central Computer Centre/Department of Computer Science

The college has also a Central Computer Centre in the Department of Computer Science which is offering certificate courses, internet facilities to the students and the faculties and provision for the staff to be computer literate. It handles in solving ICT related tasks.

OUTSTANDING ACADEMIC ACHIEVEMENTS

Research Projects :

- *Ten Minor Research Projects* have been completed in the department of Physics, Economics, Political Science Library Science, History, Statistics, Mathematics.

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One minor research project sponsored by UGC is completed in the department of Zoology by Dr. Golapi Devi.

- *One major research project* was completed in the Department of Botany.
- *A major research project* is Rs. 12.72 lacs conducted by Dr. T.G. Devina and Mr. J.K. Nath in department of Zoology on the Subject - Extraction of Tetrodotoxin from Tetragon cutcutia and used as Biopesticide is completed.
- *A Biotech Hub* was established in the college campus (Sanctioned by the Deptt. of Biotechnology, Govt. of India) under **Dr. T.G. Devina (Principal investigator, Asstt.Prof, Department of Zoology)**

DEPARTMENTS, FACULTIES, OFFICE & LIBRARY STAFF MEMBERS

Principal	: Dr. Ranjit Kr. Bordoloi, M.Sc., Ph.D.	(9435354494)
Vice Principal	: Mr. Ratul Ch. Borpuzari, M.Sc., M. Phil.	(9401177352)
Addl. Vice Principal	: Dr. Prakash Kandali, M.A., Ph.D.	(0376-2380884)

DEPARTMENT OF ASSAMESE

1. Sri Kushal Ch. Puzari, M.A.	(8474084853)
2. Dr. Chandicharan Goswami, M.A., Ph.D., B.Ed. (HOD)	(9435597224)
3. Ms. Labonya Bora, M.A.	(9854355980)
4. Sri Amal Ch. Das, M.A. (Double)	(9706421620)
5. Dr. Monika Chutia, M.A., M.Phil, Ph.D	(9854844104)
6. Vacant	

DEPARTMENT OF ENGLISH

1. Dr. Prakash Kandali, M.A., Ph.D.	(0376-2380884)
2. Sri Ranjan Gogoi, M.A.	(9864311074)
3. Ms. Subhrajyoti Saikia, M.A. (HOD)	(7002870941)
4. Md. Siraj Ahmed, M.A.	(9859121553)
5. Ms. Tridhara Bordoloi, M.A., B.Ed., M. Phil.	(9435394317)
6. Ms. Tejoswita Saikia, M.A	(9435154958)

DEPARTMENT OF ECONOMICS

1. Sri Parthajit Saikia, M.A.	(9435354339)
2. Dr. Sangita Hazarika, M.A., M. Phil., Ph.D (HOD)	(9435350217)
3. Dr. Dipjyoti Gogoi, M.A., MBA, Ph.D	(9101374035)
4. Sri Diganta Mudoi, M.A., M. Phil.	(9854811707)

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5. Dr. Asfika Begum, M.A., Ph.D (8822382021)
6. Sri Simanta Gogoi, M.A. (For P.G. Course only)

DEPARTMENT OF HISTORY

1. Dr. Khireswar Loying, M.A. Ph.D. (HOD) (9435514244)
2. Dr. Amiya Kr. Das, M.A., Ph.D (9854719773)
3. Dr. Rituparna Manikiyal, M.A., B.Ed., Ph.D (9854024033)
4. Dr. Pranjol Protim Kakoty, M.A., Ph.D. (7002045779)

DEPARTMENT OF POLITICAL SCIENCE

1. Dr. Navanita Devi, M.A., Ph.D (9954344799)
2. Dr. Dhiren Tamuli, M.A., Ph.D. (HOD) (9854001003)
3. Dr. Nandita Haloi, M.A., Ph.D (9435274888)
4. Ms. Pritimala Nath, M.A. (Adhoc)

DEPARTMENT OF PHILOSOPHY

1. Sri Niranjan Haloi, M.A. (Double), B.Ed. (9435204382)
2. Ms. Elora Gogoi, M.A. (Double) M. Phil. (HOD) (7896766742)
3. Md. Abul Kalam, M.A. (9864548010)
4. Sri Sukanta Ghosh, M.A., M.Phil. (9435565733)

DEPARTMENT OF SANSKRIT

1. Dr. Ranjan Borthakur, M.A., B.Ed, M. Phil., Ph.D. (HOD) (9435418525)
2. Ms. Shibani Thakur, M.A. (Adhoc) (9435715071)
3. Ms. Jintumoni Dutta, M.A. (Adhoc) (8011100207)

DEPARTMENT OF STATISTICS

1. Ms. Rumi Hazarika, M.Sc. M. Phil. (HOD) (9706460744)
2. Dr. Manoj Kr. Sharma, M.Sc., Ph.D. (7002918656)
3. Ms. Nandita Phukan, M.Sc. (Adhoc) (9365036879)
4. Additional teacher will be appointed

DEPARTMENT OF GEOGRAPHY

1. Sri Dilip Kr. Sharma, M.Sc. (HOD) (9954451341)
2. Dr. Pobitra Mahanta, M.A., M. Phil., Ph.D. (9435249548)
3. Vacant
4. Vacant
5. Sri Prasanta Kumar Bora, M.A. (Guest Faculty) (9435054186)

DEPARTMENT OF MATHEMATICS

1. Ms. Manimala Bordoloi, M.Sc. (HOD) (9401663204)

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2. Dr. Parash Moni Thakur, M.Sc., M.Phil., Ph.D (Gold Medalist) (9435295602)
3. Dr. Rupok Neog, M.Sc. M. Phil, Ph.D. (6900538125)
4. Ms. Sangita Baruah, M.Sc (9859744464)
5. Vacant

DEPARTMENT OF PHYSICS

1. Dr. Surendra Nath Borah, M.Sc., Ph.D. (9435204112)
2. Dr. Ranjan Kumar Bordoloi, M.Sc., Ph.D. (9435050363)
3. Sri Vikram Jyoti Mahanta, M.Sc. (HOD) (9435204033)
4. Dr. Prince Kumar Mochahari, M.Sc., M.Phil., Ph.D (9435092953)
5. Dr. Sikhajyoti Oja, M.Sc. Ph.D (9854260078)

DEPARTMENT OF CHEMISTRY

1. Sri Ratul Ch. Borpuzari, M.Sc., M. Phil. (9401177352)
2. Sri Purna Kanta Hazarika, M.Sc. (9435715056)
3. Dr. Monoj Jyoti Hazarika, M.Sc., Ph.D. (HOD) (9678964375)
4. Dr. Debajyoti Bhuyan, M.Sc. Ph.D (9435292979)
5. Dr. Sumbita Gogoi,, M.Sc., Ph.D. (9954021879)
6. Ms. Namrata Sharma, M.Sc. (9435614437)
7. Vacant

DEPARTMENT OF ZOOLOGY

1. Dr. Golapi Devi, M.Sc., Ph.D. (9435335849)
2. Dr. T.G. Devina, M.Sc., Ph.D., PGDM (HOD) (9954455543)
3. Ms. Shovanbita Goswami, M.Sc. (Adhoc) (9365603033)
4. Ms. Porishmita Nath, M.Sc (Adhoc)
5. Vacant
6. Vacant

DEPARTMENT OF BOTANY

1. Dr. Minuara Begum, M.Sc., Ph.D. (HOD) (9435053829)
2. Sri Bijit Ranjan Saikia, M.Sc. (9435096401)
3. Dr. Mamoni Saikia, M.Sc., Ph.D. (9435436492)
4. Vacant

DEPARTMENT OF COMMERCE

1. Sri Jayanta Kr. Baruah, M. Com. M.A. (Double) (7365409691)
2. Dr. Rupa Borah, M.Com., Ph.D. (HOD) (9957634408)
3. Dr. Shahnoor Rahman, M.Com. Ph.D (9954095034)

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4. Ms.Ekjot Kour, M.Com (Adhoc)
5. Vacant
6. Vacant

COMPUTER SCIENCE

1. Dr. S.N. Borah, M.Sc. Ph.D (Coordinator) (9435204112)
2. Ms. Anjana Dutta, MCA (8721013354)
3. Md. Alvish Ahmed, MCA (8486877543)

BIO-TECHNOLOGY

1. Dr. T.G. Devina, M.Sc. Ph.D (Co-ordinator) (9435834984)
2. Ms. Shovanbita Goswami, M.Sc. (9365603033)
3. Ms. Dobira B. Rahman, M.Sc.

LIBRARY STAFF

1. Dr. Jnyandeep Saikia, MLI Sc., Ph.D. (Librarian) (9435771487)
2. Sri Prasanta Kondoli (Library Assistant) (9613358701)
3. Sri Jitul Dutta, B.A, MLI Sc. (Library Assistant) (9854915350)
4. Ms. Nijula Dutta, B.A. BLSC (Library Assistant) (9957015313)
5. Sri Manoj Bora (Xerox Operator) (9577317357)
6. Ms. Roshmi Hazarika (E-Library) (8472902693)
7. Ms. Tunumoni Hazarika (Library Bearer) (8720976873)

OFFICE STAFF

1. Sri Arun Dutta, M.A., B. Lib. Sc. (Supervising Assistant) (9854362138)
2. Sri Biju Pegu, B.A. (Senior Asstt.) (9707739590)
3. Sri Girin Bora, B.A. (Senior Asstt.) (9706227501)
4. Sri Joy Prokash Das, B.Sc. (Junior Asstt.) (7896349608)
5. Sri Manab Jyoti Borah (Junior Asstt.) (6000139841)
6. Sri Dipen Bey (Junior Asstt.) (9435457084)
7. Sri Joyjyoti Hazarika, B.A. (Junior Assistant) (9707510079)
8. Sri Diganta Kumar Borah, B.A. (Laboratory Assistant) (9085440074)

GRADE IV EMPLOYEE (OFFICE PEON)

1. Sri Rubul Bora (9854151863)
2. Sri Madhab Dutta (9613692389)
3. Sri Mukul Hazarika (Cum Generator Operator) (8638027542)
4. Sri Jiten Hazarika (9365611738)

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- | | |
|-------------------------|--------------|
| 5. Sri Pabitra Baruah | (9577317267) |
| 6. Sri Probhat Pathak | (7664095509) |
| 7. Sri Pranjal Hazarika | (8638696808) |

LABORATORY BEARER

- | | |
|---|--------------|
| 1. Sri Anil Hazarika (Chemistry Department) | (7896533048) |
| 2. Sri Binanda Dowerah (Physics Department) | (9859785532) |
| 3. Sri Pradip Pegu (Physics Department) | (9577172042) |
| 4. Sri Akhil Bora (Botany Department) | (9101375572) |
| 5. Sri Amar Bhuyan (Botany Department) | (9859328314) |
| 6. Sri Bipul Bora (Zoology Department) | (9707645250) |
| 7. Sri Rajen Bora (Zoology Department) | (9577078106) |
| 8. Sri Putul Ch. Sharma (Statistics Department) | (9531344622) |
| 9. Sri Pranab Jyoti Hazarika (Chemistry Department) | (9085386278) |
| 10. Sri Simanta Dutta (Geography Department) | (7399906200) |
| 11. Sri Pranab Jyoti Hazarika (Bio-Technology) | (9085386278) |

BOYS' HOSTEL STAFF

- | | |
|-------------------------|--------------|
| 1. Sri Nomal Bora | (9707362409) |
| 2. Sri Jitumoni Bhorali | (9613617863) |
| 3. Sri Debajit Saikia | |

GIRLS' HOSTEL STAFF

- | | |
|------------------------|--------------|
| 1. Ms. Dipti Borah | (7662900218) |
| 2. Ms. Konmai Hazarika | (8135927804) |
| 3. Ms. Kalpana Bora | (9859164159) |
| 4. Ms. Bobita Bora | (9085728210) |

GATE KEEPER

- | | |
|----------------------|--------------|
| 1. Munindra Hazarika | (9864710527) |
| 2. Nripen Bhuyan | (9678217141) |

SWEEPER

- | | |
|-----------------------|--------------|
| 1. Sri Rakesh Balmiki | (8876667913) |
|-----------------------|--------------|

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ORGANIC MANURE 'POROMBANDHU' VERMICOMPOST PROJECT

A product of Organic Manure 'POROMBANDHU' has been formally inaugurated on 3rd April, 2018 at D.K.D.College, Dergaon.' POROMBANDHU' is a product of vermicomposting unit. Vermicompost is a method of making compost with the use of earthworms, which eat half decompost biomasses and excretes it in digested granular forms.

The aim of this project are

- * To aware the students, community and farmers on the use and benefits of organic manure.
- * To spread the message to farming sector.
- * To provide extensive

Facilities Available

In the College Campus

Education Under Distance Learning

Bachelor's Degree & Masters Degree

Under

- Dibrugarh University
- Krishna Kanta Handiqui State Open University

● ALLOTMENT OF DUTIES OF OFFICE ASSISTANTS

1. **Sri Arun Dutta, Supervisory Assistant** : Supervision of official works, Governing Body, maintenance of Service Book and Personal file of employees, RUSA, CPE Work, Leave, Interview & Appointment of employees, maintenance of Cash Book of UGC Fund accountant & utilization of grants, service conduct, issue of experience certificate, Plan & estimates of projects, Election of Teachers' representative to Governing Body, IQAC, Docating. P.G. IGNOU & DDE Affairs, (Ph. 9854362138)
2. **Sri Biju Pegu, Senior Assistant** : Preparation of Acquaintance Register & Salary Bill, Budget, LIC, GLISC, GIS, Income Tax (calculation, deduction Annual Return, 16 Form issue), correspondence on Senior/Selection Grade Scale of Pay, Preparation of Annual Salary Statement for Internal Audit, issue of Salary certificate. (Ph. 9707739590)
3. **Sri Girin Bora, Senior Assistant** : Maintenance of Cash Books of all accounts, verification of Bank statements, Bank transactions, maintenance of Refund Register of Caution Money, to meet and reply Audit objections, (Govt. & Internal) Utilization of grants, Grant recording of State Govt. maintenance of stock of fee collection receipt books, Pay Roll Savings.
4. **Sri Joy Prokash Das, Junior Assistant** : Admission of student, Admission & correspondence of Hostels, Casual admission & related works, Correspondence with AHSEC & DU regarding admission and examination matters, preparation of Fees Register. (Ph. 9854150684)
5. **Sri Manab Jyoti Bora, Junior Assistant** : Issue of Pass & Other Certificate, Registration of Students, Maintenance of Stock Book of all funds and verification of related bills, Tender & quotation, Excursion & Railway Concession, P.G. Affairs, SAF, Typing and Miscellaneous correspondence as and when necessary. (Ph. 9859686693)
6. **Sri Dipen Bey, Junior Assistant** : Preparation of Admission, Merit and Attendance Register of students, Statistics, NCC, NSS, SCOUT & GUIDE, Identity Card, DU Sports Board, Scholarship Form issue to students & other related works, Typing and Miscellaneous correspondence as and when necessary. (Ph. 9435457084)
7. **Sri Joyjyoti Hazarika, Junior Assistant** : Approval & confirmation of service of employees, Police verification on Character & antecedents, Maintenance of register

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of Casual Leave, Roster Register, NAAC related works, preparation of Attendance Register of staff members, Roster maintenance register, KKHSOU, DDE affairs, Typing and Miscellaneous correspondence as and when necessary. (Ph. 9707510079)

8. **Sri Diganta Bora, Laboratory Assistant** : Maintenance of Laboratory Stock Book, order quotation, verification of Lab. Bills, Preparation of Admission Merit & attendance Register, Internal Examinations, Employment Exchange, Registration of students, Statistics, DDE Affairs, Typing and Miscellaneous correspondence as and when necessary. (Ph. 9854842981)
9. **Vacant**

MAJOR OPTIONS

There will be provision for two options (First and Second Choice) for the students applying for 'Honours' Courses. The first-choice form will remain attached to the Prospectus. The students willing to apply for a Second 'Honours' course will have to procure the Second-Choice form from the office of the college making a payment of Rs 50/- (Rupees Fifty) only. The filled-in form will have to be finally submitted to the department concerned along with all necessary documents that are mentioned in the form.