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Janata College, Serfanguri

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# **JANATA COLLEGE SERFANGURI**

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**Assessed & Accredited by NAAC**



**2023-2024**

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★ Prospectus ★

## **JANATA COLLEGE, SERFANGURI AT A GLANCE**

The people of Ramfalbil and Serfanguri area felt the need of an institution of higher education as there was no institution imparting higher education in the locality within a radius of 40 kilometers. For this reason many poor but talented youths were deprived of their rights to acquire higher education. So, in order to fulfill these needs of local youths, some leading personalities of the locality came forward to establish a college at Sefanguri. They mobilized the public support and called a general meeting in the month of November, 1975. In that very meeting a Sponsoring Body was constituted with the following members for the establishment of a college.

- 1. Late Saniram Brahma, President**
- 2. Late Harendra Nath Brahma, Secretary**
- 3. Late Kamaleswar Brahma, Cashier**
- 4. Late Thanesar Narzary, Member**
- 5. Sri Sarat Ch. Dutta, Member**
- 6. Late Biraj Mohan Basumatary, Member**
- 7. Late Upen Brahma, Member**
- 8. Late Baneswar Basumatary, Member**

The Sponsoring body could not establish the college in that same year for not getting permission from the Govt. of Assam. However, prior to getting permission They established the college in the year 1977, which has become a memorable year in the history of the college with P.U. 1st year class. The Sponsoring Body felt that a local man would be the best to run the college since there were only few number of Post Graduate Degree holders in and around Ramfalbil-Serfanguri area, the most senior and experienced personality, Sri Kamaleswar Brahma who was the cashier of the Sponsoring Body was entrusted with the responsibility of Principalship of the college. As the college did not have its own building to begin with, the classes were run till 1979 at the building of Friends' Union Club, located at Ramfalbil Bazar with the following founder lectures in their respective departments-

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|--------------------------------------|------------------------|
| <b>1. Sri Ajit Kr. Brahma</b>        | <b>- History</b>       |
| <b>2. Sri Sukurshing Brahma</b>      | <b>- Pol. Science.</b> |
| <b>3. Sri Keshab Bora</b>            | <b>- Education</b>     |
| <b>4. Sri Shisir Kr. Sen</b>         | <b>- Economics</b>     |
| <b>5. Sri Amarendra Nath Bardwan</b> | <b>- English</b>       |
| <b>6. Sri Amalya Medhi</b>           | <b>- Economics</b>     |

**7. Sri Harendra Nath Bhattacharjee - Assamese**

**8. Sri Kanak Lal Basumatary - Bodo**

In 1979 the college obtained formal permission to start the PU Class when the Janata Party was in power both at the centre and at the State. The Sponsoring Body decided to name the college after the party out of its gratitude for giving permission to start the college. In the same year the Sponsoring Body was converted to Governing Body. The Governing Body worked relentlessly for the college till the Govt. concurrence was received by the college in 1980 for starting PU class.

In the mean time the construction of Janata College Building was completed at its permanent site at Serfanguri field in 1979. The college was shifted from Ramfalbil Friends' Union Club to its permanent building at Serfanguri field.

As regards to the permanent site of the college, mention must be made that the location was a grazing field under the possession of the people of Kolabari and Serfanguri village. The villagers made generous offer to build the college building at the proposed permanent site as they also understood the necessity of the institution in the locality. The people of the village allowed the college governing Body to possess 45 bighas (15 acres) of land out of the grazing field.

First year Degree class was introduced in the college in 1984 after two batches of PU students appeared their final examination from the college. The permission for starting first year TDC course was obtained from the Gauhati University in 1987.

The progress of the college was moving in a snail speed. To this slow progress, the college building and all assets of the college were gutted in fire during the peak period of ABSU movement in the month of March 1989. As a result the college remained defunct for about one year. Thereafter the people of the area felt the necessity of rejuvenating the college. So, with a view to rejuvenating the college, a new Governing Body was constituted in 1990 to look after the whole affairs of the college, Thus, in the year 1990, the college was revived and brought back to its life by local educationally enthusiastic leaders.

In the same year, the newly constituted Governing Body appointed Sri Kanak Lal Basumatary as vice Principal who had been working as a lecturer in the department of Body since 1979. The Govt. concurrence to the GU permission to open 1st year TDC Class could not be obtained as there were many conditions yet to be fulfilled by the college as per GU ordinance. In the meantime, for the reason best known to him, Kamaleswar Brahma resigned from the post of Principal in the

month of August 1991.

Subsequently, Vice-Principal Sri Kanak Lal Basumatary was appointed as Principal on 7th August, 1991. A heavy responsibility of placing the college on the path of growth and progress fell on the shoulder of the new principal. The door of progress opened only when the inspector of college, Mr. A.C. Pegu came to Janata College, Serfanguri for inspection in July 1992. After the Govt. Concurrence was accorded, the college was affiliated to Gauhati University upto TDC Part-I in March, 1993. With that there began a real academic atmosphere in the college. It was fully affiliated upto TDC (Arts) Part-II in 1994.

After a long period of 15 years it was finally affiliated as a constituent degree college under Gauhati University. Since then its Progress was amazing in the sense that it was able to climb the ladder of development. The college was finally brought under Deficit System of Grant-in-Aid in 1996.

At present the college has intake capacity of 300 Students in both Higher Secondary Class and 400 students in Three Years Degree Class.

The college came under UGC's 2(F) and 12(B) Act in the year 2006 and became Provincialised as per State Government's Gazette Notification in the same year.

The College is situated half-a-kilometer South to Serfanguri Bazar area. It is located in a picturesque atmosphere with its beautiful natural surroundings of rivulets. Pursuit of excellence is the goal of our institution.

### **Vision :**

The vision of the college is to produce change in the behavior and attitudes of students, to develop creativity, entrepreneurship and to train students to meet the demands and challenges of the modern world.

### **Mission :**

- (i) To impart higher education to the eligible youths in general and SC, ST, OBC & MOBC in particular
- (ii) To arrange remedial teaching for the upliftment of the students of the weaker section.
- (iii) To make conscious effort to promote ideas of national integration, secularism, a scientific outlook and a cosmopolitan and a humanistic approach towards life.
- (iv) To impart training in Games and Sports, Music Art and Culture.
- (v) To lay emphasis on teaching and research in non-traditional area avoiding duplication of facilities available in other Colleges.

- (vi) To promote in the students and teachers an awareness and understanding of the need of the state and prepare them for fulfilling such needs.
- (vii) To work for preservation and dissipation of art and culture.
- (viii) To train up the students for future self-employment.
- (ix) To take special care for easy accessibility for woman education.

### **EMBLEM OF THE COLLEGE :**

The emblem of Janata College has been designed to reflect the vision and mission of the college. In the middle of the outer circle the name of the college is inscribed in capital letters and below it, on the pedestal, the motto of the college- 'knowledge is power' is inscribed. The circle is bracketed by two stripes of corn. Corn symbolizes rural economy, prosperity and livelihood. In the middle of the inner circle a lamp is illuminating on a lamp stand. The light of the lamp is a symbol of knowledge which will drive away the darkness of ignorance from this rural, tribal area and bring a new hope and aspiration in the life of the people of this locality and outside.

Motto of the college:

**'Knowledge is power'**

### **COLLEGE INFRASTRUCTURE**

#### **A. Class rooms :**

- \* The college has altogether 39 class rooms including technical class rooms separated in six different blocks meant for imparting education.
- \* A separate smart classroom for Computer Application has been allotted.
- \* The classrooms are equipped with white boards and markers to make it dust free.
- \* Sufficient modern amenities like fans and light are provided to the classrooms.
- \* Each and every classroom is provided with mounded platform to deliver lectures.

#### **B. Technology enabled learning spaces :**

To cope up with modern technological context in teaching and learning process the college has been striving to upgrade its facilities.

- \* **Smart Class Rooms :** There are five numbers of smart class rooms provided

with LCD projectors, interactive boards, Audio System etc. Altogether 200 numbers of students' sitting capacity has been provided.

\* **Computer Laboratories** : A well-equipped computer laboratory consisting of 41 nos of desktop computer with internet has been allotted with uninterrupted power supply.

\* **Education Laboratory** : The college has also well equipped laboratory for the practical of Education Department with sufficient apparatus and equipments as per University norms.

\* **Internate** : The college has four nos of high speed internate zone with WIFI facility at IQAC zone, administrative office zone, Library zone & computer lab zone.

\* **Internet in the college Library** : The facility of different e-resources like E-books and E-journals are provided to the students as well as teachers through N-list INFLIBNET in the library.

**C. Seminar Hall** : Though the college does not have a separate Auditorium, the seminars and conferences are held in the Seminar Hall of the college. The in built modern amenities like LCD projectors and audio-visual system have been provided in the Seminar Hall.

**D. Botanical Garden** : Though the college does not have a separate Science Stream it maintains a beautiful botanical garden with valuable medicinal plants within the college campus.

**E. Rural Museum** : The college has a rural museum in two separate rooms with a view to showcasing and preserving the age-old traditional heritage of the castes and tribes of this locality. Teachers, students and the local community people contribute a lot for the preservation of this museum.

**F. Extra-curricular activities** : The college has been provided with varieties of extra-curricular activities to facilitate the students and teachers to explore the hidden talents.

**(i) Sports** : With an aim to facilitating students with various sports activities the college has built up many sports related infrastructure facilities prioritizing the following facilities.

\* **Play ground in the college campus** : A well maintained play ground for different outdoor sports activities is reserved in the college campus where the events like Football, Kabbadi, Volleyball, Races and minor games activities are organized every year. There is a well planned outdoor stadium with pavilion and galleries by the Western side of the ground.

\* **Sports kits** : The students' Union Body of the college organises Annual College Week every year with various events of major games and sports

activities. The required sport kits and equipments are made available by the college authority for the said events.

\* **Indoor stadium** : There is a well maintained indoor stadium in the college itself for minor games with a provision of one wooden floor badminton court and two table tennis boards. A permanent volleyball court and a permanent basket ball court are under construction.

**(ii) Cultural Activities** : The students of the college are exposed to various cultural activities to explore their cultural talents. The musical instruments for various cultural activities are provided by the college.

\* The Students' Union Body organises Cultural competition every year in connection with the Annual College Week.

\* The Bodo Students' Literary Society organises every year Literary and Cultural Activities to promote literary and cultural activities among the students.

\* The college sends cultural teams to participate in various cultural events held at neighboring colleges and university.

**(iii) Public Speaking** : The college has taken initiative to develop public speaking skill among the students. The college sends cultural teams to participate in various cultural events held at neighboring colleges and university.

\*The eligibility of contestants for the Students' Union Body election is decided based on their open speech. They have to deliver speeches in front of gatherings of the students and the concerned faculty members as a selection procedure for the candidates.

\*Spoken English course is also an initiative from this college through which it aims at developing speaking skills in students so that they can compete with the outside world.

\*Spoken Bodo classes are arranged for teachers and students of this college. Through these classes an effort has been made to make the teaching community of this college along with the Non-Bodo students enable to understand and speak the Bodo Language which is the mother tongue of maximum numbers of students.

\* Platforms are provided to the students in the form of extempore Speech Competition, Debate Competition etc, in Annual College Week and Satish Chandra Basumatary Memorial Literary and Cultural Competition are also organised annually at the college.

**(iv) Health and Hygiene** : Health and hygiene is the prime motto of this college. Keeping in mind the necessity of maintaining health and hygiene of this college

is striving to provide its students with following facilities :-

**a. First Aid :** First aid unit of this college is always set at its gunpoint to work as quickly as possible whenever crisis arises. This first aid unit is equipped with sickbed measuring machines of BP and Blood Sugar.

**b. Doctors on Call :** The on-duty doctor of the nearby PHE is a call on way whenever we are in need. Clean and hygienic toilet and pure drinking water facility with water cooling system are made available.

**c. Informative Chart :** This college is having an informative chart to display those toll free nos which the students may use in their needs i.e. 102,104,108.

**(v) Health Awareness Programmes :**

\*Health awareness programmes are often organised by the Medical & Health Committee of the college to create awareness on various health related issues among the students and through them to the society.

\*The women cell of the college also tries to create awareness on health and sanitation among the villagers through various programmes arranged by them.

\*Hand washing day is being celebrated in the adopted lower primary school of the college by the women cell.

## **INTERVIEW CUM ADMISSION SCHEDULE**

Prospectus, Academic Calendar and Application forms for admission into the different classes can be obtained from the college website: '[www.janatacollege.co.in](http://www.janatacollege.co.in)' By way of downloading it with a payment of Rs.- 230/- only.

The dates for interview cum admission of different courses are scheduled as follows :

### **(i) Application form for H.S. 1st Year :**

Date of Issue- Within 6 days from the date of announcement of the H.S.L.C. result

Date of Submission- Within 6 days from the date of announcement of the H.S.L.C. Result. Selection list is circulated within 3 days from the last date of form submission.

Date of Admission- Date of admission will be notified separately.

**(ii) Admission for H.S. 2nd Year :** Within 10 (ten) days from the date of declaration of H.S. 1st year result. Prospectus with Academic Calendar and Application form can be obtained from the office during working hours after the declaration of result.

### **(iii) Application form for T.D.C. 1st Semester:**

Date of Issue- Within 7 days from the date of announcement of the H.S. result

Date of Submission- Within 10 days from the date of announcement of the H.S. Result. Selection list is circulated within 3 days from the last date of form submission.

Date of Admission- Date of admission is notified separately. Classes of 1st semester starts after six days from the first day of admission.

**N.B.: After every one year of three years degree courses i.e. in the 3rd semester and 5th semester every student of TDC classes is to take admission for their continuation to next higher semester.**

\*Students have to produce Original Certificates Marksheets and Original Income Certificate at the time of admission.

\*The admission is purely on merit basis based on the percentage secured in last Exam.

\*The admission in M.A. (Bodo) is based on entrance Exam.

## **BODOLAND UNIVERSITY REGULATIONS ON UNDER-GRADUATE DEGREE EXAMINATIONS UNDER CHOICE BASED CREDIT SYSTEM**

### **1. INTRODUCTION:**

The University Grants Commission has made it necessary to introduce uniform grading system under Choice Based Credit System (CBCS) in the entire higher education in India. The course shall be evaluated following the grading system, which is considered to be better than the convention marks system. This will benefit the students to move across institution within India and across countries. The uniform grading system will also enable potential employers in assessing the performance of the candidate. In order to bring uniformity in evaluation system and computation of the Cumulative Grade Point Average (CGPA) based on student's performance in examinations, the UGC has issued the guidelines. While quite a good number of universities have already started implementing this new system, the Bodoland University has decided to introduce this system in all under-graduate (UG) programmes- Arts, Commerce, and Science- in line with the UGC guidelines in all its affiliated colleges from the academic session 2015 onwards.

The CBCS is an instructional package developed to suit the needs of students to keep pace with the developments in higher education worldwide. The student in this system has considerable freedom in choosing courses and so making his/her own personalized programme in a cafeteria mode keeping in mind necessary credit requirements of a course. Except for the compulsory and core course of the subject option of the student, he/she is free to choose from elective courses. Each course is assigned with a fixed number of credits based on the contents to be learned and a degree is awarded on the basis of required number of credits to be completed by the students. In brief, the CBCS has following main objectives:

- \* To promote learner centeredness in curriculum
- \* To encourage inter-disciplinarily without sacrificing the domain knowledge
- \* To promote mobility of students and help in optimizing learning
- \* To allow autonomy to the teachers with built in accountability
- \* To continuously evaluate students and help in optimizing learning
- \* To introduce transparency in the evaluation system
- \* To promote teacher-student relation and engagement
- \* To improve employability among students

### **2. THE REGULATION:**

**Title:** *These regulations shall be called the Bodoland University Regulations on Under-Graduate Degree Examinations under Choice-Based Credit System, 2015* embodying examination regulations relating to various UG programmes offered by all affiliated and constituent colleges of Bodoland University.

**Terms:** UG Degree Examinations under Bodoland University shall be based on Choice Based Credit System (CBCS) and Continuous Assessment and Grading System (CAGS) and, shall be conducted under the *Bodoland University Regulations on Under-Graduate Degree Examinations under Choice-Based Credit System, 2015*

**Extent of Application:** These regulations shall be applicable to the students who admit themselves for Under-Graduate degree programmes in Arts, Commerce, or Science in any

College under Bodoland University with effect from the academic session 2015-16. These regulations, however, shall not apply to programmes like LLB, Bsc. (Nursing) B.Ed. and skill based occupational degree (B Voc) courses.

**Interpretation:** Subject to such directives as may be given by the Examination Committee, the Under Graduate Board, and the Academic Council, the decision of the Vice Chancellor shall be final and no suit, application, petition, revision or appeal shall lie in any authority outside this university in respect of interpretation of these regulations and any other matter not covered within these regulations.

**Provision for Guidelines and Forms:** In order to specify modalities of implementing these regulations, a set of rules, guidelines and forms, which shall form part of these regulations, shall be issued by the Examination Committee of the university from time to time.

### 3. SHORT DEFINITIONS:

**Academic Year:** As part of total program, an academic year shall comprise 180 teaching days in the least and is divided into two semesters, each semester having at least 90 teaching days. With 6 working days in a week, each semester shall have minimum 15 teaching weeks, and with 5 contact hours a day a teaching week shall have 30 teaching hours. Thus each semester shall impart minimum 450 contact hours to each student.

**Course:** Normally it means a subject UG course shall comprise (a) Core Course (CC), (b) Elective Course (EC), (c) Discipline Specific Course (DSE), (d) Generic Elective (GE), (e) Ability Enhancement Compulsory Course (AECC), (f) Skill Enhancement Course (SEC), and (g) Project/Dissertation.

**Credit:** Refers to the weightage given to a course, usually in terms of the number of instructional hours per week assigned to it. For instance, a theory paper having 4 credits shall have a minimum of 4 contact hours in a week. For practical classes and project/field work, 1 credit shall mean 2 contact hours a week. 1 contact hour shall normally be of 60 minutes duration.

**Credit Point:** It is the product of grade point and number of credits for a course.

**Grade:** Denoted by a letter, a grade is an index of performance of a learner in a particular course.

**Grade Point:** Numerical weightage allotted to each letter grade on a 7 point scale.

**Programme:** Successful completion of an Under-Graduate, i.e. BA/B.Com./B.Sc. Programme shall lead to award of a degree.

**Grade Card/Transcript:** Based on the grades earned, a Grade Card/Transcript shall be issued to all registered students after every semester. It shall display the course details with SGPA of that semester and CGPA earned till that semester.

Following the recommendations of the UG Board, the Academic Council of the University shall, from time to time, fix criteria for admission to 1st semester BA/B.Com./B.Sc. Programme. The colleges/institutes shall have to follow criteria for selection of eligible candidates for admission to degree programmes. Statutory reservation policy of the government shall have to be followed by the colleges/institutes in matter of selection of eligible candidates for admission.

Newspaper notice inviting applications for admission into different programmes shall be issued by the Principals of the colleges/institutes as per the Academic Calendar of the university. The minimum qualification for admission into the following programmes shall be as given below.

4.1 **Bachelor of Arts (B.A.):** A student, who has passed the Higher Secondary Examination

(10+2) of the Assam Higher Secondary Education Council, or an equivalent (10+2) examination recognised as such by Bodoland University, shall be eligible to seek admission into the 1st semester of the six semester UG degree programme in Arts under CBCS.

For admission in an Honours course, however, a minimum of 45% mark or equivalent Grade in concerned subject or in an allied Arts subject shall be required. A student who has passed the +2 examination of the 10+2 system or an equivalent examination in Science or Commerce with at least 45% marks in the aggregate shall also be eligible for admission to B.A. Honours course.

**4.2 Bachelor of Science (B.Sc.):** A student, who has passed the Higher Secondary Examination (10+2) in Science of the Assam Higher Secondary Education Council, or an equivalent examination recognised as such by Bodoland University, shall be eligible for admission into the 1st semester of the six semester Degree course in Science under CBCS.

A student who has passed the +2 examination with at least 45% in the aggregate in Science is eligible for admission to 1st semester B.Sc. Honours course.

**4.3 Bachelor of Commerce (B.Com):** A student who has passed the Higher Secondary Examination (10+2) in Commerce shall be eligible for admission into the 1st semester of the six semester Degree course in Commerce under CBCS. Provided, a student who has passed the +2 examination of the 10+2 system in Science or Arts with mathematics/statistics as one of the subject of the Assam Higher Secondary Education Council, or an equivalent examination recognized as such by the University, shall also be eligible for admission to 1st semester B.Com course.

For 1st semester B.Com Honours course, however, 45% mark in the aggregate shall be required for all above category of students.

**4.4** Following the recommendations of the UG Board of the University, a college can also conduct entrance examination for admission to one or all the three degree courses as an alternative method of admission.

## **5. PROGRAMME DURATION:**

**5.1** The UG degree programme for a regular student shall be for a minimum period of three years and a maximum of five years from his/her date of admission. Each academic year shall comprise of two semesters, viz. Odd and Even semesters. Odd Semester (I, III and V) shall be from July to December and the Even Semester (II, IV and VI) shall be from January to June. There shall be in each semester not less than 90 actual teaching days.

**5.2** A regular candidate shall have to undergo the prescribed courses of study in a college affiliated to the Bodoland University for a period not less than three academic years (and not more than five academic years) in which he/she will have to accumulate a minimum of 120 successful credit hours of course work and clear semester examinations.

**5.2** If a student fails to clear all the semester examinations within normal duration, i.e. Six semester, he/she can avail a maximum of ten semester in five years at one stretch.

**5.3** No student shall be allowed to appear in any course more than 3 chances (including the regular chance) within 5 years from his/her first admission.

**5.4** A student shall be required to register for the UG Degree programme in Arts/Commerce/Science under CBCS of the University in the 1st semester itself.

## **6. PROGRAMME STRUCTURE:**

All B.A., B.Com. and B.Sc. programme may comprise the following components:

**6.1 Core Course (CC):** A course which shall compulsorily be studied by a student as a core requirement of the subject chosen.

**6.2 Elective Course:** Students shall have to choose from a pool of courses that may either be very specific or supportive to the core course or may enable an exposure to inter-disciplinary subject (s) and nurture the student's proficiency/skill. Elective Course shall comprise following 3 types.

(i) *Discipline Specific Elective (DSE)* course are related to the core discipline/subject and shall be prescribed in the concerned syllabus.

(ii) *Generic Elective (GE)* shall be chosen generally from an unrelated discipline/subject, and shall be a subject other than the core subject opted for with an intention to seek exposure. A core course offered in a discipline/subject may be treated as an elective and referred to as GE.

(iii) *Project/Dissertation* is usually a 'Discipline Specific Elective' course taken for acquiring special or advanced knowledge in a particular field under the supervision of a teacher. The report of the details of the project is called 'dissertation'.

**6.3 Ability Enhancement Course (AEC):** This course will be of two types:

(i) *Ability Enhancement Compulsory Course (AECC)* shall be a compulsory course designed to enhance communication ability and environmental concern comprising (a) English/MIL Communication (b) Environmental Science. This course is mandatory for all disciplines.

(ii) *Skill Enhancement Course (SEC)* are value-based and/or skill-based optional course(s) from a pool of course designed to provide hands-on-training competency.

## **7. MINIMUM COURSE AND CREDIT REQUIREMENT:**

**7.1** UG degree in Honours in any discipline shall be awarded if a student earns minimum 140 credits and completes minimum 14 core papers, 2 Ability Enhancement Compulsory Courses(AECC), minimum 2 Skill Enhancement Courses (SEC) and 4 papers each a list of Discipline Specific Elective (DSC) and Generic Elective (GE) papers within prescribed duration.

**7.2** UG Degree in Science disciplines shall be awarded if a student earns minimum 120 credits and completes, within prescribed duration, 4 core papers each in 3 disciplines of choice, 2 Ability Enhancement Compulsory Courses (AECC), minimum 4 Skill Enhancement Courses (SEC) and 2 papers each from a list of Discipline Specific Elective (DSE) courses based on three disciplines of choice.

**7.3** UG Degree in Humanities/Social Science/Commerce may be awarded if a student earns minimum 120 credits and completes 4 core papers each in two disciplines of choice, 2 core papers each in English and MIL respectively, 2 Ability Enhancement Compulsory Course, minimum 4 Skill Enhancement Courses, 2 papers each from a list of Discipline Specific papers and two papers from the list of Generic Electives papers.

**7.4** A student can opt for more number of Elective and AE Elective papers as proposed under the model curriculum of UGC. However the total credit score earned will not exceed 160 credits for UG Honours and 140 credits for UG General Programme.

## **8. CHANGE OF SUBJECT AND ATTENDANCE REQUIREMENT:**

**8.1** An option to change a language/subject may be exercised by a student only once within four weeks from the date of commencement of 1st semester classes.

**8.2** Switch over from Honours to General course as applied by a student may be permitted only once within four weeks from the date of commencement of 1st semester classes.

**8.3** Whenever a change in a language/subject or switch over from Honours to General course is permitted the attendance in the previous course shall be taken into consideration.

**8.4** All students must attend every lecture, practical/tutorial class and other activities of the programme imparted in the college. However, the attendance requirement will be a minimum of 75% of actual classes/contact hours held in theory and practical components in each course separately. Only such candidates who satisfy the attendance requirement shall be allowed to fill in forms for each End-semester examination on the recommendation of the Principal.

**8.5** If a candidate represents his/her College/University/State/Country in sports/ NCC/ NSS/ cultural activities/ national level events such as Republic Day parade etc, he/she shall be permitted to claim attendance for actual number of days participated, based on the recommendation of the Principal concerned.

**8.6** A student, who has been absent from an In-semester/Internal assessment test for any valid reason, shall approach the teacher concerned for makeup tests immediately on return to class.

**8.7** Even in case of shortage of attendance due to illness, minimum 65% attendance shall be necessary. The request for condonation in such cases must be supported with a medical certificate from a doctor serving in a government hospital or from a medical board of any registered medical institution/court affidavit.

**8.8** The college shall arrange to award maximum 5 marks for attendance from 20 marks earmarked for Internal Assessment in each CC/DSC/DSE/GE courses. The distribution of 5 marks shall be based as given below:

90% to 100%	: 5marks
90% to < 95%	: 4 marks
85% to < 90%	: 3 marks
80% to < 85%	: 2 marks
75% to < 80%	: 1 mark

**9. COURSE DISTRIBUTION (SEMESTER WISE):**

UG degree programme in Honours or General course have been structured so that students can choose Core course along with Discipline Specific Elective. Generic Elective and inter-disciplinary/skill-oriented subject for their skill enhancement. For ability enhancement, however, initially students have to opt one subject in each semester of the first year itself. Distribution of various courses in six semesters shall be as given below:

**9.1: HONOURS Course (BA/B.Sc./B.Com):**

Semester	Core Course: CC	Ability Enhancement Course: AEC	Skill Enhancement Course: SEC	Discipline Specific Elective: DSE	Generic Elective: GE	TOTAL
I	CC 1	English Communication	-	-	GE 1	04
	CC 2					
II	CC 3	Environmental Science	-	-	GE 2	04
	CC 4					
III	CC 5	-	SEC 1	-	GE 3	05
	CC 6					
	CC 7					

IV	CC 8	-	SEC 2	-	GE 4	05
	CC 9					
	CC 10					
V	CC 11	-	-	DSE 1	-	04
	CC 12			DSE 2	-	
VI	CC 13	-	-	DSE 3	-	04
	CC 14			DSE 4	-	
TOTAL	14	02	02	04	04	26

**9.2: GENERAL Course (BA/B.Sc./B.Com):**

Semester	Discipline Specific Core Course: DSC	Ability Enhancement Course: AEC	Skill Enhancement Course: SEC	Discipline Specific Elective: DSE	Generic Elective: GE	TOTAL
I	English 1	English Communication		-	-	04
	DSC 1A					
	DSC 2A					
II	MIL 1	Environmental Science		-	-	04
	DSC 1B					
	DSC 2B					
III	English 2		SEC 1			04
	DSC 1C					
	DSC 1C					
IV	MIL 2	-	SEC 2	-	-	04
	DSC 1D					
	DSC 1D					
V	-	-	SEC 3	DSE 1A	GE 1	04
				DSE 2A		
VI	-	-	SEC 4	DSE 1B	GE 2	04
				DSE 2B		
TOTAL	12	02	04	04	02	24

Semester	Discipline Specific Core Course: DSC	Ability Enhancement Course: AEC	Skill Enhancement Course: SEC	Discipline Specific Elective: DSE	TOTAL
I	DSC 1A	English Communication	-	-	04
	DSC 2A				
	DSC 3A				
II	DSC 1B	Environmental Science	-	-	04
	DSC 2B				
	DSC 3B				
III	DSC 1C	-	SEC 1(opt)	-	04
	DSC 2C				
	DSC 3C				
IV	DSC 1D	-	SEC 2(opt)	-	04
	DSC 2D				
	DSC 3D				
V	-	-	SEC 3	DSE 1A	04
	-			DSE 2A	
	-			DSE 3A	
VI	-	-	SEC 4	DSE 1B	04
	-			DSE 2B	
	-			DSE 3B	
TOTAL	12	02	04	06	24

**10. CREDIT DISTRIBUTION (SEMESTER-WISE):**

**10.1: HONOURS Course (Arts/Commerce): 140 Credite**

Semester	Core Course CC (14)	Ability Enhancement Course: AEC (02)	Generic Elective: GE (04)	Skill Enhancement Course: SEC (02)	Discipline Specific Elective: DSE (04)	TOTAL
I	12	02	06	-	-	20
II	12	02	06	-	-	20
III	18	-	06	02	-	26
IV	18	-	06	02	-	26
V	12	-	-	-	12	24
VI	12	-	-	-	12	24
TOTAL	84	04	24	04	24	140

**10.2: GENERAL Course (Science): 120 Credits**

Semester	Core Course: CC (12)	Ability Enhancement Course: AEC (02)	Generic Elective: GE (04)	Skill Enhancement Course: SEC (04)	Discipline Specific Elective: DSE (04)	TOTAL
I	18	02	-	-	-	20
II	18	02	-	-	-	20
III	18	-	-	02	-	20
IV	18	-	-	02	-	20
V		-	-	02	18	20
VI		-	-	02	18	20
TOTAL	72	04	00	08	36	120

**10.3: GENERAL Course (BA/B.Com): 120 Credits**

Semester	Core Course: CC (12)	Ability Enhancement Course: AEC (02)	Generic Elective: GE (04)	Skill Enhancement Course: SEC (04)	Discipline Specific Elective: DSE (04)	TOTAL
I	18	02	-	-	-	20
II	18	02	-	-	-	20
III	18	-	-	02	-	20
IV	18	-	-	02	-	20
V		-	06	02	12	20
VI		-	06	02	12	20
TOTAL	72	04	12	08	24	120

**11. MARK DISTRIBUTION (COURSE & SEMESTER-WISE):**

**11.1: HONOURS (BA/B.Sc./B.Com) with/without Practical**

Semester	Course	No. of Course	Course Credit	Total Credits	Maximum Marks			TOTAL
					Internal	External	Total	
I	CC	02	12	20	2x20	2x80	200	350
	AEC	01	02		1x10	1x40	50	
	GE	01	06		1x20	1x80	100	
II	CC	02	12	20	2x20	2x80	200	350
	AEC	01	02		1x10	1x40	50	
	GE	01	06		1x20	1x80	100	
III	CC	03	18	26	3x20	3x80	300	450
	SEC	01	02		1x10	1x40	50	
	GE	01	06		1x20	1x80	100	
IV	CC	03	18	26	3x20	3x80	300	450
	SEC	01	02		1x10	1x40	50	
	GE	01	06		1x20	1x80	100	
V	CC	02	12	24	2x20	2x80	200	400
	DSE	02	12		2x20	2x80	200	
VI	CC	02	12	24	2x20	2x80	200	400
	DSE	02	12		2x20	2x80	200	
TOTAL		26	140		480	1920	2400	

**11.2: GENERAL (Science) with practical/Project**

Semester	Course	Number of Course	Course Credit	Total Credits	Maximum Marks			TOTAL
					Internal	External	Total	
I	DSC	03	18	20	3x20	3x80	300	350
	AEC	01	02		1x10	1x40	50	
II	DSC	03	18	20	3x20	3x80	300	350
	AEC	01	02		1x10	1x40	50	
III	DSC	03	18	20	3x20	3x80	300	350
	SEC	01	02		1x10	1x40	50	
IV	DSC	03	18	20	3x20	3x80	300	350
	SEC	01	02		1x10	1x40	50	
V	DSE	03	18	20	3x20	3x80	300	350
	SEC	01	02		1x10	1x40	50	
VI	DSE	03	18	20	3x20	3x80	300	350
	SEC	01	02		1x10	1x40	50	
TOTAL		24	120				2100	

**11.3 Table: GENERAL (Arts/Commerce) with practical/Project**

Semester	Course	Number of Course	Course Credit	Total Credits	Maximum Marks			TOTAL
					Internal	External	Total	
I	DSC	02	12	20	2x20	2x80	200	350
	ENG	01	06		1x20	1x80	100	
	AEC	01	02		1x10	1x40	50	
II	DSC	02	12	20	2x20	2x80	200	350
	MIL	01	06		1x20	1x80	100	
	AEC	01	02		1x10	1x40	50	
III	DSC	02	12	20	2x20	2x80	200	350
	ENG	01	06		1x20	1x80	100	
	SEC	01	02		1x10	1x40	50	
IV	DSC	02	12	20	2x20	2x80	200	350
	MIL	01	06		1x20	1x80	100	
	SEC	01	02		1x10	1x40	50	
V	DSE	02	12	20	2x20	2x80	200	350
	GE	01	06		1x20	1x80	100	
	SEC	01	02		1x10	1x04	50	
VI	DSE	02	12	20	2x20	2x80	200	350
	GE	01	06		1x20	1x80	100	
	SEC	01	02		1x10	1x04	50	
TOTAL		24		120				2100

**12. PROGRAMME IMPLEMENTATION:**

Every college shall offer uniform pattern of credit loads and follow uniform academic calendar in each semester. Academic calendar shall be prepared by the University. However, a college may prepare its own inclusive calendar to conduct curricular and extra-curricular activities within the broad frame of the university academic calendar. Internal Assessment tests must be completed by the colleges well before the commencement of the End-semester examination. Odd-semester examinations shall be conducted by the University in November/December and Even-semester examinations in May/June every year.

**13. ELIGIBILITY FOR APPEARING END SEMESTER EXAMINATION :**

A student shall be deemed qualified to appear at the End-semester examinations only if he/she secures minimum qualifying marks/grade in the Internal Assessment tests and maintains 75% attendance separately for every subject/course. Students having attendance below 75% but above 65% shall have to apply for condonation only under medical/court affidavit.

#### **14. ASSESSMENT AND PERFORMANCE:**

Assessment of all regular Under-Graduate programmes under Bodoland University shall be based on *Choice Based Credit System (CBCS) and Continuous Assessment and Grading System (CAGS)*. Continuous assessment comprises continuous In-semester evaluation of students at respective colleges and an End-semester examination for each course to be conducted by the university at the end of each semester within the half-yearly term.

**14.1** UG degree shall be awarded on the basis of evaluation of a student at least 3 (three) times during each semester: (i) 2 In-semester (sessional) assessment, and (ii) 1 End-semester examination in each course/paper in each semester.

**14.2** The performance of a student in CC/DSC/DSE/GE/AEC/SEC courses shall be evaluated on 20:80 basis i.e. 20% weightage in Internal Assessments and 80% for End-semester examination. The AEC and SEC courses that carry lesser credits and lesser marks shall also be assessed on this basis.

**14.3** A student shall be required to pass In-semester and End-semester examination separately with minimum pass grade (equivalent to 40% marks) in each individual theory as well as practical paper.

**14.4** Practical examinations may form a parts of internal evaluation besides being part of the external examinations that shall normally be held before the End-semester theory examinations.

**14.5** A student shall be required to obtain minimum credits, clear all course of the UG programme and secure CGPA 4.0 (equivalent to 40% marks to be awarded Bachelor's degree).

#### **15. IN SEMESTER ASSESSMENT:**

**15.1** The schedule for In-semester assessment tests shall be made known to the students by the college authority at the beginning of each semester. Normally, each test shall assess the student's competence on that part of the course which is covered during the period preceding the test. The tests shall be evenly out throughout the semester.

**15.2** College may employ two or more assessment tools such as sessional (written tests, assignment, paper presentation, field/libray/laboratory work etc suitable to the course or as may be decide by UG Board of the University from time to time.

**15.3** Students shall compulsorily attend these In- semester assessment tests failing which they will not be allowed to appear for the End-semester examination.

Provided, if for any compulsive and valid reason a student fail to appear the In-semester examination(s), the course teacher(s) may arrange special In-semester examination(s) with the permission of the Principal of the college.

**15.4** A student shall be required to pass In-semester separately with minimum pass grade (equivalent to 40% marks) in each theory and practical paper. The marks and grades obtained by a student in the In-semester examinations shall be carried over for evaluating the overall grade in a course.

**15.5** If a student fails to clear the In-semester examination, he /she cannot repeat the same

examination, but shall be required to repeat the course anew.

**15.6** Normally, each In-semester examination shall be of 1 (one) hour duration.

**15.7** The course teacher shall evaluate the answer scripts and result shall be notified to the students by the course teacher(s) within 10 days of the examination. The students may appeal to the Head of Department/Principal for re-checking/re-evaluation.

**15.8** Each evaluator shall submit the marks-sheet within the stipulated period to the Principal who, after removing all anomalies, shall submit a copy of the result in the office Controller of Examination End-semester examination.

**16. END SEMESTER EXAMINATION:**

**16.1** There shall be a terminal examination at the end of each semester. It shall carry 80% weight age in each paper covering the entire prescribed syllabus for the course.

**16.2** A student shall be required to pass each paper/course of the End-semester examination with a minimum *pass grade* (equivalent to 40% marks).

**16.3** If the student does not clear an End-semester examination with a *pass grade*, he/she shall be required to repeat examination in corresponding End-semester examinations.

**16.4** End-semester practical examinations shall normally be held before the theory examinations.

**16.5** The pattern of the End-semester examination shall be decided by the UG Board from time to time.

**16.6** The duration for an End-semester theory examination shall normally be 3 (three) hours.

**16.7** The schedule for End-semester examination shall be notified in advance by the Controller of Examinations at least 15 (fifteen) days before the commencement of the examinations.

**16.8** Performance of students in a particular semester shall be indicated through *Semester Grade Average* (SGPA) which is a ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken and the sum of the number of credits of all the course undergone. It shall be expressed up to two decimal places. The SGPA shall be calculated using the formula:

$$SGPA (S_i) = \frac{\sum(C_i \times G_i)}{\sum C_i} \text{ where}$$

$C_i$  is the number of credits of the  $i^{\text{th}}$  course, and

$G_i$  is the grade point scored in the  $i^{\text{th}}$  course

**16.9** Candidates who fails to secure minimum pass grade (equivalent to 40% marks) in a course (In-semester and End-semester separately) and fails to obtain SGPA 4.0, shall be declared 'unsuccessful'. They shall be required to clear the 'arrear' or 'backlog' semester course(s) as per provisions of this regulation.

Illustration for SGPA:

Course	Credit	Grade Letter	Grade Point	Credit Points	SGPA
Course-1	6	A	8	6×8 = 48	136/23 = 5.91 ('B' grade)
Course-2	2	B+	7	2×7 = 14	
Course-3	4	B	6	4×6 = 24	
Course-4	5	P	4	5×4 = 20	
Course-5	6	C	5	6×5 = 30	
TOTAL	23			136	

**16.10** The *Cumulative Grade Point Average* (CGPA) is the 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 shall be expressed up to two decimal place. It shall be calculated by the formula:

$$\text{CGPA} = \frac{\sum(C_i \times S_i)}{\sum C_i} \text{ where}$$

$S_i$  is the SGPA of the  $i^{\text{th}}$  semester, and  
 $C_i$  is the total number of credits in that semester

Illustration for CGPA:

Sem: I	Sem: II	Sem: III	Sem: IV	Sem: V	Sem: VI
Credit: 20	Credit: 20	Credit: 26	Credit: 26	Credit: 24	Credit: 24
SGPA: 5.91	SGPA: 6.00	SGPA: 8.75	SGPA: 7.15	SGPA: 6.33	SGPA: 6.00

$$\text{CGPA} = \frac{(20 \times 5.91) + (20 \times 6.00) + (26 \times 8.75) + (26 \times 7.15) + (24 \times 6.33)}{(20+20+26+26+24)} = 947.52/140 = 6.76 \text{ ('B+' grade)}$$

### 17. PRACTICAL/PROJECT/DISSERTATION:

**17.1** Unless otherwise stated in the schemes of examination, practical examinations shall be conducted at the end of each semester.

**17.2** They shall be conducted at least by two examiners, one internal and one external, and shall never be conducted by both internal examiners.

**17.3** The candidate shall submit the record book duly certified by the course teacher(s) for evaluation by the external examiner(s).

**17.4** The statement of mark-sheet and the answer books of practical examinations shall be sent to the Controller of Examinations by the Principal of the college/External examiner immediately after the practical examinations.

**17.5** Project/Field work, if any, shall be supervised by a teacher guide in concerned Colleges. The Dissertation on the same shall be sent by the Principals to the Controller of Examinations who shall depute examiners for its proper evaluation.

### 18. GRADING SYSTEM:

**18.1** Bodoland University shall adopt *Absolute Grading System* for evaluating performance of the students. Marks from various components shall be converted to Grade and Grade Points and performance of each student from first semester onwards shall be indicated in grades. The following system shall be applied to indicate the performance of students in terms of letter grade and grade points:

Letter Grade	Grade Point	Equivalent % of Marks	Description	Performance
O	10	90 to 100	Outstanding	First Class with Distinction
A+	9	80 to < 90	Excellent	
A	8	70 to < 80	Very Good	First Class
B+	7	60 to < 70	Good	
B	6	55 to < 60	Above Average	Second Class
C	5	50 to < 55	Average	
P	4	40 to < 50	Pass	
F	0	Below 40	Fail	
I	0		Incomplete/Absent	

**18.2** A student shall be considered to have completed a course successfully if he/she secures a letter grade other than 'F' and 'I'.

**18.3** The letter grade 'P', 'C' and 'B' shall be considered second class whereas letter grade 'B+' and above shall be considered First class.

**18.4** Letter grades 'A+' and above shall be considered First class with distinction.

**18.5** 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.

**18.6** To be eligible for the award of Bachelor's degree, a student must have to clear all semesters and obtain a minimum final CGPA 4.0

**18.7** The Controller of Examinations shall issue a provisional Grade Card/Transcript to each candidate after results of an End-semester examination are declared. The final Grade Card/Transcript shall be issued at the end of the programme of study.

**18.8** The Grade Card/Transcript shall display the course details along with SGPA of that semester and CGPA earned till that semester. The SGPA and shall be rounded off to 2 decimal points and reported in the transcript.

**18.9** For convenience, equivalent percentage of marks may be calculated by using the conversion formula:  $10 \times \text{CGPA}$ . However, this formula shall not be applied on the Grade Card/Transcript.

**19. PROMOTION TO NEXT SEMESTER (WITH BACKLOG):**

**19.1** A student who fails to secure minimum pass grade (equivalent to 40% marks) in a course (In-semester and End-semester separately) and fails to obtain SGPA 4.0, shall be declared 'unsuccessful' and will be placed in 'F' grade.

**19.2** A student who duly fills in the End-semester examination application form but remains absent wholly or partially in any course will be placed in 'I' grade, and he/she shall be deemed to have lost one chance.

**19.3** Whether any student is placed in 'F' or 'I' grade, shall normally be promoted to next semester.

**19.4** In case a student has passes the In-semester or/and practical paper(s) in any given semester, his/her marks/grades shall be carried over.

**19.5** If a student failed to submit the project work/dissertation/assignment of an End-semester examination, he/she shall be placed in 'I' grade and shall be required to submit the sam at the subsequent End-semester examination.

**19.6** All students, who are placed in 'F' or 'I' grade in any semester examination, shall have to clear the 'arrear' or 'backlog' paper(s) in corresponding End-semester examination as scheduled below:

- (i) 1<sup>st</sup> semester with regular 3<sup>rd</sup> semester
- (ii) 2<sup>nd</sup> semester with regular 4<sup>th</sup> semester
- (iii) 3<sup>rd</sup> semester with regular 5<sup>th</sup> semester
- (iv) 4<sup>th</sup> semester with regular 6<sup>th</sup> semester

**19.7** A special 'supplementary' examination shall held within two month after the last regular semester examination of extended period to enable those students who have got two chances to clear their 'backlog' papers of 3<sup>rd</sup> and 4<sup>th</sup> and 6<sup>th</sup> semester.

**19.8** No student shall allowed to appear for a particular course more than twice (excluding the 1st appearance) which shall include the paper(s) which the candidate opts not to appear within the maximum time allowed.

**19.9** Students' performance in an End-semester examination shall be scrutinized and approved by the Examination Committee/Vice-Chancellor after which the Controller of Examinations shall declare the results and issue Grade Card/Transcript. The results may be declared through notification in print or/and the university website.

**19.10** Under normal circumstances, the entire process of evaluation and declaration of results shall be completed within 60 days from the last date of the End-semester examination.

**19.11** The rank holder(s) of a programme may be decided on the basis of overall weighted percentage of mark obtained in CGPA.

**19.12** Students who either availed 'betterment' chance or passed in 'supplementary' examination shall not be considered for the award of any prize/medal, rank or distinction.

#### **20. BETTERMENT PROVISION:**

**20.1** 'Betterment' provision shall be available for the students who opt to improve their grade in any particulars paper, and it shall be restricted up to 'C' grade. A student who is placed either in 'P' or 'C' grade in a particular paper may avail this provision.

**20.2** Provided a student shall be allowed to avail only a single chance to appear in maximum two papers of a particular semester.

**20.3** Betterment provision may be availed in corresponding End-semester examinations as scheduled below:

- (i) 1<sup>st</sup> semester with regular 3<sup>rd</sup> semester
- (ii) 2<sup>nd</sup> semester with regular 4<sup>th</sup> semester
- (iii) 3<sup>rd</sup> semester with regular 5<sup>th</sup> semester
- (iv) 4<sup>th</sup> semester with regular 6<sup>th</sup> semester

**20.4** If a student wishes to improve his performance of 6<sup>th</sup> semester, may avail the chance during the special 'supplementary' examination that shall be held within two months after the

last regular semester examination of extended period.

**20.5** There shall be no provision of 'betterment' in case of practical/project/dissertation/assignment/laboratory work etc.

**21. MEDIUM OF INSTRUCTIONS FOR WRITING IN EXAMINATION:**

**21.1** The medium of examination, except language subjects, shall be English for Honours course.

**21.2** All question papers (except languages) in other DSC/DSE/GE/AEC/SEC course shall be framed in English and Assamese and answers must be written either in English or in Assamese.

**22. QUESTION PATTERN:**

Unless otherwise decided by the UG Board, question papers in UG (Honours and General) for End-semester theory examination having 80 marks and 3 hour duration should be designed covering all units of the syllabus and a range of difficulty and complexity.

**22.1** *Objective/Multiple-choice type question:* Maximum 10% questions should be worked out to enable students to get acquainted with various competitive/NET/SET examinations.

**22.2** *Very-Short answer type questions:* These questions (say, 10%) should aim at testing very basic knowledge/skill of the subject. Answer should be possible within 50 words or 3-4 lines.

**22.3** *Short answer type questions:* In order to test understanding of more than just the basics, answer to short-answer type questions (35-40%) should be possible in about 100-150 words or half-a-page to a full page.

**22.4** *Descriptive/Analytical answer type questions:* The objective of these questions (20-25% weightage) should be on testing students' understanding of concepts, ability to describe or analyse, and the ability to solve problems and take decision.

**22.5** *Advance answer type questions:* Such questions should aim at testing deeper conceptual understanding, the ability to critically examine and evaluate as well as to test students' capacity to derive conclusion or solve more complex problems. Questions may be divided into two or more parts with an objective type question appended within.

**22.6** For theory examination carrying 40 marks and 1.5 hours duration, the following pattern is be recommended:

- (a) Multiple-choice type question: 4 (all compulsory) x 1 mark = 04 marks
- (b) Very-Short answer type questions: 3 (all compulsory) x 2 mark = 06 marks
- (c) Short answer type questions: 4 (out of 7) x 5 marks = 20 marks, and
- (d) Descriptive/Analytical answer type question: 1(out of 2) = 10 marks

**22.7** For theory examination carrying 80 marks and 3 hours duration, the following pattern is recommended:

- (a) Multiple-choice type question: 6 (all compulsory) x 1 mark = 06 marks
- (b) Very-Short answer type questions: 5 (all compulsory) x 2 mark = 10 marks
- (c) Short answer type questions: 6 (out of 9) x 5 marks = 30 marks, and
- (d) Descriptive/Analytical answer type question: 2(out of 3) x 10 marks = 20marks
- (e) Advance answer type questions: 1 (out of 2) x 14 = 14 marks

**23. EVALUATION, TABULATION & GRACE PRINCIPLE:**

**23.1** The university authority shall take necessary steps for smooth and time-bound evaluation of end-semester examinations. Result of each semester shall be published normally within 45 days from completion of the semester examination.

**23.2** Answer scripts of End-semester examinations be submitted to the University as per instruction made from time to time for completion of the necessary coding formalities and evaluation process.

**23.3** Spot evaluation procedures shall be followed for examination the theory papers.

**23.4** If a candidate fails to obtain *pass grade* (minimum equivalent of 40%) in any course (Theory/practicum/viva voice) by 1 mark only he/she shall be awarded that deficient mark; that shall be shown in the Tabulation Rolls only but shall not be shown in the Grade Card/Transcript.

**23.5** If a candidate misses 'B+' grade (minimum 60%) for deficiency of 1 marks in SGPA/CGPA, the tabulator shall automatically add 1 mark and allow the candidate to acquire that status.

**23.6** This addition of 1 mark by plus sign, again, shall not be shown in the Grad Card/Transcript but shall be shown in the Tabulation Rolls by adding (+) 1 mark to the score.

**23.7** The examination Committee shall decide, if and when necessary, on any grace principle to be following for any particular End-semester examination.

#### **24. GRIEVANCE REDRESAL:**

**24.1** Student may approach the concerned Head of Department/Principal of the college if they have any grievance on internal assessments and the college authority must have an objective redresal mechanism for the purpose.

**24.2** Candidates who have any grievance on evaluation of End-semester examinations may approach the Controller of Examinations.

**24.3** There shall be no reevaluation of any paper-theory or practical-by the university authority. However, candidates seeking re-scrutiny of grade (re-addition of marks) obtained may apply through their college to the Controller of Examinations in the prescribed format along with requisite fees within 15 working days from the date issue of grade card/transcript.

**24.4** Application for re-scrutiny of grade (re-addition of marks) shall be restricted to theoretical paper only, and no application for re-scrutiny or re-addition of marks in any internal assessment/dissertation/report/practicum shall be entertained.

**24.5** Maximum of 2 papers of a particular semester examination shall be allowed for re-scrutiny or re-addition of marks. The re-scrutinized result shall be final and binding even if the earlier result was better.

**24.6** Under the provisions made in the RTI Act, a candidate may apply for self-inspection of his/her evaluated answer scripts. He/she may apply to the Controller of Examinations/RTI Officer of the university in prescribed format and with payment of requisite fee after 30 (thirty) days and within 45 (forty-five) days from the date of issue of grade card/transcript.

Provided that no application for self-inspection of evaluated answer scripts in practical papers and non-credit papers shall be entertained by the university.

**24.7** If a candidate wants certified photocopy of the evaluated answer scripts, he/she may apply to the Controller of Examinations/RTI Officer of the university in prescribed format and with payment of requisite fee after 30(thirty) days from the date of issue of grade card/transcript.

**24.8** A candidate, who has been expelled by the Officer-in-charge for adopting unfair means in any examination, or has been detected of adopting unfair practice at later stage, shall be called to appear before the Disciplinary Action Committee to prove his/her innocence. The Committee shall be final and binding.

decision of the Committee shall be final and binding.

**25. INSPECTION OF EXAMINATIONS:**

**25.1** The University may deploy Flying Squad Teams to the Examination Centers from time to time during the Examination to check the fair conduct of Examination Reports of the Flying Squad shall be taken seriously on the matter of examinations.

**25.2** Disciplinary action shall be imposed on any of the constituent and affiliated College under the University for the negligence on the matters of examination and non-fulfillment of the prescribed academic standards.

**26. PREVENTION OF UNFAIR PRACTICES IN EXAMINATION:**

**26.1** The onus of maintaining high standard of discipline, dignity, and morality in examinations and help the authority conduct them smoothly and strictly as per rules and regulations lie mainly on the examinees.

They are expected to follow all instructions related to examination in letter and spirit. Instructions are usually printed on the back of the Admit Card and on the front page of the Answer book.

**26.2** Examinees must not take recourse to any unfair means. They must not try to give or take help from any other person either inside or outside the examination hall. Any violation of this and/or resorting to adopt unfair means in examination shall attract stringent disciplinary action.

**26.3** The prime responsibility of the invigilators is to help the examinees to give their best performance in the examination in a free, fair, and disciplined environment. They shall take just measures to curb any unfair means/practice inside examination hall.

**26.4** The immediate responsibility and authority to take necessary action against any candidate for adopting unfair means/practice, violating examination rules, or disturbing the peaceful conduct of any examination shall be vested on the Officer in-charge. He/she may expel any candidate from examination if the latter breaks any rule or instruction or adopts any unfair means for which she/he is liable to be penalized.

**26.5** Any examinee using any form of violence, verbal or physical, against another examinee or invigilator(s), or in any way disturbs peaceful conduct of the examination, shall also be expelled from the examination. In this case, the Officer in-charge shall immediately inform local police as well as the Controller of Examinations.

**26.6** If an examinee is expelled, the Officer in-charge shall forthwith report the case with (a) relevant answer script (b) incriminating documents (c) examinee's statement (d) report of detecting invigilator/witness (e) notice of expulsion to the Controller of Examinations.

**26.7** A Notice shall also be served on the examinee to the effect that the expulsion case will be finally decided by the Discipline Action Committee with such other consequences as may follow therefore Pending the decision of the Discipline Committee the candidate shall be ineligible to appear rest of examinations.

**26.8** All the cases of unfair means/practice adopted by the examinees and taken report from the Officer in-charge shall be put before the Discipline Action Committee that may decide to call the erring candidate to appear before it to plead his/her innocence.

The Discipline Action Committee may further stringent action against an Errant student to be taken by the Examination Committee/Executive Council.

**27. General:** Notwithstanding anything covered in the above regulations, the Academic Council following recommendations of the UG Board and/or the Examination Committee, shall have the right to add amend any provision(s) of these regulation in accordance of the Bodoland University Act, Statutes and Ordinances.

## Bodoland University Regulations on PG Examinations (Revised), 2014

### 1. Introduction:

**Title:** These regulations shall be called the Bodoland University Regulations on PG Examinations (Revised), 2014 embodying examination regulations relating to various Post-Graduate programmes offered by different departments/centers of Bodoland University.

**Terms:** PG examinations in Bodoland University shall be based on Choice Based Credit System (CBCS) and Continuous Assessment and Grading System (CAGS) and, shall be conducted under the BU Regulations on PG Examinations (Revised), 2014.

**Date of Enforcement:** These regulations shall come into force with effect from July 2014.

**Extent of Application:** These regulations shall be applicable to the students who enrolled themselves for various Post-Graduate programmes under Bodoland University with effect from the academic session 2014-15.

**Interpretation:** Subject to such advice as may be given by the PG Examination Committee or/and the Academic Council, the decision of the Vice Chancellor shall be final and no suit, application, petition, revision or appeal shall lie in any authority outside this university in respect of interpretation of these regulations and any other matter not covered within these regulations.

**Provision for Guidelines and Forms:** In order to specify modalities of implementing these regulations, a set of rules, guidelines and forms that shall form part of these regulations, shall be issued by the PG Examination Committee.

### 2. Short Definitions:

a) **Choice Based Credit System:** The term, hereinafter be called CBCS, is a flexible system of earning. It allows students to

- (i) Learn at their own pace;
- (ii) Choose elective/optional from a wide range of courses offered by the University departments/centers;
- (iii) Undergo additional courses and acquire more than the required number of credits;
- (iv) Adopt an inter-disciplinary approach in learning; and
- (v) Make the best use of expertise of available faculty

b) **Continuous Assessment and Grading System:** Continuous Assessment and Grading System, hereinafter to be called CAGS, comprises continuous internal evaluations in each department/center. There shall be at least two In-semester examinations in the form of sessional tests and one End-semester examination for each course/paper in each semester.

c) **Credit:** The term defines the quantum of contents in the syllabus prescribed for a course and, determines the number of hours of instruction required per week. Credits shall be assigned on the basis of the number of lectures/tutorials/assignments or any other form of learning required for completion of the course.

For instance, 1 (one) credit course implies the quantum of work to be done corresponding to 1 (one) hour of instructional activities every week for 15 to 16 class weeks or 90 instructional days during a semester. Normally, 1 credit shall imply 18 hours of teaching-learning and research and extension activities.

d) **Credit Requirement:** A student needs to earn minimum 18 (eighteen) credits in 1 semester, 72 (seventy-two) credits in 4 semesters and 108 (one hundred eight) credits in 6 semesters. The departments/centers may specify minimum credit requirements separately for different categories of courses, e.g. 'core course' and 'open course'.

e) **Credit Earned:** The total credits earned by a student during a semester shall be the sum of credits completed by the student securing 'pass grade'.

f) **Grades & Grade Point:** A 'grade' signifies the level of standard of qualitative and quantitative academic achievements, which a student attains in a particular course. Each of the grades represented by a letter shall also represent a grade point as mentioned at section 9.

Grades from **C** to **O** are considered as 'pass grade' and 'F' as 'fail grade'.

g) **Center:** The term is used to mean a recognized center of study in or under Bodoland University with reference to a subject of Post-Graduate study. The general administration is vested on the Head of the Center (HoC) as per provisions of the University Act, Statutes, and Ordinances.

h) **Department:** The term is used to mean a PG department of the university or that of a college affiliated to the University with reference to a subject of Post- Graduate study and designated as such by the university. General administration of the department lies with its Head (HoD) as per provisions of the University Act, Statutes, and Ordinances.

i) **Faculty:** An academic body, concerned with teaching, training, and research of specific nature like languages, education, applied-sciences, social-sciences, life- sciences etc. Each faculty may comprise several departments/centers and is headed by a Dean.j

j) **Programme:** The term 'programme' or 'academic programme' implies any instructional programmes offered by departments/centers leading to the award of Master's degree by the University.

The term normally means the whole learning experience or combination of courses in a particular field of study. A PG programme shall consist of 2 (two) to 6 (six) semesters covering one, two, or three academic years respectively.

k) **Course:** A 'course' is a unit of instruction or segment of a subject area under any discipline. Conventionally, the term is used to mean a 'paper'. A PG programme is divided into a number of 'core' and 'open' courses.

l) **Core Course:** This is compulsory in nature, offered right from the 1<sup>st</sup> semester, and is deemed essential for students of a particular Master's programme.

m) **Open Course:** Open courses are 'optional' or 'elective' in nature and are intended to allow students to acquire knowledge and skills in the areas of their choice. These shall be offered by the departments/centers in later phases of the semester system.

Moreover, some 'open' courses shall be offered for inter-disciplinary subject area.

n) **Semester:** The term is used to mean a half-yearly term or term of studies including examinations, vacations, and semester breaks. The odd semesters (1<sup>st</sup>, 3<sup>rd</sup>, & 5<sup>th</sup>) of each academic year shall ordinarily extend from the month of July to December and the even semesters (2<sup>nd</sup>, 4<sup>th</sup> & 6<sup>th</sup>) shall extend from the month of January to June each year.

- o) **Semester Duration:** A semester normally extends over a period of 6 months, including examinations etc, having 15 to 16 class weeks (90 days of instruction) whereas a week normally spreads over 30 (thirty) hours of instruction.
- p) **Semester Break:** There shall be a break at the end of each semester as shall be specified in the academic calendar. The semester breaks may be utilized for study tour, NCC/ NSS camp, sports and athletics, other co-curricular activities, make- up courses, short-term courses, training, workshops, seminars, project work etc.
- q) **Academic Year:** It means a period of 12 (twelve) months consisting of 2 (two) semesters.
- r) **In-semester:** It refers to the continuous evaluation done by PG departments/ centers through sessional examinations and other forms of academic assessment within the half-yearly term.
- s) **End-semester:** The term is used to refer to the terminal process of examination and evaluation at the end but within the semester period of 6 (six) months.
- t) **Course teacher:** A professor/reader/lecturer of a PG department/center who shall be involved in various academic activities such as–
- i) Preparing and teaching a course ('core' and 'open') with due approval of the Board of Studies of the department/center;
  - ii) Maintaining records of attendance, credits, and performance of all the students registered for the course;
  - iii) Conducting In-semester and End-semester examinations including setting and moderation of question papers, evaluation, scrutiny and finalization of results of the course(s); and
  - iv) Counseling the students in choosing various courses.
- u) **Board of Studies:** The term implies to the Board constituted as per provision of the University Act for a department/center, which shall recommend the academic syllabus and the pattern of examination to be pursued in the department/center. The Chairperson of the Board, normally the HoD/HoC, shall submit copy of the approved syllabi to the Controller of Examinations at the beginning of every academic year.
- v) **PG Board:** It refers to the Post-Graduate Board of Studies formed with powers and functions in accordance of the Act and Statutes of the University for the approval of curricula, syllabi, and patterns of examination of PG departments/centers under Bodoland University.
- w) **PG Examination Committee:** All PG examinations in Bodoland University shall be conducted under the direction and supervision of the PG Examination Committee which shall-
- (i) Make policy decisions in regard to organize and hold PG Examinations;
  - (ii) Cause to prepare for evaluation and declaration of results and facilitate automation of examination system;
  - (iii) Cause to procure/print required stationery materials for examinations;
  - (iv) Take corrective measures in matters of PG examinations, and suggest improvement of examination system;
  - (v) Organize workshops on various process of examination from time to time; and,
  - (vi) Perform any other exam-related work assigned to it by the Academic/ Executive Council.
- The Examination Committee shall be formed by the Vice Chancellor as per provisions made under Bodoland University Ordinance.

(x) **Disciplinary Action Committee:** There shall be a Committee to deal with all matters of lapses and malpractices, and examine and recommend to competent authority to withhold/ suspend/ cancel of candidature of any student for such reasons and for such time as it may deem fit.

The Disciplinary Committee shall be formed by the Vice Chancellor as per provisions made under Bodoland University ordinance.

### **3. Eligibility for Admission:**

The minimum qualification for admission into various PG programmes shall be fixed by the Academic Council from time to time.

Provided, however, that no student shall be eligible for admission to a PG programme in any department/centre without successfully completing a three year undergraduate degree or without earning the number of credits prescribed if any for an undergraduate degree through examinations conducted by a university or autonomous institution recognized by Bodoland University

### **4. Course Registration:**

Each student shall be required to enroll him/herself by filling-in the course Registration Form within a fixed date by paying the prescribed fee.

Every student must register for the courses he/she intends to undergo in a semester in consultation with his/her course teacher.

Late registration may be permitted up to two (2) weeks by the PG Board on recommendation of the Head of the department/center after the commencement of an academic year.

A one-time Course Registration Number shall be assigned to each student, which shall be made available to the Controller of Examinations as well as to the concerned HoD/HoC by the University.

Each department/center shall maintain a Student Handbook which shall contain complete list of courses (including 'core' and 'open' courses) offered to each student along with the credits earned by the student for these courses.

Application for withdrawal/change of an open/elective course by a student may be permitted for valid reasons by the Head of the department/center up to two (2) weeks from the date of commencement of classes. This provision shall be restricted to one chance only.

A copy of information regarding such change or withdrawal must be forwarded by the HoD/HoC to the Controller of Examinations for record.

### **5. Course Structure:**

**5.1** The Board of Studies of each PG department/center shall recommend the pattern of the curriculum, syllabi to be followed as well as revision of courses, and pattern of examination to the PG Board which with or without any modifications shall forward to the Academic Council for their approval when required.

The HoD/HoC shall, at the beginning of every academic year, inform in writing about the approved syllabi to the Controller of Examinations for record.

**5.2** Normally each PG course shall have (a) 'core' course that shall spread over 4 to 5 papers

containing 4 to 5 credits in each paper in every semester, and (b) 'open' course offered in later phases of the semester system, spreading over 2 to 5 choice papers having 4 to 5 credits each. The number and credits of each course shall be determined by the PG Board.

**5.3** A course may take the form of a dissertation, project work, intensive training, field-work, seminar etc or a combination of these as recommended by the Board of Studies of concerned department/center.

However, the lecture sessions and tutorials shall not be substituted with any other activities like seminars, group discussions etc.

**5.4** The minimum duration for completion of a two-year PG programme in any subject shall be 4 (four) semesters; that of a three-year programme shall comprise 6 (six) semesters.

However, even if a candidate earns the required number of credits in less than 4 or 6 semesters as the case may be, he/she has to necessarily study for either 4 or 6 semesters for the two or three year PG programme respectively.

#### **6. Credit Requirement:**

**6.1** A student is required to earn at least 18 (eighteen) credits in each semester to move to the next semester, and shall have to earn minimum 72 (seventy-two) and 108 (hundred-eight) credits during the period of four (4) and six (6) semesters respectively in core as well as in open courses.

The credits shall be awarded to the students on the basis of number of lectures/tutorial/practical classes attended or any other form of learning like seminars/laboratory works/ assignments etc done by them.

**6.2** Provided that if a student fails to earn required credits in a given semester for any reason whatsoever, must do so in the next semester on the recommendation of the concerned Board of Studies.

A student shall not be allowed to appear the final End-semester if he/she fails to earn the minimum credits required for completion of the programme.

**6.3** The HoD/HoC, with the help of the course teachers, shall maintain the record of credits earned and attendance scored by each student of the department/center. This record shall be regularly provided to the Controller of Examinations for the needful.

#### **7. Attendance:**

**7.1** A student must attend a minimum of 75% of the classes separately for the theory and the practical components in each course failing which he/she shall not be allowed to appear in the End-semester examination and shall be awarded /grade (Incomplete) in that course.

Hence, it shall be the responsibility of each student to ensure that his/her attendance does not fall short of the minimum requirement.

**7.2** The course teacher shall be responsible for maintaining a record of attendance of students who have registered for the course. He/she shall be required to submit the same on demand to the competent authority.

**7.3** The course teacher shall inform the Head of the department/center in writing regarding particulars of all those students who have less than 75% attendance for the course at the end of instruction days every month.

The Head of department/center, in turn, shall notify to the students regarding their shortfall every month.

**7.4** The Head of the department/center may, upon the recommendation of concerned Board of Studies, however, consider and decide on the request of a student for condonation of shortage of his/her attendance up to 5% only in case of any genuine cause(s). This shall be recorded in the departmental register.

**7.5** Even in case of shortage of attendance due to illness, minimum 60% attendance shall be necessary. Such student must submit medical certificate from a doctor serving in a government hospital or from the board of doctors of any registered medical institution to this effect.

For all such case, the Head of the department/centre shall forward the particulars to the Vice Chancellor for his consideration immediately after the instruction days are over. The Head shall make available to the Controller the decision of the VC before the filling in of form for an End-semester examination.

**7.6** The Head of the department/centre shall also notify the names of all students who shall be declared ineligible to take an End-semester examination by the Board of Studies and the VC, and shall send a copy of the same to the Controller of Examinations for information.

These students shall not be allowed to fill in forms to appear End-semester examination and their registrations for those courses shall be treated as cancelled and they shall have to repeat the course when it is offered next.

#### **8.Examination:**

**8.1** The PG Examination and evaluation in Bodoland University shall be based on Choice Based Credit System (CBCS) and Continuous Assessment and Grading System (CAGS).

**8.2** PG degrees shall be awarded on the basis of evaluation of a candidate at least 3 (three) times during each semester: (i) 2 (two) In-semester (sessional) assessment, and (ii) 1 (one) End-semester examination in each course/paper during every semester.

For the purpose of uniformity, particularly for interdepartmental transfer of credits, there shall be a uniform procedure of examination to be adopted by all departments/centers.

**8.3** Each course/paper of a programme shall normally carry 100 marks of which 20% - 30% marks for In-semester assessments and 70% - 80% marks for End- semester examination shall be earmarked as per recommendation made by the Board of Studies and duly approved by the Statutory Bodies of the University.

**8.4** A student shall be required to pass In-semester and End-semester examinations separately with minimum of 40% marks in each individual theory as well as practical paper.

Moreover, he/she shall be required to obtain minimum 4.0 CGPA to be eligible for the award of Master's degree.

**8.5** Practical examinations may form a part of the internal evaluation besides being part of the End-semester examinations, which shall normally be held before the theory End-semester examinations.

**8.6** In-semester examinations:

- (a) The Board of Studies of each department/center shall recommend the pattern of In-semester assessments carrying 20% - 30% marks in each course/paper. It shall

Organize and hold the examinations and declare results accordingly. However, the PG Examination Committee may scrutinize the examination process and issue necessary guidelines.

- (b) The schedule for In-semester examinations shall be made known to the students by concerned departments/centers at the beginning of each semester. Normally, each test shall assess the student's competence on that part of the course which is covered during the period preceding the test. The tests shall be evenly spaced out throughout the semester.
- (c) Students shall compulsorily attend at least two sessional (written) tests carrying 50% of the total marks allotted for In-semester examinations, failing which they will not be allowed to appear for the End-semester examination.
- (d) For the remaining 50% of total marks allotted for In-semester evaluations, teachers in the departments may employ two or more assessment tools such as objective tests, assignments, paper presentation, field/library/laboratory work etc suitable to the course or may decide as per recommendation of concerned Board of Studies.
- (e) Provided, if for any compulsive and valid reason a student could not appear the In-semester examination(s), the course teacher(s) may arrange special In-semester examination(s) with approval of the Board of Studies of concerned department/center.
- (f) A student shall be required to pass In-semester separately with minimum 40% marks in each theory and practical paper. The marks and grades obtained by a student in the In-semester examinations shall be carried over for evaluating the overall grade of a course. (g) If a student fails to clear the In-semester examination, he/she cannot repeat the same examination, but shall be required to repeat the course anew.
- (h) Normally, each In-semester examination shall be of 1 (one) hour duration.
- (i) The course teacher shall evaluate the answer scripts and the evaluated answer scripts may be shown to the students for remedial measures.
- (j) The result of the examinations shall be notified to the students by the course teacher(s) within 7 (seven) days of the examination. The students may appeal to the Head of department/center for re-checking/re-evaluation.
- (k) The Head, after removing all anomalies, shall provide a copy of the result within 15 (fifteen) days of the declaration of each In-semester results to the Controller of Examinations who shall make necessary arrangement for preparation of the Grade Card.

#### **8.7 End-Semester examination:**

- (a) There shall be an End-semester examination carrying 70% - 80% marks in each paper covering the entire syllabus prescribed for the course. This shall normally be a written/laboratory-based examination/ Project Work/ Dissertation.
- (b) A student shall be required to pass each paper/course of the End-semester examinations with minimum 40% marks.
- (c) If the student does not clear an End-semester examination, that is, secures less than 40% marks, he/she shall be required to repeat examination in corresponding End-semester examinations.

- (d) End-semester practical examinations shall normally be held before the theory examinations.
- (e) The pattern of the End-semester examination shall be decided by the PG Board/Academic Council in consultation with concerned Board of Studies.
- (f) The duration for an End-semester examination shall normally be 3 (three) hours.
- (g) The End-semester examination schedules shall be notified by the Controller of Examinations in consultation with the PG Examination Committee. The date and schedule shall be notified at least 15 (Fifteen) days in advance.
- (h) The immediate responsibility and authority to take necessary action against any candidate for adopting unfair means/practice, violating examination rules, or disturbing the peaceful conduct of any examination shall be vested on the Officer in-charge for the examination. However, this shall lie before the Disciplinary Action Committee for final decision.

**9. Grading System:**

**9.1** The Bodoland University shall adopt absolute Grading System for evaluating performance of the students.

**9.2** The marks obtained in the In-semester examinations shall be carried over for deciding the ultimate Grade to be awarded to a student.

**9.3** A candidate shall be required to obtain minimum 40% marks in each theory as well as practical papers.

**9.4** To be eligible for the award of Master Degree, a student must obtain a minimum **C** grade with final Cumulative Grade Point Average (CGPA) of 4.0.

**9.5** The performance of students from the first semester onwards shall be indicated by (i) *Semester Grade Point Average (SGPA)*, and (ii) *Cumulative Grade Point Average (CGPA)* which is the real performance indicator of a student, shall be finally awarded on the Grade Card at the end.

**9.6** The following Grading Scale shall be applied to indicate the performance of students in terms of letter grade and grade points as given below:

Grade	Grade Points	Description	Range of Marks
O	10	Outstanding	90 to 100
A+	9	Excellent	80 to <90
A	8	Very Good	70 to <80
B+	7	Good	60 to <70
B	6	Above Average	55 to <60
C	5	Average	50 to <55
P	4	Pass Fail	40 to < 50
F	0	Incomplete	Below 40
I	0		

$SGPA (S_i) = \frac{\sum C_i \times G_i}{\sum C_i}$  where  
 $C_i$  is the number of credit of  $i^{th}$  course, and  
 $G_i$  is the grade point scored in the  $i^{th}$  course  
  
 $CGPA = \frac{\sum C_i \times S_i}{\sum C_i}$  where  
 $S_i$  is the SGPA of  $i^{th}$  semester, and  
 $C_i$  is the total number of credit in that semester  
 Grade 'P', 'C' and 'B' are considered 2<sup>nd</sup> Class  
 Grade 'B+' and above considered 1<sup>st</sup> Class  
 whereas 'A+' and above grades are considered  
 1<sup>st</sup> Class with Distinction.  
 Conversion Formula:  
 Equivalent Percentage = 10 x CGPA

9.7 The letter grade B+ and above shall be considered First class and letter grade 'P', 'C' & 'B' shall be considered Second class. Whereas 'A+' and above grades are considered 1st Class with Distinction.

9.8 A student shall be considered to have completed a course successfully and earned the prescribed credits if he/she secures a letter grade other than **F or I**.

**9.9** For convenience, equivalent percentage of marks may be calculated by using the conversion formula:  $10 \times \text{CGPA}$ . However, this formula shall not be applied on the Grade Card/transcript.

**10. Evaluation and Declaration of Results:**

**10.1** Evaluation of the In-semester examinations shall be done internally by the departments/centers while evaluation in End-semester examination shall be done externally.

The overall examination and evaluation process shall, however, be conducted under the direction and supervision of the PG Examination Committee of the university.

**10.2** The distribution of marks for periodical presentations, dissertation, and viva-voce shall be decided as per recommendation of the concerned Board of Studies and duly approved by the statutory bodies of the university.

**10.3** Project report/dissertation/practical papers shall be evaluated jointly by the internal supervisor and an examiner from outside the university to be appointed by the Controller of Examinations from a panel of examiners approved by the Vice Chancellor.

**10.4** A student shall be required to pass In-semester and End-semester examinations separately. He/she must secure a minimum of 40% marks in each individual paper (theory as well as practical) in both In-semester and Endsemester examinations to clear a particular semester.

**10.5** Before preparing the Grade Card and declaration of results of each Endsemester examination, the Controller of Examinations, upon approval of the Vice Chancellor, shall cause to convene a meeting of the PG Examination Committee to scrutinize the results of both In-semester and End-semester examinations.

**10.6** It shall be at the discretion of the PG Examination Committee/Vice Chancellor to seek clarification from any course teacher(s) or call for answer scripts from any department/center in matters of over/under marking or for any other anomaly.

**10.7** The PG Examination Committee/Vice Chancellor shall approve the results of each End-semester examinations and recommend the Controller of Examinations for declaration the same. The results may be declared through notification in print or/and the university website.

**10.8** Under normal circumstances, the entire process of evaluation and declaration of results shall be completed within 45 (forty-five) days from the last date of the End-semester examination.

**10.9** The first rank holder of a programme may be decided on the basis of overall weighted percentage of marks obtained in CGPA.

**10.10** Students who either availed 'betterment' chance or passed in 'supplementary' examination shall not be considered for the award of any prize/medal, rank or distinction.

**11. Results & Promotion to next Semester:**

**11.1** A student shall be considered to have completed a course of a semester successfully if she/he secures a grade other than **F** or **I**.

However, all students shall normally be promoted to next semester even if they get any arrear/back paper and are placed in **F** grade.

**11.2** Grade **I** shall be awarded to a student if he/she has –

- (a) Failed to appear in any course(s) in an End-semester examination;
- (b) Failed to submit the project work/dissertation/assignment of an Endsemester examination;
- (c) Declared ineligible to appear in any course(s) in an End-semester examination by the PG Board due to shortage of required percentage of attendance or due to such reason(s) as may be determined by the PG Board.

The list of students securing **I** grade due to reasons as mentioned at (c) above, shall be notified by the HoD/HoC and such students shall not be allowed to fill in form for an End-semester examination.

If a student secures **I** grade due to reason as stated at (b) above, he/she shall be required to re-submit it after necessary revisions as suggested by the course teacher(s) within 30 (thirty) days from the publication of results.

If a student fails to appear in any course(s) in an End-semester examination as mentioned in (a) above, he/she shall have to clear it in the corresponding Endsemester examinations.

**11.3** A student shall not be considered successful in a semester when she/he secures less than 40% marks (In-semester and End-semester separately) in a course, and he/she shall be placed in **F** grade. In this case, she/he shall be required to clear the 'arrear/backlog' course as per provisions of this regulation.

**11.4** A student who is placed either in **I** or **F** grade in any semester examination shall have to clear the 'arrear/backlog' paper(s) in corresponding End-semester examination as scheduled below:

- (i) 1<sup>st</sup> semester with regular 3<sup>rd</sup> semester
- (ii) 2<sup>nd</sup> semester with regular 4<sup>th</sup> semester
- (iii) 3<sup>rd</sup> semester with regular 5<sup>th</sup> semester
- (iv) 4<sup>th</sup> semester with regular 6<sup>th</sup> semester

However, for students having 'arrear/backlog' course in the 4th or 6th semester, a special 'supplementary' examination shall be held within 2 (two) months from the date of declaration of regular results.

**11.5** No candidate shall be allowed to appear for a particular course more than twice (excluding the 1st appearance) which shall include the paper(s) which the candidate opts not to appear within the maximum time allowed.

Further, no candidate shall appear in any course beyond 6 (six) semesters of her/his admission to a 2 (two) year PG programme, or 8 (eight) semesters in programmes that require normally 3 (three) years for completion

**12. Backlog (arrear) & Betterment (repeat) provisions:**

**12.1** A student who is placed either in *I* or *F* grade in any semester examination shall have to clear the 'arrear/backlog' paper(s) within the maximum extended period allowed in order to be awarded PG degree.

**12.2** A student having 'arrear/backlog' paper(s) shall be allowed 2 (two) chances to clear such paper(s) in corresponding semester examinations within the maximum duration allowed. Corresponding semester examinations shall be held as per schedule given at 11.4.

**12.3** A student having 2 (two) or more 'arrear/backlog' papers shall have to first clear those papers in the corresponding semester examinations before applying for 'betterment/repeat' appearance. Provided a student who has only 1 (one) 'arrear/backlog' paper shall be allowed to appear for 1 (one) more paper under 'betterment/repeat' provision along with the arrear paper.

**12.4** A special 'supplementary' examination shall be held within 2 (two) months after the last regular semester examination of extended period to enable those students who availed 2 (two) chances to clear their 'arrear/backlog' papers of 3rd and 4th or 5th and 6th semesters.

**12.5** 'Betterment/repeat' provision shall be available for the students who opt to improve their marks/grade in any particular paper(s). In order to avail this opportunity, a student must have secured 40% or above marks in that particular paper(s). Provided a student shall be allowed to avail only 1 (one) chance to repeat maximum 2 (two) papers of a particular semester. Further, in order to improve his/her performance in any paper(s) of the 3rd or 4th semester, a student may repeat the particular papers in corresponding semester along with next regular 1st or 2nd semester examinations.

**12.6** There shall be no 'betterment/repeat' provision in case of practical/project/dissertation/ assignments/laboratory work etc.

**13. Grievance Redressal:**

**13.1** A student may apply to the concerned Head of department/center for scrutiny/revision of the marks/grades awarded to him/her for any course in the In-semester examination within 1 (one) week of the declaration of results by the department/center.

**13.2** The department/center may have the answer scripts of the aggrieved student re-examined by the course teacher, if the appeal of the candidate(s) is found to be genuine.

The aggrieved student may be allowed to have a look on his/her answer script(s).

**13.3** If still not satisfied, the aggrieved student may apply to the PG Examination Committee which may either seek clarification/explanation from the concerned department/center, or/and ask the answer scripts of the aggrieved candidates reexamined by any other course teacher(s) or a panel of examiners. The Committee's decision shall be final in this regard.

**13.4** A candidate may apply to the Controller of Examinations for re-evaluation of his/her answer script(s) – excluding practical and non-credit papers – of an End-semester examination within 15 (fifteen) days of declaration of the semester result.

Provided maximum of 2 (two) papers of a particular semester examination shall be allowed for re-evaluation.

The application in prescribed form must be made through the Head of the department/center with payment of requisite fee.

**13.5** The Controller of Examinations shall follow prescribed norms and the reevaluation result shall be final and binding even if the earlier result was better.

**13.6** Under RTI Act 2005, if a candidate wants photocopy of his/her evaluated answer scripts for self-inspection, he/she may apply to the Controller of Examinations/ RTI Officer of the university in prescribed format and with payment of requisite fee after 30 (thirty) days and within 45 (forty-five) days of publication of result of the concerned examination.

Provided that no application for photocopy of evaluated answer scripts in practical papers and non-credit papers shall be entertained by the university.

**13.7** The provisions under RTI Act as said above shall have to be ratified by the Executive Council of the university.

**13.8** A candidate, when expelled by the Officer-in-charge for adopting unfair means in any examination, or is detected of adopting unfair practice at later stage, shall be called to appear before the Disciplinary Action Committee to prove his/her innocence. The decision of the Committee shall be final and binding.

**14. Prevention of unfair practices in examination:**

**14.1** The onus of maintaining high standard of discipline, dignity, and morality in examinations and help the authority conduct them smoothly and strictly as per rules and regulations lie mainly on the examinees.

They are expected to follow all instructions related to examination in letter and spirit. Instructions are usually printed on the back of the Admit Card and on the front page of the Answer book.

**14.2** Examinees must not take recourse to any unfair means. They must not try to give or take help from any other person either inside or outside the examination hall. Any violation of this and/or resorting to adopt unfair means in examination shall attract stringent disciplinary action.

**14.3** The invigilators and the Officer in-charge are the immediate authority to take any prompt and decisive action that they believe to be necessarily just and fair for conducting examination as per the university rules and regulations.

**14.4** The Officer in-charge shall have the authority and responsibility to curb any unfair means/practice inside and outside examination hall/centre. He/she can expel any candidate from examination if the latter breaks any rule or instruction or adopts any unfair means for which she/he is liable to be penalized.

**14.5** Any examinee using any form of violence, verbal or physical, against another examinee or invigilator(s), or in any way disturbs peaceful conduct of the examination, shall also be expelled from the examination. In this case, the Officer in-charge shall also immediately inform the local police as well as the Controller of Examinations.

**14.6** If an examinee is expelled, the Officer in-charge shall forthwith report the case with (a) relevant answer script (b) incriminating documents (c) examinee's statement (d) report of detecting invigilator/witness (e) notice of expulsion to the Controller of Examinations.

**14.7** A Notice shall also be served on the examinee to the effect that the expulsion case will be finally decided by the Disciplinary Action Committee with such other consequences as may follow therefore. Pending the decision of the Disciplinary Committee the candidate shall be ineligible to appear rest of examinations.

**14.8** All the cases of unfair means/practice adopted by the examinees and action taken report from the Officer in-charges shall be put before the Disciplinary Action Committee that may decide to call the erring candidate to appear before it to plead his/her innocence. The decision of the Committee shall be final and binding.

The Disciplinary Action Committee may recommend any further stringent action against an errant student to be taken by the Executive Council.

**15. Grace Principle:**

**15.1** The PG Examination Committee shall decide, if and when necessary, on any grace principle to be followed for any particular End-semester examination.

**16. Grade Card:**

**16.1** After the results of an End-semester are declared, the Controller of Examinations shall issue a provisional Grade Card to each candidate while the final Grade Card shall be given at the end of the course of study.

**16.2** The Grade Card shall contain the student's name, enrollment and registration number besides a list of papers for that semester and the grades obtained by the candidate. A summary of the Grading System shall be printed on the reverse. It shall appear thus:

Course Code	Course Title	Credit Earned	Grade Point Obtained	Semester Grade Point Average (SGPA)	Cumulative Grade Point Average (CGPA)

**17. General:**

**17.1** The PG Examination Committee of the University shall remove any difficulty that may arise in the course of operations relating to examinations.

**17.2** The Academic Council, following recommendations of the PG Examination Committee or otherwise, shall have the right to add or amend any provision(s) of these Regulations in accordance of the Bodoland University Act, Statutes and Ordinances.

**COURSE STRUCTURE OF PG SYLLABUS UNDER CHOICE BASED CREDIT SYSTEM  
AND CONTINUOUS ASSESSMENT AND GRADING SYSTEM  
DEPARTMENT OF BODO  
BODOLAND UNIVERSITY, KOKRAJHAR  
Session: Since 2019**

The whole course structure is divided into four (4) semester having twenty two (22) papers; and consisting of 6 & 6 papers in 1st & 2nd semester and 5 and 5 papers in 3rd & 4th semester respectively. The End Semester/written examination will be of 80 marks of 4 credits and internal Assessment will be of 20 marks, such as Home assignment (5), Seminar presentation (5) and Sessional test of 10 marks. In the 4th Semester there shall be a dissertation paper having 80 marks along with viva-voce test of 20 marks. \* Open elective will be of 50 marks having 2 credits. In the Open elective there shall be no home assignment and no Seminar presentation but two Sessional test of 10 marks.

**COURSE STRUCTURE**

**SEMESTER-I**

Subjects	Course Code	Course Title	Credit			Course Teacher
			L	T	Total	
Core Subject	BOD 1.1	History of Bodo Literature	3	1	4	
Core Subject	BOD 1.2	Early Poetry	3	1	4	
Core Subject	BOD 1.3	Cultural History of the Bodos	3	1	4	
Core Subject	BOD 1.4	Introduction to Language and Linguistics	3	1	4	
Core Subject	BOD 1.5	Sociology of Bodo Literature	3	1	4	
Open Elective	BOD 1.6	Bodo Costume and Designing Total marks = 50	1	1	2	

**SEMESTER-II**

Subjects	Course Code	Course Title	Credit			Course Teacher
			L	T	Total	
Core Subject	BOD 2.1	Modern Poetry	3	1	4	
Core Subject	BOD 2.2	Drama	3	1	4	
Core Subject	BOD 2.3	Non-fictional Prose	3	1	4	
Core Subject	BOD 2.4	Influence of other languages on Bodo Literature	3	1	4	
Core Subject	BOD 2.5	Optional-1 : Western Literature Optional-2: Introduction to Phonetics and Phonology	3	1	4	
Open Elective	BOD 22.6	Bodo Costume and Designing Total marks = 50	1	1	2	

**SEMESTER-III**

Subjects	Course Code	Course Title	Credit			Course Teacher
			L	T	Total	
Core Subject	BOD 3.1	Literary Criticism	3	1	4	
Core Subject	BOD 3.2	Short Story	3	1	4	
Core Subject	BOD 3.3	Composition and Editing	3	1	4	
Core Subject	BOD 3.4	Novel	3	1	4	
Elective (Discipline)	BOD 3.5	<b>Optional-1</b> : Comparative Literature and Translation Studies <b>Optional-2</b> : Structure of Bodo Language	3	1	4	

**SEMESTER-IV**

Subjects	Course Code	Course Title	Credit			Course Teacher
			L	T	Total	
Elective (Discipline)	BOD 4.1	<b>Optional-1</b> : Cultural History of Assam <b>Optional-2</b> : Computational Linguistics and Computer Literacy	3	1	4	
Elective (Discipline)	BOD 4.2	<b>Optional-1</b> : Comparative Study of Bodo and Assamese Folk-Literature <b>Optional-2</b> : Comparative Study of Bodo and Assamese Language	3	1	4	
Elective (Discipline)	BOD 4.3	<b>Optional-1</b> : Comparative Study of Bodo and Assamese Literature <b>Optional-2</b> : Study of TB Language and Linguistics	3	1	4	
Elective (Discipline)	BOD 4.4	<b>Optional-1</b> : Study of Special Author <b>Optional-2</b> : Study of Dialectology and Sociolinguistics	3	1	4	
Elective (Discipline)	BOD 4.5	Dissertation Writing	3	1	4	All Faculty members

### **COURSE OF STUDIES**

Under Faculty of Arts the college is imparting education in both Higher Secondary and Three Years Degree Course in Arts

#### **(A) HIGHER SECONDARY ARTS:**

Compulsory Subjects

i) English

ii) MIL - Bodo/Assamese/Alt. English (any one)

iii) Environmental Education (for H.S. 1st year only)

For remaining subject students can select any four of the following subjects out of which three will be the elective and other one will be the additional subject.

i) Advance Languages

ii) Political Science

iii) Education

iv) History

v) Economics

vi) Logic & Philosophy

vii) Computer Science & Application

Students of H.S. 2nd year must carry forward the same subjects of H.S. 1st year class except environmental studies (EVS) which is a compulsory subject for H.S. 1st year only.

(B) The college offers 'Self-Financing Programmes'. The courses are as follows-

\* One year PG Diploma in Computer Application (PGDCA)

\* Six Month Diploma in Computer Application (DCA)

\* Three Month Certificate Course in Computer Application (CCA)

\* One Month Short time Course for Tally, C++, Internet, DTP.

(C) The college has a NIELT study centre. It offers "Office Automation" Computer Course.

(D) Three years BCA Course has been introduced from the Session 2021-22.

## **EXAMINATION RULES**

Apart from the final Examination conducted by the A.H.S.E.C. and G.U. there will be one Unit Test as well as one Sessional Test as per the schedule given in the Academic Calendar under the direct supervision of the academic council of the college. Both the Unit Test and sessional test are compulsory and on failing to appear the said test will not be sent for final examination. In case of P.G. course there will be two sessional tests of 20 marks and one seminar paper presentation of 20 marks. All are compulsory.

In examination related matters, the decision of the examination board and Academic Council of the college shall be final and binding.

Monitoring of Academic Progress :

- I) Participation in the seminars organised by the concerned department once in a month for T.D.C. major and M.A. classes are compulsory.
- li) Students' progress is evaluated through Unit Test, Sessional Test, Home Assignments, Participation in Seminars, Field Survey etc.

Classes of every semester of the three years degree course begin just after the seven days from the date of admission or from the end of every end semester examinations.

## **REGISTRATION & MIGRATION**

Student from Boards/Councils/Universities other than SEBA, AHSEC & G.U. Shall have to produce Migration certificate at the time of admission.

## **ATTENDANCE**

It is obligatory to attend classes regularly and punctually. Willful absence from the classroom will be treated as a serious breach of college discipline. As a rule each student is required to attend in each subject minimum of 75% of the total lectures delivered in each session.

## **IMPORTANT NOTE ON ATTENDANCE**

A student shall not be eligible to sit for any final examination if he/she hasn't attended a minimum of 75% lectures delivered in each subject separately.

A student failing to attend classes for 25 days at a stretch from the date of commencement of classes shall forfeit his/her seat.

As the semester system has been implemented in the college affiliated under GU/BU the End Semester Examination other than seasonal test are conducted directly by the Universities after every six months.

## HOSTEL FACILITY

\* The college has a three storied Girls' Hostel with an intact capacity of 75 inmates. Modern facilities like electricity, running water, T.V. sets, sports related materials etc are provided. From the security point of view a 10 (ten) feet high boundary wall has been erected around the Hostel along with the deployment of a chowkidar as security guard round the clock. The hostel is also under CCTV surveillance.

\* An Assam type Boys' Hostel with three blocks with an intake capacity of 50 inmates has been provided by the college for the students with all modern amenities.

## HOSTEL RULES

The college provides minimum facilities such as utensils, furnitures but not reading bulb. The mess management is at the hands of mess committee, which manages everything under the supervision and guidance of the superintendent of hostel. Generally 2 (two) seats are reserved for sports men/women those who have already represented their respective Schools and College in Zonal and National level Tournament.

There are certain rules and regulations in the hostel and all the boarders are bound to conform/follow the same, which are as follows :

- (1) Boarders must strictly observe the study hours. Those found absent during study hour without the Permission/Knowledge of the Superintendent/Monitor/Monitress he/she will be liable to be fined or expelled from the hostel.
- (2) Boarders should meet their guests during the hours fixed for the purpose.
- (3) During study hour, no guest or visitor shall be allowed to visit any boarder or stay in the hostel even for a brief period.
- (4) Any kind of function or picnic etc. shall be attended or arranged by the boarders only with the prior permission of the Superintendent in writing.
- (5) In all matters of management of the hostel, boarders must have contact with their Superintendent or the Principal if need be.
- (6) Violation of hostel rules and also the rules and regulations of the college may lead to the expulsion of the concerned boarders.
- (7) Ragging type behavior towards the co-hosteller is strictly prohibited and someone found indulging the same is subject to expulsion from the hostel.
- (8) Boarders should arrange their own reading lights/bulbs.
- (9) Boarders must not change the electric points etc. in any circumstances.

- (10) Hostel must be vacated during vacations and after the Annual Examination.  
(11) Boarders must return to their respective rooms at 6 P.M. whenever they are outside the Hostel.  
(12) No guest of any boarders shall be allowed to enter in the Room.  
(13) Mess fees must be paid on the date fixed by the Mess Committee.  
(14) There shall be Roll Call at 6.30 P.M. Which shall be taken by the Monitor/Monitress.  
(15) Boarders will be allowed to leave room on submission of application to the Superintendent.  
(16) Visiting hours : From 10:00 Noon to 4:00 P.M. (During Holidays)  
(17) There shall be one Monitor/Monitress appointed by the Superintendent from amongs the senior boarders.  
(18) Any boarders who damage the hostel property shall have to replace the same.  
(19) Guest of any boarder shall be allowed to stay in the hostel maximum for one day.  
(20) Any boarder who remain absent for 15 days consecutively shall be directed to leave the hostel.

## Hostel Fee to be paid during Admission

(1) Admission fee	:-	Rs.	700.00
(2) Establishment fee per Term	:-	Rs.	1000.00
(3) Seat Rent Per Term	:-	Rs.	1000.00
(4) Recreation fee	:-	Rs.	100.00
(5) Caution Money (refundable)	:-	Rs.	500.00
(6) Electric Charge per term	:-	Rs.	1200.00
(7) Maintenance fee	:-	Rs.	800.00
(8) Miscelaneous fee	:-	Rs.	200.00
TOTAL-			5,500.00

*The Mess Committee will fix the mess Dues*

**FACULTY MEMBERS OF JANATA COLLEGE**

***Principal- Mr. Bitoray Brahma, M.A.***

**(1) Depart of English**

1. DR. BARNALI SIKDAR, M.A.,B.Ed.,Ph.D., Assistant Professor (HoD)
2. DR. ROMEO RWTIN LOKOBOK, M.A.,B.Ed.,Ph.D., Assistant Professor
3. MR. PARTHA SARATHI CHAKRABORTY, M.A., Assistant Professor
4. MS. KASHMI BASUMATARY, M.A., Assistant Professor

**(2) Department of History**

1. DR. DAHAL KUNGUR NARZARY, M.A.,Ph.D., Associate Professor (HoD)
2. MR. PRADIP BASUMATARY, M.A. Associate Professor
3. MS. MEHERSHREE NARZARY, M.A., Assistant Professor
3. MISS. BARDWICHILA NARZARY, M.A., Assistant Professor
4. MR. MANAJ MUSHAHARY, M.A. Assistant Professor

**(3) Department of Education**

1. DR. CHIRATI SWARGIARY, M.A.,Ph.D. Associate Professor ( HoD)
2. MRS. BIBHA RANI NATH, M.A., B.Ed. Associate Professor ( HoD)
3. DR. MALIN BHATTACHARJEE, M.A., Ph.D.,B.Ed.,Associate Professor
4. MR. NUBUL NARZARY, M.A., Assistant Professor
5. MR. RINGKHAND MUSHAHARY, M.A., Assistant Professor

**(4) Department of Economics**

1. MR. BIMAN CH. BORAH, M.A., Associate Professor (HoD)
2. DR. SUJATA BHADRA, M.A.,B.Ed.,Ph.D., Associate Professor
3. Mrs. Taraina Basumatary, M.A.,B.Ed., Assistant Professor
4. MOUSUMI PANCHIBOK RABHA, M.A. Assistant Professor

**(5) Department of Political Science**

1. MR. RUPAK SINHA, M.A., Associate Professor. (HoD)
2. DR. KEDAR NATH PANDEY, M.A.,Ph.D., Associate Professor
2. DR. ASHOK KUMAR, M.A.,Ph.D., Associate Professor
4. MR. NIRVAN L. BASUMATARY, M.A., Assistant Professor

**(6) Department of Assamese**

1. Dr. Leena Sarma, M.A.,Ph.D., Associate Professor (HoD) (Academic in-charge)
2. Dr. Ramesh Boro, M.A.,Ph.D., Associate Professor
3. MRS. MISHMITA KACHARY, M.A.,M.Phil, Assistant Professor
4. MR. DIBYAJYOTI ROY, M.A., Assistant Professor

**(7) Department of Bodo**

1. Dr. Mihir Kr. Brahma, M.A.,M.Phil,Ph.D., Assistant Professor (HoD)
2. Mr. Bindu Basumatary, M.A., Asstt. Professor
3. Mr. Hadwt Brahma, M.A., Assistant Professor (Contractual)
4. Dr. Musuka Bala Brahma, M.A.,Ph.D. Assistant Professor
5. Mrs. Bhanu Daimary, Assistant Professor
6. MS. GWNANGTI MUSHAHARY, M.A., Assistant Professor
7. MR. HIMALAY BASUMATARY, M.A., Assistant Professor

**(4) Department of Philosophy**

1. Mr. Nabin Ch. Mushahary, M.A. Assistant Professor (HoD)
2. MR. DWIMALU MOCHAHARY, M.A., Assistant Professor
3. MR. NIL KUMAR NARZARY, M.A., Assistant Professor

**(9) Department of Computer Science and Application**

1. MR. PRASENJIT NATH, MCA. Assistant Professor (HoD)
2. MR. ALONGBAR DAIMARY, MCA, Assistant Professor (Contractual)
3. MR. SURJYA KANTA DAIMARY, M. Tech. Assistant Professor
4. MR. RINGCHAT BASUMATARY, MCA, Assistant Professor

## **JANATA COLLEGE LIBRARY**

The well equipped central Digital library of Janata College is an indispensable and integral part of the college's mission of achieving excellence in Higher Education and Research. At present the Library is rendering services with 18485 nos of text books ; and reference books ; 09 nos of journals ; 6000 nos of E-journals ; 1,35,000 nos of E-books and 06 nos of News paper covering a wide range of subjects viz. Humanities, Social Science, Computer Science. Apart from text books and reference books, the Library subscribes to a good number of periodicals and journals - popular magazines and daily news papers meant for the easy access of the students and faculties to the day-to-day happenings of the world. Besides the central Library, the individual depts, have well-stocked departmental libraries for the help of students and teachers.

The Library runs under the supervision of a Library Advisory Committee.

### **Rules/Instructions to be followed**

1. The library remains open on all working days during office hours.
2. The library can be accessed only by regular and bonafide students, faculty members, non-teaching staff and other person on prior permission by the Principal/Librarian
3. Books are issued to the bonafide students only on production of valid library identity card.
4. Some rare reference books are not issued to the students and the faculty. These are to be used only in the Reading Room.
5. Students found guilty of mutilating or damaging books are liable to disciplinary action.
6. Misplacement of books, journals, monographs is an offence.
7. Users cannot mark unnecessary pencil marks, underline or write on the pages of the books.
8. Use of mobile phone is strictly prohibited inside the library.
9. Books are returnable / must be returned within 15 days from the date of issue and Rs. -1/- per day is charged there after.
10. It is mandatory to keep all the belongings in the shelf before entering the library.
11. Complaints, suggestions, if any, may be submitted in black and white to the Principal/Librarian.

**Books are issued to the students on production of Library Card as per mentioned below**

- (i) H.S. Class : 2Nos. (ii) Degree (General) Class : 2 Nos.  
(iii) Degree (Major) Class : 3 Nos. (iv) Post Graduate Class : 4 Nos.

**Book Bank-**

One important service of our college library is the Book Bank facility. This facility shall be restricted to poor but meritorious students of the college. Only two books at a time shall be issued to student for one year only. Borrower shall be responsible for any loss/damage of books and have to replace such books by new ones.

**Library Staff-**

1. Mr. Biswajit Roy, Associate Librarian
2. Mr. Dwmwi Brahma, Asstt. Librarian
3. Mr. Ripunjoy Brahma, Library Asstt.
4. Mr. Bankim Basumatary, Bearer Library

**Anti Ragging Measure :** Students are informed to apprise themselves of the provisions of and punishment for Raging as envisaged in the supreme court of India Judgement dated 3rd July, 2021

**1. Ragging for the purpose of this judgement ordinarily means any act, which-**

- a) Involve physical assault or threat, use of physical force.
- b) Violate the status, dignity and honour of fellow students particularly woman students.
- c) Expose students to ridicule and contempt and effect their self esteem.
- d) Entail verbal abuse and aggression, indecent gestures and obscene behavior.

**2. Absent to ragging will also amount to ragging.**

Now, Ragging is completely banned in the college premises and Hostels. Punishment may include expulsion from the college. If the individuals committing or abetting ragging are not identified, collective punishment could be imposed. No Student shall plead ignorance of any provision mentioned here or to be notified from time to time.

## **GENERAL RULES FOR MAINTENANCE OF DISCIPLINE**

(i) The Societies and Association shall be subjected to such guidance and control as the College Administration may prescribe from time to time.

(ii) Only such societies as have been recognized by the Principal shall have the facilities of the college premises.

(iii) All notices desired to be circulated by the students anywhere in the college premises shall require the approval of the Principal.

Any of the following acts by a student shall be considered as major offence against discipline.

(a) Habitual Irregularities.

(b) Resorting to violence of any kind.

(c) Disobedience and indecent acts to teachers and to the college authority.

(d) Damaging, defacing or devaluing any College property. Violation of any one of the said acts is subject to punishment by the Discipline committee on finding the nature of his/her fault.

### **Awards for outstanding performance/excellence :**

Janata College has a tradition of rewarding meritorious students, viz.

(1) Topper among those securing 65% or above marks at the T.D.C. Final examination of this college, stream wise.

(2) Topper among those securing 75% or above marks at the H.S. Final Examination of this college stream wise.

(3) Topper among those securing 'A' grade at the H.S. First year examination of this college stream wise.

(4) Student having highest attendance above 90% in classes class wise.

(5) "Amrit Lata Pathak" Memorial Award for the best Graduate of the year every year.

### **STUDENT'S UNION BODY**

a) There is a Union Body of the students in the college to look after the affairs of students' related activities of the college, to maintain healthy academic atmosphere in and around the college campus and to train up them selves in the practice of the Democracy. Its membership is compulsory for each students enrolled in the college.

The Union Body has its own constitution, plan & policies and also the office bearers who are guided & regulated by their constitution.

The Union Body has an Executive Body constituted by bonafide and regular students of the college through an election held annually.

**CONSTITUTION OF JANATA COLLEGE STUDENTS' UNION :**

Preamble :- “We, the Students of Janata College, have solemnly declared ourselves to dedicate with determination in looking for excellence in the class room or in to for institutional excellence and in the field of games & sports and also to develop high moral values among the students as well as the spirit of common brotherhood.”

**Article :1**

Title of the Union & its Jurisdiction : The Janata College shall have a students' Union Body which shall be known as “**Janata College Students Union**” and in short J.C.S.U.

The Jurisdiction of the Student' Union shall be within the four walls of the college and shall extend to all activities that are necessary for the welfare of the students and the development and prosperity of the institution.

The Janata Colege Students' Union shall be subjected to such guidance and control as the college administration may prescribe from time to time. And all notices desired to be circulated by the Students' Union anywhere in the college premises shall require the approval of the Principal.

**Executive Body :** The Janata College Students' Union shall have an Executive Body consisting of members to be elected annually by the bonafide and regular students of the college supported and guided by the Principal and Prof.-in-charges.

**(i) The Executive Body shall consist of :**

- a) President to be elected from the Students.
- b) One Prof.-in-charge fpr each Portfolio appointed by the Principal in consultation with the members of Electoral College.
- c) One General Secretary and all the other Sectional Secretaries are to be elected annually.

**(ii) Provided that the following will be the elected members of the Executive Body.**

1. General Secretary
2. Asstt. General Secretary
3. Major Games & Sports Secretary
4. Minor Games & Sports Secretary
5. Debate and Symposium Secretary
6. Cultural Secretary
7. Social Service Secretary
8. Literary Secretary (Magazine)
9. Common Room Secretary (Boys & Girls)
10. Class Representatives from each class

iii) The Executive Members of the J.C.S.U. shall wear college Blazer of 'Deep Navy Blue' colour with College Emblem on the pocket. In no case the Executive Member will be allowed to convert the Blazer into any other outfit.

**Article : 3**

**Aims & Objective :-** The Janata College Students' Union (Executive Body) herein shall give guidance and leadership to :

- i) Maintain and foster the sense of "Disciplines" among the students.
- ii) Realise and instill the "College Mottos".
- iii) Arrange and regulate Students' co-curricular and extra curricular activities.
- iv) Encourage and promote healthy competition among the students.
- v) Maintain and promote cordial relationships between teachers, officials and students.
- vi) Extend co-operation to Administration in the interest of the Institution.

**Article : 4**

**Election of Executive Members :**

- i) Executive Members of the Students' Union Body shall be elected annually by the General Members of the students community of Janata College.
- ii) Election of the Executive Body shall be held as and when notified usually in September.
- iii) Head of institution (Principal) may constitute the Executive Body without election under the circumstances not congenial for such exercise.

- iv) Notification/termination shall be done minimum 7(seven) days ahead of stipulated date.
- v) Students of last two semester shall not be eligible for office.
- vi) Regular and bonafide students of the college shall participate in the election.
- vii) There shall be an Electoral College of five members to conduct and to look after the whole process of Election of the J.C.S.U. Out of these five members one shall be Returning Officer two shall be Presiding Officers and another two shall be the Polling Officers. This Electoral College shall be constituted by the Principal for a period of three years from among the Teaching staff.

**Article : 5**

**Oath of Affirmation by Executive Members :** Every Member, after having elected to the Executive Body shall take an oath of office or affirmation before entering into his/her office before the Principal or in his absence, Vice-Principal.

**Article : 6**

**Meeting and Quorum :**

- i) Any kind of meeting shall be held with the permission and concurrence on the subject in the agenda from the Principal and in his absence Vice-Principal.
- ii) Meeting shall be held in the office of the Students; Union Body or at such place within the boundary of the college.
- iii) Meeting held outside college building without permission in writing from the Principal or in his absence Vice-Principal shall not be valid.
- iv) Meeting presided over by the President/Vice-President or his authorized teacher and attended by the Prof.-in-charge shall be valid.
- v) Quorum shall be one third of the members of the Executive Body.

**Function & Responsibilities :** The General Secretary and other sectional secretaries shall perform such function and responsibilities as provided under.

- i) The General Secretary shall look after the general and over all activities of the students' union and act as co-ordinator of duties assigned to other portfolio holders.
- ii) The Asstt. General Secretary shall assist the General Secretary in discharging

his function. He shall act as G.S. in the vacancy occurred in the Office of G.S. in case the G.S. is unable to discharge his function owing to absence, illness or any other cause, the Asstt. G.S. Resumes his duties.

Iii) Major games secretary shall take the charges of activities related to athletics and other outdoor games like football, cricket etc.

iv) Minor games secretary shall be in-charge of badminton, volleyball, table tennis and other indoor games.

v) Debate and symposium secretary shall look after the activities of debates & symposium and shall manage for organising the same.

vi) Cultural secretary shall deal with all type of cultural activities connected with cultural affairs.

vii) Social service secretary shall look after the students' welfare activities and also the cleanliness of the college boundary & N.S.S.

viii) Literary Secretary shall be responsible for publication of college magazine and literary activities.

ix) Secretaries of both boys and girls common room shall look after the general amenities of their common rooms respectively.

x) Class representative shall take care of their classroom problems and manage for their solution with the approval of the authority concerned.

**Further provided that :**

(a) Portfolio holders shall discharge their assigned duties under the guidance of respective Prof.-in-charge.

(b) Programme of any kind of any secretary must be passes in the Executive body meeting.

(c) All activities must be within the budget provision.

(d) The executive members shall not lend its name or their names to carry out programmes/ activities in support of any organization in official capacity without being discussed and passed in valid Executive body meeting or without the permission of principal in writing.

(e) Any kind of notice desired to be circulated by the J.C.S.U. Any where in the college premises shall require the approval of the principal.

(f) Members of the Executive Body, Secretaries in particular shall be responsible for submission of proper accounts of the expenditures incurred in their respective programmes and shall not be exempted from the operation of the college Account Rules.

### **Article:8**

**Breach of Disciplines and disqualifications :-** The college authority is vested with power to disqualify any member of J.C.S.U. for the breach of discipline in the form as stated therein after and such as prescribed from time to time by the Administration

1. Habitual irregularities / unpunctuality.
2. Resorting to violence of any kind.
3. Disobedience and indecent acts to teachers and to the college authority.
4. Damaging, defacing or devalueing any college property.
5. Unauthorised arrangement of any gathering in the premises or grounds belonging to the college against the order of the College authority or without the permission from the Principal in writing.

### **Article : 9**

**Funds :-** The college shall maintain a fund out of the session fees to meet the expenses for the maintenance and regulation of activities of the JCSU and provided further that-

- (i) Funds shall be provided / released by the principal out of the Session fees already allocated by the budget and planning Committee in its annual session for some major and regular programmes and functions.
- (ii) Executive Members shall maintain proper accounts of expenditure with the help of prof. in-charge.
- iii) Defaulting executive members in accounts shall be liable to punishment in terms of withheld result and promotion to next Higher class etc.

### Article : 10

**Prerogative of the Principal :-** The Principal shall have the power to make rules for more convenient transaction of the business of the Students' Union Body and shall not be answerable to anyone and shall have the power.

- i) To cancel Election result/withheld the election result and dissolve the Body as and when deem fit with formal discussion with the Grievance Redressal Cell and the concerned Office bearers of the Election purpose.
- ii) To extend the facilities to the recognized body at his discretion.

### Article : 11

**Amendment provision :-** There shall be an Amendment provision in the Constitution of J.C.S.U. To amend the constitution of J.C.S.U. 2/3 majority of the Executive Members including Principal, Vice Principal and Prof. in- charges is necessary.

*(a) In addition to the Janata college Students' Union Body, there is a literary society in the college by the name "Bodo Students' Literary Society" for promoting Bodo language and literature. as it is the language/ dialect of the majority of the locality*

## STUDENT' UNIFORM

Janata College has designed the college uniform keeping in mind the peace, prosperity and universal brother hood.

**The dress code with its colour has been laid down as follows which must be followed by every student.**

Boys		Girls	
Pants	Black	Blouse/buchil	White
Shirt	Sky Blue	Dokhona/Mekhela/Kemplet	Sky Blue
		Jwmgra/Sadar/Kambang	White with sky blue border

1. College uniform is must in ceremonies and functions organized at the college and in examination days.
2. Every Saturday will be considered as wash day. Students will be allowed to attend the Saturday classes without uniform but certainly not in casual dresses like low hip pants by the boys and laggings by the girls.

**DUES TO BE PAID FOR ADMISSION  
FOR APL STUDENTS**

Sl. No.	Particulars	H.S. 1st year	H.S. 2nd year	T.D.C. 1st year	T.D.C. 2nd year	T.D.C. 3rd year
1	Admission	150.00	150.00	150.00	150.00	150.00
2	Establishment	150.00	150.00	150.00	150.00	150.00
3	T/F (for 12 month)	600.00	600.00	(R) 720.00 (H) 840.00	(R) 720.00 (H) 840.00	(R) 720.00 (H) 840.00
4	Electricity	350.00	350.00	350.00	350.00	350.00
5	Identity Card	50.00	0.00	50.00	0.00	0.00
6	College Development	400.00	400.00	400.00	400.00	400.00
7	Maintenance	200.00	200.00	200.00	200.00	200.00
8	Building	300.00	300.00	300.00	300.00	300.00
9	Student aid fund	50.00	50.00	50.00	50.00	50.00
10	Registration	200.00	0.00	0.00	0.00	0.00
11	Enrollment	50.00	50.00	250.00	250.00	250.00
12	Affiliation fees (B.U./AHSEC)	100.00	100.00	100.00	100.00	100.00
13	Examination	100.00	100.00	100.00	100.00	100.00
14	Library	150.00	150.00	150.00	150.00	150.00
15	Magazine	200.00	200.00	200.00	200.00	200.00
16	Games & Sports	200.00	200.00	200.00	200.00	200.00
17	College Week	150.00	150.00	150.00	150.00	150.00
18	Students Union	120.00	120.00	120.00	120.00	120.00
19	Common Room	100.00	100.00	100.00	100.00	100.00
20	Festival	100.00	100.00	100.00	100.00	100.00
21	Scout & Guide	50.00	50.00	50.00	50.00	50.00
22	NAAC	100.00	100.00	100.00	100.00	100.00
23	Faculty fees	800.00	800.00	800.00	800.00	800.00
24	Seminar fees	50.00	50.00	50.00	50.00	50.00
25	College Journal fees	50.00	50.00	50.00	50.00	50.00
26	Contigency (TA+DA)	100.00	100.00	100.00	100.00	100.00
27	Golden Jubilee	100.00	100.0	100.00	100.00	100.00
<b>TOTAL RS.-</b>		4970.00 (M) 4550.00 (F)	4720.00 (M) 4120.00 (F)	5090.00 (R) 5210.00 (H)	5040.00 (R) 5160.00 (H)	5040.00 (R) 5160.00 (H)

M for Male  
F for Female  
R for (General) Course  
H for (Major) Course

**FOR BPL STUDENTS**

1	<b>Megazine fee</b>	<b>200.00</b>	<b>Total Rs.- 550.00</b>
2	<b>Games &amp; Sport fee</b>	<b>200.00</b>	
3	<b>College week fee</b>	<b>150.00</b>	

**N.B. :- Subject to change of fees in conformity with Govt. notification.**

Sd/  
Mr. Bitoray Brahma, M.A.  
Principal i/c

*Academic Calendar for the Session 2023-24 will be  
circulated / notified separately in conformity to the  
Academy Calendar of the University*

Sd/-  
Mr. Bitoray Brahma, M.A.  
Principal, i/c