



নাহৰকটীয়া মহাবিদ্যালয় **Naharkatiya College**

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Prospectus
2021-22



Message from the Principal

I am very happy to welcome you all to this premier institute of Higher Education for the academic session 2021-22. Naharkatiya College has already completed 57 years of its glorious existence. The College stands affiliated to Dibrugarh University and is recognized by University Grants Commission under section 2f and 12B. It is accredited at B Grade by National Assessment and Accreditation Council, Bangaluru. It is our mission to impart our students the best education available. Our vision is to transform the rural youth with a visionary dream into employable and self dependable human resource in keeping with the motto of the college “Culture Alone Evolves the Superman”. And we hope that after completion of their education in this institution they will be empowered to contribute to build a strong society and nation.

To enable our students to cope with the challenges of the modern digital society, the college has established a Digital Knowledge Centre and a Digital Library with e-learning resources under RUSA Scheme. Moreover we are going to introduce a mandatory computer application course for the first time for all students at a comparatively low fee. Our college also takes care of the physical health of the students by equipping them with different gymnastic accessories in a modern Gymnasium Hall. For the benefit of the rural girl students, girl's hostel with 36 seat capacity has been built up in the college campus. The college has adopted Dihing Kiner Nocte Gaon under Naharkatia revenue Circle as a model village and a series of developmental activities are being implemented by the college NSS unit.

As all of you are aware of the fact that because of the prevailing COVID19 pandemic, institutional classes could not be held. However our teachers have continued teaching through different modes of online classes for the benefit of the students. We are extremely satisfied that almost ninety five percent of the students responded to the classes and they gave their feedback. It is our commitment that online classes shall continue for the benefit of our students in case the pandemic situation lingers.

I wish your progress in the midst of the challenges will ever march forward.

Dr. Jyoti Prasad Konwar

PROFILE OF THE COLLEGE

Naharkatiya College, established in 1964 at the initiative of the people of the locality, completes its glorious fifty years in 2014. The college is about three kilometers away from Naharakatia town and railway station and sixty kilometers away from the district head-quarter Dibrugarh. It is well connected to the town through road transport. The college is affiliated to Dibrugarh University, recognized by the University Grants Commission under section 2 (f) & 12 (B).

The institution is committed to academic excellence since its inception. It imparts education in Arts and Commerce. It has eleven academic departments and offers major and specialty courses in seven subjects. Apart from sound academic atmosphere, the institution has a very good track record in sports and cultural activities. It has a Volleyball Complex, a playground and auditorium with facilities for different sports, games and cultural activities.

The College completed its second cycle of assessment and accreditation by NAAC in 2015 and secured 'B' grade.

VISION OF THE COLLEGE

In consonance with the motto of the college enshrined in the college emblem "Culture alone evolves the Superman" the vision of the college is to produce people of exceptional qualities by expanding the reach of qualitative education to the under privileged section of people in this remote and backward region and advancing their knowledge and skills through in-campus and distance modes.

COURSES OF STUDY

1. Higher Secondary Course in Arts and Commerce
2. Three Years Degree Course (TDC) in Arts and Commerce under semester system
3. A Course in Computer Application will be mandatory for all students at a comparatively low fee..

COURSE STRUCTURE FOR H.S. PROGRAMME

A. Subjects offered in Higher Secondary Course (Arts)

Compulsory Subjects	:	(i) English (ii) Modern Indian Languages (Assamese/Bengali/Hindi) (iii) Environmental Education
Elective Subjects (any four)	:	(i) Economics (ii) Political Science (iii) Education (iv) Sociology/Advance Assamese (v) History/Mathematics.

Course Structure for HS Programme

Each paper of H.S. course is of 100 marks. One subject among the four elective subjects is additional and the marks obtained in the subject are not counted in the aggregate of the Annual/Final Examination. The subject Environmental Education is evaluated in grades.

Unit tests for all H.S. classes are conducted during the academic year. Student who does not appear the unit tests will not be eligible for filling up the Annual/Final Examination Forms.

B. Subjects offered in Higher Secondary Course (Commerce)

Compulsory Subjects	:	(i) English (ii) Modern Indian Languages (Assamese/Bengali/Hindi) (iii) Environmental Education
Elective Subjects (any four)	:	(i) Accountancy (ii) Business Studies (iii) Economics (iv) Commercial Mathematics & Statistics (v) Mathematics

C. Subjects offered in semester Degree Programme (Arts) under CBCS

Core course	:	(i) English (ii) Assamese (iii) Political Science (iv) Economics (v) Education
Discipline specific Course	:	(i) Education (ii) Sociology
Discipline Specific Course ¹	:	(i) History (ii) Economics (iii) Information technology
Generic Elective	:	(i) History (ii) Economics (iii) Political Science (iv) Sociology
MIL / Alt. English	:	(i) Assamese (ii) Hindi (iii) Bengali (iv) Alternative English

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

- 1) Teaching in Elementary Level
- 2) Entrepreneurship Development
- 3) Travel and Tourism Management
- 4) Photoshop and Web Design
- 5) Basics of Library and Information Science Studies

D. The Courses offered in Degree Programme (Commerce)

- (i) Honors
- (ii) Non Honors

REGULATION OF CBCS SEMESTER SYSTEM

- a) **CBCS** : CBCS means Choice Based Credit System. Choice Based Credit System is a flexible system of learning. ‘Credit’ defines the quantum of contents/ syllabus prescribed for a course and determines the number of hours of instruction required. This system permits students to -
- i) Learn at their own pace
 - ii) Choose electives from a wide range of Elective Courses offered for the programme
 - iii) Undergo additional courses and acquire more than the required number of credits
 - iv) Adopt an inter-disciplinary approach in learning
 - v) Make best use of the expertise of available faculty.
- b) **College** : The term ‘College’ means the Colleges and Institutes affiliated to or permitted by Dibrugarh University for conducting different academic programmes.
- c) **Department** : The term ‘Department’ is used to mean a Department of a College/ Institute affiliated to/ permitted by Dibrugarh University.
- d) **Programme** : The term ‘programme’ is used to mean the whole learning experience or combination of courses in a particular field of study.
- e) **Course** : A Programme is divided into a number of courses. A course is a unit of instruction or segment of subject area under any programme. The traditional concept ‘paper’ is replaced by ‘course’.
- f) **Academic Year** : An academic year means a period of twelve months consisting of two semesters.
- g) **Semester** : The word “semester” is used to mean a half-yearly term or term of studies including examinations, vacations and semester breaks.
- h) **Semester Duration** : A semester normally extends over a period of 15 class weeks. Each week has 30 hours of instruction spread over the week.
- i) **In – semester** : The word “in-semester” is used to refer to the continuous evaluation within the half-yearly term.
- j) **End-semester** : The word “end-semester” is used to refer to the terminal processes of examinations and evaluations at the end but within the half-yearly term.
- k) **Credit** : ‘Credit’ defines the quantum of contents/ syllabus prescribed for a course and determines the number of hours of instruction required per week. Thus, normally in each of the course, credits will be assigned on the basis of the number of lectures/ tutorials/ laboratory work and other forms of learning required to complete the course contents in a 14-15 week schedule:
- i) 1 Lecture per week = 1 Hour duration per week =1 Credit
 - ii) 1 Tutorial per week = 1 Hour duration per week =1 Credit
 - iii) 1 Practical per week = 2 Hours duration per week =1 Credit

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

SEMESTER DURATION : (Subject to modification by Dibrugarh University)

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

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

EXTENT OF APPLICATION :

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

ACADEMIC SCHEDULE :

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

ADMISSION NOTICE AND ADMISSION CRITERIA :

- As per Government circular students will have to apply online for admission in to different programmes in accordance with the schedule notified by the Principal for the session 2020-21. The minimum eligibility for admission into the following programmes is given below.

a) Bachelor of Arts (B.A.) :

A student passed the Higher Secondary Examination (10+2) of the Assam Higher Secondary Education Council, or an equivalent examination (10+2) recognized as such by the University.

b) Bachelor of Commerce (B.Com.):

A student passed the Higher Secondary Examination (10+2) in Commerce stream of the Assam Higher Secondary Education Council, or an equivalent examination (10+2) recognized as such by the University. A student passed the Higher Secondary Examination (10+2) in Arts or Science stream with Mathematics and/or Statistics is also eligible to apply for admission.

- The admission or eligibility criteria shall be fixed by the Academic Council from time to time whenever necessary. The University/ colleges/ institutes may also adopt own policy for admission or selection of eligible candidates for admission complying with the eligibility criteria prescribed in the clause 2.5(i).
- No student shall be eligible for admission to an Academic Programme in any discipline unless he/she has successfully passed the qualifying examination fulfilling the minimum eligibility criteria from a University /Institute recognized by Dibrugarh University.
- Statutory reservation policy of the government shall be followed in case of selection of eligible candidates for admission.

COURSE STRUCTURE:

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

a) Core Courses :

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

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

b) Elective Courses :

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

- (i) Supportive to the discipline of study
- (ii) Providing an expanded scope
- (iii) Enabling an exposure to some other discipline/ domain
- (iv) Nurturing student proficiency/ skill

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

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

c) Ability Enhancement Courses (AEC):

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

i) Ability Enhancement Compulsory Courses (AECC) :

(a) Environmental Science (2 Credit), (b) Communicative English (2 Credit) and (c) Alternative English/Communicative Hindi /MIL (2 Credit).

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

ii) Skill Enhancement Courses (SEC) :

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

The List of Skill Enhancement Courses (SEC) are given as ***Annexure II***.

- A Course may also take the form of a Dissertation/ Project work/ Practical training/ Field work/ Seminar, etc.
- A student shall have to study the academic programme as per the scheme of the Programme. Even if a candidate earns the required number of credits before completion of the full duration of the programme, he/she shall not be entitled for the degree.

COURSE ENROLMENT

- The minimum and maximum credits to be opted by a student for qualifying of a graduate degree shall be as per the Course Structure given as Annexure I.
- ***Change of Courses shall not be permitted after sending the records of the students to the University for registration.***

ATTENDANCE

- The course teacher shall be responsible for maintaining a record of attendance of students who have enrolled for the course.
- All course teachers shall intimate the Principal/ Director of a college/ Institute through the Head of the Department concerned at least thirty calendar days before the last instruction day in the semester, the particulars of all students who have less than 80% of attendance during the total number of class days.
- A student who has less than 80% attendance in average shall not be permitted to sit for the End-semester examination.

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

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

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

EXAMINATION AND EVALUATION:

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

(d) Internal Assessment :

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

(e) End Semester Examination:

- (i) There shall be one End semester examination carrying 80% Marks in each course of a Semester covering the entire syllabus prescribed for the Course. The End semester examination is normally a written/ laboratory-based examination/Project Work/Dissertation.
- (ii) The Controller of Examinations shall make necessary arrangements for notifying the dates of the End semester examinations and other procedures as per Dibrugarh University Rules (at least 20 days in advance) and the Academic Calendar notified by the University.
- (iii) Normally, the End-semester examination for each course shall be of three hour duration.
- (f) Confidential Works : Setting of question papers, moderation of question papers, evaluation of answer scripts, scrutiny, tabulation of marks, etc. and announcement of results, shall be governed by the Dibrugarh University Examination Ordinance.
- (g) The mode of the conduct of the end-semester examinations of the practical/ dissertation courses shall be partially external as below:
 - 1. The end-semester examinations of all practical/ dissertation courses shall be conducted by a Board of Examiners consisting of the internal examiner (the concerned course teacher) and an external examiner appointed by the Controller of Examinations.
 - 2. A student shall not be allowed to take more than one project work in a single semester.
- (h) The mode of end-semester examination and evaluation of the Course shall be specified in the detailed syllabus of the Course concerned.
- (i) End-semester Practical examinations shall normally be held before the theory examinations.

(k) Betterment Examination :

- (i) A student shall be entitled to take the “betterment examinations” in any two theory courses of any of the six semesters after passing the Sixth Semester examination only once. In this case, the higher marks secured by the student shall be retained. The candidates shall have to apply for betterment examination within one year of passing the Sixth Semester examination.

(ii) No betterment shall be allowed in the practical examinations.

7. Results and Progression :

- a) A candidate shall be declared as passed a course, provided he/ she secures-
 - (i) at least 40% of marks in each Course in the End Semester Examinations.
 - (ii) at least 'P' grade in the 10 point scale combining both the in-semester and End Semester Examination performance.
 - (iii) There shall be no separate pass mark for Internal Assessment.
- b) A candidate shall be declared as passed a semester/ programme, provided he/ she secures at least 'P' grade in the 10 point scale (given in clause) in all the Courses separately.
- c) There may be moderation of Internal Assessment marks/End Semester marks as and when necessary.
- d) The marks of In-semester examinations obtained by the candidate shall be carried over for declaring any result.
- e) A candidate who fails or does not appear in one or more courses of any end semester examinations up to Sixth Semester shall be provisionally promoted to the next higher semester with the failed course as carry over course(s). Such candidates will be eligible to appear in the carry over course in the next regular examinations of those courses.
- f) If a candidate clears the sixth semester examination before clearing all the courses of the previous semesters, the result of the sixth semester examination of that candidate shall be withheld and his/ her results shall be announced only after he/ she clears the courses of the previous semesters.

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

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

- g) Since the Semester system involves continuous assessment, there shall be no scope for a student to appear as a private candidate in any programme in this system.
- h) A candidate shall be declared to have passed the Bachelors Degree in the concerned discipline provided he/she has passed all the Semesters and in all the Courses separately.
- i) The Controller of Examinations shall declare the results of the DU-UG CBCS Examinations and issue Grade-sheets.
- j) The first rank holder of a programme shall be decided on the basis of the CGPA. However, the Overall Weighted Percentage of Marks (OWPM) of a candidate shall be considered in case of tie in CGPA.

GRADING SYSTEM

- The absolute grading system shall be applied in evaluating performance of the students.
- The following scale of grading system shall be applied to indicate the performances of students in terms of letter grade and grade points as given below

Letter Grade with meaning		Grade Point*
O	Outstanding	10 (Marks securing above 90%)
A+	Excellent	9 (Marks securing 80%-90%)
A	Very Good	8(Marks securing 70% -80%)
B+	Good	7(Marks securing 60% -70%)
B	Above Average	6(Marks securing 50% -60%)
P	Pass	5 (Marks securing 40% -50%)
F	Fail	0(Marks securing below 40%)
Abs	Absent/ Incomplete	0

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

- The Letter grade 'B+' and above shall be considered as First Class and Letter grade 'B' shall be considered as Second Class.
- A student is considered to have completed a course successfully and earned the prescribed credits if he/she secures a letter grade other than F (Failed) or 'Abs' (Absent/ Incomplete).
- If a candidate secures 'F' grade in a Course, he/she shall have to reappear in the Course in the next legitimate chance.
- If a student secures 'F' grade in Project Work/ Dissertation/ assignment etc., he/she shall have to re-submit it after necessary revisions. The Result shall be declared with next regular batch.
- 'Abs' grade shall be awarded to a candidate if he/she has not fulfilled the following requirements:
 - (i) If a candidate fails to appear in any Course(s) in an end semester examination.
 - (ii) If a candidate fails to submit the project work/dissertation / assignment of an end semester examination.
 - (iii) If a candidate is certified as not eligible to appear in any course(s) in an end semester examination by the Course Teacher(s) due to insufficient attendance in lectures, tutorials, practical or field works.
- The candidates not appearing in a Semester Examination shall be considered as an 'Abs' candidate and that will be reflected in the Grade Sheet of the candidate. These candidate shall have to convert the 'Abs' grade by appearing in the next examination on the Course (provided he/ she has legitimate chance to appear the Course) concerned or by submitting project work/dissertation/ assignment etc.
- Results of the candidates appeared in the Betterment or Backlog Examinations shall not be counted for the award of Prizes/Medals, Rank or Distinction.

TRANSCRIPT

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

GENERAL :

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

Details of courses under B.A./B.Com (Honors)

Course	*Credits	
	Theory+ Practical	Theory + Tutorial

I. Core Course (6 Credits)

(14 Courses)

14X (4+2)= 84

14X (5+1)= 84

Core Course Practical / Tutorial*

II. Elective Course (6 Credits)

(8 Courses)

A.1. Discipline Specific Elective

4X (4+2)= 24

4X (5+1)= 24

(4 Courses)

Discipline Specific Elective

Practical/ Tutorial*

B.1. Generic Elective/Interdisciplinary

4X (4+2)= 24

4X (5+1)=24

(4 Courses)

B.2. Generic Elective

Practical/ Tutorial*

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

III. Ability Enhancement Courses

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

Total Credit Structure (Minimum)

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

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

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

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

Sem	CORE COURSE (14)	Ability Enhancement Compulsory Course (AECC) (2)	Skill Enhancement Course (SEC) (2)	Elective: Discipline Specific DSE (4)	Elective: Generic (GE) (4)
I	C 1 (6C)	AECC 1 Communicative English (2 C)			GE-1(6C)
	C 2 (6C)	AECC 2 MIL/ Communicative Hindi/ Alternative English (2C)			
II	C 3 (6C)	AECC 3 Environmental Science/ Studies (2C)			GE-2(6C)
	C 4 (6C)				
III	C 5(6C)		SEC-1.1 (2C)		GE-3(6C)
	C 6(6C)				
	C 7(6C)				
IV	C 8(6C)		SEC-2.1 (2C)		GE-4(6C)
	C 9(6C)				
	C 10(6C)				
V	C 11(6C)			DSE-1 (6C)	
	C 12 (6C)			DSE-2(6C)	
VI	C 13(6C)			DSE-3(6C)	
	C 14(6C)			DSE-4(6C)	

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

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

II. Elective Course (6 Credits)

(6 Courses)	6X (4+2)= 36	6X (5+1)=36
Two Courses- Discipline 1 specific		
Two Courses- Discipline 2 specific		
Two Courses- Inter disciplinary		
Two Courses from each discipline of choice		
and two Courses of interdisciplinary nature.		

Elective Course Practical / Tutorials

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

III. Ability Enhancement Courses

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

Total Credit Structure (Minimum)

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

**G. SEMESTER-WISE COURSE STRUCTURE OF THE B.A./B.Com. PROGRAMME
IN CBCS (NON-HONOURS)**

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

**Detailed Structure of B.Com (Hons.)
Course Under Choice Based Credit System**

Annexture I

(CBCS)

Semester	Course	Course Code	Title	Credit	Remarks
I	Core	C 101	Financial Accounting	6	Compulsory
		C 102	Business Law	6	
	Generic Elective	G 101	Micro Economics	6	Compulsory
		AE 101	Communicative English	2	
	Ability Enhancement	AE 102	MIL/ Communicative Hindi/ Alternative English	2	Compulsory
Total Credit				22	Compulsory
II	Core	C 203	Corporate Accounting	6	Compulsory
		C 204	Corporate Law	6	
	Generic Elective	G202	Macro Economics	6	Compulsory
	Ability Enhancement	AE 202	Environmental Science/Studies	2	Compulsory
Total Credit				20	Compulsory
III	Core	C 305	Human Resource Management	6	Compulsory
		C 306	Income Tax Law and Practice	6	
		C 307	Management Principles and Application.	6	
	Generic Elective	G 303	Business Statistics	6	Compulsory
	Skill Enhancement	SE 302	E-Commerce	2	Compulsory
Total Credit				26	Compulsory
IV	Core	C 408	Cost Accounting	6	Compulsory
		C 409	Business Mathematics	6	
		C 410	Computer Application in Business	6	
		G 404	Indian Economy	6	Compulsory
		SE 403	Entrepreneurship	2	Compulsory
Total Credit				26	

Annexure II

Detailed Structure of B.Com Course (Non Honors) Under Choice Based Credit System (CBCS)

Semester	Course	Course Code	Title	Credit	Remarks
I	Core	CC 101	General English	6	Compulsory
		CC 102	Financial Accounting	6	Compulsory
		CC 103	Business Organisation and Management	6	Compulsory
	Ability Enhancement Compulsory	AEC 101	Multi-Disciplinary Course	4	Compulsory
Total Credit				22	
II	Core	CC 201	Communicative English	6	Compulsory
		CC 202	Business Law	6	Compulsory
		CC 203	Business Mathematics and Statistics	6	Compulsory
	Ability Enhancement Compulsory	AEC 201	Environmental Science	2	Compulsory
Total Credit				20	
III	Core	CC 301	MIL/Communicative Hindi/Alternative English	6	Compulsory
		CC 302	Company Law	6	Compulsory
		CC 303	Income Tax Law and Practice	6	Compulsory
	Skill Enhancement Elective Course	SEC 301	Computer Applications in Business	2	Compulsory
Total Credit				20	
IV	Core	CC 401	MIL/Communicative Hindi/Alternative English	6	Compulsory
		CC 402	Corporate Accounting	6	Compulsory
		CC 403	Cost Accounting	6	Compulsory
	Skill Enhancement Elective Course	SEC 401	E-Commerce	2	

Annexure III

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

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

ADMISSION PROCEDURE

- (i) Provision for admission in offline and online mode.
- (ii) Admission to all courses is strictly made on the basis of merit and interview. The eligibility for admission will be as determined in accordance with Assam Higher Secondary Education Council and Dibrugarh University rules.
- (iii) Admission will be strictly on the basis of merit list to be published a day prior to the date of admission. Applicants are directed to follow the college Notice Board for the merit list and the exact date of admission.
- (iv) Reservation of seats for SC, ST (Plain), ST(Hill), OBC/MOBC, physically handicapped are provided as per State Govt. rules.
- (v) Two seats each in H.S. 1st Year and Degree 1st Semester are reserved for candidates with outstanding performance in sports.
- (vi) Two seats each in H.S. 1st Year and Degree 1st Semester are reserved for candidates with outstanding performance in cultural activities.
- (vii) 3% seats are reserved for physically handicapped students.
- (viii) Prospectus will be available online.

FREE ADMISSION GUIDELINES

- (i) The student seeking free admission must produce an annual income certificate of parents from Revenue Circle Officer/ Mouzadar and BPL Card
- (ii) The student seeking free admission into 1st year / 2nd year/1st sem/3rd, 5th sem Class must plant a sapling at college or his/her home and submit a postcard size Photograph of the same. The student must be responsible for the growth of the plant and produce a photograph next year for free admission.

DEPOSIT OF ADMISSION FEE

- (i) There will be no collection of fee in the college office.
- (ii) All fees will be collected through Assam Co-operative Apex Bank Limited, Naharkatia Branch in the A/c. No. recorded in the challan.
- (iii) Selected candidates will be provided with challans containing three foils – bankers copy, depositors copy and college copy.
- (iv) Candidates will have to deposit the admission fee / examination fee through the challan and submit the college copy at the college office.
- (v) The college office will register admission on receipt of the college copy of deposit challan and the roll no. of the candidate will be allotted.

COLLEGE HOURS

- (i) Class Hours : The classes are held from 9.00 a.m. to 3.45 p.m.
- (ii) Office hours : From Monday to Saturday : 10.00 a.m. to 4.00 p.m.

N.B. The college gate will remain closed from 10.30 a.m. to 2.15 p.m. during class days.

GENERAL RULES

- Students must come to the college in college uniform and bring the identity card. The violation of the above rule would be considered a serious offence.
- Students must maintain decorum while he/she is in college uniform within or outside the college campus.
- Loitering within the campus is strictly prohibited.
- Students must attend at least 80% of total classes held during the semester/session.
A student must apply for leave duly signed by parents/guardians if he/she remains absent for 10 consecutive days otherwise it may lead to stringent disciplinary action.
- For each student it is compulsory to appear in the sessional examination, class tests and attend the seminar and group discussion of the concerned department.
- Ragging in any form is strictly prohibited. Disciplinary action will be taken against any student found indulging in ragging.
- Students must take care of the college property and keep the college campus clean and green.
- Use of mobile phone is strictly prohibited within the class rooms.
- Students driving scooter/ motorcycle must wear helmet.
- Students driving scooter/ motorcycle/ car must have valid driving license from the competent authority.
- Mobile phones may be used in the college campus for academic purposes i.e. for e-learning and digital library as and when required.

UNIFORM

Higher Secondary students must come in college uniform as mentioned below:

- (A) Boys- Black trousers and cream coloured shirt, navy blue sweater/ blazer in winter.
- (B) Girls- White dupatta and pants, black and red checked shalwar suit, navy blue sweater/ cardigan/ blazer in winter
- (C) Badge & Identity card- Students must put on college badge and carry identity card while attending the college

TDC Students must come in college uniform as mentioned below :

- (a) Boys - Black trousers and white shirt; navy blue sweater/blazer in winter.
- (b) Girls - Navy blue blouse, white mekhela & chadar bordered navy blue or white shalwar suit and navy blue dupatta; navy blue sweater/ cardigan / blazer in winter
- (c) Badge & Identity Card - Students must put on college badge and carry identity card while attending the college.

Complementary Fee applicable for All BPL students

₹ 35.00	₹ 35.00
₹ 200.00	₹ 200.00
₹ 215.00	₹ 215.00
₹ 200.00	₹ 200.00
₹ 650.00	₹ 650.00

LIBRARY & NETWORK RESOURCE CENTRE

The Central Library contains a collection of over twenty six thousand text and reference books. It subscribes nine newspapers and twenty five journals & magazines. A spacious reading room with seating capacity of around 140 users is attached to the library. Access to e-resources is available through N-LIST Consortium of INFLIBNET. More than 6000 e-journals and 97000 e-books are available through the N-LIST Consortium. The Central Library provides Book Bank facility to poor and meritorious students with textbooks for the whole academic session. The College library has now the facilities for digital library in offline mode through the institutional repository within the campus. The library has been extended by about 1500 square feet.

The Network Resource Centre (NRC), sponsored by UGC is attached with the Central Library. The NRC is equipped with seven computers along with internet connectivity, scanner and printer. The students and teachers can avail the facilities of e-learning resources free of cost at the NRC.

Library hours : Reading Room: 9.00 a.m. to 4.00 p.m.

Issue of Books: 10.00 a.m. to 3.00 p.m.

LIBRARY RULES

- a) A student of H.S. course can borrow two books at a time. A student of TDC can avail three or four books if he/she offers General or Major course respectively.
- b) A book must be returned within 10 days from the date of issue.
- c) Students should compulsorily attend the Library Orientation Class held at the beginning of the session to get library card and avail the library facilities.
- d) Students must be in complete college uniform and produce their library card and identity card at the time of borrowing book or while availing any kind of library facilities.
- e) Students should carefully examine the book(s) borrowed by them at the time of the issue of the book(s). If the book is found damaged or mutilated at the time of return and he/she shall have to replace the book with a new one, or pay a fine amounting to FIVE TIMES of the cost (current or currently assessed) of the book at the time of return.
- f) If the library card is lost by a student, it must be immediately brought to the notice of the librarian. Duplicate library card may be issued after payment of Rs. 50/-.
Students must clear library dues ten days before the commencement of examination. Otherwise admit cards will not be issued to them.
- g) Students are not allowed to carry anything other than notebook and pen inside the library and reading room.
- h) Students must maintain silence inside the library and reading room.
If the books are not returned on or before the date stamped, a fine of Re. 1/- per day per book will be charged.

INTERNAL QUALITY ASSURANCE CELL

According to guidelines set by the National Assessment & Accreditation Council, an Internal Quality Assurance Cell (IQAC) is functioning at the college to develop a system of conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

LABORATORY & TEACHING LEARNING EQUIPMENTS

- (i) Psychological Laboratory in Education Department: The college has a psychological laboratory with sophisticated equipments which provides the facilities for laboratory works in Educational Psychology.
- (ii) The laboratory of the Department of the Education has been upgraded by procuring different laboratory equipments under RUSA Scheme.
- (iii) The college provides the students with the modern teaching-learning equipments such as overhead projector, television, etc.
- (iv) The students are also provided with free internet services and xerox facilities at concessional rates.
- (v) The college has Information Technology Laboratory with sophisticated computer system.

TECHONLOGY ENABLED CLASSROOM

- (i) The college provides few smart classrooms.
- (ii) The college is also under cctv surveillance.

STUDENTS' AID FUND

The College maintains a Students' Aid Fund for economically backward meritorious students of the College. Any such students desiring to take help of the fund shall have to apply to the Principal with supporting testimonials (Income Certificate of the family) at the beginning of the session.

GIRL'S HOSTEL

The College has well equipped girls Hostel with 36 accomodation capacity.

SCHOLARSHIP AND AWARD TO MERITORIOUS STUDENTS'

- (i) Scholarship of Rs 1,000/- per annum to the TOPPERS of each class of Higher Secondary Arts & Commerce. (Sponsored by M/s Sarda Plywood Industries Ltd., Jeypore)
- (ii) Scholarship of Rs 1,200/- per annum to the TOPPERS of each class of Degree Arts & Commerce. (Sponsored by M/s Sarda Plywood Industries Ltd., Jeypore)
- (iii) Provisions for National & State Merit Scholarship.
- (iv) State Government Scholarship to Scheduled Caste, Scheduled Tribe, Other Backward Class/More Other Backward Class students.
- (v) Meritorious poor students will be admitted free.
- (vi) An Award of Rs. 1000/- to the girl students securing highest marks in TDC final exam is sponsored by woman's study cell of Naharkatiya College.

STUDENTS' HEALTH CARE UNIT

There is a Students' Health Care Unit in the college. A physician visits the unit once in a fortnight for check-up of students' health.

DIGITAL KNOWLEDGE CENTRE

The college has a Digital Knowledge Centre comprising of language laboratory and computer laboratory with a view to facilitating digital learning.

CAREER GUIDANCE CELL

The Career Guidance Cell provides guidance to the students for a career best suited to them. The cell organizes seminars and workshops from time to time throughout the year.

GRIEVANCE REDRESSAL CELL

The college has a Grievance Redressal Cell, which deals with various grievances of the students.

WOMEN'S STUDY CELL

The Women's Study Cell has been functioning since September 2005. The cell has been established with the objective of promoting awareness among women about their right and strength. The cell has sponsored an award containing Rs. 1000/- and a certificate of appreciation to the girl student securing highest aggregate marks in TDC final examination.

NATIONAL SERVICE SCHEME

The college has a unit of National Service Scheme (NSS) to create social awareness, foster solidarity and create linkages between campus and the community.

STUDY CENTRE OF KRISHNA KANTA HANDIQUE

State Open University

There is a study centre of Krishna Kanta Handique State Open University to provide scope for higher education through distance mode who cannot pursue regular courses of studies .

ALUMNI ASSOCIATION

There is an Alumni Association of the college, which is associated with developmental activities of the college.

PARENTS TEACHERS ASSOCIATION

The College has a Parents Teachers Association which plays a pivotal role in getting feedback from the students regarding the quality of teaching learning programs.

CANTEEN

The college has a canteen in its campus to provide fresh, wholesome food to students and staff at a reasonable price.

AUDITORIUM

The college has an auditorium of 500 seat capacity with stage for cultural and other extra-curricular activities of students.

CONFERENCE HALL

The college has a Seminar Hall equipped with LCD projector, sound system and other amenities.

SPORTS FACILITIES

The college maintains a playground for outdoor sports. Facilities for football, cricket, volleyball, table tennis are available in the college. A volleyball complex with gallery has been constructed under One College One Sports Scheme of Dibrugarh University with the objective of providing facilities for practice of volleyball by students and teachers and holding inter college volleyball tournaments and competitions organized by local sports clubs. The college also maintains a well-equipped gymnasium hall with two multy gym, treadmill, cycle, weight lifting etc.

STUDENTS' UNION

The college has a general body of the students named and styled as Naharkatiya College Students' Union of which every student shall be a member. The office bearers of this union are democratically elected annually by the students from amongst the regular students. The union provides a platform to the students to develop their leadership quality and shoulder social responsibility.

BOYS' AND GIRLS' COMMON ROOM

There are separate common rooms for boys and girls. Newspapers, Periodicals and indoor games facilities are available in the common rooms.

MAGAZINE & WALL MAGAZINE

The College magazine is the medium for developing creative potentialities of the students. It publishes articles and creative writings contributed by students and teachers. The wall magazines published by various departments are another medium for nurturing the creative and critical thinking abilities of the students.

DRINKING WATER

The College provides purified drinking water to students and others through water purifier cum cooler.

College academic calendar :

College academic calendar is prepared on the basis of the comprehensive academic calendar of the affiliating University. Hence the academic calendar for the session 2020-21 of the college will be issued as and when the modified academic calendar of Dibrugarh University is circulated. Similarly the teaching days and working days will be calculated on the basis of modified academic calendar for the session 2020-21. The holiday list for 2020 will be available in the college website.



নাহৰকটীয়া মহাবিদ্যালয়
Naharkatiya College