

INFORMATION BROCHURE
(PROSPECTUS)
2025-2026



DHEMAJICOMMERCECOLLEGE

DHEMAJI, ASSAM
Estd.1982

Website:www.dhemajicommercecollege.edu.in

MobileNo.: 9435086842

Email:

dhemajicommercecollege@rediffmail.comdhemajicommercecollege@gmail.com

Prepared & published by Academic Board Dhemaji Commerce College.

Dhemaji Commerce College

DHEMAJI, ASSAM

Established.1982

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

An Overview

Established in 1982 through the dedicated efforts of visionary citizens and the wider community of Dhemaji, Dhemaji Commerce College stands as a distinguished institution of higher education, offering programs in both Commerce and Arts. Initially commencing with the Commerce stream, the college expanded its academic offerings to include the Arts stream in 1989. It is affiliated with Dibrugarh University and is recognized under sections 2(f) and 12(B) of the University Grants Commission (UGC) Act of 1956.

The Government of Assam brought the college under the Deficit Grants-in-aid system on March 25, 1998, and subsequently under the system of provincialization in 2005.

Strategically located in the easternmost part of Assam, bordering Arunachal Pradesh, the college serves numerous rural hamlets comprising tribal and economically disadvantaged communities. Situated amidst serene green surroundings on Railway Station Road in Dhemaji, the college is conveniently accessible by rickshaw or other motor vehicles, being approximately 2 kilometers from Dhemaji town and just half a kilometer from the Dhemaji Railway Station.

Since its inception, the college has been committed to providing quality education that fosters the holistic development of its students. It has evolved into a comprehensive institution offering undergraduate degrees in Arts and Commerce. Furthermore, the college houses a Centre for Vocational Studies and a Centre for Computer Education, providing Diploma and Certificate courses. The institution continuously strives to enhance the quality of education, maintain high academic standards, and engage in extension activities as part of its institutional social responsibility towards the community.

The main campus is expansive, covering 9.5 Bigha of land, with an additional 16.5 Bigha situated outside the main campus.

The college boasts robust infrastructural facilities, including over 30 spacious classrooms, four of which are equipped with ICT facilities, and a dedicated Girls' hostel. The central library houses a substantial collection of nearly twenty-eight thousand textbooks and reference books, along with journals and access to over 50,000 e-books through INFLIBNET. The auditorium has a seating capacity of one thousand individuals, while the conference hall can accommodate fifty people for discussions. Essential amenities include a canteen and separate common rooms for both boys and girls, complete with toilet and urinal facilities.

Each department within the college operates from separate buildings and maintains its own departmental library to provide students with readily accessible resources. The college has also established a Network Resource Centre, integrated with the Computer Lab, to offer fundamental computer and internet access to students.

Through an agreement with the District Sports Association, the college utilizes the playground and sports facilities of the District Stadium, conveniently located half a kilometer south of the campus and within walking distance. Additionally, the college features a mini gymnasium hall attached to the boys' common room.

The college is supported by a dedicated faculty of 38 members, with contractual teachers appointed in certain subjects to ensure comprehensive instruction.

Dhemaji Commerce College diligently dedicates its efforts towards the all-round development of its students and the broader community it serves.

ACADEMIC PROGRAMMES

The Academic Programmes of the institute are-

DEGREE COURSES:

- (a) Four Year Undergraduate Programme (FYUGP) of Bachelor of Commerce (B.Com.) Honours/ Non-Honours course after 10+2 in Commerce divided into Semester I to VI/VIII.

Intake: 250

- (b) Four Year Undergraduate Programme (FYUGP) of Bachelor of Arts (B.A.) Honours / Non-Honours after 10+2 in Arts divided into Semester I to VI/VIII.

Intake: 300

COURSE DETAILS

H.S. COURSES:

- (C) Two-year Course of Higher Secondary in Commerce after +10 divided into First Year and Second Year. **Intake 250**
- (d) Two-year Course of Higher Secondary in Arts after +10 divided into First Year and Second Year. **Intake 300**

OTHER COURSES:

(a) Short Term Certificate/Diploma Courses:

New Education Policy 2020 resolves to offer the way of flexible and life-long learning and to encourage students to choose their academic path and also provide multiple course structure. Dhemaji Commerce College has taken initiative to introduce some Short term Self-financed Courses, i. e. Hand loom Weaving, Yoga Education and Income Tax and GST besides the existing Computer and Vocational courses. These skill-based short-term courses will definitely help the students to engage themselves in various fields in future.

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

- (i) Handloom and Weaving (Six Months)- Entry Qualification: Class VIII Pass
- (ii) Certificate Course of Office Automation (Six months) -Entry Qualification: Class X Pass
- (iii) Certificate on GST and Income Tax (Six Months)- Entry Qualification: Class XII Pass

Intake: 100 in each Trade.

(b) Computer Education:-

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

Courses:

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

- ☐ Entry Qualification : 10+
- ☐ Intake capacity : 100

(c) Vocational Course:

The vocational course presently offered by the college are-

- **‘Diploma in Electronics and RTV Engineering’** which will be of two years duration.
Entry Qualification : 10+
Intake capacity : 100
- LED Bulb Assembling Course (Six Months)- Entry Qualification: Class VIII Pass

SUBJECTS OFFERED:

HIGHER SECONDARY COURSES

COMMERCE STREAM

Core Subjects:-

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

Compulsory Subjects:-

1. Business Studies
2. Accountancy

Optional Elective Subjects (Any two):-

1. Economics
2. Business Mathematics & Statistics
3. Finance
4. Mathematics
5. Computer Science & Application
6. Retail Trade
7. Bihu

ARTS STREAM:

Core Subjects:-

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

Elective Subjects (Any four):-

1. Economics 2. History 3. Political Science 4. Logic & Philosophy
5. Education 6. Sociology 7. Mathematics 8. Advance Assamese
9. Retail Trade 10. Computer Science & Application. 11. Bihu.

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

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

| HS. 1 st year (Commerce) | | HS. 2 nd year (Commerce) | |
|-------------------------------------|------------|-------------------------------------|------------|
| Subject | Marks | Subject | Marks |
| English | 100 | English | 100 |
| M.I.L./ Alt. English | 100 | M.I.L./ Alt. English | 100 |
| Business studies | 100 | Business studies | 100 |
| Accountancy | 100 | Accountancy | 100 |
| Elective – I | 100 | Elective – I | 100 |
| Elective – II | 100 | Elective – II | 100 |
| Environmental Studies | 50 | Total | 600 |
| Total | 650 | | |

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

| HS. 1 st year (Arts) | | HS. 2 nd year (Arts) | |
|---------------------------------|-------|---------------------------------|-------|
| Subject | Marks | Subject | Marks |
| English | 100 | English | 100 |
| M.I.L./ Alt. English | 100 | M.I.L./ Alt. English | 100 |
| Elective – I | 100 | Elective – I | 100 |
| Elective – II | 100 | Elective – II | 100 |
| Elective – III | 100 | Elective – III | 100 |
| Elective – IV | 100 | Elective – IV | 100 |

| | | | |
|--------------|------------|--------------|------------|
| Total | 600 | Total | 600 |
|--------------|------------|--------------|------------|

Syllabus of each subject for H. S. 1st year (Arts and Commerce) course and H. S. 2nd Year (Arts and Commerce) course will be provided through the respective class teachers of every subject. Project Works for 20 marks in the subject of Economics, Political Science and Sociology in Arts and Accountancy, Business Studies, Finance and Economics in Commerce stream must be done by the students.

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

WEIGHTAGE TO DIFFERENT FORMS OF QUESTIONS

(For both H.S. First Year and Final Year Examination W.E.F.2008) The distribution of marks according to difficulty level should be as follows :

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

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

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

(A) Stream : Commerce:

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

(B) Stream : Arts:

| Forms of Questions | No. of Questions | Marks of each Questions | Total Marks. |
|--------------------|------------------|-------------------------|--------------|
| V.S.A. | 10 | 1 | 10 |
| S.A. (Type- I) | 10 | 2 | 20 |
| S.A. (Type-II) | 10 | 3 | 30 |

| | | | |
|-----------------------|-----------|--------------------|------------|
| L.A (Type- I) | 5 | 4 | 20 |
| L.A. (Type-II) | 4 | 5 | 20 |
| Total Question | 39 | Total Marks | 100 |

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

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

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

- ❖ If a successful candidate obtains 85% or more marks in that subject will be placed. ➤ Distinction
- ❖ A candidate obtaining 75% or above of the total allotted mark (in two core and three elective subject) will be total allotted declared. ➤ Star Marks
- ❖ A candidate obtaining 60% and above of total marks for subject in aggregate will be placed. ➤ First Division
- ❖ A candidate obtaining 45% and above but less than 60% marks in aggregate will be placed. ➤ Second Division
- ❖ A candidate obtaining 30% of total marks for subjects without Practical parts and 40% of total marks for subject with practical parts will be placed. ➤ Third Division

COURSES OFFERED FOR FYUGP (B.COM.) AND FYUGP (B.A)

FYUGP COMMERCE:

Students shall have to opt for Major and Minor courses in the following subjects:

- | | |
|---------------------------------|-------------------------------------|
| 1. Marketing | 2. Finance |
| 3. Banking and Insurance | 4. Human Resource management |

In addition to the Major and Minor courses students shall have to study Generic Elective Course GEC , Value Added Course (VAC), Ability Enhancement Course (AEC) , Skill Enhancement Course (SEC)

FYUGP ARTS:

The college offers Major and Minor courses in the following subjects:

- | | | | |
|--------------------|----------------------|-----------------------------|---------------------|
| 1. Assamese | 2. English | 3. Education | 4. Economics |
| 5. History | 6. Philosophy | 7. Political Science | 8. Sociology |

In addition to the Major and Minor courses students shall have to study Generic Elective Course (GEC) , Value Added Course (VAC), Ability Enhancement Course (AEC) , Skill Enhancement Course (SEC)

ELIGIBILITY FOR ADMISSION:

Degree Course:

FYUGP (Bachelor of Commerce) and FYUGP (Bachelor of Arts)

No. of Seats: 300 in Commerce and 300 in Arts

(i) UG Certificate programme:

UG Certificate Programme leads to a UG certificate after completing 1 year (2 semesters) of study in the chosen fields of study. Students on exit shall be awarded UG certificate (in the Field of Study/Discipline) after securing the requisite 40 Credits on completion of Semester II if, in addition, they complete one work based/skill based vocational course/internship of 4 credits within one year from the completion of 2nd semester examination. These students are allowed to re-enter the degree programme within a period of three years and complete the degree within the stipulated maximum period of seven years.

(ii) UG Diploma Programme:

UG Diploma Programme leads to a UG diploma after 2 years (4 semesters) of study in the chosen fields of study. Students on exit shall be awarded UG Diploma (in the Field of Study/Discipline) after securing the requisite 80 Credits on completion of Semester IV if, in addition, they complete one work based/skill based 4 vocational course/internship of 4 credits within one year from the completion of 4th semester examination. These students are allowed to re-enter the degree programme within a period of three years and complete the degree within the maximum period of seven years.

(iii) Three Year UG Degree Programme (BA, B. Sc, B. Com and Bachelors in other disciplines) with single/double major:

Students who wish to undergo a 3-year (6 semester) UG programme shall be awarded UG degree in the Major discipline after successful completion of three years, securing a minimum of 120 credits. Provision of double Major shall be implemented in due course of time.

(iv) Four Year UG Programme with honours (BA, B. Sc, B. Com and Bachelors in other disciplines) with single/double major:

Students who wish to undergo a 4-year (8 semester) UG programme shall be awarded UG Honours degree in the Major discipline after successful completion of four years, securing a

minimum of 160 credits. Provision of double Major shall be implemented in due course of time.

(v) **Four Year UG Programme with honours with Research (BA, B. Sc, B. Com and Bachelors in other disciplines) with single/double major:**

Students who wish to undergo a 4-year (8 semester) UG programme shall be awarded UG Honours and research degree in the Major discipline after successful completion of four years with a rigorous research project, securing a minimum of 160 credits. Provision of double Major shall be implemented in due course of time.

(vi) Students will also have the option to adopt the Single major with minor to complete their three year or Four-Year Degree Programme or Double major to complete their three year or Four-Year Degree Programme. Double major option will be provided as per the discretion and provisions of Dibrugarh University.

Minimum eligibility criteria for multiple entry points of the UG programmes

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

b. 2nd year: A certificate obtained after successful completion of 1 year (2 semesters) of the undergraduate programme or after successful completion of Diploma from Polytechnics after Class X. These students are to take admission in the 2nd year within a period of three years from obtaining the UG certificate from Dibrugarh University or any other University/institution or Diploma certificate from Polytechnics recognized by Dibrugarh University.

c. 3rd year: A diploma obtained after successful completion of 2 years (4 semesters) of the undergraduate programme. These students are to take admission in the 3rd year UG programme within a period of three years from obtaining the UG diploma from Dibrugarh University or any other University/institution recognized by Dibrugarh University.

d. 4th Year (Honours): A Bachelor's degree after successful completion of three years (6 semesters) of the Undergraduate programme obtained from Dibrugarh University or any other University/institution recognized by Dibrugarh University. These students are to complete the degree within the stipulated maximum period of seven years.

e. 4 th Year (Honours with Research): A three year Bachelor Degree with a minimum of 7.5 CGPA. The minimum entry requirement for 4th year (Honours/Research) UG programme within a period of three years from obtaining 3 year Bachelor Degree from Dibrugarh University or any other University/institution recognized by Dibrugarh University. These students are to complete the degree within the stipulated maximum period of seven years.

The admission or eligibility criteria shall be fixed by the Academic Council from time to time whenever necessary. The University/ colleges/ institutes may also adopt own policy for admission or selection of eligible candidates for admission complying with the eligibility criteria as prescribed.

Statutory reservation policy of the government shall be followed in case of selection of 10 eligible candidates for admission.

Course Structure:

| Sl. No | Category of the course | Course | Description |
|--------|--|--|---|
| 1 | Major Discipline: Major discipline provides the opportunity for a student to pursue in-depth study of a particular subject or discipline | Major discipline (Core) | Major discipline is the discipline or subject of Main Focus and the degree will be awarded in that discipline. Students should secure the prescribed number of credits (about 50% of total credits) through core courses of the major discipline. |
| 2 | Minor discipline: Students who take a sufficient number of courses in a discipline or an interdisciplinary area of study other than the chosen major will qualify for a minor in that Discipline. The Minor Discipline can be considered as Double Major discipline on accumulation of the extra credits in this Course as determined by the Double Major Structure of FYIPGP Regulations | Minor / 2nd Major discipline | Minor discipline helps a student to gain a broader understanding beyond the major discipline. In case of a Double Major selection by a student, the Minor Course will be considered as the 2nd Major. After the end of the 2nd Semester; i.e., from the 3rd Semester onwards, the student opting for Double Major option shall have to take increased credits in the option selected, and the credits will be determined as per the Structure for FYIPGP (Double Major) as shown in the Annexure II (at the end of this Regulation) NB: Double major option will be provided as per the discretion and provisions of Dibrugarh University |
| 3 | Multi- Disciplinary Generic Elective: All UG students are required to undergo 3 introductory level courses relating to any of the broad disciplines. These courses are intended to broaden the intellectual experiences and form part of liberal arts and science education. However, students shall not be allowed to choose or repeat any of these courses already undergone at the Higher Secondary level (12th class) and the discipline which he/she has chosen as Major. | Multi Disciplinary Generic Elective Natural Sciences | Introductory courses on Natural Sciences to be chosen from a basket of courses that would include for example, Astronomy and Astrophysics, Biology, Biochemistry, Chemistry, Computer Science, Data Science, Earth and Atmospheric Sciences, Physics, Statistics, etc. Each Department/Centre of Studies shall offer GEC. |
| | | Multi Disciplinary Generic Elective- Social Sciences | Introductory Courses on Social Sciences to be chosen from a basket of courses that would include for example, Economics, Education, History, Linguistics, Political Science, Psychology, Sociology, Social Work, Communication and Media, etc. Each Department/Centre of Studies shall offer GEC. |
| | | Multi Disciplinary Generic Elective Humanities | Introductory Courses on Humanities to be chosen from a basket of courses that would include for example, Archaeology, Arts and Creative expressions, Comparative Literature, Creative |

| | | | |
|---|---|--|---|
| | | | writing and Literature, Philosophy, etc. Each Department/Centre of Studies shall offer GEC. |
| 4 | Ability Enhancement Courses: These courses aim to enabling the students to acquire and demonstrate the core linguistic skills, including critical reading and expository and academic writing skills. | Language (MIL/Regional Language) | Students are required to achieve competency in the use of a MIL or Regional Language. All language disciplines except English shall offer Language Courses |
| | | Language and Communication Skills(English) | Students are required to achieve competency in the use of English language with special emphasis on language and Communication Skills. Department of English shall offer this course |
| | | Mathematical and Computational Thinking and Analysis | Courses relating to Mathematical and Computational Thinking and Analysis would focus primarily on the mathematical and statistical tools used to support the study of natural and social sciences, including subject areas such as astronomy, biology, chemistry, economics, the environment, geological sciences, physics, and sociology etc. These courses would focus on the methodology used to analyze quantitative information to make decisions, judgments, and predictions, including defining a problem by means of numerical or geometrical representations of real-world phenomena, determining how to solve it, deducing inferences, formulating alternatives, and predicting cause and effect relationships. The goal is to ensure that students achieve a level of proficiency in using and analyzing quantitative information. |
| 5 | Value Added Course 2: The courses aim to enable the students to acquire and demonstrate certain values | Health and Wellness | The Course components relating to Health and Wellness seek to promote an optimal state of physical, emotional, intellectual, social, spiritual and environmental wellbeing of a person. |
| | | Yoga | Yoga, Sports and Fitness activities will be organized outside the regular institutional working hours. |
| | | Environmental Education /Science. | The course seeks to equip students with the ability to apply the acquired knowledge, skills, attitudes, and values required to take appropriate actions for mitigating the effects of environmental degradation, climate change and 13 pollution, effective waste management, conservation of biological diversity, management of biological resources, forest and wildlife conservation, and sustainable development and living. There shall be more emphasis on community-based activities |
| | | Digital and Technological Solutions/Digital Fluency | Courses in cutting-edge areas that are fast gaining prominence such as Artificial Intelligence (AI), 3-D machining, big data analysis, and machine learning with important applications to health, environment, and sustainable living that will be woven into undergraduate education for enhancing the |

| | | | |
|---|--|---------------------|--|
| | | | employability of the youth. |
| | | Understanding India | The course aims at enabling the students to acquire and demonstrate the knowledge and understanding of contemporary India with its historical perspective, the basic framework of the goals and policies of national development, and the constitutional obligations with special emphasis on constitutional values and fundamental rights and duties. The course would also focus on developing an understanding among student-teachers of the Indian knowledge systems, Indian education system and the roles and obligations of teachers to the nation in general and to the school /community/society, specifically. |
| 6 | Skill Enhancement courses: These courses are aimed at imparting practical skills, hands on training, soft skills etc. to enhance the employability of the students. | | The institution may design courses as per the students' needs and available institutional resources subject to approval of the Dibrugarh University. |
| 7 | Community engagement (NSS/Adult Education/Student mentoring/NGO/Govt. institutions, etc.): | | The curricular component of 'community engagement and service' seeks to expose students to the socio-economic issues in society so that the theoretical learning can be supplemented by actual life experiences to generate solutions to real-life problems. This component will include participation in activities related to National Service Scheme (NSS), National Cadet Corps (NCC), adult education/literacy initiatives and mentoring school students and other community works. |
| 8 | Field based learning/project | | The field-based learning/project will attempt to provide opportunities for students to understand the different socio-economic contexts. It will aim at giving students exposure to development-related issues in rural and urban settings. It will provide opportunities for students to observe situation in rural and urban contexts, and to observe and study actual field situations regarding issues related to socio-economic development. Students will be given opportunities to gain a first-hand understanding of the policies, regulations, organizational structures, processes, and programmes that guide the development process. |
| | | | Students will be provided with opportunities for |

| | | |
|----|--|---|
| 9 | Internship | internships with local industry, businesses, artists, crafts persons, etc. so that they may actively engage with the practical side of their learning and, as a by-product, further improve their employability. |
| 10 | Research / Dissertation | All students pursuing a Four-Year Bachelor's Degree with Honours with Research will be required to take up research oriented advanced courses, research methodology courses and a Dissertation before the completion of the Programme, NB: Students intending to pursue Honours with Research shall have to enroll in the beginning of the 7th semester. Departments concerned shall allot Supervisors to such students on the basis of their area of interest. For students pursuing Honours with Research, 50% of the In-semester marks will be allocated for preparation of synopsis / Project of the proposed Dissertation to be submitted in the 8th semester. |
| 11 | MOOCs courses from SWAYAM platform, Infosys Springboard | Students may opt to earn credits from such courses upto 40% of the total credits required for the award of a certificate / Diploma / Degree. These courses shall be under any of the categories of courses mentioned above. NB: In case a student earns extra credit from an online course in lieu of a course which is offered with less credit in offline mode, the SGPA/CGPA will be calculated on the basis of the credits of the offline course. The remaining extra credit will be reflected in the Grade sheet. |
| 12 | Value added Add on courses | Students may be permitted to take Add on course(s) of their choice offered by the Dibrugarh University. The Add on course(s) will be reflected in the grade sheet but will not be taken in to account for computation of SGPA and CGPA. |

- A Course may also take the form of a Dissertation/ Project work/ Practical training/ Fieldwork/Internship, 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.

Change in Major:

Students shall be allowed to change the Major at the end of the second semester. In such a case the Minor will be converted as the Major so that the credit earned by the student remains the same. In such case the earlier Major discipline in the 1st and 2nd semester will be treated as Minor discipline.

The HEIs may create 10% additional seats over and above the sanctioned strength to accommodate the request for a change of major.

Change in Minor:

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

MOOCs course from SWAYAM Platform, Infosys Springboard:

The University may allow up to 40% of the total credits being offered in a particular programme in a Semester through the MOOCs online learning courses offered through the SWAYAM platform, Infosys Springboard or any other online learning platform specified by UGC, subject to the following conditions:

- i. The course contents comply with the UGC (Credit Framework for Online Learning Courses through SWAYAM) Regulations, 2021 and its subsequent amendments and approved by the University.
- ii. The courses are not offered in the University.
- ii. The University shall give the equivalent credit weightage to the student for the credits earned vide online learning credit courses through the SWAYAM platform, in the credit plan of the programme.

Provision of Multiple Exit:

Exit 1: There is a provision of exit after successful completion of 1 year (two semesters). A Certificate will be awarded when a student exits at the end of year 1 (2 semesters). Students who have secured minimum of 40 credits will be awarded a UG certificate (in the field of study/discipline) if, in addition, they complete one work based/skill based vocational course/internship of 4 credits within one year from the completion of 2nd semester examination.

Exit 2: There is a provision of exit after successful completion of 2 years (four semesters). A Diploma will be awarded when a student exits at the end of year 2 (4 semesters). Students who have secured minimum of 80 credits will be awarded a UG Diploma (in the field of study/discipline) if, in addition, they complete one work based/skill based vocational

course/internship of 4 credits within one year from the completion of 4th Semester examination.

Exit 3: Three Year UG Degree Programme (BA, B. Sc, B. Com and Bachelor in other discipline) with single/double major: There is a provision of exit after successful completion of 3 years (six semesters). Students who wish to undergo a 3-year UG programme shall be awarded UG degree in the major discipline after successful completion of three years, securing 120 credits.

Four Year UG Programme with Honours (BA, B. Sc, B. Com and Bachelor in other discipline) with single/double major: Students who wish to undergo a 4-year (8 semester) UG programme shall be awarded UG Honours degree in the major discipline after successful completion of four years with Discipline Specific Elective Courses in 7th and 8th semesters in lieu of Research Project and Dissertation, securing a minimum of 160 credits.

Four Year UG Programme with Honours with Research (BA, B. Sc, B. Com and Bachelor in other discipline) with single/double major: Students who wish to undergo a 4-year (8 semester) UG programme shall be awarded UG Honours with Research degree in the major discipline after successful completion of four years, with Research Project and Dissertation in 7th and 8th Semesters, securing 160 credits.

Attendance

- The Course Teacher shall be responsible for maintaining a record of attendance of students who have enrolled for the course.
- All Course Teachers of college/institutions shall intimate the Principal/ Director of a college/ 17 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 75% of attendance during the total number of class days.
- A student who has less than 75% attendance in average shall not be permitted to sit for the End semester examination. However, that it shall be open to the University to grant exemption to a student who has attended a minimum of 70% classes but failed to obtain the prescribed 75% attendance for valid reasons, on recommendation of the Principals of the 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 Programmes and send a copy of the same to the Controller of Examinations. Such candidates shall have to repeat the concerned Course(s) when it is offered next.
- A student declared as dis-collegiate shall not be allowed to proceed to the next higher Semester. He/she shall need to pursue the Semester afresh in which he/she was declared as dis-collegiate along with the next fresh batch.

Examination and Evaluation

- (a) Examination and evaluation shall be done on a continuous basis, at least two times during a Semester including the End Semester Examination.
- (b) There shall be 40% marks for in-semester assessment and 60% 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.

In-semester Assessment:

- (i) In in-semester assessment, different tools such as objective tests, written tests, assignments, paper presentation, laboratory work, etc. suitable to the courses may be employed.
- (ii) The students shall be informed in advance about the nature of assessment. Students shall be required to compulsorily attend in-semester assessment including appearing the sessional tests, failing which they will not be allowed to appear for the End-semester examination. A Student cannot repeat In-semester examinations after the end of the Semester. The Department may arrange special in-semester examination whenever necessary.

End Semester Examination

- (i) There shall be one End semester examination carrying 60% Marks in each course of a Semester covering the entire syllabus prescribed for the Course. The End semester examination is normally a written/laboratory-based examination/Project Work/Dissertation.
- (ii) The Controller of Examinations shall make necessary arrangements for notifying the dates of the End semester examinations and other procedures as per Dibrugarh University Rules (at least 20 days in advance) and the Academic Calendar notified by the University. (iii) The time given for End-semester examination for each Course shall be based on the credits/marks of the course. The duration of End semester Examination shall be of 2 (two hours) for 3 /4 credit courses and 1 (one hour) for 2 credit courses.
- (iii) Emphasis needs to be given on problem solving, application level questions as prescribed by National Education Policy, 2020. The question paper should include different forms of question.

RESERVATION OF SEATS:

Reservations of seats in cases of admission to various courses are as per existing rules followed by the Govt. of Assam.

Apart from this, there shall be 2% reserved seats for candidates with physical disabilities, 3% for candidates with excellence in Games and Sports and 3% for candidates with proficiency in cultural and literary field.

There shall be no reservation of seats in computer, vocational & diploma course.

ADMISSION PROCEDURE:

The Academic Board of the college conducts admission to all the courses for every academic session as per rules. The Committee reserves the right to deny admission to any candidate without explaining any reason whatsoever.

For admission into FYUGP (B.Com) and FYUGP (BA) the candidates are required to apply through ‘SAMARTH’ portal online for Degree Courses and in the ‘DARPAN’ portal for H.S. Courses. They are required to submit the hard copies of the application form along with necessary documents on the date specified in the SAMARTH and DARPAN portals respectively.

INTERNSHIP/ COMMUNITY ENGAGEMENT GUIDELINES

1.0 INTRODUCTION

The National Education Policy 2020-(NEP-2020) views that the purpose of the education system is to develop good human beings capable of rational thought and action, possessing compassion and empathy, courage and resilience, scientific temper and creative imagination, with sound ethical moorings and values. It aims at producing engaged, productive, and contributing citizens for building an equitable, inclusive, and plural society as envisaged by our Constitution. The NEP-2020 envisions promoting quality research in higher education and to ensure quality education by higher education institutions (HEIs), research and innovation are two inherently important aspects. The societal needs of our country can only be addressed by having a strong knowledge, skills, value and research-oriented vibrant higher education ecosystem for sustainable development. In accordance with the NEP-2020 and UGC guidelines, Dibrugarh University framed a new student-centric “Curriculum and Credit Framework for Undergraduate Programmes” (CCFUP) incorporating a flexible choice-based credit system, multiple entry and exit options, and a multidisciplinary approach with internship and community engagement as an essential component. In an internship, course students require to participate in a work experience or professional activity, or cooperative education activity with an entity external to the education institution, under the supervision of an expert from the given external entity. A prime aspect of the internship/research internship is induction into actual work situations. Internships includes working with government or private organizations, higher education institutions, universities, research and development labs/research organizations/non-government organizations, enterprises, centres involved in research, innovativeness and entrepreneurship, business organizations local industry, artists, craftspeople, and similar other entities for providing opportunities to students for active engagement in on-site experiential learning. The aim of community engagement, on the other hand, is provide a way for undergraduate students to develop interpersonal skills, broaden perspectives, and contribute positively to the society.

2.0 OBJECTIVES

2.1 The primary objective of an internship is to enable an intern to gain first-hand experience of the way of working in an organization. Internship is ideally expected to A. Develop the skill aptitude of the intern for a specific job or job role and B. Build research capabilities with learning opportunities for the intern. An internship is designed to benefit the intern as well as the internship providing organization. Internship for the undergraduate students enrolled in FYUGP/FYIPGP programme at Dibrugarh University and its affiliated Colleges is broadly

aimed at integrating workshop with workplace, understanding the world of work, capacity building for the community, developing research aptitude, providing exposure in emerging technologies, enhancing entrepreneurial capabilities, developing decision-making and teamwork skills and enhancing professional competency etc.

2.2 The concept of community engagement is to combine the academic pursuits with meaningful contributions to society. The intended objectives of engaging undergraduate students of Dibrugarh University and its affiliated Colleges in community engagements are building practical community service skills among the students, making a positive impact on the society, capacity building for the society, inculcating a sense of social responsibility and providing personal fulfillment to the students.

3.0 INTERNSHIP CATEGORIES

The undergraduate internships would be classified into two types: i. ii. Internship for enhancing the employability Internship for developing the research aptitude

3.1 Enhancing Employability refers to a set of qualities like knowledge, practical skills, and experience in a job seeker that makes him desirable to a potential employer. The internship programs for enhancing employability among the undergraduate students of Dibrugarh University and its affiliated Colleges is designed for achieving the following outcomes:

3.1.1 Development of project and its execution

3.1.2 Decision-making

3.1.3 Confidence development

3.1.4 Working/coordinating in a team

3.1.5 Creative and critical thinking and problem-solving

3.1.6 Ethical values

3.1.7 Professional development

3.1.8 Understand government/local bodies world of work

3.1.9 Reference of resource persons in the field

3.1.10 Development of internship online/ simulation-based module for a virtual

3.1.11 Understanding the nuances of building a deep-technology start-up

3.1.12 Study certain entrepreneurs,

3.1.13 Study of the enterprises, farmers, artisans, etc.

3.2 Developing Research Aptitude research

Research aptitude refers to the ability of an individual to perform systematic studies, analyze information critically, and to contribute knowledge to a particular domain. Research internship for undergraduate students of Dibrugarh University and its affiliated Colleges is aimed at providing hands-on training to work on research tools, techniques, methodologies, equipment, policy framework and various other aspects in pursuing quality research. Apart from gaining relevant research experience, the interns are expected to learn the following, through research professionals/mentors:

- Ideation and conceptualization of a research question/problem

- Learning about new tools and handling of equipment
- Experimentation and collection of data
- Simulations and development of models
- Preparation and presentation of reports

4.0 COMMUNITY ENGAGEMENT

The primary objective of community engagement is to offer meaningful contributions to society. It aims to help the undergraduate student grow as a compassionate, well rounded individual. The University/ College will identify NGOs, societies and various organizations (Including various student/teacher/employee associations within its organization) indulging in outreach activities/community engagements/awareness drives for possible collaboration in this regard. The emphasis will be on engaging students in activities focused on social, environmental and cultural issues. This can be achieved through volunteering service in local community organizations mentioned above, conducting awareness drives on various social/environmental issues, mentorship of school children in nearby schools etc.

5.0 INTERNSHIP AND COMMUNITY ENGAGEMENT STRUCTURE

Dibrugarh University and its affiliated Colleges will play a key role in arranging internships/community engagements for their students. The Training and Placement Cell/Internship Cell at the University/College will be in charge of Internship and Community Engagement Programme. The Training and Placement Cell/Internship Cell will be responsible for

5.1.1 Overseeing a well-defined mechanism or structure at the University/College level for smooth coordination and functioning of internships across diverse disciplines.

5.1.2 Regulating activities related to community engagement. The Training and Placement Officer/ the Internship Cell Coordinator of the University/College will also act as the Nodal Officer of the Internship and Community Engagement Programme for FYUGP/FYIPGP students of the University/College.

1. To ensure that the internship is well-defined, with clear outcomes, the University/College through its Training and Placement Cell/Internship Cell, will explore, reach out to, and if possible sign a Memorandum of Understanding (MoU) with local businesses, research organizations, industries, HEIs, NGOs etc. Following is a list of possible sectors in which opportunities of internship and community engagements may be explored by the Training and Placement Cell/Internship Cell. (The list is indicative only.)

- i. Trade and Agriculture
- ii. Economy & Banking Financial Services and Insurance
- iii. Logistics Automotive & Capital Goods
- iv. Fast Moving Consumer Goods & Retail
- v. Information Technology/Information Technology enabled Services & Electronics
- vi. Handcraft Art, Design & Music
- vii. Healthcare & Life Science

- viii. Sports Wellness and Physical Education
- ix. Tourism & Hospitality
- x. Digitization & Emerging Technologies (Internet of Things/Artificial Intelligence/Machine Learning/Deep Learning/Augmented, Reality/Virtual Reality, etc.)
- xi. Humanitarian, Public Policy and Legal Service
- xii. Media and Communication
- xiii. Education
- xiv. Sustainable development
- xv. Environment
- xvi. Commerce Medium and Small-Scale Industries
- xvi. Government Flagship Programmes such as MYBharat, Jal Jeevan Mission Swachh Bharat, PM Internship Scheme etc

2. The Training and Placement Cell/Internship Cell in consultation with the respective Departments/Centers will prepare a list of internships/community engagements for the undergraduate students. Based on their interests, the students will apply for internship and community engagement through the Training and Placement Cell/Internship Cell. The students will also be at liberty to seek opportunities for internship and community engagement on their own apart from the ones listed down by the Training and Placement Cell/Internship Cell. However, in that case, the students should get prior approvals of the proposals from the Training and Placement Cell/Internship Cell.

3. Internship and community engagement shall involve a student from the University/College and he/she would be attached to an internship supervisor (IS)/community engagement supervisor (CS) from the Internship and Community Engagement Providing Organization (IPO/CPO), and mentor from the University/College for a specified duration and conduct a time-bound internship project.

4. A provision of group internship and community engagement may also be considered for handling the chunk of students in a particular domain by the University/College. The group can be identified for a particular theme assigned to a particular industry or HEI supervised by an internship and community engagement supervisor and mentor. Students can also come together and submit their proposal to Training and Placement Cell/Internship Cell and then after the examination of the proposal, the cell can approve/reject it. If the proposal is accepted by the cell, then the allocation of a supervisor as well as a mentor for the same could be made as per norms. The University/College can also explore the possibilities of joint project works for their students based on mutual understanding and agreements.

5. The University/College may adopt flexibility for virtual internships, international research collaborations, or participation in government-approved online internship programs to provide diverse learning experiences subject to prior approval from the University.

6. The internship can be linked to the outcomes of value-added/skill development/ability enhancement courses. The University/Colleges may have both backward and forward integrations for internships. For backward integration, The University/Colleges

can make use of ability-enhancement courses, value-added courses, and skill- enhancement courses. These courses will serve as a prerequisite for internships and will be handled as such.

7. For forward integration, the University/Colleges will develop a list of projects along with a list of mentors, the same can be uploaded on the portal developed by The University/Colleges. The students can pick projects and get paired with chosen mentors along with an option of co-mentor from the same or any other reputed institution or organizations.

8. The University/College may develop a structured post-internship support system, such as career counseling, start-up incubation support, or job referrals based on internship performance.

9. The University/Colleges will make their digital portals where they can register experts, agencies, industries, organizations etc. which are open and visible to students.

10. Internship projects can also be scoped and aligned to the study of the effectiveness of various government and non-government schemes as well. The live case study assignment can also be imparted as the internship project to the individuals which led learners to apply that learning in the real-life situation depending on the kind of course (e.g. law, management, social works).

11. The students involved in the internship and community engagement may continue their internship and community engagement subject to the condition that his/her academic credits do not get affected in terms of attendance and other assignments. If the need arises, students may also have an opportunity to make use of summer & winter breaks for extending their learning from internships and community engagements.

12. The University/Colleges can also look upon cluster models where institutions (2-3) can club or make a memorandum of understanding (MoU) for internships, the information of same need to be mentioned on the portal of HEIs and student may be willing to opt any and choose the mentor physically or digitally or any mentor outside also at national or international level.

13. Research internship can be carried out by working with faculty/scientists/mentors in HEIs, research institutions, universities, industrial research labs, nationally and internationally reputed organizations.

14. There should be a provision for mandatory training on research ethics, plagiarism detection tools, IPR, data security and proper citation practices to ensure academic integrity in student research. The training will be arranged by Training and Placement/ Internship Cell of the University/College.

15. The University/College should develop a system to address the grievances related to internship and community engagement.

6.0 ACADEMIC CREDENTIALS & MONITORING OF INTERNSHIP/ COMMUNITY ENGAGEMENT

A total of 4 credits have been assigned for Internship and Community Engagement of FYUGP/FYIPGP students of Dibrugarh University and its affiliated Colleges. The students may opt for any one of the following distribution of credits:

- i. 4 credits of internship.

- ii. 4 credits of community engagement.
- iii. 2 credits of internship and 2 credits of community engagement.

For an internship and community engagement, one credit of Internship and Community Engagement means two-hour engagement per week. Accordingly, in a semester of 15 weeks' duration, one credit in this course is equivalent to 30 hours of engagement in a semester. Accordingly, an internship and community engagement of 120 hours duration after the 4th semester will be mandatory for the students enrolled in FYUGP/FYIPGP programmes of Dibrugarh University and its affiliated Colleges. The internship and community engagement will be carried out preferably in the Summer-Winter breaks after the completion of a semester. It can be carried out continuously in one break or partially in multiple breaks. The evaluation will be performed only after the completion of the internship and community engagement.

The mechanism and the rules for carrying out internship and community engagement by students leaving FYUGP/FYIPGP programmes after the 2nd or the 4th semesters will be identical to those for the students continuing to pursue their programmes after the 4th semester

7. ROLE OF INTERNSHIP AND COMMUNITY ENGAGEMENT PROVIDING ORGANIZATION, NODAL OFFICER, INTERNSHIP AND COMMUNITY ENGAGEMENT SUPERVISOR AND MENTOR

Role of Internship and Community Engagement Providing Organization Internship and community engagement providing organization will facilitate the smooth conduction of internship and community engagement by providing necessary support to the students carrying out internship and community engagement. Role of Nodal Officer (Training and Placement Officer) The Nodal officer of the University/College will oversee the smooth conduction of internship and community engagement programmes at the University/College.

1. The Nodal officer will reach out to HEIs, research organizations, research labs, corporates, industry, internship providing organization, local administrative offices like Deputy Commissioners, heads of certain government offices like labor, municipal, hospital, tourism, public relations, finance, agriculture, social welfare, NGOs etc. to seek the opportunity of an internship and community engagement for the students of the institution. For instance, the students can participate with local government in processes of census, surveys and elections and other schemes with proper mentoring mechanisms.

2. The nodal officer will notify a list of internships/community engagements available to the students. He/ she will also oversee the application process for the same. The nodal officer will also examine proposal from students regarding internships/community engagements and then after the examination of the proposal, he/she can approve/reject it. The nodal officer will always coordinate with the Departmental Head, Centre Directors to take their suggestions in the whole process.

3. The nodal officer will develop a mechanism for the allocation of internship and community engagement supervisors and mentors.

4. The nodal officer must ensure the coordination of students, internship supervisors, mentors and internship providing organization.

5. The nodal officer will coordinate the evaluation process of the internship and community engagement at their completion involving the relevant Departments/Centers.

Role of Internship and Community Engagement Supervisor

1. An internship and community engagement supervisor in IPO/CPO will monitor, supervise the student during the internship and community engagement duration.

2. Internship and Community Engagement Supervisor from the host organization should monitor the regularity of the intern at his/her workplace.

3. At the end of the internship, the Internship and Community Engagement Supervisor will ensure issuing of completion certificates to the student.

4. At the completion of internship and community engagement, a student will submit a project report to be forwarded by the Internship and Community Engagement Supervisor.

Role of Mentor

1. A mentor at the parent institute will be providing the necessary guidance to the student during the internship and community engagement.

2. The mentors will also facilitate networking with other subject matter experts/professionals in coordination with the nodal officer.

8. INTERNSHIP/ COMMUNITY ENGAGEMENT MECHANISM

1. Training and Placement Cell/Internship Cell headed by the Nodal Officer, after exploring various opportunities for internship and community engagement of the students will notify a list of internships and community engagements. (Preferably through a portal in the University/College website)

2. Students will submit their applications for internships/community engagements to the Training and Placement Cell/Internship Cell duly forwarded by Heads/Directors of Departments/Centers. Apart from the options listed by the Training and Placement Cell/Internship Cell, students may also submit their application with their own proposal for Internship and Community Engagement. However their proposal will be subjected to the approval of the Training and Placement Cell/Internship Cell.(Anexure-I)

3. Students will be selected by host organizations for internship and community engagement based on their selection criteria. The same will be informed to the students via the Training and Placement Cell/Internship Cell of the University/College.

4. If a student fails to get an internship and community engagement, then the Training and Placement Cell/Internship Cell should take the initiative to provide him/her alternative options like group internship and community engagement etc. The University/College may introduce a systematic support mechanism, such as a reserved pool of internship opportunities like faculty-guided research internships, or mandatory last-resort placements within the University/College Departments, to ensure that no student is left without an internship. However such options cannot be adopted as primary provision and only less than 20% students can be accommodated

through this process with due approval from the Head of the Departments in case of University and the Principal in case of College, as a special case.

5. On receipt of an offer of internship and community engagement, the student will arrange to consult the internship supervisor, obtain due permission from the parent institution and join the concerned host organization for an internship and community engagement.

6. During the period of internship and community engagement, the mentor from the parent institute will keep a track of the activities at the host organization.

7. On completion of Internship and Community Engagement, the student will prepare internship and community engagement report and get it endorsed by the Internship and Community Engagement Supervisor. He/ She will also collect internship and community engagement completion certificate from the Internship and Community Engagement supervisor.

9.0 EVALUATION

The University/College will examine/evaluate the student's performance during internship and community engagement on the following aspects:

A. Successful Completion of the Internship and Community Engagement (Submission of completion certificate from the Internship and Community Engagement providing organization): 20%

B. Internship and Community Engagement Report: 40%

C. Presentation at the parent University/College: 40% (Presentation should be evaluated by a committee of minimum four members including the mentor, Head of the Department and at least one faculty from other allied departments.)

(In addition, in case of research internships, the research project report shall have an undertaking from the student and a certificate from the research supervisor for originality of the work, stating that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma in the same Institution or any other Institution.)

Format for Internship/Community Engagement Completion Certificate from the Internship/Community Engagement Supervisor (In Official Letter)

Certified that _____ (Name) of _____ semester of _____ Programme from _____ (Department), _____ (Name of the Parent University/College) carried out his/her internship/community engagement work at _____ (Name of the Internship/Community Engagement Providing Organization with Address) under my supervision from _____ (DD/MM/YYYY) to _____ (DD/MM/YYYY). The total number of hours during his/her

internship/community engagement is _____ (No. of hours). He/She has successfully completed the internship/community engagement programme.

Name of the Internship/Community Engagement Supervisor:

Designation:

Name and Address of the Internship/Community Engagement Providing Organization:

Signature of the Internship/Community Engagement Supervisor with Seal and Date:

Application Format for Submitting Proposals of Internship/Community Engagement to the Training and Placement/Internship Cell for Prior Approval Name Programme Semester

| | |
|---|--|
| Name | |
| Programme | |
| Semester | |
| Department | |
| Name of the Proposed Internship/Community Engagement Providing Organization | |
| Proposed Duration of Internship/Community Engagement | |
| Nature of Internship/ Community Engagement | |
| Full Signature of the Student with Date | |
| Comments and Signature from HOD/Director of Center | |

Comments of Nodal Officer (whether approved/rejected):

Signature of Nodal Officer:

Date:

The documents to be enclosed with the Application Form are:

- Original Copy of Pass Certificate of the last examination passed.
- Original Copy of Mark Sheet of the last examination passed.
- Original copy of Aadhar Card
- Original Copy of Age Proof Certificate.
- Original Copy of Caste Certificate, if any.
- Permanent Resident Certificate (PRC)
- Copy of self -attested recent passport size photograph.
- Original copy of Certificate of Games and sports, literary and cultural activities.
- Certificate, if claiming admission under physically handicapped, sports, literary and cultural activities.
- Family Income Certificate (for free fee waiver)..

FREE ADMISSION:

Free admission into the H.S. First Year (Commerce) and (Arts) and FYUGP (B.A./B.Com.) is offered by the Government of Assam under the Pragyan Bharati Scheme for families whose annual income from all sources is below Rs. 2,00,000.00 .

Proof of Income/Documents required under the scheme

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

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

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

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

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

ACADEMIC SESSION:

The College develops its own Academic Calendar based on the Academic Calendar of Dibrugarh University for Degree Courses & AHSEC's guideline for H.S. Courses.

COLLEGE UNIFORM:

For Boys: White Shirt, Black Pant and black shoes. (Black Blazer or Jacket in winter season)

For Girls: Sky Blue 'Churidar' with white Dupatta / 'Chaddar Mekhela' with Green Border and Green 'Blouse' and black shoes. (Black Blazer or Jacket in winter season)

COLLEGE TIMING:

The College timing is 9.00 A.M. to 4.00 P.M. Honours classes shall start at 9.00 AM whereas all other classes shall start at 10:00 A.M. Due to some unavoidable reason timing may be changed.

ATTENDANCE:

- The Course Teacher shall be responsible for maintaining a record of attendance of students who have enrolled for the course.
- All Course Teachers of college/institutions shall intimate the Principal/ Director of a college/ Institute through the Head of the Department concerned at least thirty calendar days before the last instruction day in the semester, the particulars of all students who have less than 75% of attendance during the total number of class days.
- A student who has less than 75% attendance in average shall not be permitted to sit for the End semester examination. However, that it shall be open to the University to grant exemption to a student who has attended a minimum of 70% classes but failed to obtain the prescribed 75% attendance for valid reasons, on recommendation of the Principals of the 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 Programmes and send a copy of the same to the Controller of Examinations. Such candidates shall have to repeat the concerned Course(s) when it is offered next.

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

CANCELLATION OF SEATS:

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

- (i) He/she admit into two institutions during the same academic session.
- (ii) He/she fails to attend classes for 15 days continuously without a valid ground and permission of the Principal or Head of the Department concerned.

If any student's character/conduct is found to be doubtful and unsatisfactory to the authority or if found indulge in act of criminal violence inside or outside the college, such student will at once forfeit his/her seat.

FACILITIES

COLLEGE LIBRARY

The institution has a well-furnished library having a holding of more than 28000 volumes of Text books, Reference books, Newspapers, Journals, Magazines and bond volumes. It's a open access library where charging and discharging of books is fully computerized. In addition, it has OPAC (Online Public Access Catalogue) facility. The library also has reprograph facility at a nominal rate. Internet connectivity is also available in the library for students at free of cost for a limited time. Attached to the library there is a spacious reading room which is open for all students. Every student of the college must deposit Rs. 150/- (For H.S. Students) as Library caution money

at the time of admission, Rs. 200/- for Degree Non-Honours and Rs. 300/- for Honours courses students respectively (Govt. may take initiative to free fee waive to students in due course of time). For a bonafide member of the library students are required to fill up an application form obtainable from the office of the Librarian. After depositing the application form he /she will be given library identity card and he/she can borrow two (non-Honours) and four (Honours) books at a time for a maximum of fifteen days from the date of issue. Students failing to return the books within the due time will be fined 50 paise per day per book for first fifteen days and after that it will be Re. 1/- per day per book. In case of loss or damage caused to any book student has to pay compensation or else his / her result shall be withheld. The duration of Library timing is 9-00 AM to 4-30 PM on all working days.

DEPARTMENTAL LIBRARY:

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

SCHOLARSHIPS:

The College facilitates the following scheme of scholarships of the Government/agencies.

- National Merit Scholarship
- State Merit Scholarship
- Scholarships for SC/ST- As prescribed by the Project Director, ITDP
- Scholarships for OBC/MOBC - AS prescribed by the Project Director, ITDP
- Merit Scholarship of Central Government.

STUDENTS ACTIVITIES:

The college organizes competitions in Athletics, Debating, Quiz, Recitation, Cultural activities etc. for H.S. and Degree students during College week to select students for participating in the district /university level Students Meet, Youth Festival or Inter- College competitions.

FACILITIES FOR THE PHYSICALLY CHALLENGED:

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

- ❖ scribes are allowed for visually impaired students or inability to write
- ❖ ramps are being built for easy access to classrooms
- ❖ ramps are built in the passage to the Wash rooms
- ❖ Special rooms are arranged during examinations
- ❖ disabled-friendly washrooms
- ❖ shoulder Clutches
- ❖ tricycles

STUDENTS' ANNUAL MAGAZINE:

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

WALL MAGAZINE:

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

Besides, all Departments of the college publish wall magazines regularly.

OTHER PUBLICATIONS:

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

SUBASH (সুৰাশ) : The department of Assamese annually publish one handwritten journal "SUBASH".

“PRABAHINI”: The women Cell of the college publish annually a Journal “Prabahini”.

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

HEALTH CARE FACILITIES:

There is a Health Centre in the college with all the first aid facilities. General medical checkups of students at regular intervals is done and maintains health records of students by the Extension and Welfare Committee.

HOSTEL FACILITIES:

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

Construction of the Boys hostel is under proposal.

PHOTOSTAT FACILITIES:

There is provision of photocopying for students and teachers at a nominal rate.

GAMES AND SPORTS FACILITIES:

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

NETWORK RESOURCE CENTRE (NRC):

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

COLLEGE CANTEEN

The college takes initiative to establish new a canteen within the campus for providing fresh food items at low cost. The canteen will keep open on all working days to serve the students, teachers, staff, workers and others.

CO-CURRICULAR ACTIVITIES:

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

ECO-CLUB:

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

COMMERCE FORUM:

To enrich students in the field of new development and trends in the field of Economics and Commerce, the forum has been established. All the students and teachers of Commerce and economics are members of the Forum. The Forum work on socioeconomic and other related issues through surveys/field study etc.

STUDENTS' UNION:

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

Semester Duration:

- (i) Odd Semesters: July–December (including end-semester examinations and semester breaks)
- (ii) Even Semester: January-June (including end-semester examinations and semester breaks) Any change in the Academic Calendar/Schedule may be made by the University whenever necessary.

In-semester Assessment:

- (i) In in-semester assessment, different tools such as objective tests, written tests, assignments, paper presentation, laboratory work, etc. suitable to the courses may be employed.
- (ii) The students shall be informed in advance about the nature of assessment. Students shall be required to compulsorily attend in-semester assessment including appearing the sessional tests, failing which they will not be allowed to appear for the End-semester
- (iii) The time given for End-semester examination for each Course shall be based on the credits/marks of the course.
- (iv) Emphasis needs to be given on problem solving, application level questions as prescribed by National Education Policy, 2020. The question paper should include different forms of question.

Betterment Examination:

- (i) A student shall be entitled to take the 'Betterment Examinations' in any two theory courses after successful completion of 3 year/4year programme only once. In this case, the higher marks secured by the student shall be retained. The candidates shall have to apply for betterment examination within one year of passing the Sixth/Eight Semester examination. Students shall have to appear in the betterment examination with the regular batch.
- (ii) No betterments shall be allowed in the practical/project/dissertation/internship examinations.

Results and Progression:

- A candidate shall be declared as passed a Programme, provided he/she secures-
At least 30% of marks in each Course in the End Semester Examinations combining both theory and practical examinations
- At least 'P' grade in the 10 point scale combining both the in-semester and End Semester Examination performance.
- There shall be no separate pass mark for In-semester Assessment.

- 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.
- There may be moderation of In-semester Assessment marks/End Semester marks as and when necessary.
- The marks of In-semester examinations obtained by the candidate shall be carried over for declaring any result.
- A candidate who fails or does not appear in one or more Courses of any end semester examinations up to fifth Semester shall be provisionally promoted to the next higher semester with the failed course as carry over course(s). Such candidates will be eligible to appear in the carryover course in the next regular examinations of those courses. If a candidate fails in any of the components (either theory or practical) of a course the candidate shall have to reappear in the examination for both the components.
- 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 candidate who fails or does not appear in one or more courses of seventh semester examinations shall be provisionally promoted to the eighth semester with the failed course as carry over course(s). If a candidate clears the eighth semester examination before clearing all the courses of the seventh semesters, the result of the eighth semester examination of that candidate shall be withheld and his/ her results shall be announced only after he/ she clears the courses of the previous semester.
- A student must clear all his/her Semester Examinations within six (6) years for three year undergraduate programme and seven years for four year undergraduate programme (with honours/research) from the dates of admission to the First Semester of any Programme irrespective of the number of examinations appeared by the student.
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.
- A candidate shall be declared to have passed provided he/she has passed all the Semesters and in all the Courses separately for the concerned programme.
- The Controller of Examinations shall declare the results of different programmes and issue Grade-sheets. ***The merit list shall be prepared only for the regular candidates and it does not include the backlog candidates.***

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

Qualification type and Minimum credit requirement:

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

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 90% and above) |
| A+ | Excellent | 9 (Marks securing 80%-90%) |
| A | Very Good | 8 (Marks securing 70% -80%) |
| B+ | Good | 7 (Marks securing 60% -70%) |
| B | Above Average | 6 (Marks securing 50% -60%) |
| C | Average | 5 (Marks securing 40%- 50%) |
| P | Pass | 4 (Marks securing 30%-40%) |
| F | Fail | 0 |
| Ab | (absent) | 0 |

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

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

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

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

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

Example for computation of SGPA

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

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

$$CGPA (Si) = \sum C_i S_i / \sum C_i$$

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

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

- (iv) **Conversion of CGPA in to percentage (%):** CGPA will be multiplied by 10.
Percentage of marks = (CGPA X 10)
- (v) The Letter grade 'B+' and above shall be considered as First Class and Letter grade 'B' shall be considered as Second Class.
- (vi) 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).
- (vii) If a candidate secures 'F' grade in a Course, he/she shall have to reappear in the Course in the next legitimate chance.
- (viii) 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.

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

- a) If a candidate fails to appear in any Course(s) in an end semester examination.
 - b) If a candidate fails to submit the project work/dissertation / assignment of an end semester examination.
 - c) If a candidate is certified as not eligible to appear in any course(s) in an end semester examination by the Course Teacher(s) due to insufficient attendance in lectures, tutorials practical or fieldworks.
- (ix) The candidates not appearing in a Semester Examination shall be considered as an ‘**Abs**’ candidate **and** that will be reflected in the Grade Sheet of the candidate. These candidates shall have to convert the ‘**Abs**’ grade by appearing in the next examination on the Course (provided he/ she has legitimate chance to appear the Course) concerned or by submitting project work/dissertation/ assignment etc.

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.

Academic Bank of Credit:

Student Registration:

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

Credit Transfer:

Inter- Institutional transfer of Credits may be considered by the Dibrugarh University on reciprocal basis or in compliance with the relevant Guidelines of the UGC. However, a candidate from other university has to fulfill minimum credit requirements as prescribed by Dibrugarh University.

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, the existing Dibrugarh University Rules, Ordinances and the Dibrugarh University Act, 1965 (as amended) shall be applicable.
- c) The Dibrugarh University FYUGP Board and/or the Examination Committee of the University shall remove any difficulty, which may arise in the course of operations relating to execution.

**COURSE STRUCTURE OF FOUR YEAR UNDER GRADUATE PROGRAMMES
(FYUGP)IN DIBRUGARH UNIVERSITY**

| Year | Semester | Course (Lecture+Tutorial+Practical)(L+T+P) | No. of Courses | Credit per Course | Total Credit |
|---|--|--|----------------|-------------------|--------------|
| | | Major (Core) | 1 | 4 | 4 |
| 1 | 1st Semester | Minor | 1 | 4 | 4 |
| | | Multi- Disciplinary Generic Elective Course: Natural Science–I/ Social Science/Humanities-I/Commerce-I | 1 | 3 | 3 |
| | | AEC Language (MIL/Regional Language) | 1 | 4 | 4 |
| | | Value Added Course 1: Understanding India | 1 | 2 | 2 |
| | | Value Added Course 2: Health and Wellness | 1 | 2 | 2 |
| | | Skill Enhancement Course | 1 | 3 | 3 |
| | | Total | | | 22 |
| | | 2nd Semester | Major (Core) | 1 | 4 |
| | Minor | | 1 | 4 | 4 |
| | Multi- Disciplinary Generic Elective Course: Natural Science–II /Social Science/Humanities–II/Commerce-II | | 1 | 3 | 3 |
| | AEC:Language and Communication Skills (English)-II | | 1 | 4 | 4 |
| | Value Added Course 3: Environmental Education with emphasis on community-based activities (more emphasis on practical) | | 1 | 2 | 2 |
| | Value Added Course 4: Yoga | | 1 | 2 | 2 |
| | Skill Enhancement Course | | 1 | 3 | 3 |
| | Total | | | | 22 |
| | Grand Total (Semester I and II) | | | | |
| The students on exit shall be awarded Undergraduate Certificate (in the Field of Study/Discipline) after securing the requisite 44 Credits in Semester 1 and 2 provided they secure 4 credits in work based vocational courses offered during summer term or internship / Apprenticeship in addition to 6 credits from skill enhancement courses earned during 1 st and 2 nd Semester | | | | | |
| | 3rd Semester | Major | 2 | 4 | 8 |
| | | Minor | 1 | 4 | 4 |
| | | Multi- Disciplinary Generic Elective Course:Natural Science/Social Science/Humanities - III/Commerce-III | 1 | 3 | 3 |
| | | Value Added Course 5: Digital and Technological Solutions/Digital Fluency | 1 | 2 | 2 |
| | | Skill Enhancement Course | 1 | 3 | 3 |
| | | Ability Enhancement Course: Communicative English/ Mathematical Ability | 1 | 2 | 2 |
| | | Total | | | 22 |

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

ANNEXURE II

Semester wise distribution of Credits

| Semester | Major(Core) | Minor | Multi-Disciplinary Generic Elective course | Ability Enhancement Course (AEC) | Value Added Course (VAC) | Skill Enhancement Course (SEC) | Others | TotalCredit | Exit Option (With Certificate / Diploma and Degree) |
|--------------|-------------|-----------|--|----------------------------------|--------------------------|--------------------------------|---|-------------|---|
| I | 4 | 4 | 3 | 4 | 2+2=4 | 3 | -- | 22 | UG Certificate 44+ * 4= 48 |
| II | 4 | 4 | 3 | 4 | 2+2=4 | 3 | -- | 22 | |
| III | 4x2=8 | 4 | 3 | 2 | 2 | 3 | -- | 22 | |
| IV | 4X4=16 | 4 | -- | -- | -- | -- | 2(Community engagement) | 22 | UG Diploma 88+ * 4 =92 |
| V | 4X4=16 | 4 | -- | -- | -- | -- | 2 (Internship) | 22 | |
| VI | 4X4=16 | 4 | -- | -- | -- | -- | 2 (Project)/ 2x1 (DSE) | 22 | |
| VII | 4X3=12 | 4 | -- | -- | -- | -- | 6 (Research Methodology and Project) /3x2=6 (DSE) | 22 | Four Year UG (Honours/ (Honours with Research)176 |
| VIII | 4X3=12 | 4 | -- | -- | -- | -- | 6 (Dissertation) | 22 | |
| Total | 88 | 32 | 9 | 10 | 10 | 9 | 18 | 176 | |

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

CELLS and COMMITTEES

Academic Board

Aim:

The Academic Committee aims to plan and improve college education by making schedules, supporting good teaching with resources and new ideas, listening to students and parents, and looking after all academic work to help students learn better and grow.

Functions:

The Committee will perform the following functions-

1. Prepare the yearly Academic Calendar and College Prospectus.
2. Plan dates for internal exams for HS and degree students.
3. Prepare the class Timetable for all classes.
4. Arrange and look after learning resources like digital boards, projectors, sound systems, and classroom conditions.
5. Plan and suggest introduction of new courses or papers.
6. Start small online classes or videos for students.
7. Take feedback from students, parents, and others about college and classes.
8. Encourage teachers to plan lesson plans for classes.
9. Decide on best ways to teach and learn in college.
10. Check the courses and exams of the Vocational Education Centre.
11. Give ideas about changing the college fee structure.
12. Plan training for teachers to teach in new, fun ways.
13. Look into all other academic matters of the college.
14. Plan the Student Union election following Lyndoh Committee rules.
15. Make sure all classes and exams follow university rules.

Committee:

Chairperson: Mr. Kamala Kanta Bori, Principal

Coordinator: Mr. Bobin Kumar Chutia

Members: 1. Mr Anil Kumar Saikia, Academic-in-charge
 2. All HOD's

Research and Development Cell (RDC)

Aim:

The Research and Development Cell aims to grow research in college by helping teachers and students study things that help Dhemaji, finding resources, teaming up with others, sharing what we learn, and making research fun and useful for everyone.

Functions:

1. The Cell will help teachers and students work together on small research projects that matter to Dhemaji.
2. The Cell will check teachers research papers and research proposals, giving ideas to make them better.
3. The Cell will push teachers to write research papers and help them in publishing in reputed journals.
4. The Cell will team up with other colleges or groups; including those we have MoUs with, for research.
5. The Cell will arrange seminars / conferences / workshops / talks at the institution /district /state / national level.
6. The Cell will work to print research books and journals to apprise people the findings of the research.
7. The Cell will arrange for an annual award for teachers who make significant contribution in research during the year.

The Cell

| | |
|--------------------|---------------------------------|
| Chairperson | Dr Kamala Kanta Bori, Principal |
| Coordinator | Dr Rewati Buragohain |
| Members | Dr Sankar Patowari |
| | Mr. Gopal Gogoi |
| | Mr. Kailash Sarma |
| | Dr Ataur Rahman |
| | Dr Ranu Pariyar |
| | Mr. Rajumoni Bhuyan |
| | Dr Dipsikha Deka |
| | Dr Himashree Baruah |

Career Guidance and Placement Cell (CGPC)

Aim:

1. Help students identify career goals and academic interests, tracking their preferred job roles and study paths.
2. Provide detailed info on career options, courses, and emerging opportunities.
3. Prepare students for competitive exams like APSC, UPSC, Bank P.O., and ADRE with essential knowledge and strategies.
4. Develop programs to boost personality traits, soft skills, interview techniques, and group discussion abilities.
5. Organize job fairs and partner with public/private sectors for training and placement opportunities.
6. Mentor students in starting and managing small businesses.
7. Build a network with alumni and local businesses to enhance job and internship prospects.

Functions

1. The Cell will ask students what jobs or studies they want to pursue and keep a list of their answers.
2. The Cell will share information about different career options and courses they may study.
3. The Cell will prepare students for competitive exams like APSC/ UPSC/ Bank P.O./ADRE and other jobs.
4. The Cell will undertake programs for personality development, soft skills, interview skills and GD.
5. The Cell will organize job fairs and invite institutions for training and placements in public and private sector establishments.
6. The Cell will help students learn how to start small businesses.
7. The Cell will communicate with alumni and local business to help students find work.

Committee:

Chairperson: Dr K.K. Bori, Principal

Coordinator: Mr Rajib Kumar Dutta, Associate Professor

Assistant Coordinator: Dr Dipsikha Deka, Assistant Professor

Member: Ms Priyanka Das, Assistant Professor

Mr Rahul Borah, Assistant Professor

Ms Chunchuni Borah, Assistant Professor

Internal Complaint Committee (ICC)

As per the UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women and Students in Higher Education) Regulations 2015, the following Internal Complaints Committee (ICC) has been constituted. The Committee shall execute their powers and duties as per the rules and guidelines framed by the UGC.

Committee:

Chairperson: Dr Rewati Buragohain, Associate Professor

Coordinator: Ms Priyanka Das, Assistant Professor

Members: Mr Gopal Gogoi, Associate Professor

Ms Queen Borsaikia, Associate Professor

Ms Devajani Chelleng, Assistant Professor

Mr Dhaniram Bagiri, Accountant

Secretary, Girls Common Room

General Secretary, Students Union

Students Grievances Redressal Committee (SGRC) and Anti Ragging Committee

Objectives:

1. The Cell will help students share their problems or complaints without fear.
2. The Cell will fix student complaints about college life, like studies or fees, fast and fairly.
3. The Cell will make a happy and peaceful place for students to study.
4. The Cell will teach students to respect each other and feel safe.
5. The Cell will listen to students applying to college and help with their admission issues.

Functions:

1. The Cell will put a complaint box at convenient place for students to write their problems.
2. The Cell will check online complaints sent to the college website and reply in 15 days.
3. The Cell will meet at regular interval to talk about every complaint and decide what to do.
4. The Cell will fix small problems, like arguments, by asking for an apology or a warning.
5. The Cell will send big problems, like fights or cheating, to the college Principal.
6. The Cell will keep all complaints secret so students feel safe to speak.
7. The Cell will prepare an annual report about complaints and what we did.
8. The Cell will hold a meeting to apprise the students how to use the Cell.

Committee:

Chairperson: Dr K.K. Bori, Principal

Coordinator: Mr Rajumoni Bhuyan, Associate Professor -Mobile No. 8011371653

Member: Mr Moni Kanta Kuli, Associate Professor- Mobile No. 8134966133

Mr Binoy Kalita, Assistant Professor -Mobile No. 9954511795

Ms Gayatri Bharali, Assistant Professor- Mobile No. 8822916847

Ms. Sabitri Tumung, Assistant Professor- Mobile No. 9957214426

LIBRARY COMMITTEE

Aims:

1. Connect the library with college leaders easily.
2. Use library money wisely and keep track of it.
3. Suggest useful books and tools for the library.
4. Make borrowing books easy for all.
5. Get online resources for students and teachers.
6. Improve the library step by step.
7. Celebrate a library day to make it special.
8. Support learning with a good library

Functions:

1. Recommend books and journals and equipment that students need.
2. Ensure the library keeps up with new technology by adding digital tools like computers, e-books, or online catalogs for easier access.
3. Plan and introduce a simple book-borrowing system.
4. Ensure that all readers follow the library Rules of Borrowing and Returning Books
5. Manage the library budget carefully and maintain expenditure details.
6. Provide e-journals or online study materials.
7. To plan and get feedback from the teachers and students on the use of library resources.
8. Observe Library Day every year to popularize library as the treasure of knowledge.
9. Plan small changes to make the library better.
10. Keep the library neat and updated for everyone.

Committee:

Chairperson: Mr. K.K. Bori, Principal

Coordinator: Mr. Bhaskar Baruah, Librarian

Members: Mr. Anil Kumar Saikia, Associate Professor & Academic In charge
Dr Rewati Buragohain, Associate Professor

Mr. Kailash Sarma, Associate Professor
Mr. Moni Kanta Kuli, Associate Professor
Mr. Bibhuti Borgohain, Associate Professor
Ms. Queen Borsaikia, Associate Professor
Ms Sabitri Tumung, Assistant Professor

NSS Committee

The National Service Scheme is an Indian Government Sponsored public service programme conducted by the Ministry of Youth Affairs and Sports of the Government of India. NSS was formally launched on 24th September 1969, the birth Centenary year of the Father of Nation Mahatma Gandhi. Therefore, 24th September is celebrated as the **Foundation Day of NSS** with appropriate programmes & activity.

Motto of NSS:

The motto of the National Service Scheme is “Not Me But You”.

NSS SYMBOL:

Based on the ‘Rath’ wheel of the Konark Sun Temple situated in Orissa

Aims of NSS:

- Help students grow their personality, leadership, and confidence by serving the community.
- Teach students to care about social welfare and help society fairly.
- Support NSS volunteers to assist needy people, improve their lives, and live with respect.

Objectives of NSS:

1. Learn about the community they help.
2. Know themselves better through their community work.
3. Find out what the community needs and help solve its problems together.
4. Build a sense of duty to society and people.
5. Use their skills to fix personal and community issues in a practical way.
6. Get better at living and working in a group.
7. Learn how to get the community to join in activities.
8. Grow leadership skills and a fair attitude.
9. Be ready to handle emergencies and disasters.
10. Work for unity and peace among people.

Committee

Chairman: Dr K.K. Bori, Principal

Programme Officer: Dr Ranu Pariyar, Associate Professor

Member (Teacher): Mr. Dipen Kumar Dutta, Associate Professor

Mr. Rajumoni Bhuyan, Associate Professor

Ms. Sabitri Tumung, Assistant Professor

Dr Dipsikha Deka, Assistant Professor

(Student):

1. Mr Jeet Dhar

2. Ms Bipasha Deka

Administration:

Dr. Jugen Das

Mr Kamakhya Prasad Baruah, District Planning and Monitoring Officer.

Alumni:

Mr. Bijoy Changmai

Procurement Committee

Functions:

1. The committee is responsible for buying items using the Government e-Marketplace (GeM) platform whenever required.
2. The committee reviews and ensures that the details (specifications) of items to be bought through GeM meet the college's needs.
3. For items not available on GeM or costing less than Rs. 5 lakhs, the committee can make purchases directly, following proper rules.
4. The committee must ensure suppliers provide valid receipts or vouchers for all purchases.
5. Before buying, the committee must collect price quotes from at least three suppliers to compare costs.
6. The committee must place the order with the supplier offering the lowest price, as long as they meet quality standards.
7. All payments to suppliers must be made through cheque for transparency and record-keeping.
8. The committee ensures all necessary materials for construction or renovation work at the college are provided on time.
9. The committee keeps clear records of all purchases, quotations, and payments for future reference or audits.
10. The committee ensures all purchases follow Assam government procurement guidelines and college policies.

Committee:

Chairman: Principal

Coordinator: Mr. Bibhuti Borgohain

Members: Mr. Kalyan Saikia (Technical)

Mr. Kailash Sarma

Mr. Binoy Kalita

Ms. Devajani Chiring

Mr. Dhaniram Bagiri (Non-teaching)

Tender Committee

Functions:

1. The committee announces tenders, including e-tenders, in simple and clear language, specifying sizes, amounts, and quality for items or services the college needs—such as tools, furniture, or building work—on the college website, e-tendering portals, or in newspapers as required.
2. The Committee offers suggestions regarding all procurements through GeM.
3. The committee evaluates every supplier's offer, including those submitted through e-tendering platforms, to ensure they align with the college's budget and requirements.
4. The committee verifies that the items or services offered match the college's specifications exactly as requested in the tender documents.
5. The committee ensures the tendering process, including e-tendering, is transparent, fair, and complies with Assam government regulations, preventing any fraudulent practices.
6. The committee selects the supplier offering the lowest price or best value, provided they meet delivery and quality standards, whether through traditional bids or e-tender submissions.
7. The committee reviews and approves the contract or purchase order with the selected supplier, ensuring all terms are clear and agreed upon, including for e-tender awards.
8. The committee monitors the supplier's performance to ensure timely delivery and adherence to the promised quality and terms, as outlined in the tender or e-tender agreement.
9. The committee maintains detailed records of all bids (both physical and electronic), decisions, and contracts for audits, accountability, or future reference.
10. The committee adheres to Assam's tender laws, college policies, and platforms like GeM (Government e-Marketplace) when applicable, fully integrating e-tendering processes where specified.

Committee

Chairman: Principal

Coordinator: Mr. Sanjib Hazarika

Members: Mr. Uttam Kumar Doley, A.E. (building)

Mr. Debajyoti Buragohain

Mr. Rajumoni Bhuyan

Dr . Sankar Patowari

Ms Priyanka Das

Planning and Monitoring Committee

Aims of the Committee

1. To plan and recommend buildings or repairs that meet the college's needs and follow its Master Plan.
2. To ensure new projects are practical, safe, and improve the campus for students and staff.
3. To keep the college green and student-friendly with upgrades like trees and parking.
4. To work with experts for good designs and choose fair, reliable suppliers.
5. To follow rules, avoid favoritism, and keep clear records for all construction work.

Functions:

1. The committee will recommend new buildings, repairs, expansions, or demolition based on the college's Master Plan to meet needs like more classrooms, labs, or student spaces.
2. The committee will check that new projects use space well and include essentials like good drainage, electricity, and water supply for safe, useful buildings.
3. The committee will arrange for tree planting, parking areas, and other campus upgrades to keep the college eco-friendly and student-friendly.
4. The committee will work with qualified architects or engineers to get building designs that are practical and fit the college's goals.
5. The committee will make sure no staff (teachers or non-teachers) or their close family members can supply materials or services, so there's no favoritism.
6. The committee will call for tenders (including e-tenders), pick the best suppliers, and issue work orders, following Assam government rules.
7. The committee will regularly check on projects to ensure suppliers finish work on time and meet the college's quality standards.
8. The committee will save all plans, tender details, and decisions in an organized way for audits or future use.
9. The committee will stick to the college's policies, Assam's laws, and available funds, including using platforms like GeM when needed.

Committee:

Chairman: Principal
Coordinator: Mr. Anil Kumar Saikia
Members: Mr. Khagen Kachari
Dr Rewati Buragohain
Bobin Kumar Chutia
Dr Ataur Rahman
Mr. Dhaniram Bagiri (Non-teaching)

Construction Committee**Aims**

- To ensure construction is done properly, safely, and on time.
- To make sure good materials are used and the building follows the plan.
- To fix problems quickly and keep the work going smoothly.
- To keep the college informed and deliver a finished building ready for use.
- To follow rules and keep clear records of the work.

Functions:

1. The committee keeps an eye on the construction to make sure it's done well, safely, and on time.
2. The committee ensures the materials are good and the building matches the plan.
3. The committee fixes issues like delays or shortages and talks to builders to keep things moving.
4. The committee updates the principal or college about the progress and hands over the finished building for use.
5. The committee saves notes about the work and makes sure safety and college rules are followed.

Committee:

Chairman: Principal
Coordinator: Mr. Dipen Kumar Dutta
Members :Mr. Uttam Kumar Doley, A.E. (building)
Mr. Mangal Chandra Gohain
Mr. Moni Kanta Kuli
Mr. Anjanjyoti Sabhapandit
Ms. Rina Adak
Mr. Dhaniram Bagiri (Non-teaching)

ICT Cell

Aims of the ICT Cell:

- To provide and maintain technology for teaching, learning, and college work.
- To help students and staff use computers and the internet easily.
- To support online systems like admissions, exams, and library services.
- To keep the college updated with modern tech tools.

Functions of the ICT Cell:

1. The ICT Cell looks after computers, internet, and the college website, keeping it running and updated.
2. It helps run online systems like admissions, e-learning, and posts news or notices on the website.
3. The Cell solves issues like computer breakdowns, slow internet, or website glitches.
4. It teaches how to use tech tools and update the website for classes or college tasks.
5. It ensures digital data (e.g., student records, website content) is stored securely and updated.

Committee:

| | |
|--------------|-------------------------------|
| Chairman: | Dr K.K. Bori, Principal |
| Coordinator: | Mr. Rajumoni Bhuyan |
| Members: | Mr. Gopal Gogoi |
| | Mr. Bobin Kumar Chutia |
| | Dr Ataur Rahman |
| | Ms Rina Adak |
| | Mr. Kalyan Saikia (Technical) |

Equal Opportunity Cell

All HEIs shall set up Equal Opportunity Cell to ensure opportunities for inclusive, equal and quality higher education to the SEDGs students. The Equal Opportunity Cell shall function as a statutory umbrella body over the existing Cells, such as the SC/ST Cell, OBC Cell, or any other Cell, without any hindrance or interference to the functioning and mandated activities of the latter. The Equal Opportunity Cell within every HEIs shall protect the constitutionally guaranteed rights, dignity, safety, and security of all individuals belonging to the SEDGs and

also ensure them equalizing access and opportunities to pursue higher education with the help of the existing statutory bodies such as SC/ST Cell and OBC Cell.

Aims of Equal Opportunity Cell:

1. To protect all the constitutional rights of the Socio Economically Disadvantaged Groups (SEDGs students).
2. To ensure that the college is inclusive, safe, and secure for the SEDGs students.
3. To provide socio-emotional and academic support and mentoring for the students belonging to the SEDGs through proper counselling and mentoring programmes.
4. To ensure proper implementation and monitoring of bridge courses designed by the college to benefit SEDGs students.
5. To ensure implementation of all such programmes designed and developed by the college to increase the participation of SEDGs students in academic activities.
6. To ensure implementation of all policies, including reservation policies and various schemes, programmes, and guidelines of the Govt. of India.
7. To ensure that the college develop appropriate outreach programmes to help the SEDGs students from Special Education Zones (SEZs) to avail the various opportunities of educational/academic programmes of college.
8. Ensure proper implementation of all laws against discrimination and atrocities against the SCs and STs.
9. To circulate, publicize, facilitate, and monitor the implementation of the UGC guidelines and instructions issued from time to time in favour of SEDGs. 12
10. To redress the grievances and complaints of the SEDGs students within 15 days through a Grievances Redressal Committee (GRC) without compromising the safety and dignity of the complainant.

Functions of Equal Opportunity Cell:

1. To co-ordinate with other existing cells and statutory bodies of the college and enable implementation of the existing schemes and provisions, including scholarships and fellowships of the Govt. of India and respective States.
2. To ensure the implementation of bridge courses, earn-while-learn schemes, and outreach programmes designed and developed by the college for SEDGs.
3. To provide socio-economic, academic, and emotional support and mentoring for such students through proper counselling and mentoring programmes.
4. To ensure sensitization of faculty, staff, counsellors, and students on the gender-identity issue and their inclusion in all aspects of the HEI, including making curricula gender and ability inclusive.
5. To explore and generate funds from various sources like Corporate Social Responsibilities (CSR) and Alumni to provide more financial assistance and scholarships to SEDGs to mitigate opportunity costs and fees for pursuing higher education.
6. Coordinate with the Internal Quality Assurance Cell (IQAC) to raise awareness about the implementation of various policies for inclusive and equitable quality higher education.

7. To work as a 'Single Window' for students belonging to SEDGs for their grievances, basic needs, amenities, facilities, welfare measures, and scholarships and fellowships.
8. To upload guidelines, facilities, welfare, and safety measures on college website/ portal and maintain such records to review and monitor amenities and basic facilities for a safe and secure environment for SEDGs.
9. To circulate, publicize, and facilitate existing welfare schemes like – Remedial, NET, entry into services, and residential Coaching for SC/ST/OBC (non-creamy layer), Minority Community, and PwD Students.
10. To establish a team of counsellors, social workers, and faculty members to provide emotional and social support to SEDGs to adapt to the environment of the HEI.
11. To focus on overall personality and skill development, including professional and soft skills, so as to ensure enhancing the student employability.
12. To organize periodic meetings and to monitor the progress of various schemes and all the HEIs may prepare the database.
13. To assess the needs of SEDGs and make necessary recommendations to the authorities of the institutions.
14. To make faculty, staff, students, and service professionals aware of facilities available for SEDGs.
15. To sensitize all the students to bring an attitudinal change towards SEDGs. Students should accept and involve SEDGs in curricular, co-curricular, and extra-curricular activities in the HEIs.
16. To hold regular meetings with SEDG students to check their grievances and also meet with management/authorities of HEIs to facilitate discussion of the grievances of SEDG students and maintain the confidentiality of deliberations and data.
17. To review, monitor, and ensure disposal of all grievances within 15 days.

Advisers: Mr Moni Kanta Kuli
Ms Devajani Challeng
Ms Devajani Chiring

Committee:

Chairperson: Ms. Queen Borsaikia

Member: Mr. Dipen Kumar Dutta (Senior Faculty)

Member: Sabitri Tumung (Liason Officer)

Member: Dr Rewati Buragohain (Chairperson ICC)

Member: Dr Ataur Rahman (Coordinator, IQAC)

Member: Ms Gayatri Bharali (women representative)

Member: Kanak Doley, GS, DCCSU

Member Secretary: Mr Anil Kumar Saikia (Administrative)

Training and Placement Cell / Internship Cell

As per direction of the Deputy Registrar (Academic) Dibrugarh University vide Letter No. DU/DR-A/Internship Cell-FYUGP/2025/234 Date 10/4/2025 the Training and Placement Cell/ Internship Cell has been constituted with the following members.

The detailed guidelines on the functioning of the Cell are attached herewith.

Nodal officer : Mr. Anjanjyoti Sabhapandit,

Associate Professor (Commerce), Dhemaji Commerce College

Mentor: Mr. Bobin Kumar Chutia,

Associate Professor (Economics), Coordinator, Academic Board

Mr. Rajib Kumar Dutta,

Associate Professor (Commerce), Coordinator, Career Guidance and Placement Cell (CGPC)

Member: Mr. Anil Kumar Saikia, Associate Professor (Commerce) and Academic In-charge

Mr. Rajumoni Bhuyan, Associate Professor (Political Science)

Extension Activity Cell

Aims

1. Make villages and nearby places better by supporting education, cleanliness, and unity.
2. Help people understand how to care for the environment and stay safe during disasters.
3. Be ready to assist students and locals when natural calamities happen.
4. Give students chances to learn new skills and make some money while studying.
5. Keep local traditions alive by organizing fun cultural programs for everyone.
6. Encourage students to join community work and feel proud of helping others.
7. Provide training that helps students and locals in daily life and future jobs.
8. Bring students together through activities that build friendship and teamwork.

Functions

1. Plan projects like adult education, cleaning local areas, improving schools, and community programs to bring people together.
2. Teach students and local people about protecting nature and staying safe during natural disasters and working with others during times of emergency.
3. Support people affected by floods, storms, or other emergencies with food, clothes, or other aid.
4. Arrange dance, music, drama, and other cultural activities of the local communities and search talents and provide support and assistance for progression.
5. Get students to join hands-on community work, like planting trees or helping in local schools.
6. Teach useful skills like first aid, communication, or basic computer use to students and nearby communities.

7. Plan sports, quizzes, or group projects to help students work together with the local community.

The Cell:

Advisor : Ms. Biju Borah Dutta

Chairperson : Mr. Mongal Chandra Gohain

Coordinator : Mr. Anil Kumar Saikia

Member: Mr. Binoy Kalita

Mr. Debajyoti Buragohain

Mr. Dipen Kumar Gogoi

Ms. Pooja Hazarika

Dr. Himashree Baruah

President, DCCSU

General secretary, DCCSU

Secretary, Social Service, DCCSU

LIST OF TEACHING FACULTY

Principal

: Dr. Kamala Kanta Bori, M.A., Ph. D.

COMMERCE STREAM:

Business Management:

- 1) Sri Anil Kr. Saikia, M.Com., Associate. Professor. (HoD)
- 2) Sri Anjanjyoti Sabhapandit, M.Com, Associate. Professor
- 3) Sri Rahul Bora, M. Com. NET, Assistant. Professor

Accountancy:

- 1) Sri Rajib Kr. Dutta, M.Com., Associate. Professor. (HoD)
- 2) Vacant

Finance & Monetary Management:

- 1) Sri Kailash Sarmah, M.Com, M. Phil, Associate. Professor (HoD)
- 2) Smt. Rina Adak, M. Com. NET, Assistant. Professor

Business Statistics & Mathematics:

1. Dr. Deepshikha Deka, M. Sc., Ph. D., Assistant. Professor

ARTS STREAM

Department of Assamese:

- 1) Dr. Rewati Buragohain, M.A., Ph.D., Associate. Professor. (HoD)
- 2) Smt. Biju Borah Dutta, M.A., Associate. Professor
- 3) Smt. Sabitri Tumung, M. A., NET, Assistant. Professor

Department of English:

- 1) Dr. Sankar Patowary, M.A., Ph.D., Associate. Professor.
- 2) Dr. Ataur Rahman, M.A., Ph.D , B.Ed, PGCTE, PGDTE., Associate. Professor (HoD)
- 3) Smt. Devajani Chelleng, M.A, M.Phil, Assistant. Professor. (Sl. Grade)

Department of Economics:

- 1) Sri Khagen Kachari, M.A., M. Phil., Associate. Professor.
- 2) Sri Mongal Chandra Gohain, M.A., Associate. Professor (HoD)
- 3) Sri Bobin Kr. Chutia, M.A., B.Ed., Associate. Professor
- 4) Smt. Susmita Pegu, M. A. NET, Assistant. Professor

Department of Mathematics:

- 1) Sri Gopal Gogoi, M.Sc. B Ed. M. Phil, Associate. Professor. (HoD)
- 2) Sri Sanjib Hazarika, M.Sc., Associate. Professor

Department of History:

- 1) Sri Bibhuti Borgohain, M.A., Associate. Professor (HoD)
- 2) Miss Gayatri Bharali, M.A., M. Phil, Assistant. Professor
- 3) Smt. Puja Hazarika, M. A., NET, Assistant. Professor

Department of Political Science:

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

Department of Education:

- 1) Sri Binoy Kalita, M.A., Assistant. Professor
- 2) Smt. Queen Borsaikia, M.A., B.Ed., M.Phil., Associate. Professor (HoD)
- 3) Dr. Ranu Pariyar, M.A., Ph.D., Associate. Professor

- 4) Sri Dipen Gogoi, M.A., M. Phil, B.Ed. Assistant. Professor

Department of Philosophy:

- 1) Smt. Devajani Chiring, M.A., Associate. Professor
- 2) Smt. Sunsuni Boruah, M. A., SLET, Assistant. Professor

Department of Sociology:

- 1) Sri Moni Kanta Kuli, M.A., M.Phil., B.Ed., NET, SET, Associate. Professor.(HoD)
- 2) Sri Devajyoti Buragohain, M.A., Associate. Professor
- 3) Dr. Himashree Bora, M.A., NET, Ph. D. Assistant. Professor
- 4) Vacant

Centre for Computer Education :

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

Centre for Vocational Education :

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

Library Staff:

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

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

Office Employees.

Head Asst. 1. Sri Dhaniram Bagiri, B.A

U.D.A. / L.D.A

- 1) Sri Trilosan Hazarika, B.A.
- 2) Sri Hari Pd. Hazarika, B.A.
- 3) Sri Jitupan Borah, M.A.
- 4) Sri Bishnu Konwar, B. A.
- 5) Sri Hillul Probal Dutta, B. A.
- 6) Mrs. Devajani Gohain (Contractual)

Lab. Bearer & Grade IV

- 1) Sri Gobin Chutia
- 2) Sri Lila Ram Sonowal

- 3) Sri Dip Kr.Saikia
- 4) Sri Ramen Sonowal
- 5) Sri Dipjyoti Sonowal
- 6) Sri Madan Gajmir,(Non-Sanctioned)
- 7) Sri Prema Borgohain,(Non-Sanctioned)
- 8) Smt. Ranyawati Kuli (Non-Sanctioned)
- 9) Sri Naren Chutia (Non-Sanctioned)

Girls' Hostel Staff

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