

COURSES OF STUDY

Haflong Govt. College offers the following courses of study:

- i) H. S. Arts, Science and Commerce
- ii) T.D.C. Arts, Science and Commerce
- iii) PG in Political Science and History

A. H.S. COURSE:

Two year Higher Secondary (HS) Course in Science, Arts and Commerce

Admission is given purely on merit and is subject to the Assam Higher Secondary Education Council (AHSEC) regulations.

Number of Seats available:

- | | | |
|---------------|-----------------|-------|
| i) Arts | Day Shift | = 150 |
| | Afternoon Shift | = 150 |
| ii) Science | Day Shift | = 150 |
| iii) Commerce | Day Shift | = 150 |

Eligibility Criteria:

- i) HSLC or equivalent Exam passed from recognized Board
- ii) Candidates seeking admission in Science must obtain at least 50% Marks in Mathematics. (45% Marks in case of SC/ST candidates)

Combination of Subjects:

Compulsory subjects for all streams (HS Arts, Science and Commerce):

- i) General English
- ii) Modern Indian Language (MIL) or Alternative English
 - Modern Indian Languages taught in the College includes Assamese and Bengali only.
 - Hmar MIL is allowed as Institutional Private (IP) subject with due permission from AHSEC.
- iii) Environmental Science

Elective Subjects:

(a) HS Arts students must select three elective subjects from the following list:

- (i) Economics (ii) Political Science (iii) History/Mathematics (iv) Logic & Philosophy/Adv. Bengali or Adv. Assamese.

(b) HS Science students must select three elective subjects from the following list:

- (i) Physics (ii) Chemistry (iii) Mathematics and (iv) Biology

(c) HS Commerce students must select three elective subjects from the following list:

- (i) Accountancy (ii) Business Studies (iii) Economics (iv) Commercial Arithmetic & Elements of Statistics and (v) Mathematics

HS COURSE STRUCTURE

- i) Two years Higher Secondary Course is governed by the Rules & Regulations of Assam Higher Secondary Education Council, (AHSEC). Total marks=500.
- ii) The course comprises of two Examinations, viz (i) First year and (ii) Final year.
- iii) Promotion to Final year depends on the successful completion of the First year examination conducted by the college as per Assam Higher Secondary Education Council (AHSEC) guidelines.

Eligibility Criteria for Admission in Examinations:

i) A candidate should have 75% of attendance both in theory and practical papers. 65% attendance may be considered only on special circumstances and on certification by the Principal of the concerned college.

ii) A candidate shall have to qualify in the unit test securing at least 40% marks.

iii) A candidate shall be allowed to appear in those papers only in which he/she has secured qualifying marks in the unit test.

iv) The college takes periodic appraisal of the students through unit test and pre final examination in HS classes and Degree classes as required by the AHSEC. The date of such examinations is notified well ahead as per academic calendar of the college. A student who fails to appear at

the unit test, Pre- final/ Test examination and whose performance is very poor will not be allowed to fill up their forms in the Final examination. In case of illness sick-room will be provided.

Class Examinations

i) H.S. 1st Year Unit Test Examination

ii) H.S. Final year Unit Test & Pre-final Test Examination

Promotion to H.S Final Year

i) Promotion to Final year depends on the successful completion of the First year examination conducted by the college as per Assam Higher Secondary Education Council (AHSEC) guidelines.

ii) A student can take admission into Final Year and is qualified for appearing in the Final Examination at the end of the Final Year classes, if his/her attendance in class & performance in the college examinations are as per AHSEC norms.

iii) First Year result is declared on the basis of grading system. The grade is determined as follows:

Grade-A: 60% marks and above,

Grade-B: 45% marks and below 60%,

Grade-C: Below 45%

Grade-D passed with grace marks.

iv) The result of H.S. Final Examination is determined on the basis of marks obtained in the Final examination only. No credit of First year examination is counted toward the result of the Final examination.

v) A student who does not appear in a particular subject at the H.S.1st year Examination will not be allowed to appear in the same subject at the H.S. Final Examination.

ATTENDANCE RULES

i) HS First Year: Students who do not attend at least 75% of the total number of classes held in the First year will not be allowed to appear in the examination conducted by the College.

ii) HS Final Year: Students who do not attend at least 75% of the total number of classes held in the Final year will not be allowed to appear in the Pre-Final Test and to fill up the forms for HS Final Examination held by AHSEC. The attendance in the HS 1st year classes will not be taken into account in HS Final year classes.

CANCELLATION OF SEATS

Students failing to attend classes for 15 (fifteen) days at a stretch in the first month of commencement of classes will forfeit their seats.

B. THREE YEARS (SIX SEMESTERS) DEGREE COURSE (TDC)

i) The Three Year Degree Course (TDC) of the College is affiliated to Assam University and is governed by the Rules and regulations of Assam University.

ii) The Course comprises of six semesters spread over a period of three years in B.A/B.Sc./B.Com. Degree.

iii) Admission is given purely on merit and is subject to Assam University (AU) regulations.

Eligibility Criteria (1st Semester):

(i) Higher Secondary (HS) or equivalent (10+2 standard)

(ii) Other equivalent examinations recognised by Assam University.

Number of Seats available:

- | | | | | |
|---------------|-----------|-------|-----------------|-------|
| i) Arts | Day Shift | = 150 | Afternoon Shift | = 150 |
| ii) Science | Day Shift | = 150 | | |
| iii) Commerce | Day Shift | = 150 | | |

GUIDELINES ON SEMESTER SYSTEM (THREE YEAR DEGREE COURSE)

1. Duration: Duration of the course is of Six Semesters. Each semester is of 6 months duration

2. Total Marks

Pass course will be of 1200 marks (200 marks in each semester) and Honours course will be of 1800 marks (900 marks in Honours plus 900 marks in Pass. 300 marks in each semester).

3. Grouping of Subjects

(i) General group of three subjects are compulsory for all students of Science, Arts, Commerce and Computer Applications. These are (a) General English (First and Second Semester) (b) Modern Indian Language or Alternative English or Communicative English for Commerce (third and fourth semester) and (c) Foundation Course on Environmental Studies (fifth and sixth semester).

(ii) Three elective subjects to be chosen as permissible in the College.

4. Marks Pattern

(i) Each theory course paper will be of 50 marks for non practical subjects and of 35 marks for subjects having practical.

(ii) Each practical paper will be of 30 marks for pass course and 90 marks for Honours course for Science.

Practical classes will be held round the year but examinations shall be held only in even semesters.

5. Theory Examinations

Duration of theory examinations shall be of 2 hours. There may be two shifts of examination in each day.

6. Practical Examinations

Duration of practical examinations shall be as suggested in course content in the syllabi.

7. Admission period

- i) First semester admission should be completed within 22nd June to 30th June during Session 2015-16
- ii) Admission in other semesters i.e. 3rd & 5th semester should be completed within 8th June to 15th June during Session 2015-16

8. Schedule of classes:

- (i) Odd Semester classes from 1st July
 - (ii) Even Semester classes from 1st January
- Classes will be continued till 15 days before commencement of the examinations.

9. Examination Schedule-Tentative schedules of examinations are as under:-

- (iii) Odd Semester: Last part of November
- (iv) Even Semester: Last part of April

(v) 10. Examinations Pattern- (i) Theory

a) Questions will be Group/ Unit wise. Questions will be set from all groups/ units covering the entire syllabi. There will be one alternative question for each question to be answered.

b) Five questions are to be answered each of 10 marks for subjects without practical and of 07 marks for subjects having practical.

c) There will be no separate distribution of objective type of questions but these will be included along with the main questions

d) Marks shall be distributed for a question like 1,2,3for different portion and maximum marks shall be 10 for non practical subjects and 07 for subjects having practical in the following manner:-

- Objective type (in a few words) - 20%
- Very short answer type (in one or two sentences) - 20%
- Short answer type (three to five sentences) - 30%
- Broad and critical type (marks between 5-10) - 30%

(ii) Practical (Other than Mathematics Honours)

	Each pass paper	Each Hons. paper
Laboratory note book/project	05	15
Viva voce	05	15
Experiment(s)	20	60
Total	30	90

Note for Commerce:

1. One question from each unit for both Pass and Honours papers. There will be one alternative question for each question to be answered.

2. For Pass paper : 20% Objective
(Theory) : 80% Descriptive
- For Honours papers (Theory) : 100 % Descriptive

For practical in Information Technology in Business

Laboratory Note Book	: 05	
Viva-voce	: 05	For both Pass & Honours
Experiments	: 20	
Total	= 30	

e) In Odd semester examinations, a candidate shall appear in papers of odd semester(s) only.

Similarly in even semester examinations, a candidate shall appear in papers of even semester(s) only.

Papers of odd and even semesters shall not be combined in one examination.

11. Unit Tests

Unit Tests are compulsory for both theory and practical papers and must be held as per following calendar:-

Odd Semester -	1st Test – July/ August and 2nd Test by September/ October
Even Semester -	1st Test- January/ February and 2nd Test – February/ March

Each test will be of 25 marks. Qualifying mark is 10 (40%). If a candidate fails to obtain qualifying marks

and for those who have failed to attend the test on bonafide grounds, one special test may be arranged before submission of application forms and fees to the

university. The Unit tests marks

are to be sent to the university as per notification to be issued by the university from time to time.

12. Eligibility criteria for admission in Examinations

(i) A candidate should have 75% of attendance both in theory and practical papers. 65%

attendance may be considered only on special circumstances and on certification by the Principal of the concerned college

(ii) A candidate shall have to qualify in the unit tests securing at least 40% marks.

(iii) A candidate shall be allowed to appear in those papers only in which he/she has secured

qualifying marks in unit test.

(iv) If a candidate after taking admission in 1st semester is unable to continue the classes or fail to

obtain eligibility to appear in the 1st semester examinations, in such cases the student will not be allowed to continue in

second semester and he/ she has to take fresh admission in 1st

semester again in next academic year.

13. Lecture Periods/Classes

There shall be a minimum of 50 lecture Periods/ Classes for theory papers in pass Course and 60 Lecture

Periods/ classes in Honours Course. Minimum of 20-30 hours shall be for each practical paper. This shall be strictly adhered to.

14. Promotion Rules

(i) A candidate who has been admitted in first semester class may be allowed to proceed to the next

semester (up to sixth semester) irrespective of number of papers in which the candidate has failed.

(ii) A candidate will get a maximum of three chances for clearing the back papers within six years, i.e. 12 semesters from the date of admission to the degree course.

(iii) A candidate will be considered eligible to sit for the sixth semester examination with not more than six back papers of earlier semester classes excluding fifth semester.

(iv) Failing in any semester examination, will be allowed to appear the same in the following manner:

(a) Odd semester papers with the odd semester examination.

(b) Even semester papers with the even semester examination.

15. Other Guidelines:

i) There will be no provision for Repeat or Betterment i.e. scope for appearing in any paper again for obtaining better marks.

ii) A candidate has to clear all the papers within 12 semesters (six years) from the year of first admission in the programme.

iii) There will be no provision of examination for certain subject in the new pattern

iv) Non-collegiate private candidate, as per ordinance, may appear in the TDC examinations

choosing only non-practical subjects in the new system like that of regular pass course students.

v) Dropping of Honours: Dropping of Honours shall be allowed in any semester of the course but within one month from the date of regular admission in the semester. A candidate who is allowed to drop the Honours must clear the respective pass paper(s) of the corresponding

Honours subject as back paper(s). Change of Honours subject/ Group shall not be allowed after first semester examinations.

vi) The system of credit of internal assessment marks in the final mark sheet shall be introduced after its formal approval by the university authorities.

vii) The system of Choice based credit system and Gradation system shall be introduced after its formal approval by the university autho

16. Minimum marks for award of Degree

Subjects	Pass Course	Honours
Full Marks:	1200	900
Pass (P) (34%)	408	306
2nd Division / Class: (45%)	540	405
1st Division / Class (60%)	720	540

Note: Division shall be awarded in Pass Course and Class shall be awarded in Honours Subject / Group.

17. General Group for Science & Arts and abbreviation of subjects.

Foundation Course in Environment Science -FCES

Modern Indian Languages

MIL Bengali	- BNGL
MIL Manipuri	- MANL
MIL Assamese	- ASML
MIL Hindi - HINL	
MIL Bodo	- BODL
MIL Mizo	- MIZL
MIL Nepali	- NEPL
MIL Urdu	- URDL
MIL Hmar	- HMRL
Alternative English	- ENGL
General English	- ENGG
Business Communication	- BCOE

18. Abbreviation of other Science & Arts Subjects are appended below:

Science & Arts Subject	Hons.	Pass	Science & Arts Subject	Hons.	Pass
Physics	PHSH	PHSP	Bengali	BNGH	BNGP
Chemistry	CHMH	CHMP	English	ENGH	ENGP
Mathematics	MTMH	MTMP	Assamese	ASMH	ASMP
Botany	BOTH	BOTP	History	HISH	HISP
Zoology	ZOOH	ZOOP	Political Science	PLSH	PLSP

9. COURSE STRUCTURE (See Prospectus)

21. Restriction in combinations of elective subjects

Combinations that are not allowed:-

- Two elective languages
- Language with Physics, Chemistry, Statistics, Botany, Zoology, Computer Science, Bio-technology and Geology
- Statistics with Sociology, Philosophy, Zoology and Chemistry
- Mathematics with Sociology, Philosophy, Zoology, Botany, Bio-technology and Fish & fisheries.
- Classics subjects with science subjects
- Two practical subjects for TDC Arts
- Non practical subjects other than Mathematics and Economics for TDC Science
- Physics, Chemistry, Statistics, Computer Science and Geology without Mathematics.

Attendance Rule for TDC Odd & Even Semester

i) A TDC student must attend at least 75% lectures, seminars and internal examinations held in each subject to fill up the form for appearing University examination. The student whose attendance is in between 75% & 65% in any subject may be considered by the Principal on genuine ground.

ii) The student whose attendance is below 65% but above 60% in any subject may be considered by the Vice Chancellor on the recommendation of the Principal with full justification and supporting documents.

iii) Students who fail to attend the requisite percentage of total number of classes held in any semester will not be allowed to appear in the Unit Test held as per University norms. This applies to all the subjects (compulsory, honours and subsidiary)

iv) Attendance in a particular semester will not be taken into account in the subsequent semester.

v) Students who fail to attend their classes for a certain period of time at a stretch on genuine, reasonable, and acceptable grounds such as serious diseases or accidents and related treatment involving themselves and members of their family, death of near and dear ones, academic/ sports/ cultural activities approved by the College etc. must apply, in writing to the Head of the Department

concerned for consideration of exemption of the absence for the period, immediately after such absence. Application must be supported with testimonials/documents wherever necessary. However, such applications will be considered if and only if the student has the requisite 75% class attendance till the last date he/she has attended classes. Even for such cases the actual attendance must not fall short of 50%.

Cancellation of Seats

Students failing to attend classes for 15 (fifteen) days at a stretch in the first month of commencement of classes will forfeit their seats.

TDC Guidelines Click Link: <http://www.assamuniversity.nic.in/guidelinestdc.pdf>

C. POST-GRADUATE COURSES

Post-Graduate course under Assam University was started in the year 1997 with the permission of the Govt. of Assam. PG in History was introduced in the year 1997; while PG in Political Science was introduced in 1999.

ELIGIBILITY FOR ADMISSION

A candidate who has passed TDC examination (10+2+3) in the concerned subject shall be eligible for admission to the P.G. Course. Preference is given to the students having Major/Hons, in the relevant subject. Students who have secured at least 40% marks in the Major/Hons or at least 45% marks in the Pass Course examination in the relevant subject only are eligible for admission to the P.G. Course.

Courses offered: Two Year (Four Semesters) Courses

Subject	No. of Seats
History	30
Political Science	30

Attendance Rule:

i) Students who do not attend at least 75% of the total number of classes held in Semester I, Semester II, Semester III and Semester IV will not be sent up for appearing in the corresponding University Examination. Attendance in a particular semester will not be taken into account in the subsequent semester. [Clause No.8 of the first Ordinance if the Master degree program AU]

ii) Other Rules are same as the TDC rules mentioned above.

Cancellation of Seats

Students failing to attend classes for 15 (fifteen) days at a stretch in the first month of commencement of classes will forfeit their seats.

GENERAL RESERVATION RULES FOR ADMISSIONS

There is a provision for reservation of seats, as per Govt. of Assam Rules for SC, ST(P), ST(H), OBC/MOBC candidates belonging to the State of Assam and in this respect caste certificate issued by the competent authority under Govt. of Assam only shall be valid. The provision are as follows:

- OBC/MOBC 15%

- SC 7%
- ST(P) 10%
- ST(H) 5%

A few seats may be allotted in HS (Day Shift) and TDC (Arts, Science and Commerce) courses to the students having outstanding performance in the field of Sports, Culture, NCC and Scouts & Guides. A relaxation of 10% is allowed in cut-off marks for HS and cut-off credit point for TDC admission. However, for OBC (MOBC)/SC/ST(P)/ST(H) candidates the relaxation is 15% of cut off mark. Thus, if

the cut off mark for admission in a particular class/ subject is 300 then the maximum relaxation will be 30 marks for general category and 50 marks for caste quota category students. For each Course i.e., HS and TDC the maximum numbers of reserved seats are as follows:

Sports = 3, Cultural = 3, NCC = 2, Scouts & Guides = 1

(i) Outstanding sports person/ cultural activist who represented the country in International meet will be admitted directly without considering the cut off mark. However the maximum number of reserved seats in a particular field will not be enhanced for inclusion of such candidates.

(ii) Sports persons will be selected from those disciplines which are recognized by IOC and BCCI and also such sports which are included in the Assam University inter-college meets and All India University meets.

(iii) In case of Cultural quota, candidates will be selected for their proficiency in the fields of Music (Vocal), Drama, Debating and Quiz, Fine Arts and Sculpture. In case of music (instrumental) and Dance, candidates will have to produce degree/diploma certificates from recognized institution.

(iv) There is a provision of reservation of 3% of the total seats for 'Differently abled' candidates.

(v) A Candidate seeking admission in any of the above categories (i to vi), must hand over personally to the Convener of the admission committee concerned, a photocopy of his/her original application, submitted to the office. Attested copies of the supporting documents as regards to his/her eligibility for consideration under the concerned quota must be enclosed with this separate application form, which should be submitted in a cover on which "Application for admission to HS/TDC Course under Sports/Cultural/NCC/Scouts & Guides /Differently abled quota seats" must be clearly written. However, if the candidates, selected under above mentioned quota (except Differently Abled), do not participate in the respective events/activities on behalf of Haflong Govt. College, they may forfeit their seats. They will have to give written undertakings in this regard.

(vi) Interview/ Selection trial of such candidates will be held on date and time notified on the College notice board. Candidates must appear and submit the original documents at the time of interview/ selection trial/Medical check up (in case of Differently Abled Quota seats).

(vii) There is no reserved seat for extra-curricular activities in case of admission into Post-Graduate courses.

ADMISSION PROCEDURE

1. Application for admission into the College should be made in prescribed application form issued by the College Office (with **Prospectus**) on payment of Rs. 150/- (Rupees

one hundred and fifty only). **A copy of the mark sheet of the qualifying examination** only and **two copies of recent 4cm x 3.5cm size (Colour) Photographs** must be enclosed with the application form.

2. Online application is not yet facilitated; but students can download the Application Form from College Website (www.haflonggovtcollege.org/). The downloaded application form must be submitted along with a Bank Draft/Multicity cheque of Rs. 150/- in favour of "Principal Haflong Govt. College".

3. Admission into the College is made **strictly in order of merit** and is governed by the College Admission Rules. The selection list for admission into different courses showing the percentage of marks (converted Credit points into percentage wherever necessary) obtained in the last qualifying examination is displayed in the College Notice Board and the College website. No request from any quarter will be entertained in respect of admission. The Principal's decision regarding admission is final.

4. Candidates are required to produce **at the time of interview** the original copies of (a) Mark sheet of the last qualifying examination, (b) Age certificate (c) Character Certificate from the head of the Institution last attended (d) Caste Certificate wherever necessary and (e) BPL Certificate (if BPL Card holders) .

5. **At the time of admission** the candidates must submit Xerox copies (No attestation is required) of (1) Character Certificate from the head of the Institution last attended (2) Caste Certificate (in case of SC, ST(P), ST(H), OBC or MOBC categories) and (3) BPL Certificate or copy of BPL Card (belong to BPL family) to avail the benefits of aid in kind (Students uniform etc).

6. Students passing the qualifying examination earlier than the current year will have to submit a **Gap certificate (in original)** from the Head of the Institution last attended or the Office in Charge of nearest Police station testifying to his/her activities during the interim period. Candidates having more than three years study gap will not be eligible for admission.

7. Admission to the hostels takes place on the later date for which a separate notice will be served.

8. The candidates have to submit separate Admission Forms for separate faculties.

9. Properly filled up forms submitted within the stipulated date shall only be considered for admission. Candidates selected for admission should get themselves admitted on the specified date of admission failing which they will forfeit their claim.

10. Students seeking admission into Honours courses must secure at least 45% marks in the concerned subject and 50% in the total aggregate in the H.S. Final examination or equivalent (10+2) examination. However, the final selection for Honours course will be made by the Head of the Department, concerned with the approval of the Principal. A student provisionally admitted into Honours course in any subject will have to appear at a test examination within one month from the date of starting of the session. Those who show poor results will be asked to give up Honours. Besides, the Head of the Department concerned may also, with the approval of the Principal, ask any student to discontinue Honours course, if his /her progress and performance are not at all satisfactory.

RENEWAL OF ADMISSION:

i) Students promoted to HS Final year class after declaration of result shall have to deposit college fees at the counter within two weeks of the declaration of results-the

exact dates will be notified by the Principal. All the above categories of students must get their college identity cards revalidated.

ii) Students of TDC (2nd, 3rd, 4th, 5th & 6th semesters) classes shall have to deposit college fees at the counter within two weeks after the examination is over-the exact dates will be notified by the Principal.

iii) Students who are eligible to attend M.A. (2nd, 3rd and 4th Semester) class shall have to deposit college fees for the course within two weeks of commencement of classes. The exact date will be notified by the Principal.

ADMISSION OF UNSUCCESSFUL HS STUDENTS

i) As per rules framed by the Assam Higher Secondary Education Council (AHSEC), a student of H. S. class must complete his/her H.S courses within five years from the date of registration.

ii) Unsuccessful students of HS Final examination who appear from this College shall have to get their name enrolled as **Casual students** just after the result of HS Final examination (or as notified) and such students need not appear in the Pre-Final/Test examination. But HS (Science) Final Year students must attend requisite number of practical classes.

iii) Unsuccessful students of HS 1st year Examination who appear from this College shall have to get their name enrolled as **Casual students** just after the result of HS 1st Year examination (or as notified) and such students need not appear in the Pre-Final/Test examination. This facility will not be extended to the same students who fail to clear the 1st year HS examination in the subsequent year.

iv) HS 1st year students detained in Pre-Final/Test Examination or declared as dis-collegiate are to apply for admission along with the fresh applicants. However, they will not get any preference in respect of admission to the College or to a hostel. Students detained in the same class for two consecutive years will not be admitted to the regular classes of the College.

v) Students detained at the Pre-Final/Test Examination of HS Final year declared as dis-collegiate, will be re-admitted to the respective classes as regular students. They must attend regular classes and appear in the Pre-Final Test.

vi) A student who fails to pass the H.S. Final examination even after availing him/herself of the maximum five chances (including first year) of appearing in the H.S. examination will have to seek re-admission into First year class and for fresh registration.

vii) Expulsion from any examination will lead to expulsion from the College.

ADMISSION OF UNSUCCESSFUL TDC STUDENTS

i) A TDC student must clear and pass all subjects (including arrear) within six years of registration. If he/ she fails to pass within six years he/she will have to start and appear as a fresh student.

ii) TDC (1st & 2nd semesters) students who failed to appear or were detained in Unit Test Examination or declared as dis-collegiate, are to apply for admission along with the fresh applicants. However, they will not get any preference in respect of admission to the College or to a hostel. Students detained in the same class for two consecutive years will not be admitted to the regular classes of the College.

iii) Students who failed to appear or were detained at the Unit test Examination of TDC (3rd & 4th semesters) and TDC (5th & 6th semesters) classes or were declared as dis-collegiate, will be re-admitted to the respective classes as regular students. They must attend regular classes and appear in the Unit test.

iv) Unsuccessful candidates of TDC (1st & 2nd semesters) & (3rd & 4th semesters) Examinations of Assam University appearing from this College shall have to enroll their names as **regular students** of TDC (3rd & 4th semesters) and (5th & 6th semesters) classes respectively as notified by the College Authority.

v) Unsuccessful candidates of TDC (6th semester) Examination of Assam University appearing from this College shall have to enroll their names as Casual students of TDC (6th semester) class as notified by the College Authority.

vi) A student who has been admitted in first semester class may be allowed to proceed to the next semester (up to sixth semester) irrespective of number of papers in which the candidate failed.

vii) A student will get a maximum of three chances for clearing the back papers within six years, i.e. 12 semesters from the date of admission to the degree course.

viii) A student will be considered eligible to sit for the sixth semester examination with not more than six back papers of earlier semester classes excluding fifth semester.

ix) Failing in any semester examination, a student will be allowed to appear the same in the following manner:

- a) Odd semester papers with the odd semester examination.
- b) Even semester papers with the even semester examination.

COLLEGE TRANSFER CERTIFICATE:

Any student seeking transfer from the college will have to apply to the Principal for transfer certificate. The following documents must accompany the application.

- i) Clearance certificate from the College Office.
- ii) Clearance certificate from the Librarian.
- iii) Clearance certificate from the Superintendent of the Hostel concerned (in case of boarder).
- iv) Clearance certificates from the Vice-President, Athletic/Cultural Section, Cotton College Union Society (CCUS) in case of office-bearer of the CCUS].
- v) Clearance certificate from the Treasurer, Students Aid Fund.
- vi) Records of percentage of attendance duly signed by the Heads of the concerned Departments.
- vii) Certificate of the Convener of the Admission Committee regarding the surrender of the College Identity Card.
- viii) Clearance certificate from the Head of the Department concerned in case of a Major / PG student.

FEE STRUCTURE FOR ALL COURSES

FEE STRUCTURE OF H.S. & TDC CLASSES (SEM. SYSTEM) FOR THE SESSION, 2015-16 (See Prospectus)

OSTEL FEES STRUCTURE

- | | |
|---|-------------|
| 1. Hostel Fees : | Rs. 39.00 |
| 2. Pankha Fees : | Rs. 10.00 |
| 3. Mess Admission Fees & Establishment Fees : | Rs. 1500.00 |
| 4. Security Deposit : | Rs. 500.00 |

GENERAL INFORMATION

Maintenance of Discipline among students

- The student admitted to the College must abide by all Rules and Regulations as prescribed by the College Administration. Irregular attendance, indifference with regard to class work, tests and assignments, discourtesy towards professors, insubordination, obscenity in word or act, wilful damage to college property, adoption of unfair means during examination etc are liable for disciplinary action which includes warning, fine, withholdings of scholarships and certificates and even expulsion from the college and hostel.
- No student shall enter the class or leave the class without the permission of the professor.
- Students who are not in the class at the commencement of each period will be marked absent for the period.
- Students who have no classes shall not loiter in corridors or disturb class in progress.
- Student of each section will be under the care of a selected Class Mentor.
- The properties of the college are meant for the benefit of the students. They must be used with care and protected at all costs.
- Students should refrain from ragging in any form.
- On admission, every student will receive an Identity Card, which invariably carries his passport size photo and the principal's signature on it. He must present the identity card whenever it is demanded.
- Using Mobile Phone in class room is strictly prohibited; but is allowed to keep on the campus in Switch off mode.
- If a student loses a library book, he/she must either arrange to replace the book within a month or pay double the price of the book.
- Class tests will be conducted to assess the performance of the student for the purposes of internal assessment.
- Students must read all the information put up on the notice board of the college.
- Parents are allowed to meet the principal to keep themselves in touch with the attendance and progress of their wards.

B. Dress Code of Students in the College Campus:

College Uniform

Uniform is mandatory for all students. No student is allowed to enter in the class rooms and College campus without uniform during college hour. The colour of uniform will be of following description:

Renewal of College Identity Card

College Identity Cards are issued annually. Old identity cards are to be surrendered at the end of each academic session for renewal.

C. Ragging is Illegal and punishable

As per the UGC Guideline [No. F 1-16/2007 (CPP-II), April, 2009], all forms of ragging in hostels and the college campus are prohibited. Ragging is considered as a cognizable offence under the law of the land and ragging in all its forms is totally banned in the entire institution, including its departments, constituent units, all its premises (academic, residential, sports, canteen etc.) whether located within the campus or outside and in all means of transportation of students whether public or private. Punishable ingredients of Ragging are (1) Abetment of ragging; (2) Criminal conspiracy

to rag; (3) Unlawful assembly and rioting while ragging; (4) Public nuisance created during ragging; (5) Violation of decency and morals through ragging; (6) Injury to body, causing hurt or grievous hurt; (7) Wrongful restraint; (8) Wrongful confinement; (9) Use of criminal force; (10) Assault as well as sexual offences or unnatural offences; (11) Extortion; (12) Criminal trespass; (13) Offences against property; (14) Criminal intimidation; (15) Attempts to commit any or all of the above mentioned offences against the victim(s); (16) Physical or psychological humiliation; (17) All other offences following from the definition of “Ragging”.

The College Authority has set up an empowered ‘Anti-Ragging Committee’.

Following strong disciplinary action may be taken if any one is found to be involved directly or indirectly in ragging:

- Suspension from attending classes and academic privileges
- Withholding/withdrawing scholarship/fellowship and other benefits
- Debarring from appearing in any test/examination or other evaluation process
- Withholding results
- Debarring from representing the institution in any regional, national or international meet,