

SIBSAGAR COLLEGE, JOYSAGAR (AUTONOMOUS)

SIBSAGAR COLLEGE, JOYSAGAR (AUTONOMOUS) FOUR YEAR UNDER GRADUATE PROGRAMME REGULATIONS, 2023

(w.e.f. 2023-24 Session)



Prepared by

Internal Quality Assurance Cell

Approved by

Academic Council

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(w.e.f. 2023-24 Session)

1. SHORT TITLE, COMMENCEMENT AND APPLICABILITY:

- 1.1. This Regulations shall be called Sibsagar College, Joysagar (Autonomous) Four Year Under Graduate Programmes Regulations, 2023. This Regulations shall be applicable and effective for all the Programmes leading to the Bachelor's Degree in various disciplinary and interdisciplinary subjects of Arts, Humanities, Social Science and Natural Science and also with Honours and Research, which shall be conducted in four years consisting of eight semesters and shall be henceforth referred to as SC-FYUGP-Regulations, 2023.
- 1.2. This Regulations shall come into effect from the Academic Session, 2023-2024.
- 1.3. The Regulations shall be applicable for the students admitted into various Bachelor's Degree Programmes in Sibsagar College, Joysagar (Autonomous) from the Academic Session, 2023-2024 onwards.

2. OBJECTIVES:

This Regulations has the following objectives –

- 2.1 To conduct four year under graduate programmes of study with honours and research in various disciplinary and interdisciplinary subjects of Arts, Humanities, Social Science and Natural Science in the form called 'Liberal Arts' as per guidelines of UGC's Curriculum and Credit Framework for Undergraduate Programmes *vis-à-vis* NEP-2020.
- 2.2 To provide opportunity to teaching-learning community to enter into a multidisciplinary setting of academics through a choice based system in which learners have options to earn credits from a variety of courses across disciplines.
- 2.3 To create avenue for holistic development of the students through a wide range of curricula in which, besides normal classroom teaching-learning, there shall be focus on learning through practicum, field work, project work, internship, apprenticeship, community work, co-curricular and extra-curricular activities etc.
- 2.4 To provide a student-centric, flexible, choice-based credit framework with multiple entry and exit options, which will facilitate the students to pursue the trail of career chosen by themselves as per their interest.

3. DEFINITIONS:

In this Regulations, unless the context otherwise requires:

- 3.1 **‘College’** means Sibsagar College, Joysagar (Autonomous) particularly unless otherwise stated differently.
- 3.2 **‘Bachelors Degree Programme’** means any Bachelor’s Degree Programme in subjects/disciplines/inter-disciplines viz. History, Linguistics, Zoology, Life Science, Environmental Science etc. with or without Honours and Research.
- 3.3 **‘Course’** means a theory or practical course/paper under a Programme with specified number of credits/hours.
- 3.4 **‘Discipline’** means a subject viz. Assamese, Education, Chemistry, Computer Science etc.
- 3.5 **‘Stream’** means a group consisting similar kind of subjects viz. English, Economics, Political Science and others as ‘Arts & Humanities Stream’ and Botany, Geology, Mathematics and others as ‘Science Stream’
- 3.6 **‘Value Added Common Courses (VACC)’** means papers or courses that a student shall commonly pursue in all academic programmes leading to award of bachelor degree viz. Understanding India, Environmental Science/Study, Digital and Technological solutions, Health & Wellness/Yoga/Fitness/Sports etc.
- 3.7 **‘Ability Enhancement Courses (AEC)’** means papers or courses with special emphasis on language and communication skills that a student shall commonly pursue in all academic programmes leading to award of bachelor degree viz. English, MIL – Assamese etc.
- 3.8 **‘Multidisciplinary Introductory Courses (MIC)’** means papers or courses that a student shall commonly pursue in all academic programmes intended to broaden the intellectual experience and form part of liberal arts and science education.
- 3.9 **‘Skill Enhancement Courses (SEC)’** means skill oriented papers or courses that a student shall choose from a pool of courses across all disciplines/subjects without being restricted to a particular discipline or stream.
- 3.10 **‘Major (Mj)’** means a set of either disciplinary or interdisciplinary papers or courses that a student shall choose as his/her main subject/discipline.
- 3.11 **‘Minor (Mn)’** means a set of either disciplinary or interdisciplinary papers or courses that a student shall choose as his/her secondary subject/discipline.
- 3.12 **‘Research & Experiential Courses (REC)’** means papers or courses that a student shall pursue in the academic programmes intended to experience them with research through project work, dissertation, field work, internship, apprenticeship, community engagement etc.
- 3.13 **‘MOOCs Courses’** means the papers or courses that a student shall pursue from digital/online platforms viz. SWAYAM.
- 3.14 **‘Add-on Skill Enhancement Courses (ASEC)’** means the additional courses which will create opportunity for the learners to earn additional credits to their academic pursuance as well as acquire some employability skills in life.
- 3.15 **‘Academic Year’** means a period of twelve months consisting of two semesters.
- 3.16 **‘Semester’** means a half-yearly term of studies which includes examinations, vacations and semester breaks as well. A semester normally has a period of – a) 15 weeks for teaching-learning, each week having 24 hours of class periods for a student ; b) 4 weeks for examination and evaluation process ; c) 4 weeks as Semester break.

- 3.17 **‘In-Semester’** means academic activity adopted within the period of 15 class weeks in a particular semester, e.g. sessional examination.
- 3.18 **‘Mid-Semester’** means academic activity adopted in the middle of the period of 15 class weeks in a particular semester.
- 3.19 **‘End-Semester’** means academic activity adopted after the period of 15 class weeks in a particular semester, e.g. End-Semester examination.
- 3.20 **‘Continuous Internal Assessment and Evaluation (CIAE)’** means an in-house mechanism and process in which the performance of each student is assessed and evaluated through in-semester activity such as unit test, sessional examination, seminar/group discussion presentation, assignment, project work etc.
- 3.21 **‘Credit’** means the quantum of contents/syllabus prescribed for a course and also the number of teaching-learning hours required per week. Thus, 1 credit is equal to the quantum of contents/syllabus prescribed and covered in 1 hour of study per week spreading over 15 weeks of teaching-learning which is inclusive of normal class and tutorial. But, for laboratory work, field study/work etc. the duration shall be 2 hours to equate with 1 credit.
- 3.22 **‘Teaching days’** means the actual days of a semester on which teaching-learning activities in terms of classroom teaching, online teaching, laboratory works, conduct of seminar/group discussion, field work are performed.
- 3.23 **‘Working days’** means the actual days of a semester on which, besides teaching, the activities like conduct of admission, examination, evaluation, excursion trip (one week of more days) etc. are performed.
- 3.24 **‘Semester-break’** means the period in which admission and evaluation works are performed as well as the period in which vacation is availed by teaching staff
- 3.25 **‘Governing Body’** is the supreme statutory body of the College being formed and functional as per guidelines and norms of University Grants Commission (UGC).
- 3.26 **‘Academic Council’** is the statutory body of the College being formed and functional as per guidelines and norms of UGC.
- 3.27 **‘Board of Studies’** are the statutory bodies of the College being formed for each and every discipline/subject and functional as per guidelines and norms of UGC.
- 3.28 **‘Mentor-Mentee Committee’** means various semester-wise, department-wise and student-wise committees comprising the concerned mentor and the assigned mentees which shall be responsible for transaction of curriculum and performing all other activities.
- 3.29 **‘Parent University’** means Dibrugarh University
- 3.30 **‘Principal’** means the head of the College
- 3.31 **‘Vice Principal’** means the academic staff of the College who acts as the deputy of the Principal
- 3.32 **‘Chief Controller of Examinations (CCOE)’** means the Principal of the College who is the overall authority of all activities relating to conduct and operation of the Examinations.
- 3.33 **‘Controller of Examinations (COE)’** means the Officer/Authority of the College who is responsible for all activities of the Examinations.
- 3.34 **‘Deputy Controller of Examinations (DCOE)’** means the Deputy Officer of the College who is responsible for all activities of the Examinations under CCOE and COE.
- 3.35 **‘Academic Coordinator (Arts)’** means the academic staff who looks after academic activity of the Arts stream.

- 3.36 **‘Academic Coordinator (Science)’** means the academic staff who looks after academic activity of the Science stream.
- 3.37 **‘Head of the Department (HOD)’** means the Head of an Academic Department
- 3.38 **‘Faculty’** means teacher of the College
- 3.39 **‘Mentor’** means a mentor who is assigned certain number of mentees to guide them in pursuing all academic activities.
- 3.40 **‘Student’** means bona-fide pupil/learner of the College.
- 3.41 **‘Mentee’** means a student who is assigned to a particular mentor.
- 3.42 **‘Librarian’** means the academic staff who officiates over the Library establishment of the College
- 3.43 **‘Non-teaching staff’** means the employees of the College other than Principal, Vice- Principal, Teacher and Librarian

4. ADMISSION

4.1. Eligibility

Candidates seeking admission to the first semester of the Four Year Under Graduate Programme should have passed the Higher Secondary Examinations (10+2) with at least **50 % marks/scores in aggregate or equivalent CGPA.**

4.2. Reservation Policy

Statutory reservation policy of the Government of Assam shall be followed for selection of eligible candidates for admission which may be amended from time to time.

4.3. Admission procedure

4.3.1. Advertisement

The College shall announce the dates of – (a) commencement and closing of submission of application form, (b) holding of entrance test, (c) declaration of merit lists, (d) actual admission etc. through publication of advertisement in – (i) local newspaper (at least one), (ii) College website/web-portal, and (iii) College Notice Board along with stating other relevant information viz. rules, documents/testimonials to be submitted, and all that shall happen well ahead of admission.

4.3.2. Entrance test and merit for admission

The College may hold entrance test for selecting the candidates for admission. In this case, both the score of entrance test and the merit score of 10+2 examination (**with cap of minimum 50 % marks/score**) shall be taken into account.

4.3.3. Merit list

The Merit List shall be prepared strictly in order of merit scores for filling up all the seats. In the event of non-filling up of available quota of seats from 1st Merit Lists,

subsequent Merit Lists may be prepared and declared by the College.

4.3.4. Actual admission

Actual admission shall be held as per announced dates which may be held **ONLINE or OFFLINE** as per convenience of the College. Actual admission shall be deemed to have completed for a candidate, only when his/her original testimonials/documents are checked and verified, and he/she deposits admission fee, failing which his/her candidature shall get cancelled.

4.4. Admission fee

Candidates seeking admission to academic programmes shall have pay admission fee as may be fixed by the College from time to time

5. STRUCTURE OF PROGRAMMES

5.1. Categorization of Courses

Every Under Graduate Programme shall have a curriculum with syllabi consisting of theory and practical courses that shall be categorized as follows which have been defined in Clause 3 above as DEFINITIONS :

- 5.1.1. **‘Value Added Common Courses (VACC)’** - Refer to Clause 3.6
- 5.1.2. **‘Ability Enhancement Courses (AEC)’** - Refer to Clause 3.7
- 5.1.3. **‘Multidisciplinary Introductory Courses (MIC)’** - Refer to Clause 3.8. Students are, however, not allowed to choose or repeat courses already undergone at the higher secondary level (12th class) in the proposed major and minor stream under this category.
- 5.1.4. **‘Skill Enhancement Courses (SEC)’** - Refer to Clause 3.9
- 5.1.5. **‘Major (Mj)’** - Refer to Clause 3.10
- 5.1.6. **‘Minor (Mn)’** - Refer to Clause 3.11
- 5.1.7. **‘Research & Experiential Courses (REC)’** - Refer to Clause 3.12
- 5.1.8. **‘MOOCs Courses’** - Refer to Clause 3.13
- 5.1.9. **‘Add-on Skill Enhancement Courses (ASEC)’** - Refer to Clause 3.14

5.2. Co-curricular and Holistic Development Programmes

All students shall enroll, on admission, in any one of the Co-curricular and Holistic development programmes – NCC/NSS/Sports Society/Cultural Society/Literary Society/Science Society/Fine Art Society/Eco Society.

- 5.2.1. **National Cadet Corps (NCC)** will have parades/drills/training/camping etc..
- 5.2.2. **National Service Scheme (NSS)** will have social service activities in and around the College as well as in the neighbouring locality, viz. Swacha Bharat Abhiyan, blood donation camp, health camp etc.
- 5.2.3. **Sports Society** shall have activities in sports, games, drills and physical exercises.
- 5.2.4. **Cultural Society** shall have activities in music, dance, drama etc.
- 5.2.5. **Literary Society** shall have activities in poetry, story, essay, debate, quiz, speech etc.

- 5.2.6. **Science Society** shall have activities of popularisation of science and scientific temper through various activities, works of great scientists, observing National Science Day etc.
- 5.2.7. **Fine Arts Society** shall have activities in painting, sculpture, craft making etc.
- 5.2.8. **Eco Society** shall have activities relating to environmental promotion and awareness, plantation of tree saplings etc.
- 5.2.9. Students who enroll and take active participation in anyone of the above activities and undergo training/conduct activities for about at least 20 hours every year (2 Semester period) and in total 80 hours in all 8 Semesters. On completion of every 20 hours of activity they shall be awarded a certificate by the Principal on being forwarded by the concerned Teacher-in-charge.
- 5.2.10. While the training activities will normally be during weekends, the camp will normally be during vacation period.

5.3. Number of courses per semester

Each semester curriculum shall normally have a blend of courses having theory classes / practicum / seminar / group discussion / assignment / project work / field work / internship / apprenticeship.

5.4. Credit Assignment

Each course shall be assigned certain number of credits based on the following:

Contact hour per week	CREDIT
1 Lecture contact hour	1
1 Tutorial contact hour	1
2 Laboratory contact hours (also applicable for seminar/ group discussion/ assignment/ project work/ field work etc.)	1

5.5. Training/Internship/Apprenticeship

5.5.1. The students may undergo training/internship/apprenticeship for a period as specified in the Curriculum during the summer / winter vacation. In this case, the training has to be undergone continuously for a period of at least two weeks in an organization.

5.5.2. The students may undergo Internship at a Research organization / University/ Industry (after due approval from the HoD and the Principal) for the period prescribed in the curriculum during the summer / winter vacation. Attendance Certificate mentioning the period of Training / Internship and signed by the competent authority of the organization/institution, as per the prescribed format. The HoD shall forward each such case to the Principal. The attendance certificate shall be forwarded to the COE by the concerned HoD for processing results.

DURATION OF TRAINING/INTERNSHIP	CREDITS
2 Weeks*	2 (60 hours)
4 Weeks	4 (120 hours)

***1 Week = 30 Internship Hours**

5.6. Medium of Instruction

The medium of instruction is English and Assamese for all courses, examinations, Seminar presentations and Project Work reports.

5.7. Registration in Academic Bank of Credits and Provision of Credit transfer

All the students of the College shall be made registered in Govt. of India's flagship initiative 'Academic Bank of Credits' vide its web portal <https://www.abc.gov.in> . There shall be provision of credit transfer to and from other institutions through <https://www.abc.gov.in> and also from SWAYAM.

5.8. Duration of the Programme

- 5.8.1. The total duration of Four Year Under Graduate Programme is 4 years which is divided into 8 semesters having 2 semesters in a year.
- 5.8.2. Students may be permitted to take a break from the study during the period of study but the total duration for completing the programme shall not exceed 7 years.
- 5.8.3. Each semester shall normally consist of 90 teaching days or 360 periods of 1 hour each combining all courses under a programme.
- 5.8.4. Each semester shall normally consist of 24 working days for conduct of end-semester examination including conduct of examination for practicum, project work etc.
- 5.8.5. Each semester shall normally have 30 or 31 days (as the case may be) as semester break to complete the process of evaluation works of examinations held and also to enable the faculty members avail remaining period as vacation.

5.9. Semester periodization :

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

NB: Any change in the Academic Calendar/Schedule may be made by the College whenever necessary.

5.10. Multiple exit and entry options

- 5.10.1. Students who desire to exit will be allowed to do so at any semester before completion of the Four Year UG Programme. If a student wants to leave after the completion of the first or second or third year, the student will be given a UG Certificate or UG Diploma or UG Three Year degree respectively, provided they secure the prescribed number of credits as stated in **Clause No. 5.10.2** below.
- 5.10.2. Students exiting the programme after securing 44/88 credits will be awarded UG Certificate/Diploma in the relevant Discipline /Subject provided they secure 4 credits in work based vocational courses offered during summer term or internship /

apprenticeship. undergo a Four Year UG Programme.

- 5.10.3. Students who exit with a UG certificate or UG diploma or UG Three Year degree from the College are permitted to re-enter the Four Year UG Programme and complete the degree programme within the period of **maximum seven years**.
- 5.10.4. Multiple entry option shall also be provided to those students coming from other HEIs after securing valid credit points in accordance with provisions, rules and regulations of UGC whose credit points have been registered in the Govt. of India's flagship initiative 'Academic Bank of Credits' vide its web portal <https://www.abc.gov.in>
- 5.10.5. **However, for the lateral entrants stated in Clause No. 5.10.1 and 5.10.3 above, the College shall adopt a policy and process of selection which may be either on the basis of merit of the applicants or a selection test. Moreover, the College shall reserve some seats in the respective semesters for the applicants selected through this process.**

5.11. Semester-wise Structure of the Programmes

The Semester wise structure of the Four Year Under Graduate Programmes of study under the CBCS shall be as cited in **Annexure-I**.

5.12. Year-wise credit distribution of the courses

Types of courses	Credits to be earned in 1 st year of study	Credits to be earned in 2 nd year of study	Credits to be earned in 3 rd year of study	Credits to be earned in 4 th year of study	Total credits
Value Added Common Courses	08	-	-	-	08
Ability Enhancement Courses	08	-	-	-	08
Multidisciplinary Introductory Courses	06	03	-	-	09
Skill Enhancement Courses	06	03	-	-	09
Disciplinary/ Interdisciplinary Courses as Major	08	28	32	24	92
Disciplinary/ Interdisciplinary Courses as Minor	08	08	08	08	32
Research & Experiential Courses	-	02	04	12	18
TOTAL	44	44	44	44	176

Total Credits in **Value Added Common Courses** in 4 years = 8 (**in 3 years = 8**)

Total Credits in **Ability Enhancement Courses** in 4 years = 8 (**in 3 years = 8**)

Total Credits in **Multidisciplinary Introductory Courses** in 4 years = 9 (**in 3 years = 9**)

Total Credits in **Skill Enhancement Courses** in 4 years = 9 (**in 3 years = 9**)

Total Credits in **Disciplinary/ Interdisciplinary Courses as Major** in 4 years = 92 (**in 3 years = 68**)

Total Credits in **Disciplinary/ Interdisciplinary Courses as Minor** in 4 years = 32 (**in 3 years = 24**)

Total Credits in **Research & Experiential Courses** in 4 years = 18 (**in 3 years = 06**)

6. REGISTRATION

6.1. General Registration

Each student of 1st Semester has to make one time general registration for himself/herself in the College which is to be completed within 1 month from starting of courses. The general registration of the student shall be approved by the Parent University with issue of Registration Certificate to them.

6.2. Course and Examination Registration

- 6.2.1. Each student in each semester has to make course and examination registration for himself/herself selecting all the courses to be undergone in the curriculum of a particular semester and also the backlog courses of previous semester(s) which is to be completed within 2 months from starting of courses.
- 6.2.2. The course registration details of the student shall be approved by the Principal and forwarded to the Controller of Examinations. This registration is for undergoing the course as well as for writing the End Semester Examinations.

7. ATTENDANCE REQUIREMENTS FOR COMPLETION OF THE SEMESTER

A student who fulfills the following conditions shall be deemed to have satisfied the requirements for completion of a semester.

- 7.1. Ideally every student is expected to attend all classes of all the courses and secure 100% attendance. However, in order to give provision for certain unavoidable reasons such as medical / participation in sports, the student is expected to **attend at least 80%** of the classes.
- 7.2. However, a student who secures overall attendance **between 70% and 79%** in any course in the current semester due to medical reasons / participation in sports events may be permitted to appear in the current semester examinations for the respective course/paper as **Specially Considered Collegiate**, subject to the condition that the student shall submit the medical certificate /sports participation certificate attested by the concerned HoD and the Principal. The information of the same shall be forwarded to the Controller of Examinations for record. In certain cases, the authority may impose fine on the students under **Specially Considered Collegiate** category.
- 7.3. A student who **secures less than 70% overall attendance in a course** shall be declared having **Shortage of Attendance** for that particular course/paper, who shall not be permitted to sit for the end-semester examination in that course/paper, even if he/she has completed Course and Examination Registration for that course/paper. They are required to repeat the incomplete and arrear course/paper in any of subsequent odd/even semester, as the case may be. For attempting such arrear course/paper, the fulfillment of minimum attendance norms may be condoned, subject to Course and Examination Registration again for that course/paper and submission of a certificate that he/she has studied that course/paper under supervision of an allotted faculty member as mentor of the College at extra/spare time. Such condoning shall be approved and

recorded by the concerned HoD via concerned Mentor, and thereafter information of the same to be sent by the HoD to the Controller of Examinations COE for record.

- 7.4. **Attendance Record** : Every teacher is required to maintain an '**Attendance and Assessment Record**', which consists of attendance marked in each lecture or practical or project work class, the test marks and the record of class work (topic covered), separately for each course. This should be submitted to the Head of the Department periodically (at least two times in a semester) for checking the syllabus coverage and the records of test marks and attendance. The Head of the Department will put his/her signature and date after due verification. At the end of the semester, the record should be verified by the Principal who will keep this document in safe custody (for five years).

8. MENTOR-MENTEE FORUM

- 8.1 There shall be separate Mentor-Mentee Forum semester-wise, department-wise and student-wise comprising the mentor to be appointed by concerned HoD and the assigned mentees which shall be responsible for transaction of curriculum and performing all other activities for the assigned mentees in which the concerned mentor shall act as Chairperson and a nominated/selected mentee as Coordinator. It is like the 'Quality Circle' with the overall goal of improving the teaching- learning process.

8.2 The functions of each Mentor-Mentee Forum include :

- 8.2.1. Solving problems experienced by the mentees in the class room, laboratories, internship, field work, project work, seminar, group discussion etc.
- 8.2.2. Clarifying the regulations of the degree programme and the details of rules therein particularly.
- 8.2.3. Informing the mentees, the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
- 8.2.4. Informing the mentees the details of Regulations regarding weightage used for each assessment. In the case of practical courses (laboratory / drawing / project work / seminar etc.) the breakup of marks for each experiment / exercise / module of work, should be clearly discussed and informed to the mentees.
- 8.2.5. Analyzing the performance of the mentees after each test and finding the ways and means of solving problems, if any.
- 8.2.6. Identifying the slow-learners, if any, and requesting the teachers concerned to provide some additional help or guidance or coaching to such students.
- 8.2.7. At least one meeting in a month shall be held.

8.3 The functions of each mentor shall be :

- 8.3.1. To act as the channel of communication between the HoD and the mentees of the respective semester.

- 8.3.2. To collect and maintain various statistical details of the mentees.
- 8.3.3. To help the HoD in planning and conduct of teaching-learning agenda.
- 8.3.4. To guide the mentees in taking up field works, project works, internship etc.
- 8.3.5. To monitor the academic performance of the mentees including attendance and to inform the HoD,
- 8.3.6. To take action on the matters of feasibility of condoning in case of re-attempt in arrear course/paper by a Mentee due to Shortage of Attendance in the corresponding semester.
- 8.3.7. To attend to the mentees' welfare activities like awards, medals, scholarships etc. visits.

9. SYSTEM OF EXAMINATION

- 9.1. Performance in each course of study shall be evaluated based on (i) Continuous Internal Assessment and Evaluation (CIAE) throughout the semester and (ii) End-Semester examination at the end of each semester.
- 9.2. For all theory and practical courses except the course/paper on Environmental Science/Study, the CIAE will carry **30 % of marks** while the End-Semester examination will carry **70 % of marks**.
- 9.3. A course having 4 credits shall be evaluated for a maximum of 100 marks in which 70 marks shall be assigned to theory paper in End-Semester Examination and 30 marks shall be assigned to CIAE of the course.
- 9.4. A course having 3 credits shall be evaluated for a maximum of 75 marks in which 53 marks shall be assigned to theory paper in End-Semester Examination and 22 marks shall be assigned to CIAE of the course.
- 9.5. A course having 2 credits shall be evaluated for a maximum of 50 marks in which 35 marks shall be assigned to theory paper in End-Semester Examination and 15 marks shall be assigned to CIAE of the course.
- 9.6. A course having 1 credits shall be evaluated for a maximum of 25 marks in which 18 marks shall be assigned to theory paper in End-Semester Examination and 7 marks shall be assigned to CIAE of the course.
- 9.7. End-Semester examination (theory and practical) shall ordinarily be conducted in December during the odd semesters and June during the even semesters.
- 9.8. For End-Semester examination of practical courses including Project Work, the internal and external examiners shall be appointed by the Controller of Examinations.

10. PROCEDURE OF CONTINUOUS INTERNAL ASSESSMENT AND EVALUATION

For all theory, laboratory courses, theory courses with laboratory component and project work the process of continuous internal assessment and evaluation shall be done for each student, he/she shall be awarded marks as per the procedure stated below.

THEORY COURSES				
Parameter of CIAE	1 st In-Semester examination (Maximum Marks = 30 for a Theory Course/Paper of 4 credits ; 20 for a Theory Course/ Paper of 3 credits ; 15 for a Theory Course/Paper of 2 credits)	2 nd In-Semester examination (Maximum Marks = 30 for a Theory Course/Paper of 4 credits ; 20 for a Theory Course/ Paper of 3 credits ; 15 for a Theory Course/Paper of 2 credits)	Seminar/Group Discussion/ Assignment etc. (Maximum Marks =30 for a Theory Course/Paper of 4 credits ; 20 for a Theory Course/ Paper of 3 credits ;15 for a theory Course / Paper of 2 credits)	Percentage of class attendance in excess of 80% (0.5 per 1% excess attendance) (Maximum Marks = 10)
Weightage of CIAE	Adjusted to 30 % of total 30 % of CIAE	Adjusted to 30 % of total 30 % of CIAE	Adjusted to 30 % of total 30 % of CIAE	Adjusted to 30 % of total 10 marks
PRACTICAL COURSE				
Parameter of CIAE	Regular practical works	Writing in practical khata	Seminar/Group Discussion/ Assignment /Viva voce	Percentage of class attendance in excess of 80% (0.5 per 1% excess attendance) (Maximum Marks = 10)
Weightage of CIAE	Adjusted to 30 % of total 30 % of CIAE	Adjusted to 30 % of total 30 % of CIAE	Adjusted to 30 % of total 30 % of CIAE	Adjusted to 30 % of total 10 marks
PROJECT WORK/DISSERTATION/COMMUNITY WORK/FIELD SURVEY/INTERNSHIP				
Parameter of CIAE	Progress of the work – data collection, experiment, field works etc.	Writing of report	Seminar/Group Discussion/ Assignment/Viva voce	Percentage of participation in project related activities in excess of 80% (0.5 per 1% excess attendance) (Maximum Marks = 10)
Weightage of CIAE	Adjusted to 30 % of total 30 % of CIAE	Adjusted to 30 % of total 30 % of CIAE	Adjusted to 30 % of total 30 % of CIAE	Adjusted to 30 % of total 10 marks

11. CONFIDENTIAL WORKS

Setting of question papers, moderation of question papers, evaluation of answer scripts, scrutiny, tabulation of marks, etc. and announcement of results, shall be governed by the College rules framed from time to time.

12. CONDUCT OF INTERNAL ACADEMIC AUDIT

Internal Academic Audit shall be done for every course taught and CIAE conducted during every semester by the IQAC. The Audit Report in a prescribed format shall be put in the College website and kept in record basket for future reference.

13. REQUIREMENTS FOR APPEARING IN END-SEMESTER EXAMINATIONS

- 13.1** A student shall normally be permitted to appear in the end-semester examination for all the courses registered in the current semester, and also the backlog/arrear course(s), if he/she satisfies the semester completion requirements of the College.
- 13.2** Further, course and examination registration by a student is mandatory for all the courses in the current semester and the backlog/arrear course(s) for the end-semester examination failing which, the student will not be permitted to appear in the concerned examination.

- 13.3** A student who has already appeared for any course in a semester and passed the examination is not entitled to reappear in the same subject for improvement of grades.

14. SEMESTER PROGRESSION AND PASSING REQUIREMENTS

- 14.1. A student who completes a semester may be allowed to proceed to the next semester, irrespective of the number of papers in which she/he fails.
- 14.2. A student who fulfills two conditions – (1) secures at least 30% of total marks prescribed for the course (CIAE + End semester Examination) **AS A WHOLE** ; (2) secures **SEPARATELY** at least 30% of total marks prescribed for the course in End Semester Examination – shall be declared to have passed the course and acquired the relevant number of credits. This is applicable for both theory and practicum courses (including project work, dissertation etc.).
- 14.3. If a student fails to secure pass marks (i.e. 30 %) in a course as **stated in Clause No. 14.2 above**, he/she shall have to register and appear only for the end semester examination in the subsequent semester. In such case, the CIAE marks obtained by the student in the first appearance shall be retained and considered valid for all subsequent attempts till the student secures overall pass marks.
- 14.4. If a student is absent during an examination of any course/paper, it would be considered as fail.
- 14.5. If a student fails to secure pass marks in Project Work, he/she **shall register** for the course again in the subsequent semester and can do the Project Work again.

15. TRANSPARENCY AND GRIEVANCE REDRESSAL MECHANISM IN CIAE

CIAE marks approved by the concerned faculty member/HoD shall have to be displayed in the departmental Notice Board for at least 7 days within the period of which a student may lodge his/her grievance to the concerned HoD regarding less or over scoring. The HoD shall place the grievance case in the Department Management Committee (DMC) meeting in presence of the complainant and a final decision shall be adopted there well ahead of finalizing the CIAE marks.

16. EVALUATION OF ANSWER SCRIPTS AND GRIEVANCE REDRESSAL MECHANISM

- 16.1. The HoD of each Department shall arrange for evaluation of answer scripts of End Semester Examinations by engaging evaluators from amongst the departmental faculty members, and also in some extraordinary situations from the faculty members of neighbouring colleges.
- 16.2. After evaluation of the answer scripts, the latter may be shown to the respective examinees. If there is any grievance from the examinee relating to evaluation, the same shall be reasonably redressed immediately.
- 16.3. Thereafter, the final consolidated marksheet shall be made ready and sent to the COE.
- 16.4. The entire evaluation process shall be completed within 15 days from the end of the respective examination which is inclusive of redressal of grievances (if any).
- 16.5. The COE will arrange for the re-evaluation and the results will be intimated to the student concerned through the HoD.
- 16.6. Re-evaluation is not permitted for any theory, practical course/paper and Project Work.

17. AWARD OF LETTER GRADES

17.1 Letter grade, Grade points and Marks

Letter Grade	Grade Points*	Marks
O (Outstanding)	10	90 to 100
A+ (Excellent)	9	80 to less than 90
A (Very Good)	8	70 to less than 80
B+ (Good)	7	60 to less than 70
B (Above Average)	6	50 to less than 60
C (Average)	5	40 to less than 50
P (Pass)	4	30 to less than 40
F (Fail)	0	----
Ab (Absent)	0	----
SA (Shortage of Attendance)	0	----

- 17.2 The award of letter grades will be decided using absolute grading principle. The performance of a student will be reported using letter grades, each carrying certain points as detailed below:
- 17.3 A student is deemed to have passed and acquired the corresponding credits in a particular course if he/she obtains any one of the following grades: 'O', 'A+', 'A', 'B+', 'B', 'C' & 'P'.
- 17.4 'F' denotes that the student fails to pass in that course. The grade 'F' will figure in the Grade Sheet and the Result Sheet. In this case, the student has to appear for the End Semester Examinations as per the Regulations.
- 17.5 'Ab' denotes the student has not appeared in the examination, and 'Ab' shall appear in both the Grade Sheet and the Result Sheet. In this case, the student has to appear for the End Semester Examinations as per the Regulations.
- 17.6 'SA' denotes shortage of attendance and hence prevented from writing the end semester examinations. 'SA' will appear only in the result sheet.
- 17.7 If the grade F is given to **Theory Courses/ Laboratory Courses**, **it is not required to satisfy the attendance requirements**, but the student has to appear for the end semester examination to earn a pass in the respective courses.

18. MARKS/GRADE SHEET

After results are declared, Grade Sheets will be issued to each student which shall contain the following details:

- 18.1 The list of courses registered during the semester and the grade scored.
- 18.2 The Semester Grade Point Average (SGPA) for the semester
- 18.3 The Cumulative Grade Point Average (CGPA) of all courses enrolled from first semester onwards.
- 18.4 The SGPA is the ratio of the sum of the product 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 of all the courses undergone by a student, i.e.

$$\text{SGPA} (Si) = \frac{\sum(Ci \times Gi)}{\sum Ci}$$

Where Ci is the number of credits of the i^{th} course and Gi 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	Course 1	2	A	8	2 X 8 = 32
I	Course 2	2	B+	7	2 X 7 = 28
I	Course 3	4	B	6	4 X 6 = 24
I	Course 4	3	O	10	3 X 10 = 30
I	Course 5	3	C	5	3 X 5 = 15
I	Course 6	4	B	6	4 X 6 = 24
I	Course 7	4	B+	7	4 X 7 = 28
		22			181
SGPA					181/22=8.22

- 18.5 The Cumulative Grade Point Average (CGPA) is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$\text{CGPA} = \frac{\sum(Ci \times Si)}{\sum Ci}$$

where Si is the SGPA of the i^{th} semester and Ci is the total number of credits in that semester.

Example for Computation of CGPA

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6	Semester 7	Semester 8
Credit: 22 SGPA:8.2	Credit: 22 SGPA:7.8	Credit:22 SGPA:5.6	Credit: 22 SGPA:6.0	Credit: 22 SGPA: 6.3	Credit 22 SGPA 8.0	Credit 22 SGPA 7.5	Credit 22 SGPA 8.2
CGPA= 7.2 [(22 x 8.2) + (22 x 7.8) + (22 x 5.6) + (22 x 6.0) + (22 x 6.3) + (22 x 8.0) + (22 x 7.5) + (22 x 8.2)] / 176							

- 18.6 The formula for converting Grade points to Percentage shall be **Grade Points multiplied by 10** which shall be stated at the bottom of the Marks/Grade Sheet.
- 18.7 'F' and 'SA' grades will be excluded for calculating SGPA and CGPA.

19. ELIGIBILITY FOR THE AWARD OF THE DEGREE

- 19.1. A student shall be declared to be eligible for the award of the Bachelor degree

provided the student has successfully gained the required number of total credits as specified in the curriculum corresponding to the student's programme within the stipulated time.

- 19.2. Successfully completed the course requirements, appeared for the End - Semester examinations and passed all the courses of the Bachelor Honours/Research programme within the stipulated time.
- 19.3. The maximum years for completion and passing requirement of all the courses of the Bachelor Honours/Research programme as stated in **Clause No. 19.2** above is **7 (seven) years** which is inclusive of regular 4 (four) years.
- 19.4. No disciplinary action pending against the student.
- 19.5. The award of Degree shall be approved by the parent university i.e. Dibrugarh University.

20. CLASSIFICATION OF THE DEGREE TO BE AWARDED

20.1 Gold medal award

A student, who qualifies for First Class with Distinction as per **Clause No. 20.2** below, and becomes the highest scorer in the programme of study, shall be declared to be a Gold medal awardee.

20.2 First Class with Distinction (Bachelor Honours/Research degree) :

A student who satisfies the following conditions shall be declared to get awarded the Four Year Bachelor degree with Honours/Research in **First class with Distinction:**

- 20.2.1. Should have passed the examination in all the courses of all the eight semesters in the student's First Appearance within **four** years.
- 20.2.2. Should have secured a CGPA of not less than **8**.

20.3 First Class (Bachelor Honours/Research degree) :

A student who satisfies the following conditions shall be declared to get awarded the Four Year Bachelor degree with Honours/Research in **First class:**

- 20.3.1. Should have passed the examination in all the courses of all eight semesters within **seven years**.
- 20.3.2. Should have secured a CGPA of not less than **6**.

20.4 Second Class (Bachelor Honours/Research degree) :

A student who satisfies the following conditions shall be declared to get awarded the Four Year Bachelor degree with Honours/Research in **Second Class**.

- 20.4.1. Should have passed the examination in all the courses of all eight semesters within **seven years**.
- 20.4.2. Should have secured a CGPA of not less than **4.5**.

20.5 Simple Pass (Bachelor Honours/Research degree):

A student who satisfies the following conditions shall be declared to get awarded the Three Year Bachelor degree as **Simple Pass:**

- 20.5.1. Should have passed the examination in all the courses of all six semesters within **seven years**.

20.5.2. Should have secured a CGPA of not less than **3**.

20.6 First Class (Bachelor degree):

A student who satisfies the following conditions shall be declared to get awarded the Three Year Bachelor degree in **First class**:

20.6.1. Should have passed the examination in all the courses of all six semesters within **seven years**.

20.6.2. Should have secured a CGPA of not less than **6**.

20.7 Second Class (Bachelor degree) :

A student who satisfies the following conditions shall be declared to get awarded the Three Year Bachelor degree in **Second Class**.

20.7.1. Should have passed the examination in all the courses of all six semesters within **seven years**.

20.7.2. Should have secured a CGPA of not less than **4.5** .

20.8 Simple Pass (Bachelor degree):

A student who satisfies the following conditions shall be declared to get awarded the Three Year Bachelor degree as **Simple Pass**:

20.8.1. Should have passed the examination in all the courses of all six semesters within **seven years**.

20.8.2. Should have secured a CGPA of not less than **3**.

NB : A student who is absent in end semester examination in a course / project work after having registered for the same shall be considered to have appeared in that examination for the purpose of classification.

21. ACCESS OF EXAMINEE TO ANSWER SCRIPTS

An examinee can apply for seeing the answer scripts of a theory course of his/her semester to the COE through the respective HoD examination by paying the prescribed fee within 30 days of the declaration of results. The same will be shown to the student within 30 days of submitting application.

22. MAINTENANCE OF DISCIPLINE AND DISCIPLINARY ACTION

22.1. Every student is required to maintain Code of Conduct of the College (CoCC–2022)

22.2. Every student is required to observe discipline and decorous behaviour both inside and outside the college and not to indulge in any activity which will tend to bring down the prestige of the University / College. In the event of any such indiscipline, the Disciplinary Committee shall enquire into acts of indiscipline, draw proceeding and take decision on the matter.

22.3. In case of serious indiscipline, the decision may go in favour of suspension or dismissal of guilty student from the College or the matter may be reported to Police/legal body.

22.4. If a student indulges in malpractice or unfair means in any of the End-Semester / In-Semester examination he /she shall be liable for punitive action as prescribed by the College from time to time.

23. REPEAL, REVISION AND AMENDMENT OF REGULATIONS, CURRICULUM, SYLLABI ETC.

The College may from time to time repeal, revise, amend the regulations, curricula, syllabi and scheme of examinations through the Academic Council with the approval of the Governing Body.

Detail Course Structure (FYUGP)

Broad division of courses	Sub- division of courses	Name of course/ area/ discipline	Credit per course	Number of courses	Total Credits	Total marks in End-sem exam & In-sem assessment	Marks in End-semester exam	Marks in In-semester assessment	
Value Added Common Courses	Understanding India	Understanding India	2	1	2	8	50 x 1 = 50	35 x 1 = 35	15 x 1 = 15
	Env. Science	Environmental Science	2	1	2		50 x 1 = 50	35 x 1 = 35	15 x 1 = 15
	Digital and technological	Introduction to Artificial Intelligence / Green Chemistry / Introduction to GIS	2	1	2		50 x 1 = 50	35 x 1 = 35	15 x 1 = 15
	Health & wellness	Yoga / Fitness	2	1	2		50 x 1 = 50	35 x 1 = 35	15 x 1 = 15
Ability Enhancement Courses	MIL / Alt English	Communicative Assamese / Alternative English	4	1	4	8	100 x 1 = 100	70 x 1 = 70	30 x 1 = 30
	English	Communicative English	4	1	4		100 x 1 = 100	70 x 1 = 70	30 x 1 = 30
Multidisciplinary Introductory Courses	Natural Sciences / Social Sciences & Humanities	Botany/Chemistry/Comp. Sc./Electronics/Geology/Mathematics/ Physics/Statistics/Zoology (Total 3 courses, 1 each in 1st, 2nd & 3rd semesters) Or Economics/ Education/ History/Assamese/English/Philosophy/ Political Science (Total 3 courses, 1 each in 1st, 2nd & 3rd semesters)	3	3	9	9	75 x 3 = 225	53 x 3 = 159	22 x 3 = 66
Skill Enhancement Courses		TTM/ECCE/NSS/NCC/Lib & Info Sc./Sericulture Tech/Floriculture & Landscaping/Web Design	3	3	9	9	75 x 3 = 225	53 x 3 = 159	22 x 3 = 66
Disciplinary/ Interdisciplinary Courses	Major	Botany/Chemistry/ Comp. Sc./Electronics/Geology/Mathematics/Physics/ Statistics/Zoology (Any one discipline) and Dissertation Or Assamese/Economics/Education /English/History/Philosophy/ Political Science (Any one discipline) and Dissertation	4	23	92	92	100 x 23 = 2300	70 x 23 = 1610	30 x 23 = 690
	Minor	Botany/Chemistry/ Comp. Sc./Electronics/Geology/ Mathematics/Physics/ Statistics/Zoology (Any one discipline) Or Assamese/Economics/Education/ English/History/Philosophy/ Political Science (Any one discipline)	4	8	32	32	100 x 8 = 800	70 x 8 = 560	30 x 8 = 240
Research & experiential courses	Field based minor project	On chosen Major/Minor discipline Or Vocational areas	4	1	4	30	100 x 1 = 100	70 x 1 = 70	30 x 1 = 30
	Field work	On chosen Major/Minor discipline Or Vocational areas	2	1	2		50 x 1 = 50	35 x 1 = 35	15 x 1 = 15
	Research Methodology	On chosen Major/Minor discipline	4	1	4		100 x 1 = 100	70 x 1 = 70	30 x 1 = 30
	Internship/ Apprenticeship	On chosen Major/Minor discipline Or Vocational areas	2	2	4		50 x 2 = 100	35 x 2 = 70	15 x 2 = 30
	Community Engagement	On chosen Major/Minor discipline Or Vocational areas	4	1	4		100 x 1 = 100	70 x 1 = 70	30 x 1 = 30
Total					176	4400	3080	1320	

Total Credits in **Value Added Common Courses** in 4 years = 8 **(in 3 years = 8)**
 Total Credits in **Ability Enhancement Courses** in 4 years = 8 **(in 3 years = 8)**
 Total Credits in **Multidisciplinary Introductory Courses** in 4 years = 9 **(in 3 years = 9)**
 Total Credits in **Skill Enhancement Courses** in 4 years = 9 **(in 3 years = 9)**
 Total Credits in **Disciplinary/ Interdisciplinary Courses** as **Major** in 4 years = 92 **(in 3 years = 68)**
 Total Credits in **Disciplinary/ Interdisciplinary Courses** as **Minor** in 4 years = 32 **(in 3 years = 24)**
 Total Credits in **Research & Experiential Courses** in 4 years = 30 **(in 3 years = 10)**

Semester wise distribution of courses (FYUGP)

SEM	Value Added Common Courses				Ability Enhancement Courses		Multidisciplinary Introductory Courses	Skill Enhancement Courses	Disciplinary/ Interdisciplinary Courses					Research & experiential courses				Total Credits
	Understanding India	Env. Sc.	Digital and technological	Health & wellness	MIL/ Alt. English	English	Natural Sciences Or Social Sciences/Humanities		Major			Minor	Project & Field Work	Research Methodology	Internship / Apprenticeship	Community engagement		
SEM 1	Understanding India (2 Crd)	Env. Sc. (2 Crd.)			Communicative Assamese / Alternative English (4 Crd)		Botany/Chemistry/Comp. Sc./Electronics/Geology/Mathematics/ Physics/ Statistics/Zoology (Any one) (3 Crd) Or Economics/Education/History/Assamese/ English /Philosophy/ Political Science (Any one) (3 Crd)	SEC-1 (3 Crd.)	MJ-1 (4 Crd)				MN-1 (4 Crd)					22
SEM 2			Introduction to Artificial Intelligence/Green Chemistry/ Introduction to GIS (2 Crd.)	Fitness / Yoga (2 Crd.)		Communicative English (4 Crd)	Botany/Chemistry/ Comp. Sc./Electronics/Geology/Mathematics/ Physics/ Statistics/Zoology (Any one) (3 Crd) Or Economics/Education/History/Assamese/English/Philosophy/ Political Science (Any one) (3 Crd)	SEC-2 (3 Crd.)	MJ-2 (4 Crd)				MN-2 (4 Crd)					22

SEM 3							Botany/Chemistry/ Comp. Sc./Electronics/Geology/Mathematics/ Physics/ Statistics/Zoology (Any one) (3 Crd) Or Economics/Education/History/Assamese /English /Philosophy/ Political Science (Any one) (3 Crd)	SEC-3 (3 Crd.)	MJ-3 (4 Crd)	MJ-4 (4 Crd)	MJ-5 (4 Crd)		MN-3 (4 Crd)					22
SEM 4									MJ-6 (4 Crd)	MJ-7 (4 Crd)	MJ-8 (4 Crd)	MJ-9 (4 Crd)	MN-4 (4 Crd)				Community Work (2 Crd.)	22
SEM 5									MJ-10 (4 Crd)	MJ-11 (4 Crd)	MJ-12 (4 Crd)	MJ-13 (4 Crd)	MN-5 (4 Crd)				Internship/ Apprenticeship (2 Crd)	22
SEM 6									MJ-14 (4 Crd)	MJ-15 (4 Crd)	MJ-16 (4 Crd)	MJ-17 (4 Crd)	MN-6 (4 Crd)				Internship/ Apprenticeship (2 Crd)	22
SEM 7									MJ-18 (4 Crd)	MJ-19 Dissertation works (4 Crd) Or * MJ-19 (4 Crd)			MN-7 (4 Crd)	Minor project (4 Crd.)	Research Methodology (4 Crd.)		Community Work (2 Crd.)	22
SEM 8									MJ-20 (4 Crd)	MJ-21 (4 Crd)	MJ-22 Dissertation submission (8 Crd) Or * MJ-22 (4 Crd) / * MJ-23 / Minor Project /Practicum (4 Crd)		MN-8 (4 Crd)	Field work (2 Crd)				22
Total	2	2	2	2	4	4		9	9		92		32	6	4	4	4	176

* For students pursuing Four Year Under-Graduate programme with Honours only (without Research)

Salient features of Four Year Under-Graduate Programme (FYUGP)

1. Total length of the programme is 4 years
2. Number of Semesters = 8
3. Credits per Semester = 22
4. Total credits to be earned at the successful completion of 4 years (8 Semesters) = 176
5. Major subject may be changed by student after completion of 2nd Semester (before beginning of 3rd Semester)
6. Multiple exit and entry system
7. Option of maximum 40% (max 70 credits out of 176) of the total credits may be earned through MOOCs courses
8. Credit transfer from other HEIs through Academic Bank of Credit portal is allowed subject to the cap of 40% i.e. 70 credits
9. Minimum 60% (min 106 credits out of 176) of the total credits must be earned from Sibsagar College, Joysagar (Autonomous) to be eligible to earning degree from host institution
10. Academic year:-
 - a) Summer vacation from 16th June to 15th July
 - b) Summer term for internship 16th June to 31st July
 - c) Admission process of odd semesters to be completed by 31st July
 - d) Classes of odd semesters from 1st August to 15th November
 - e) Study break of odd semesters from 16th to 23rd November
 - f) End-Semester Examination of odd semesters by 24th December
 - g) Winter break from 26th December to 16th January
 - h) Classes of even semesters from 18th January to 8th May
 - i) Study break of even semesters from 9th to 16th May
 - j) End-Semester Examination of even semesters from 17th May to 15th June
