

ACADEMIC REGULATION 2020, NOWGONG COLLEGE (AUTONOMOUS): ASSAM: INDIA

Preamble

Whereas Nowgong College has been conferred with the status of Autonomy under the provisions of clause 3.13 & 6.4(i) of UGC regulations dated 12. 02. 2018 as notified by the University Grants Commission (UGC) vide letter No. F.22-1/017(AC) dated 22nd December 2020 and according to the notification of Gauhati University with Ref. No. GU/Reg. (SF)/2021 dated 06. 01. 2021.

Now, therefore, in the exercise of powers conferred by clause (1) of section 11 read with clause (2) of the same section of the University Grants Commission (Conferment of Autonomous Status upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges) Regulation, 2018, the Academic Council of Nowgong College (Autonomous) is framed and the Regulations prepared.

1. Short Title, application and commencement

- 1.1 These regulations shall be called the Academic Regulation 2020, Nowgong College (Autonomous), Assam, India and shall be effective from the academic year 2020-21.
- 1.2 These regulations are subject to amendment by the Academic Council from time to time in keeping with the recommendations of the Board of Studies (BoS). Approval of the Governing Body of the college shall not be necessary for any amendment.
- 1.3 These regulations shall be applied to address all academic programmes offered at Undergraduate and Postgraduate levels as well as Diploma and Certificate courses offered by Nowgong College (Autonomous) w.e.f. the session 2020-2021.
- 1.4 The regulations are framed for proper and effective management of academic affairs so as to sustain the standards of Higher Education.
- 1.5 The regulations shall come into force with effect from the date specified by the Governing Body of Nowgong College (Autonomous) by the resolution directs.
- 1.6 These rules shall be called the Nowgong College (Autonomous) Examination Rules.
- 1.7 These rules shall be applicable to all Undergraduate and Postgraduate Examinations along with IETP, Diploma and Certificate courses of Nowgong College (Autonomous) beginning from the Session 2020-2021.
- 1.8 Rules framed by Academic Council of Nowgong College (Autonomous) and approved by the Governing Body of the Nowgong College (Autonomous) shall ensure that examinations and assessments are conducted in an efficient manner and that an effective evaluation system is developed to maintain the academic standards.
- 1.9 The rules shall come into force with immediate effect.

2. Definitions

'Academic Year' means a year commencing on a scheduled date in June/July and ending the following year on a scheduled date in May/June as per the decision of the Academic Council. The duration of two consecutive (one odd and one even) semesters constitutes one academic year. Under special circumstances, the duration of an academic year is subject to modification based on the instruction of the guidelines issued by the Govt. of Assam and UGC.

'Academic Calendar' includes the exact dates of all the important events, such as registration, the commencement of classes, submission of documents, the conduct of examinations, vacation, etc., during the Academic Session that shall be specified in the Academic Calendar of the Institute and approved by the Academic Council.

'Choice Based Credit System (CBCS)' is an educational system in which students have a choice to select from the prescribed courses (core courses, discipline-specific electives, generic elective, ability enhancement compulsory courses, skill enhancement courses, mandatory non-credit courses etc).

'Semester' means a term consisting of a minimum of 90 working days including internal examination days. There shall be two semesters in an academic year.

'Programme' is the entire course of study and examinations.

'Duration of Programme' means the time period required for conducting the programme. The duration of the under-graduate programme shall be 6/8 Semesters. The duration of the postgraduate programme shall be 4 semesters.

'Undergraduate (UG) programme' is the academic programme pursued in between higher secondary and postgraduate programmes.

'Postgraduate (PG) programme' is the academic programme pursued after graduation.

'Degree' is the qualification given to a student after s/he has completed UG or PG courses.

'Diploma' is an official document issued by an educational institution to a student who has successfully completed a particular course of study in a year or two.

'Certificate' is an official document issued by an educational institution to a student who has completed a particular course in a short-term period of three months/six months.

'Course' means a segment of a subject matter to be covered in a semester (traditionally referred to as paper). A course covers an individual subject and has a fixed programme of sessions during the term, called lessons or classes.

'Core Course' means a compulsory course in a subject related to a particular UG Programme, which is compulsory and shall be completed by a student to receive the degree. A course which should compulsorily be studied by a student having honours and regular as a core requirement is termed as an Honours Core course and Regular Core course respectively. There are two types of Core courses – Honours Core Course and Regular Core Course.

'Elective Course' means a course which can be chosen from a cluster of courses and which may be very specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables exposure to some other discipline/subject/domain or nurtures the proficiency/skill of the student. Elective courses are

offered as follows –

'Generic Elective' is an elective course chosen from an unrelated discipline/subject, to seek exposure beyond discipline(s) of choice. A Core course offered in a discipline/subject may be treated as an elective by another discipline/subject.

'Discipline Specific Elective Courses' are Elective courses offered under the main discipline/subject of study. They are inter-disciplinary in manner.

'Dissertation/Project work' is an Elective course designed to acquire special/ advanced knowledge, with the advisory support of a teacher/faculty member. These are considered for introducing Research Component in UG/PG Courses.

'Ability Enhancement Courses' may be of two kinds – Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC).

'Ability Enhancement Compulsory Course' is the course based on content that enhances knowledge. Communicative English and Communicative Assamese/Hindi/Bengali and Environmental Studies are two such courses mandatory for all disciplines.

'Skill Enhancement Course' may be chosen from a group of courses designed to provide value-based and/or skill-based knowledge and should contain both theory and lab/hands-on-training/fieldwork. The main purpose of the courses is to provide students skills in hands-on mode so as to increase their employability.

'Syllabus' is a document that outlines a specific course.

'Unit' is an academic module that forms part of a course of study and represents a credit point value that contributes towards the course.

'Theory' means a theoretical study or explanation related to a particular course rather than the practical aspects of the course.

'Practical' means actual doing/use of the method in which theories and procedures learned are applied.

'Field Study' is an assignment carried out in the natural location or context of a subject of study, rather than in a laboratory/classroom.

'Tutorial' is a period of tuition given by a tutor to an individual or a small group.

'Remedial class' is the provision of a period intended for learners to overcome learning difficulties.

'Credit' measures workload relating to a course/part of course in terms of hours taken for completion of the course/part of course. The measurement of one credit in different forms is calculated as follows-

1 credit = 1 Theory/Project/Dissertation period of 1 hour duration

1 credit = 1 Tutorial/Remedial period of one hour duration

1 credit = 1 Practical period of 2 hours duration

'Examination' means an act or process to assess the progress or evaluate a person's knowledge or ability in a particular subject, or course to obtain a degree.

'End Semester Examination (ESE)' means examination conducted at the end of each semester.

'Sessional Examination' is an examination conducted before the ESE for assigning marks in a specific course of the internal assessment.

'Internal Assessment' means the assessment based on continuous internal tests and assignments given to the students during an academic period.

'Home Assignment' is a task that is given to the students as a part of course work to be done at home.

'Student Seminar' is a task that is given to the students as a part of a course of study pursued through a seminar.

'Class Test' means a type of examination organised in the department in a particular class.

'Co-curricular' refers to activities, programmes and learning experiences that complement student's learning that is connected to the academic curriculum.

'Extra-curricular' refers to activities not falling within the scope of a regular curriculum.

'Semester Grade Points Average (SGPA)' is an average grade point that is calculated at the end of the semester. It is the sum of all the credit points awarded to the subjects divided by the total credits allotted to that semester.

'Cumulative Grade Points Average (CGPA)' is the average of grade points obtained in all the subjects for all semesters in a given academic term.

'Grade Sheet' is a report which communicates a student's performance in examinations.

3. Academic Programme

Education System

Choice Based Credit System (CBCS) that allows flexibility to the education system and shifts in focus from teacher-centric to student-centric education is adopted in the college. In the CBCS system, the following courses are offered by Nowgong College (Autonomous) in the undergraduate programme–

Core Course: A Core course is compulsorily studied as Honours and Regular.

Honours Core: A student will have to take 14 core courses each of 6 credits.

Regular Core: A student will have to take 12 core courses each of 6 credits.

Compulsory Core: A student of Arts Regular will have to take 2 such courses with 6 credits.

Common Core: A student of Arts Regular will have to take 2 such courses with 6 credits.

Elective Course: An Elective course is to be chosen by the student from a group of courses offered by the institute. These are of three types -

Discipline Specific Elective Course: A student of Science will have to take 6 such courses each of 6 credits and a student of Arts/Commerce will have to take 4 such courses each of 6 credits.

Generic Elective Course: A Generic Elective Course is offered by an unrelated discipline.

Honours Generic Elective is the Generic Elective course which is opted by the student having an Honours core course. A student will have to take 4 such courses each of 6 credits.

Regular Generic Elective is the Generic Elective course which is opted by the student having Regular core course. A student of Arts Regular will have to take 2 such courses with 6 credits.

Ability Enhancement Compulsory Courses: These compulsory courses are of two types -

Ability Enhancement Course: English Communication/ MIL Communication each of 4 credits and Environmental Studies with 4 credits for every student of undergraduate programme.

Skill Enhancement Course:

Honours: 2 courses each of 4 credits and

Regular: 4 courses each of 4 credits.

Dissertation/Project: All students enrolled in an undergraduate degree programme (Honours and non-Honours) will have the option to undertake Project/Dissertation work for 6 credits instead of a 6 credit Discipline Specific Elective course in the fifth/sixth semester.

Programme offered with its Nomenclature

Nowgong College (Autonomous) shall offer Arts, Science and Commerce Undergraduate (UG) programmes. And also, Postgraduate (PG) programmes in Assamese, Botany, Chemistry, Education, English, History, Philosophy and Zoology. Guidelines on various matters of Post Graduate Programmes are explained separately.

Courses of the UG and PG programmes shall be indicated with an individual nomenclature system framed by Nowgong College (Autonomous) for the proper identification of each discipline.

Discipline Code

The college adopts the following formula for identifying a discipline with all capital letters –

Discipline with one word – first four letters constitute the code of a paper e.g Botany - BOTAN

Discipline with two words – first two letters from each word e.g Political Science, POSC

Discipline with three words – first two letters from the first word and the first letter of subsequent words e.g Travel and Tourism Management, TRTM

Discipline with four letters – first letter of each word e.g Nutrition and Health Care Science, NHCS

Therefore, the abbreviations related to offered programmes are given below-

A. UG Programmes of Arts i.e B.A.

<u>Sl. No.</u>	<u>Name of the courses</u>	<u>Abbreviation</u>
1.	Arabic	ARAB
2.	Assamese	ASSA
3.	Bengali	BENG
4.	Education	EDUC
5.	Economics	ECON
6.	English	ENGL
7.	Geography	GEOG
8.	Hindi	HIND
9.	History	HIST
10.	Mathematics	MATH
11.	Philosophy	PHIL
12.	Political Science	POSC
13.	Psychology	PSYC
14.	Sanskrit	SANS
15.	Sattria Dance	SADA
16.	Sociology	SOCI
17.	Statistics	STAT
18.	Travel and Tourism Management	TRTM

B. UG Programme of Commerce i.e B. Com

<u>Sl. No.</u>	<u>Name of the Courses</u>	<u>Abbreviation</u>
1.	Commerce	COMM

C. UG Programme of Science i.e B. Sc

<u>Sl. No.</u>	<u>Name of courses</u>	<u>Abbreviation</u>
1.	Biotechnology	BIOT
2.	Botany	BOTA
3.	Chemistry	CHEM
4.	Economics	ECON

5.	Geography	GEOG
6.	Mathematics	MATH
7.	Physics	PHYS
8.	Statistics	STAT
9.	Zoology	ZOOL

D. Undergraduate programme in Vocational Courses

<u>Sl. No.</u>	<u>Name of courses</u>	<u>Abbreviation</u>
1.	Medical and Laboratory Technology	MELT
2.	Nutrition and Health Care Science	NHCS
3.	Pharmaceutical Chemistry	PHCH

E. Diploma courses

Diploma Courses of two years–

<u>Sl. No.</u>	<u>Name of courses</u>	<u>Abbreviation</u>
1.	Medical and Laboratory Technology	MELT
2.	Nutrition and Health Care Science	NHCS
3.	Pharmaceutical Chemistry	PHCH

Diploma Courses of one year -

<u>Sl. No.</u>	<u>Name of courses</u>	<u>Abbreviation</u>
1.	Fashion Designing	FADE

F. Certificate courses

The college shall design different certificate courses on need base and the respective departments shall prepare the curriculum to run the courses in consultation with Governing Body.

Course Code

<u>Type of Course</u>	<u>Abbreviation</u>
Honours Core Course	HCC
Regular Core Course	RCC
Compulsory Core Course	CCC
Elective Courses	
Honours Generic Elective	HGE
Honours Discipline Specific Elective	HDS

Regular Discipline Specific Elective	RDS
Regular Generic Elective	RGE
Ability Enhancement Compulsory Courses	
Ability Enhancement Course	AEC
Skill Enhancement Course	SEC

Paper Code

'Paper code' contains four-digit numbers indicating semester, serial number of the paper and credit of the respective paper. For example, in Paper Code 1016, 1 stand for Semester I; 01 indicates the first paper and 6 is the credit of the paper.

Identification of a Paper

A paper can be identified from its compiled structure. In UG course, a paper named BOTA-HCC-1016 is decoded as BOTA indicates Programme; HCC indicates Course Type and 1016 is the Paper Code. In PG course, a paper named BOTA-1016 is decoded as BOTA indicates Programme and 1016 is the Paper Code.

4. Course and Credit Structure

Course work in Undergraduate and Postgraduate programmes is measured by a credit.

A theory course of 6 credits requires a minimum duration of 90 hours of teaching in a semester i.e 1credit/hour – 6 hours/week – 90 hours in 15 weeks while a 4 credits theory course requires a minimum duration of 60 hours and 2 credits theory course requires a minimum duration of 30 hours 1credit/hour – 4 hours/week –60 hours in 15 weeks; 1credit/hour –2 hours/week –30 hours in 15 weeks of teaching hours in a semester.

A practical course of 2 credits requires a minimum duration of 60 hours of teaching i.e 1credit/2 hours –2 hours/week – 60 hours in 15 weeks in a semester.

Undergraduate Honours: (Total credit = 148)

- 14 Core Courses each of 6 credits;
- 4 Discipline Specific Elective Courses each of 6 credits;
- 2 Ability Enhancement Courses of 4 credit each;
- 2 Skill Enhancement Courses of 4 credits each;
- 4 Generic Elective Courses of 6 credits each.

Undergraduate Science/Arts Honours Course

Semester	Honours Core Course $14 \times 6 = 84$	Ability Enhancement Course $2 \times 4 = 8$	Skill Enhancement Course $2 \times 4 = 8$	Discipline Specific Elective Course $4 \times 6 = 24$	Honours Generic Elective $4 \times 6 = 24$ One Course from any Discipline except Honours Discipline
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1 st	Course-I Course-II From Same Discipline XXXX-HCC- 1016 XXXX-HCC- 1026	ENGL-AEC-1014 ASSA- AEC-1014 HIND-AEC-1014 BENG-AEC-1014			XXXX-HGE-1016 (XXXX- RCC- 1016)
2 nd	Course-I Course-II From Same Discipline XXXX-HCC- 2016 XXXX-HCC- 2026	ENST-AEC-2014			XXXX-HGE-2016 (XXXX- RCC- 2016)
3 rd	Course-I Course-II Course-III From Same Discipline XXXX-HCC- 3016 XXXX-HCC- 3026 XXXX-HCC- 3036		XXXX-SEC- 3014		XXXX-HGE-3016 (XXXX- RCC- 3016)
4 th	Course-I Course-II Course-III From Same Discipline XXXX-HCC- 4016 XXXX-HCC- 4026 XXXX-HCC- 4036		XXXX-SEC- 4014		XXXX-HGE-4016 (XXXX- RCC- 4016)
5 th	Course-I Course-II From Same Discipline XXXX-HCC- 5016 XXXX-HCC- 5026			XXXX-HDS-5016 (XXXX-RDS-5016) XXXX-HDS-5026	
6 th	Course-I Course-II From Same Discipline XXXX-HCC- 6016 XXXX-HCC- 6026			XXXX-HDS-6016 (XXXX-RDS-6016) XXXX-HDS-6026 (Dissertation)	

Undergraduate Commerce Honours Course

Semester	Honours Core Course 14X6=84	Ability Enhancement Course 2X4=8	Skill Enhancement Course 2x4=8	Discipline Specific Elective Course 4x6=24	Honours Generic Elective 4x6=24
1 st	Course-I COMM-HCC-1016 (Financial Accounting) Course-II COMM-HCC-1026 (Business Law)	ENGL-AEC-1014 ASSA- AEC-1014 HIND-AEC-1014 BENG-AEC-1014			COMM-HGE-1016(A) (Micro Economics) or COMM-HGE-1016(B) (Investing in Stock Market)
2 nd	Course-I COMM-HCC-2016 (Corporate Accounting) Course-II COMM-HCC-2026 (Corporate Law)	ENST-AEC-1014			COMM-HGE-2016(A) (Macro Economics) or COMM-HGE-2016(B) (Insurance & Risk Management)
3 rd	Course-I COMM-HCC-3016 (Computer Application in Business) Course-II COMM-HCC-3026 (Income Tax Law & Practice) Course-III Management COMM-HCC-3036 (Principles & Applications)		COMM-SEC-3014 (Entrepreneurship)		COMM-HGE-3016(A) (Business Statistic) or COMM-HGE-3016(B) (Operation Research in Business)
4 th	Course-I COMM-HCC-4016 (Cost Accounting) Course-II COMM-HCC-4026 (Business Mathematics) Course-III		COMM-SEC-4014 (E-Commerce) or COMM-SEC-4014 (E-Filing of Return)		COMM-HGE-4016(A) (Indian Economy) or COMM-HGE-4016(B) (Micro Finance)

	COMM-HCC-4036 (Human Resource Management)				
5th	Course-I COMM-HCC-5016 (Principles of Marketing) Course-II COMM-HCC-5026 (Fundamentals of Financial Management)			One from each Group <u>Group – A</u> COMM-HDS-5016(A) (Management Accounting) or COMM-HDS-5016(B) (Advanced Financial Accounting) or COMM-HDS-5016(C) (Indian Financial System) <u>Group - B</u> COMM-HDS-5026(A) (Advertising) or COMM-HDS-5026(B) (Banking) or COMM-HDS-5026(C) (Computerized Accounting System)	
6th	Course-I COMM-HCC-6016 (Auditing & Corporate Governance) Course-II COMM-HCC-6026 (Indirect Tax Laws)			One from each Group <u>Group–A</u> COMM-HDS-6016(A) (Fundamentals of Investment) or COMM-HDS-6016(B) (Industrial Relations and Labour Laws) or COMM-HDS-6016(C) (Advanced Corporate Accounting) <u>Group-B</u> COMM-HDS-6026(A) (Consumer Affairs & Customer Care) or COMM-HDS-6026(B) (International Business) or COMM-HDS-6026(C) (Business Research Methods and Project Work)	

Undergraduate Regular-Arts: (Total credit = 132)

12 Core courses each of 6 credits;

- 4 Discipline Specific Elective courses each of 6 credits;
- 2 AE courses 4 credits each;
- 4 SE courses 4 credits each;
- 2 General Elective courses 6 credits each.

Undergraduate Arts Regular Course

Semester	Regular Core Course 12 × 6 = 72 (From different disciplines)	Ability Enhancement Course 2 × 4 = 8	Skill Enhancement Course 4 × 4 = 16	Discipline Specific Elective Course 4 × 6 = 24 (From respective disciplines)	Generic Elective Course 2 × 6 = 12 (Other than Regular Core Courses)
1 st	Course:1 ENGL-CCC-1016 Course:2 XXXX-RCC-1016 (XXXX-HGE-1016) Course:3 XXXX-RCC-1016 (XXXX-HGE-1016)	ENGL-AEC-1014 ASSA- AEC-1014 HIND-AEC-1014 BENG-AEC-1014			
2 nd	Course:1 ENGL-CCC-2016 Course: 2 RCC-XXXX-2016 (XXXX-HGE-2016) Course: 3 RCC-XXXX-2016 (XXXX-HGE-2016)	ENST-AEC-2014			
3 rd	Course:1 ASSA-CCC-3016 or HIND-CCC-3016 or BENG-CCC-3016 or ALEN-CCC-3016 Course:2 XXXX-RCC-3016 (XXXX-HGE-3016) Course:3 XXXX-RCC-3016 (XXXX-HGE-3016)		XXXX-SEC-3014		

4 th	Course:1 ASSA-CCC-3016 or HIND-CCC-3016 or BENG-CCC-3016 or ALEN-CCC-3016 Course:2 XXXX- RCC-4016 (XXXX-HGE-4016) Course:3 XXXX- RCC-4016 (XXXX-HGE-4016)		XXXX-SEC-4014		
5 th			XXXX-SEC-5014	Course:1 XXXX-RDS-5016 (XXXX-HDS-5016) Course:2 XXXX-RDS-5016 (XXXX-HDS-5016)	XXXX-RGE-5016
6 th			XXXX-SEC-6014	Course:1 XXXX-RDS-6016 (XXXX-HDS-6016) Course: 2 XXXX-RDS-6016 (XXXX-HDS-6016)	XXXX-RGE-6016

Undergraduate Regular-Science & Bachelor of Vocational Courses (B. Voc):

(Total credit = 132)

12 Core courses each of 6 credits;

6 Discipline Specific Elective courses each of 6 credits;

2 AE courses 4 credits each;

4 SE courses 4 credits each.

Undergraduate Science Regular & B. Voc Courses

Semester	Regular Core Course 12 × 6 = 72	Ability Enhancement Course 2 × 4 = 8	Skill Enhancement Course 4 × 4 = 16	Discipline Specific Elective Course 6 × 6 = 36
1 st	Course:1 XXXX-RCC-1016 Course:2 XXXX-RCC-1016 Course:3	ENGL-AEC-1014 ASSA-AEC-1014 HIND-AEC-1014		

	XXXX-RCC-1016	BENG-AEC-1014		
2 nd	Course:1 XXXX-RCC-2016 Course:2 XXXX-RCC-2016 Course:3 XXXX-RCC-2016	ENST-AEC-2014		
3 rd	Course:1 XXXX-RCC-3016 Course:2 XXXX-RCC-3016 Course:3 XXXX-RCC-3016		XXXX-SEC-3014	
4 th	Course:1 XXXX-RCC-4016 Course:2 XXXX-RCC-4016 Course:3 XXXX-RCC-4016		XXXX-SEC-4014	
5 th			XXXX-SEC-5014	Course:1 XXXX-RDS-5016 Course:2 XXXX-RDS-5016 Course:3 XXXX-RDS-5016
6 th			XXXX-SEC-6014	Course:1 XXXX-RDS-6016 Course:2 XXXX-RDS-6016 Course:3 XXXX-RDS-6016

Postgraduate Courses

All postgraduate programmes under CBCS shall have the different types of courses as per the nomenclature given below.

Core Courses (Ideally 6 Credits in each course per semester): These are compulsory subject-specific courses in all semesters for all students registered for a particular postgraduate programme. A core course may also take the form of a dissertation/ project work / practical training comprising of laboratory work, fieldwork, seminars etc. The number of Core courses per semester shall be fixed by the department. The total credits in a semester including Core/Elective/Open courses will be a minimum of 24.

Elective Courses (Ideally 6 Credits in each course per semester): These are a pool of courses within the discipline offered ideally in the second & third semesters/ third & fourth semesters, for students of the same department/institute/centre to acquire specialized or advanced knowledge or skills in an area that support the main discipline. Every student shall be required to choose one elective course out of the given 2/3 courses offered by the department in the third and fourth semesters. The minimum credit of elective course shall be 24. In case of an elective course being offered also as an open course the paper will have to compulsorily carry 6 credits.

Open Courses (mandatory 6 credits in each course per semester): These are subject-specific courses offered by a department to students of other disciplines, ideally in the third & fourth semesters, to give them exposure to a subject, or to develop their proficiency/ skill in that particular discipline. All Open courses shall carry 6 credits per course across disciplines. The decision of whether an Open course may be offered only to students of other departments, or to students of other departments as well as students of the parent department, shall be taken by the department, and the Open course shall be designed accordingly.

Value Added Courses (ideally 4 credits in each course per semester): These are optional graded courses offered by the Arts departments to their students. A Value-Added course (VAC) is an optional course that a department may offer in every semester in addition to the compulsory Core/Elective/Open courses. A student may choose any VAC from his/her discipline or another discipline. Value Added courses shall be recorded in the Grade Card as Satisfactory or Unsatisfactory and an additional certificate may be awarded.

Postgraduate Science Courses

SEM - I		Sem - II		Sem - III		Sem - IV	
1016	Core-1	2016	Core-1	3016	Core-1	4015	SP-1
1026	Core-2	2026	Core-2	3026	Core-2	4025	SP-2
1036	Core-3	3036	Core-3	3036 A	Elective - 1	4035	SP-3
1044	Core-4	3044	Core-4	3036 B	Elective-1/Open	4045	SP-4
1054	Core-5	3054	Core-5	3044	Core-3	4054	SP-5
				3054	Core-4		

Postgraduate Arts Courses

SEM - I		Sem - II		Sem - III		Sem - IV	
1016	Core-1	2016	Core-1	3016	Core-1	4016	Core-1
1026	Core-2	2026	Core-2	3026	Core-2	4026	Core-2
1036	Core-3	2036	Core-3	3036 A	Elective 1	4036 A	Elective 1
1046	Core-4	2046	Core-4	3036 B	Elective 1	4036 B	Elective 1
1054	VAC	2054	VAC	3036 C	Elective 1	4036 C	Elective 1
				3046	Open	4046 A	Elective 2
				3054	VAC	4046 B	Elective 2
						4046 C	Elective 2
						5054	VAC

5. Programme Duration

Undergraduate Programme

Normal Duration: The normal duration of a full-time academic programme is three years.

Maximum Duration: The maximum period which a student can take to complete a fulltime academic program shall be 6 years.

Postgraduate Programme

Normal Duration: The normal duration of a fulltime academic programme is two years.

Maximum Duration: The maximum period which a student can take to complete a full-time academic programme shall be 4 years.

Diploma Course

This course has a normal duration of one year or two years as applicable in the course specified.

Certificate Course

This course has a normal duration of three months or six months as applicable in the course specified.

6. Admission of Students

Admission

The admission process of the students to UG programme starts immediately after the declaration of the results of Higher Secondary level i.e Class XII of the various Boards. The admission process of the students to PG programme starts immediately after the declaration of the results of undergraduate programmes of various institutions. The students migrated from Boards other than Assam Higher Secondary Education Council (AHSEC) and the institutions affiliated to other than Gauhati University must submit Migration Certificate within the given stipulated time.

The students shall be admitted sheerly on merit basis and relaxation under Reservation Policy shall be provided in compliance with Assam Government Regulation. No candidate shall be eligible for admission after a lapse of more than three years from the previous qualifying examination. A gap certificate must be produced for consideration in cases of a lapse period of less than three years. Students duly admitted who fail to attend the classes continuously for 15 days his/her admission may be cancelled.

Student Identity Number (SIN)

A student who is selected for admission in a particular course offered by the college shall have to complete admission procedures duly, after which s/he shall be given a Student Identity Number (SIN). Discipline, Programme and Courses shall be identified in the SIN of the student.

SIN of a student of a particular session shall be determined as follows -

SIN in UG Programmes –

In UG programme, the first two letters indicate the institution, third and fourth letter indicates the discipline and fifth letter indicate the type of course; then four digits identify the year of admission and next three digits indicate the enrolment number given to the student. Such as -

NCBAH-0000-XXXX; NCBAR-0000-XXXX

NCBSH-0000-XXXX; NCBSR-0000-XXXX

NCBCH-0000-XXXX

Where, NC is Nowgong College; H is Honours; R is Regular

BA is Bachelor of Arts; BS is Bachelor of Science

BC is Bachelor of Commerce; 0000 is the year of admission and xxxx is the number to be given to the student

SIN in PG Programmes -

In PG programme, the first two letters indicate the institution, third and fourth letters indicate the programme, followed by four letters that indicate the course, then four digits identify the year of admission and the next three digits indicate the enrolment number given to the student, i.e

NCMA-XXXX-0000-YYYY

NCMS-XXXX-0000-YYYY

Where NC is Nowgong College; MA is Master of Arts; MS is Master of Science; XXXX is course; 0000 is the year of admission and YYYY is the number to be given to the student

Identity Card

The student shall be eligible to obtain an Identity Card bearing SIN for the respective programmes offered in Nowgong College (Autonomous) after completion of the admission process.

7. Academic activities

Semester

A student shall be eligible to continue his/her study under the CBCS semester system adopted by the Nowgong College (Autonomous).

Academic Calendar

The college shall prepare an Academic Calendar for various activities in different semesters in a year. The academic and other activities are scheduled in the calendar in advance to facilitate timely and smooth conduct of the activities.

Uniform

Uniform is compulsory for all students admitted in the college.

Attendance

Each department should maintain the record of attendance of a student. 75% attendance is one of the eligibility criteria for appearing in ESE. The compulsion of attendance may be relaxed on medical grounds, extra-curricular and co-curricular activities. A student shall secure 4 marks in Internal Assessment for a percentage of attendance above 91; while 3 marks for the attendance of 86% to 90%, 2 marks for attendance of 81% to 85% and 1 mark for attendance of 75% to 80%. Absence of a student for 15 consecutive working days without prior intimation to the concerned authority will lead to disciplinary action against the student.

Assessment

The assessment of student's performance in course work shall be done through End Semester Examination (ESE) and Internal Assessment comprising Sessional Examination, continuous Class Test, Assignments (Home, Fieldwork, Library & Laboratory), Seminar, Viva-Voce etc. Internal Assessment comprises 20% of the total weightage of each paper and the qualifying mark is 30% of each paper while in sessional examination a student should score 30% qualifying marks. Total Internal Assessment marks shall be calculated as - 50% for Sessional Examination; 20% for Attendance and 30% for other evaluation processes. There shall be two Sessional Examinations - one shall be conducted centrally and another by the respective department.

The result of the Internal Assessment shall be displayed in the Department Notice Board. Answer Scripts of the Sessional Examination shall be sent for Guardian's signature in extraordinary cases through the concerned student. Every department has to maintain the Progress Report of each student in all semesters. Marksheet shall be sent to the Controller of Examinations by Head of the Department at the end of each semester within the time notified. Analysis and follow-up on the outcome of the analysis of the result must be done in the department.

Teaching and Assessments

A teacher shall have to prepare Lesson Plan with the method of delivery in both offline and online systems at the beginning of every semester, Progress Report of Courses, Self-appraisal Report at the end of the semester. Head of the Department shall maintain transparency in results of Internal Assessment.

Extra-curricular and Co-curricular activities

A student shall be allowed to participate in any extra-curricular and co-curricular activities, provided s/he has a minimum attendance of 75% in each course at the time of application. A student shall be entitled to participate in such activities only after receiving written permission from the principal.

Eligibility criteria for applying for first End Semester Examination (ESE)

A student who has fulfilled the following eligibility criteria can apply for the first ESE.

S/he must have duly registered under the appropriate authority.

S/he must have 75% attendance during the coursework.

S/he must submit Examination Form properly within notified date along with examination fees.

His/her cases of disciplinary action must be settled if any.

Student Roll Number (SRN)

A student eligible for appearing the first ESE shall obtain a Student Roll Number (SRN) which will be continued up to the Final semester. The enrolled students of the college must follow the registration procedure through the college authority in compliance with the Regulation of appropriate authority.

SRN in UG programme

A student of UG programme shall get SRN like PQRS-0000-XXXX; where the first letter indicates the programme, the second letter indicates the discipline, third and fourth letters, indicate the type of course; then four digits identify the year of admission and the next three digits indicate the roll number given to the student. Hence, the Roll No. of a student admitted to UG programme in 2020 shall be –

UAHC-2020-XXXX or UARC-2020-XXXX or USHC-2020-XXXX or USRC-2020-XXXX or UCHC-2020-XXXX.

Where U is Undergraduate; A is Arts; S is Science; C is Commerce; HC is Honours Course; RC is Regular Course and XXXX is the number to be given to the student.

SRN in PG programme

A student of PG programme shall get SRN like PQ-RSTU-0000-XXXX; where the first letter indicates the programme, the second letter indicates the discipline and the next four letters indicate the course of study; then four digits identify the admission year and next three digits indicate the roll number given to the student. Hence, the Roll No. of a student admitted to PG programme in 2020 shall be –

PS-BOTA-2020-XXXX; PS-CHEM-2020-XXXX; PS-ZOOL-2020-XXXX; PA-ASSA-2020-XXXX; PA-EDUC-2020-XXXX; PA-ENGL-2020-XXXX; PA-HIST-2020-XXXX; PA-PHIL-2020-XXXX.

Where P is Postgraduate; S is Science; A is Arts; XXXX is the number to be given to the student.

Admit Card

An Admit Card bearing SRN shall be issued to a candidate for appearing in examinations.

Student Feedback

Each department shall adopt a mechanism of collecting feedback at the end of every semester and analyse the same for improvement of the teaching-learning process. Exit Feedback shall be collected centrally by the college at the end of the programme. The data collected from the Exit Feedback shall be analysed and Action Taken Report shall be prepared by IQAC aiming for continuous improvement of quality education. The feedback is collected through a structured questionnaire and students are entitled to fill up their responses through the online system.

8. Examination

The college shall conduct Sessional Examination and other Class Tests for Continuous and Comprehensive Assessment and finally conduct ESE of the students.

There shall be an Examination Committee headed by the Principal/Chief Controller of Examinations (CCE) as per the University Grants Commission (Conferment of Autonomous Status upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges) Regulation, 2018

The Examination Cell under the supervision of the Examination Committee shall execute all necessary arrangements for conducting examination, evaluation and declaration of results. The Examination Committee shall be responsible for conducting examinations in accordance with the Regulation of the Academic Council of the college. The Rules of Examination is placed separately in Appendix.

Appendix: The Rules of Examination

9. Grading System

The college shall follow the Relative/Absolute Grading System as directed by the UGC/other competent authority. However, the issues on Grading are yet to be finalized, as the matter has been placed in the Academic Council meeting for finalization. The process of Credit Transfer is also to be taken up for settlement in the Academic Council meeting, taking into consideration the greater interest of the student community.

10. Committees

The Academic Council works in close association with the Internal Quality Assurance Cell (IQAC) of the college. Following committees have been framed for executing various responsibilities to ensure effective management of the college.

Disciplinary Committee

A Disciplinary Committee shall be constituted by the principal to dispose of various issues related to maintenance of Discipline and Law & Order including students' activities during the study of courses and examinations. It is a five-membered committee of persons, both male and female, from teaching staff as well as non-teaching staff.

Anti-Ragging Committee

An Anti-Ragging Committee shall be constituted by the principal as per UGC and Govt Guidelines to maintain a culture of ragging free environment in the college. The committee shall design strategies and action plan for curbing the menace of ragging and execute them by adopting various activities.

Internal Complaint Committee

An Internal Complaint Committee (ICC) shall be constituted by the principal as per UGC and Govt Guidelines to deal with issues of gender-based violence and to conduct gender sensitization programmes for prevention, prohibition and complaint redressal of sexual harassment of both the genders. The committee should focus on creating awareness, counselling and educating on gender issues in the college campus.

Grievance Redressal Committee

A Grievance Redressal Committee shall be formed by the principal as per UGC and Govt Guidelines to address grievances of all types of stakeholders in various sectors including academic matters.

Prospectus Committee

A Prospectus Committee shall be formed by the principal to prepare a document giving details of the academic programmes offered by the college and facilities provided to the students and planned activities along with the Academic Calendar and Holiday List for an academic year.

Admission Committee

An Admission Committee shall be constituted annually by the principal for executing the admission process of the students in various programmes of the college. The committee aims to put together the

best incoming students possible in offered courses. The committee maintains the transparency and accountability of admission of students.
