

DIBRUGARH HANUMANBAX SURAJMALL KANOI COLLEGE (AUTONOMOUS)

EXAMINATION ORDINANCE, 2025

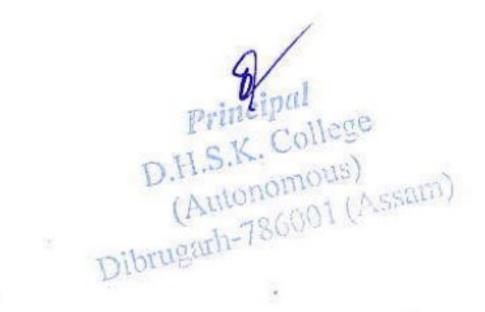
TABLE OF CONTENTS

HEADINGS / SUBHEADINGS	PAGE NO.
Preamble	1
1. Short Title, Application, and Commencement	1
2. Definitions	2
2.1 Absentee Candidate	2
2.2 Academic Year	2
2.3 Admit Card	2
2.4 Answer Booklet	2
2.5 Answer Script	2
2.6 Application Form	2
2.7 Applicant	2
2.8 Arrear/Backlog Candidate	2
2.9 Assistant Officer In-Charge (AOC)	2
2.10 Betterment	2
2.11 CGPA	3
2.12 Candidate	3
2.13 Choice-Based Credit System (CBCS)	3
2.14 Comprehensive Attendance Register	3
2.15 Corresponding Reference Number (CRN)	3
2.16 Course	. 3
2.17 Daily Attendance Sheet	3
2.18 Duration of Examination	3
2.19 Duration of Programme	3
2.20 Eligible Candidate	3
2.21 End Term Examination / Evaluation In-Charge (EIC)	3
2.22 Examination	4
2.23 Examination Fee	4
2.24 Examiners	4

HEADINGS / SUBHEADINGS		PAGE N
2.25 Expelled Student		4
2.26 External Examiner		4
2.27 First Rank Holder		4
2.28 Grade Sheet		4
2.29 Head Examiner		4
2.30 Identity Card		5
2.31 Internal Assessment		5
2.32 Internal Examiner		5
2.33 Internal / Session Test		5
2.34 Invigilator		5
2.35 Late Fine		5
2.36 Marks		5
2.37 Marks Foil		5
2.38 Malpractice		5
2.39 Moderator		5
2.40 Paper Setter		5
2.41 Programme		6
2.42 Question Paper		6
2.43 Registration Number		6
2.44 Re-scrutiny		6
2.45 Roll Number		• 6
2.46 Roll Sheet		6
2.47 Rusticated Student		6
2.48 SGPA		6
2.49 Scrutinizer	*	6
2.50 Semester		6
2.51 Session Test		6
2.52 Supervisor of Examinations		6
2.53 Supervisor of Evaluations	Principal D.H.S.K. College (Autonomous) (Autonomous) (Autonomous) (Autonomous) (Autonomous)	7
	Dibrugan	

HEADINGS / SUBHEADINGS	PAGE NO
2.54 Tabulation	7
2.55 The Principal (CCoE)	7
2.56 Time Table	7
2.57 Top Sheet	7
3. Examination Committee	7
3.1 Functions and Responsibilities	7
3.2 Formation	9
3.3 Term	9
3.4 Meetings	9
3.4.1 Quorum	9
3.4.2 Budget	9
4. Examination Cell	10
4.1 Functions and Responsibilities	10
4.2 Formation	11
4.3 Term	11
4.4 Meetings	11
4.5 Budget	12
5. Structure of Examination Committee and Examination Cell	12
(Diagram)	12
6. Responsibilities of the Principal / Chief Controller of Examinations	12
(CCoE)	
7. Responsibilities of the Controller of Examinations (CoE)	13
8. Responsibilities of the Deputy Controllers of Examinations	15
9. Assistant Controllers of Examinations	16
10. Comprehensive Activities of the Office of CoE	17
11. Examination and Evaluation System	18
12. Attendance Marks Policy	20
13. Pass Marks	20
14. Absence or Failure Rules Principal Principal College	21
Principal D.H.S.K. College (Autonomous) (Autonomous) (Dibrugarh-786001 (Assam)	

HEADINGS / SUBHEADINGS	PAGE NO
15. Promotion Rules	21
16. Arrear/Backlog Rules	21
17. Duration of Completion (UG/PG)	22
18. Passing Criteria	22
19. Declaration of Results	22
20. Rank Holder Criteria	22
21. Betterment & Backlog Exclusion	22
22. Provision of Betterment	23
23. Re-scrutiny of Answer Scripts	23
24. Programme Passing Requirements	24
25. Withheld Results Policy	24
26. Time Limit for Programme Completion	24
27. SWAYAM/Online Credit Inclusion	26
28. Structure of Question Papers	26
29. Handling of Out-of-Syllabus Questions	28
30. Duration of Examinations	28
31. Private Candidate Provision	29
32. Malpractice Rules	29
33. Tabulation and Result Processing	29
34. Qualification Type and Minimum Credit Requirement	30
35. Processing of Result	• 31
36. Grading System	31
37. Programme Outcome (Overall Results)	33
38. Computation of SGPA and CGPA	33
ANNEXURE - I: Course and Credit Distribution (FYUGP)	31–35
39. General Clause	35



DIBRUGARH HANUMANBAX SURAJMALL KANOI COLLEGE (AUTONOMOUS) EXAMINATION ORDINANCE, 2025

Preamble

Whereas Dibrugarh Hanumanbax Surajmall Kanoi College, hereinafter shall be called D.H.S.K. College (Autonomous) has been declared an Autonomous College under the provisions of clause 7.5 of the UGC (Conferment of Autonomous Status Upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges) Regulations, 2023, dated 17th April, 2025 as notified by the University Grants Commission (UGC) vide letter No. F. 2-10/2023 (AC-Policy).

Now therefore, in exercise of powers conferred by Clause 11.1 of the 2023 UGC guidelines for autonomous colleges, D.H.S.K. College (Autonomous) shall constitute an Examination Regulations for managing and maintaining all examination-related matters of D.H.S.K. College (Autonomous).

The Rules Governing the Examination Policy of the College are given as follows:

1. Short Title, application, and commencement

- 1.1 The regulations shall be called the D.H.S.K. College (Autonomous) Examination Ordinance-2025.
- 1.2 These rules shall be applicable for Undergraduate, Postgraduate and Examinations of all programmes of the D.H.S.K. College (Autonomous) beginning from the academic session 2025-2026.
- 1.3 Rules framed by the Academic Council of D.H.S.K. College (Autonomous) and approved by the Governing Body of the D.H.S.K. College (Autonomous) for efficiently conducting the Examination process and effective management of the evaluation system to maintain the academic standards.
- 1.4 The rules shall come into force with effect from academic session 2025-2026.

Principal
D.H.S.K. College

Autonomous)

(Autonomous)

(Autonomous)

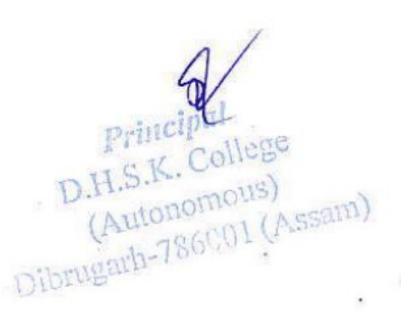
Dibrugarh-786001 (Assam)

2. Definitions

- 2.1. 'Absentee Candidate' is a student who has not appeared in the examination.
- 2.2. 'Academic Year' means a year commencing on such date in June/July and ending with such date in May/ June of the following year as may be decided by the Academic Council. The duration of two consecutive (one odd and one even) semesters constitutes one Academic Year.
- 2.3. 'Admit Card' means a valid proof of eligibility of a candidate to appear in the examination.
- 2.4. 'Answer Booklet' means a stitched booklet of fixed pages issued by the College to the students in the Examination Hall to write answers for the questions listed in the Question Paper of a subject under examination.
- 2.5. 'Answer Script' means the Answer Booklet in which the examinee has attempted/ written his/her answer in response to the questions listed in the Question Paper on the examination day.
- 2.6. 'Application Form' means a prescribed format for applying to appear in an examination.
- 2.7. 'Applicant' means a student who has submitted an application in the prescribed form for appearing in the examination.
- 2.8. 'Arrear/ Backlog Candidate' is a student who, having once been admitted to/appeared in an examination of the College, is again allowed to appear for the same examination because of his failure or absence in the previous examination.
- 2.9. 'Assistant Officer In-Charge' (AOC) is the academic staff appointed by the OC to conduct the end-semester examination of a particular semester.
- 2.10. 'Betterment' means appearing for an examination again to improve marks in certain papers.



- 2.11. CGPA is 'Cumulative Grade Point Average'. It's a standardised system used to assess a student's overall academic performance over their entire course of study. CGPA reflects the average grade points earned across all subjects taken.
- 2.12. 'Candidate' means a student who has been admitted to an examination by the College Authority.
- 2.13. 'Choice-Based Credit System' (CBCS) is an educational system in which each student is allowed to select a particular course from the prescribed courses (core courses, discipline-specific electives, generic elective, ability enhancement compulsory courses, skill enhancement courses, mandatory non-credit courses, etc).
- 2.14. 'Comprehensive Attendance Register' is a subject-wise and course-wise record of attendance of the students maintained by the Examination Cell.
- 2.15. 'Corresponding Reference Number' (CRN) is a serial number assigned to the answer scripts to suppress the identity of candidates.
- 2.16. 'Course' means the segment of a subject or a unit of instruction under any programme to be covered in a semester (traditionally referred to as a paper). A course covers an individual subject and has a fixed programme of sessions during the term, called lessons or classes.
- 2.17. 'Daily Attendance Sheet' is a record of the daily attendance of the students in an examination.
- 2.18. 'Duration of Examination' is a specific period during which an examination is conducted for a particular programme.
- 2.19. 'Duration of Programme' means the period required for completing an academic programme. The duration of the undergraduate programme shall be- 6 Semester (3-Year UG Programme) /8 Semesters (4-Years UG Programmes). The duration of the post-graduate programme shall be 4 Semesters.
- 2.20. 'Eligible candidate' means the student who has completed the required credits in a particular semester to appear in the end-semester examination.
- 2.21. 'End Term Examination' means Examinations conducted at the end of each Semester. 'Evaluation In Charge' (EIC) is the academic staff appointed by the CO to



conduct the evaluation process of an end-semester examination of a particular semester.

- 2.22. 'Examination' means a process to assess the progress or evaluate a candidate's knowledge or ability in a particular subject or course, comprising written examinations of Theory Papers, Practical Examination involving Laboratory Experiments, fieldwork, internship and community engagement programme, dissertation, group discussion, seminar, home assignment and any other mode of assessment for continuous and end-semester evaluation of students for them to obtain a degree.
- 2.23. 'Examination Fee' means the fee for registering and securing admission to an examination. It is inclusive of the fee payable for the statement of marks as may be prescribed by the College Authority.
- 2.24. 'Examiners' mean teachers appointed by the Controller of Examinations from among the panel of Examiners approved by the Board of Studies, for the evaluation of answer scripts of theory/practical examination of any academic programme.
- 2.25. 'Expelled Student' means a student who is caught using unfair means and is expelled from the examination for that particular paper/all the remaining papers as per the decision of the Examination Committee.
- 2.26. 'External Examiner' of a practical examination is an experienced faculty member from another affiliated or recognised institution or university appointed to conduct or supervise practical, viva voce or project evaluation.
- 2.27. 'First Rank Holder' of a programme is the student who secures the highest CGPA in that particular programme. However, the Overall Weighted Percentage of Marks (OWPM) of a candidate shall be considered in case of a tie in CGPA.
- 2.28. 'Grade Sheet' is a report that communicates a student's performance in an examination.
- 2.29. 'Head Examiner' means teachers appointed by the Controller of Examinations from among the panel of teachers approved by the Board of Studies for finalising the marks of the theory examination of any academic programme.



- 2.30. 'Identity Card' means an official document issued by the College to a Student for a specified duration with his/her Name, Photograph and other personal details as proof of his/her enrolment in the College.
- 2.31. 'Internal Assessment' means an assessment based on the Session Tests, assignments given to the students and attendance, during a particular academic period.
- 2.32. 'Internal Examiner' of a practical examination is an experienced faculty member of a particular department of the college appointed to conduct or supervise practical, viva voce or project evaluation of a course of that particular department.
- 2.33. 'Internal/ Session Test' means continuous academic evaluation of a Student conducted periodically by the respective Department.
- 2.34. 'Invigilator' means a teacher who implements the Examination Rules and remains vigilant to detect and prevent unfair means and any malpractices that may occur during the conduct of any Examination of a particular course where he/she is appointed as an invigilator.
- 2.35. 'Late Fine' means a stipulated sum of money paid to the college as a fine for failure to meet the deadlines as laid down by the authority time to time, by cash or a valid bank instrument.
- 2.36. 'Marks' means a numerical expression assigned to judge the level of academic achievements of a student.
- 2.37. 'Marks Foil' means a statement recording the Marks obtained by a Student.
- 2.38. 'Malpractice' means any one or more of the acts prescribed by the College Authority as unfair means, detected during examinations.
- 2.39. 'Moderator' means teachers appointed by the Controller of Examinations from among the panel of teachers approved by the Board of Studies for finalising the Question Papers of the theory examination of any Undergraduate and Postgraduate Programme.
- 2.40. 'Paper Setter' means teachers appointed by the CoE from among the panel of teachers approved by the Board of Studies for setting the Question Papers of the theory/practical examination of any Undergraduate and Postgraduate Programme.



- 2.41. 'Programme' means the entire academic course of study and Examinations.
- 2.42. 'Question Paper' means a paper consisting of a set of questions or exercises framed for evaluating the knowledge or ability of a student in a particular subject, or a course of Undergraduate and Postgraduate programmes.
- 2.43. 'Registration Number' is a number issued by the parent University to a Candidate for registering in the University.
- 2.44. 'Re-scrutiny' means checking and correcting of marks, if any, in the Answer Script of a particular student after the first evaluation.
- 2.45. 'Roll Number' is a number assigned to a valid Candidate applying for an Examination.
- 2.46. 'Roll Sheet' is a statement in which Roll Numbers of the Candidates are arranged serially specifying their subject combination.
- 2.47. 'Rusticated Student' means a student who is caught using unfair means in an examination and is debarred from pursuing studies in the college for a specified period.
- 2.48. SGPA is 'Semester Grade Point Average'. It's a metric used to assess a student's academic performance over a single semester. SGPA reflects a student's performance in a specific semester.
- 2.49. 'Scrutinizer' means a person appointed by the CoE from among the panel of Examiners approved by the Board of Studies for confirming the marks allotted or checking for any mistake in an examined answer script of the theory examination of any programme.
- 2.50. 'Semester' means a term consisting of a minimum of 90 working days of an academic year, including internal examination days. There shall be two semesters in each academic year.
- 2.51. 'Session Test' is an examination conducted before the End Semester Examination for assigning marks in the Internal Assessment of a specific course.
- 2.52. 'Supervisor of Examinations' is the HoD of the respective departments responsible for conducting the Session Tests/Practical Examinations/Group Discussion/Seminar Presentation/Viva/Dissertation, etc.

D.H.S.K. College

(Autonomous)

(Autonomous)

(Dibrugarh-786001 (Assam)

- 2.53. 'Supervisor of Evaluations' is the HoD of the respective departments responsible for pursuing the Evaluation of the Answer Scripts of the Session Tests and endsemester examinations specially Practical Examinations/Group Discussion/Seminar Presentation/Viva/Dissertation, etc.
- 2.54. Tabulation' means the official process by which marks secured by a candidate in each component of an examination (theory, practical, internal assessment, etc) are entered into a structured format, usually a tabulation sheet or a software system.
- 2.55. 'The Principal (CCoE) is the 'Officer In-Charge' (OC) of all in-semester and end-semester examinations except in exceptional cases. In the absence of the OC, the Vice-Principal of the College will officiate as the OC.
- 2.56. 'Time table' means the time schedule of Examinations.
- 2.57. 'Top Sheet' means a statement in which Roll Numbers of all the Candidates taking the Examination of a particular Course are arranged serially to specify the total number of Candidates appearing in the Examination of the respective Courses.

3. EXAMINATION COMMITTEE:

In compliance with the existing provision in the Rules and Regulations of the UGC and the Government of Assam, the Examination Committee of D. H. S. K. College (Autonomous) is structured for effective and smooth conduct of academic functions by means of taking necessary decisions and actions for conducting examinations, evaluation, and declaration of results, etc.

The Examination Committee is meant for strategic planning and decision-making for the effective conduct of examinations of the College, subject to the approval of the Governing Body.

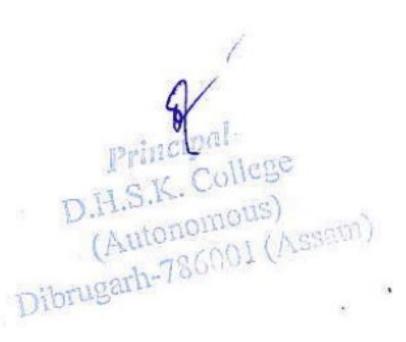
3.1. Functions and Responsibilities: The Examination Committee shall be responsible for the following activities:

Principa!
D.H.S.K. College
(Autonomous)
(Autonomous)
Dibrugarli-786001 (Assam)

- 3.1.1. In compliance with the existing provisions in the Rules and Regulations of the UGC and the Government of Assam, the committee may take the urgent decision to alter the date of the Examination/declaration of result, cancel the examination/declaration of result, postpone the examination/declaration of result, or re-conduct the examination if necessary.
- 3.1.2. It shall monitor the functions of the Examination Cell formed under the autonomous system.
- 3.1.3. It shall discuss and recommend the policies framed by the Examination Cell related to Examination and Evaluation.
- 3.1.4. It shall discuss and formally approve all the formats of letters and instruction sheets formulated by the Examination Cell for Examinations.
- 3.1.5. It shall discuss and suggest appropriate measures regarding the Examination and Evaluation mechanism, financial assistance, appointment of office staff, procurement of equipment, as well as settle any anomaly or dispute that may arise during the entire examination process.
- 3.1.6. In case of any discrepancy of the submitted marks by the departments, a Verification Committee shall be formed to look into the matter and coordinate to the respective department to resolve the issue, subject to the approval of CCoE.
- 3.1.7. It shall adopt resolutions for restructuring the policy and system related to Examinations.
- 3.1.8. It shall formulate innovative ideas to improve the examination system comprehensively.



- 3.2. Formation: The Examination Committee shall be constituted with the following functionaries:
 - 3.2.1. The Principal (Chairperson).
 - 3.2.2. The Vice-Principal (Vice-Chairperson)
 - 3.2.3. The Controller of Examinations (Member Convenor)
 - 3.2.4. The Member Secretary of the Academic Council
 - 3.2.5. The Coordinator, Internal Quality Assurance Cell
 - 3.2.6. Four HoDs (two from Arts and two from Science Streams)
 - 3.2.7. Two Deputy Controllers of Examinations
- 3.3. Term: The term of the nominated members of the Examination Committee shall be three (03) years or till he/she assume the respective post, whichever is earlier.
- 3.4. Meetings: Meetings of the Examination Committee shall be held at least once in every three (03) months.
 - 3.4.1. Quorum: 50% of the total members of the Examination Committee will be the necessary quorum for holding a meeting.
 - 3.4.2. Budget: The budget for holding Examination Committee meetings and any other related activities shall be prepared by the Budget Committee in consideration with the rates for different heads and remunerations as fixed by the Finance Committee with the approval of the Governing Body.
- 4. The Examination Cell: There shall be an Examination Cell for the smooth running of all pre-, during, and post-examination activities of the College. The Examination Cell shall be a non-statutory committee that shall be constituted by the Principal, subject to approval of the



Governing Body. The Controller of Examinations shall be the Head of the Examination Cell of the College and shall function as per the Examination Ordinance of the College.

- 4.1. Functions and Responsibilities: In compliance with the existing provisions in the Rules and Regulations of the UGC and the Government of Assam, the Examination Cell shall function as follows:
 - 4.1.1. Conduct of In-Semester Examinations (Session Tests) preparation of schedule/routine, fixing maximum marks as per Regulations/Curricula and their notification, etc.
 - 4.1.2. Helping and coordinating with Departments in conducting In-semester examinations –setting and printing of question papers, providing answer scripts, providing support staff and logistics, etc.
 - 4.1.3. Conduct of End-Semester examinations recommending AOCs, recommending staff for marks entry (IA and End-Semester), and declaration of results, etc.
 - 4.1.4. To appoint the paper setters, moderators, examiners, scrutinizers, and tabulators from the panels recommended by the BoS of the respective departments.
 - 4.1.5. To make necessary infrastructural arrangements for confidential examination works.
 - 4.1.6. To supervise the overall fair conduct of the examination and address any kind of grievances or misconduct during the examination.

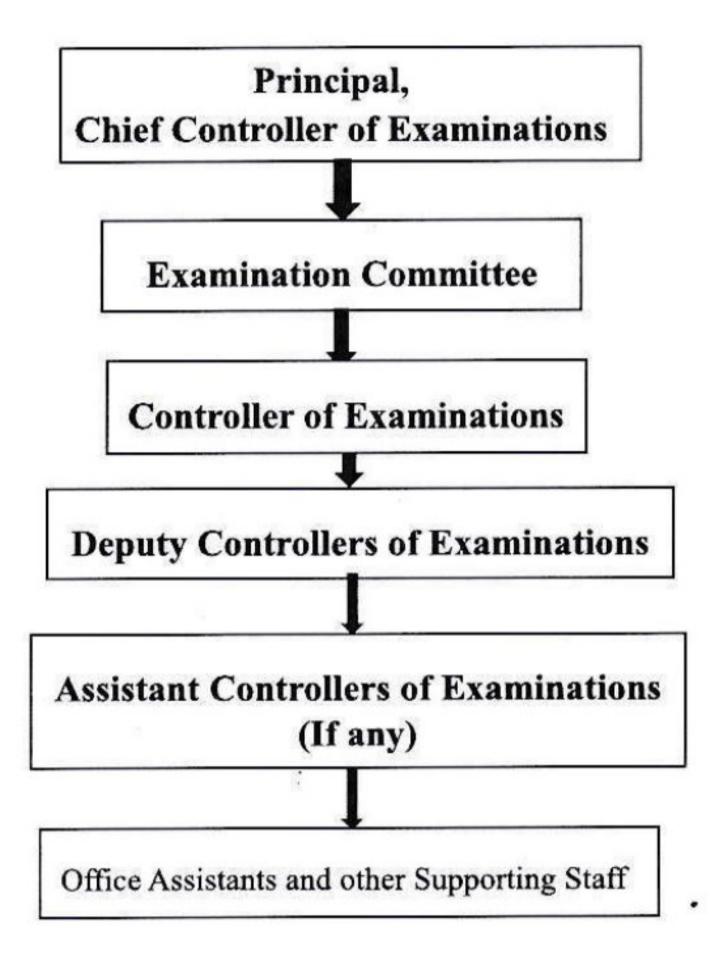


- 4.1.7. To arrange a pre-examination motivational session for the students.
- 4.1.8. To arrange the necessary briefing session for the faculty invigilators before the commencement of any examination.
- 4.1.9. To discuss and resolve all examination-related RTI queries in consultation with the examination Committee. A Proper mechanism of receiving and processing RTI queries shall be maintained by the cell and committee.
- 4.1.10. To deal with any other matter related or connected with the examination as required.
- 4.2. Formation: The Examination Cell shall be constituted with the following functionaries:
 - 4.2.1. The Principal (Chief Controller of Examinations, CCoE).
 - 4.2.2. The Controller of Examinations
 - 4.2.3. Two (02) Deputy Controllers of Examinations (Preferably one from Arts and one from Science)
 - 4.2.4. Two (02) members from non-teaching staff.
 - 4.2.5. Any other person engaged in the Cell by the Principal from time to time as per requirement.
- 4.3. Term: The term of the nominated members of the Examination Cell shall be three (03) years or till he/she assume the respective post, whichever is earlier.
- 4.4. Meetings: Meetings of the Examination Cell shall be held as and when required and as deemed fit.



4.5. Budget: The budget for holding meetings and any other related activities shall be prepared by the Budget Committee in consideration with the rates for different heads and remunerations as fixed by the Finance Committee in approval of the Governing Body.

5. Structure of Examination Committee and Examination Cell



6. Responsibilities of the Principal, Chief Controller of Examinations (CCoE):

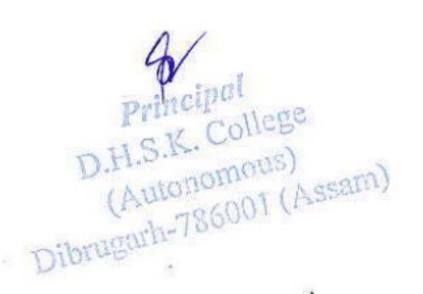
- 6.1. It shall be the duty of the Principal to confirm that the provisions of the Act, and the Statutes, Ordinances, Regulations and Rules are strictly adhered to and shall have all powers to ensure the same.
- 6.2. The Principal of the College, Chief Controller of Examinations, shall be the Chairman of the Examination Committee and shall have the power to nominate and appoint



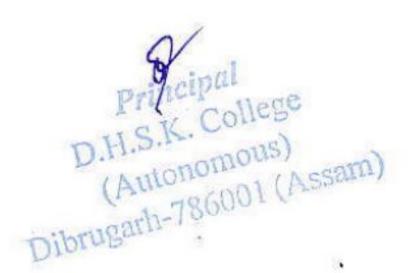
- members in the committee and the cell as may be required for the efficient functioning of the Examination System.
- 6.3. The Principal shall have the power to convene meetings of the Examination Committee or any other authority of the college to discuss matters related to the conducting of examinations and the publication of results.
- 6.4. The Principal shall be responsible for issuing and declaring notices and announcements related to examinations, as well as conducting all examinations of the college.
- 6.5. The Principal shall have the responsibility and power to provide human resources, financial assistance, infrastructure, equipment, stationery materials and other requirements necessary for the preparation, arrangement and conduction of examinations, publication of results, and maintenance of the Examination Cell.
- 6.6. The Principal shall undertake the responsibility to arrange payment of remuneration to all those engaged in examination work, like paper setting, moderation, external/internal examiners, etc.

7. Responsibilities of the Controller of Examinations:

- 7.1. The Controller of Examinations, in consultation with the Chief Controller of Examinations, shall prepare the schedule and arrange the End Semester Examinations as well as Supplementary Examinations of the College and take care of other incidental matters connected to the entire examination and evaluation process.
- 7.2. The Controller of Examinations shall engage Paper Setters, Moderators, Examiners, Scrutinizers and Head Examiners from the panel approved by the respective Board of Studies, and issue appointment letters to assign specific duties to them.
- 7.3. It shall be the discretion of the CoE to ensure that at least 30% of the question papers of all the Programmes (UG, PG and Certificate Programme) are set and moderated by external examiners.
- 7.4. The Controller of Examinations shall appoint the external examiners for practical/dissertation/project-related works as recommended by the course teacher of the particular course.



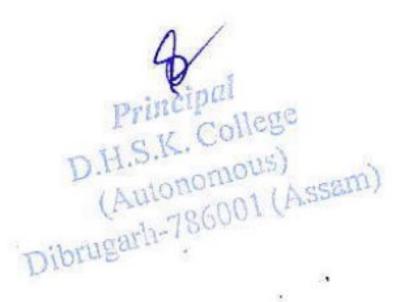
- 7.5. The Controller of Examinations shall take measures to print all the examination materials such as Answer Scripts, Additional Sheets, Question Papers, Marks Foils, Appointment Letters, Instruction Sheets, Remuneration Bills, Envelopes, Students' Attendance sheets, Top Sheets, etc.
- 7.6. The Controller of Examinations shall issue the Question Papers to the AOC one hour (1 hour) before the examination is scheduled, and receive the unused Question Papers just after the examination is over, for preservation.
- 7.7. The Controller of Examinations shall be responsible for organising all evaluation work, including the distribution of answer script packets to internal and external examiners, recommending the appointment of an Evaluation In-Charge to the Principal (CCoE) from among the academic staff of the College on a rotation basis who shall conduct all evaluation-related activities as per his/her assignment. They shall accordingly submit a requisition of Grade-III and Grade-IV staff as well as stationery to the Examination Cell.
- 7.8. The Examination and Evaluation-related activities of the Postgraduate Programmes shall be handled by the respective department under the aegis of the Examination Cell.
- 7.9. It shall be the discretion of the CoE to send at least 30% of the answer scripts from all the Programmes (UG, PG and Certificate Programme) to external examiners for evaluation.
- 7.10. The Controller of Examinations shall convene meetings of the Examination Cell in consultation with the Chief Controller of Examinations and issue instructions to the Deputy Controllers, Assistant Controllers and Other Office Staff of the Cell.
- 7.11. The Controller of Examinations shall be the custodian of the Proceedings Books of the meetings of the Examination Committee and Examination Cell.
- 7.12. The Controller of Examinations shall be responsible for making necessary arrangements for the safe custody of Question Papers, Answer Booklets, evaluated Answer Scripts, Marks Foils, office files containing documents connected with examinations and evaluation.



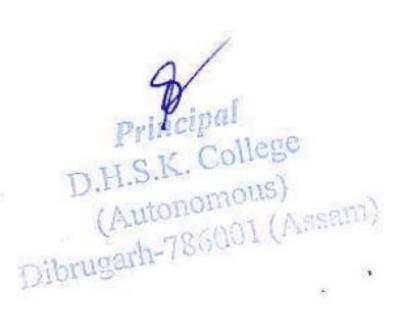
- 7.13. The Controller of Examinations shall exercise control over the space allotted for the examination wing and take initiative to keep the secrecy and confidentiality in connection with examinations.
- 7.14. The Controller of Examinations shall have the right to allocate/reallocate different duties among the Deputy Controllers and Assistant Controllers of Examinations with due approval from the Chief Controller of Examinations.
- 7.15. The Controller of Examinations shall be responsible for taking the necessary measures to procure software for examination-related confidential work.

8. Responsibilities of the Deputy Controllers of Examinations:

- 8.1. The Deputy Controllers of Examinations shall extend all kinds of cooperation to the Controller of Examinations in planning, preparation and execution of examinations and evaluation system, including selection of Question Paper Setters, Moderators, Examiners, Scrutinizers, Head Examiners, preparation of Answer Booklets, Question Papers, Application Forms, Admit Cards, Marks Foils Sheets, Grade Sheet and arrangement of evaluation and result declaration.
- 8.2. The Deputy Controllers of Examinations shall formulate examination schedules and examination calendar, in consultation with the Controller of Examinations.
- 8.3. The Deputy Controllers of Examinations shall issue Application Forms and Admit Cards.
- 8.4. The Deputy Controllers of Examinations shall issue Answer Booklets to the AOC and receive used and unused Answer scripts from the AOC. They shall be in charge of Answer Booklets before the examination and Answer Scripts after the examination. The answer script will be handed over to the Evaluation-In-Charge for the arrangement of the necessary evaluation for the same. The evaluated Answer Scripts shall also be in the custody of the Deputy Controllers.
- 8.5. The Deputy Controllers of Examinations shall make sure that the Question Papers are ready before the Examinations are scheduled to be held.



- 8.6. Deputy Controllers of Examinations shall prepare subject-wise Daily Attendance Sheets and Comprehensive Attendance Sheets of Examinations.
- 8.7. The Deputy Controllers of Examinations shall keep records of Session Tests and Internal Assessment and shall take measures for computer entry of Marks of Internal Assessment after proper scrutiny of every single Department.
- 8.8. The Deputy Controllers of Examinations shall keep records of expelled/rusticated candidates, if any.
- 8.9. The Deputy Controllers of Examinations shall be responsible for computer entry of Marks of Theory Papers as well as Practical Papers/Dissertation/Project Works etc. of all Examinations, including Backlog Examinations, Tabulation and preparation of Marks Foils and Grade Sheets. They shall be in charge of all such records related to Evaluation, Tabulation and Result declaration.
- 8.10. The Deputy Controller(s) of Examinations shall issue and receive the Grievance-related applications Forms for Re-Scrutiny and take necessary measures to rectify the same, if any.
- 8.11. The Deputy Controllers of Examinations shall take measures to conduct Backlog Examinations.
- 8.12. The Deputy Controllers of Examination shall prepare a list of remuneration for all examination-related activities in consultation with the Controller of Examinations.
- 8.13. The Deputy Controllers of Examinations shall record the minutes of the meetings of the Examination Committee and Examination Cell.
- 8.14. The Deputy Controllers of Examinations shall be in charge of the registers for keeping records of all official letters and communication dispatched and received by the Office of the Controller of Examinations.
- 8.15. Any other duty regarding Examination and Evaluation as assigned by the Controller of the Examinations in consultation with the Chief Controller of Examinations.
- 9. The Assistant Controllers of Examinations, if any, shall assist in all Examination-related activities as per the directive of CoE.



- 10. Comprehensive activities of the Office of the Controller of Examinations: The following works shall be attended to by the Office of the Controller of Examinations:
 - 10.1. Issue of Examination Calendar and Examination Schedules, Notification of Examinations and inviting Application Forms from the candidates for appearing in the Examination, issuing Admit Cards, declaration of Results, issue of Grade Sheets and such other related works.
 - 10.2. Scrutiny of Examination Application Forms of candidates before the commencement of Theory/ Practical Examinations.
 - 10.3. Preparation of the subject-wise, paper-wise and date-wise statement of candidates appearing in the examination.
 - 10.4. Issue of Question Papers and Answer Booklets before Examinations to the AOC and receiving of unused Question Papers, Answer Booklets and Answer Scripts from the same.
 - 10.5. Selection and issue of Appointment Letters to the external and internal Paper Setters, Moderators, Examiners, Scrutinizers, Head Examiners, etc.
 - 10.6. Arrangement for conducting End Semester and Supplementary Examinations, Evaluation, Re-scrutiny, Processing and Declaration of Results.
 - 10.7. To form an Integrated Practical Examination Committee comprising the HoDs/Faculty appointed by the HoDs having practical, which will be responsible for conducting practical examinations in due time. One of the Deputy Controller of Examination shall be the coordinator of this committee.
 - 10.8. Dispatching and receiving of day-to-day communications/letters related to examination.
 - 10.9. Preservation and storage of evaluated Answer Scripts for at least three (03) years after the announcement of Results and subsequent disposal of the same.
 - 10.10. Maintenance of all registers, records, statistics, and databases of candidates pertinent to examinations. Collection and maintenance of statistical data regarding the number of examinations, the number of candidates registered for



each examination, the number of boys, girls, regular candidates and repeaters, the pass percentage, etc.

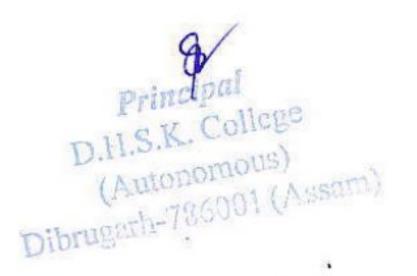
10.11. Take measures to deal with all types of cases of misconduct/ malpractices, detected before, during and after examinations.

11. Examination and Evaluation System:

- 11.1. Examination and evaluation of D. H. S. K. College (Autonomous) shall be done following the norms of the Semester System and Choice Based Credit System as prescribed by the University Grants Commission. End Term Examination, Session Test and Internal Assessment on a continuous basis shall be done as per regulations approved by the Academic Council for the concerned courses of Undergraduate, Postgraduate and any other programmes offered by the College.
- 11.2. Unless otherwise specifically provided for, examinations shall be conducted by one or more of the following methods: a) Written, b) Practical, c) Oral, d) Computer-assisted testing through offline and/or online mode.
- 11.3. Distribution of marks in different theory and practical papers is mentioned as follows:
 - 11.3.1. Course having only THEORY or only PRACTICAL component
 (Major/Minor/Discipline Specific Elective (DSE) courses)-
 - (a) Each paper/course (Theory or practical) of undergraduate programmes for Major/Minor/Discipline Specific Elective (DSE) courses shall be assigned a total of 4 Credits (100 marks). The assessment method for examination and evaluation shall consist of two components: 60 % i.e. 60 marks for End-Semester Assessment and 40%, i.e. 40 marks for Internal Assessment.
 - (b) 40 marks of the Internal Assessment of a Theory Paper shall be distributed as 20 marks from two (02) Session Tests, 15 marks from Seminar/Home Assignment/Group Discussion, etc., and 5 marks from Attendance.
 - (c) 40 marks of the Internal Assessment of a Practical Paper shall be distributed as -20 marks from two (02) Session Tests, 10 marks from Lab performance/Lab Record/ Practical Assignment/ Viva, etc. 10 marks from Attendance.



- 11.3.2. Course having both THEORY and PRACTICAL components
 (Major/Minor/Discipline Specific Elective (DSE) courses)-
- (a) The Major/Minor/Discipline Specific Elective (DSE) courses, consisting of both Theory and practical components, shall be assigned a total of 4 Credits (100 marks). The course shall consist of two Parts: (i) Theory (3/2 Credits, meaning a total of 75/50 marks) and (ii) Practical (1/2 Credit, meaning 25/50 marks). Both parts shall be treated as independent (Students have to passed separately in both the components in the END semester assessment) components of the same paper/course.
- (b) Each of the independent components shall be divided into two components: End-Semester Assessment (60%) and Internal Assessment (40%) for examination and evaluation.
- (c) Out of the total 75/50 marks of the theory component, 60% i.e., 45/30 marks, will be allotted for End-Semester Assessment, and 40% i.e., 30/20 marks, will be allotted for Internal Assessment.
- (d) 30/20 marks of the Internal Assessment of a Theory Paper shall be distributed as-15/10 from two (02) Session Tests, 10/5 from Seminar/Home Assignment/Group Discussion, etc., and 5/5 marks from Attendance.
- (e) Out of the total 25/50 marks of the practical paper, 60% i.e., 15/30 marks, will be allotted for End-Semester Assessment, and 40% i.e., 10/20 marks, will be allotted for Internal Assessment.
- (f) 10/20 marks of the Internal Assessment (Practical) shall be distributed as- 5/15 from Lab performance/Lab Record/Practical Assignment/Viva, etc., and 5/5 from Attendance.
- 11.3.3. Course having only THEORY or only PRACTICAL component (SEC/GEC courses)-
 - (a) Each paper/course (Theory or practical) of undergraduate programmes for SEC/GEC courses shall be assigned a total of 3 Credits (100 marks). The assessment method for examination and evaluation shall consist of two components: 60 % i.e. 60 marks for End-Semester Assessment and 40% i.e. 40 marks for Internal Assessment.



- (b) 40 marks of the Internal Assessment of a Theory Paper shall be distributed as 20 marks from two (02) Session Tests, 15 marks from Seminar/Home Assignment/Group Discussion, etc., and 5 marks from Attendance.
- (a) 40 marks of the Internal Assessment of a Practical Paper shall be distributed as 20 marks from two (02) Session Tests, 10 marks from Lab performance/Lab Record/Viva, etc. and 10 marks from Attendance.
- Note: (i) Provisions for External Examiner for an End Semester Practical Examination shall be only for the papers having more than 15 marks.
 - (ii) Marks for attendance shall be course specific and shall be allotted at discretion of the concerned department.
- 12. The Marking for Attendance (to be considered during the Internal Assessment) mentioned above may be determined by the concerned departments according to the feasibility of the course. While assigning marks for attendance in the internal assessment, the following may be taken into consideration-

Full marks for attendance will be awarded for 100% attendance, with a deduction of 1 mark from the maximum allotted marks for attendance for every 5% decrease in attendance (i.e. 95-100%, 90-95%, 85-90% etc.) down to a minimum threshold of 75%.

13. Pass Marks:

- (a) The Minimum overall pass percentage (In-Semester + End Semester) in each paper, Theory/Practical/ Presentation/Dissertation, etc., shall be 30% for all courses of the Undergraduate Programme. Whereas the Minimum overall pass percentage (In-Semester + End Semester) is 40, for all courses of Undergraduate Programmes and Postgraduate Programmes.
- (b) There shall be no separate pass mark for internal assessment, however it is mandatory for the student to appear in both the end-semester and in-semester examinations.
- 14. A candidate being absent or failing in any component (Theory/Practical) of the course has to appear/reappear in the concerned examination as per the rules; the marks of the



- other components (Theory/Practical) and Internal Assessment of the concerned paper (s)/course(s) shall be carried forward.
- 15. A candidate who fails or does not appear in one or more Courses of any end semester examinations up to the fifth Semester shall be provisionally promoted to the next higher semester with the failed course as carry-over course(s). Such candidates will be eligible to appear in the carryover course in the next regular examinations of those courses. If a candidate fails to acquire the required credits and does not appear in any of the insemester examinations in a particular semester, then he/she has to repeat that particular semester. They shall not be promoted to the next higher semester.
- 16. If a candidate fails in any of the papers of a course, the candidate shall have to reappear in the examination for the papers as per the following procedures:
 - 16.1. Arrear/Backlog Paper(s) of Odd Semester can be cleared in the following Odd Semester Examination, and Arrear/Backlog Paper(s) of Even Semester can be cleared in the following Even Semester Examination.
 - 16.2. A candidate having Arrear/Backlog Paper(s) shall have to clear his/her entire course within six (06) years for a three-year Bachelor's Degree and in seven (07) years for a Bachelor's Degree with Honours/Research from the date of admission in the Programme.
 - 16.3. If a candidate clears the sixth semester examination before clearing all the courses of the previous semesters, the result of the sixth semester examination of that candidate shall be withheld, and his/ her results shall be announced only after he/ she clears the courses of the previous semesters.



- 16.4. A candidate who fails or does not appear in one or more courses of the seventh semester examinations shall be provisionally promoted to the eighth semester with the failed course as carry-over course(s). If a candidate clears the eight-semester examination before clearing all the courses of the seventh semester, the result of the eighth-semester examination of that candidate shall be withheld, and his/ her results shall be announced only after he/ she clears the courses of the previous semester.
- 17. A student must clear all his/her Semester Examinations within six (06) years for a threeyear undergraduate programme and seven (07) years for a four-year undergraduate programme (with honours/research) from the dates of admission to the First Semester of any Programme, irrespective of the number of examinations appeared by the student.
- 18. A candidate shall be declared to have passed provided he/she has passed all the Semesters and in all the Courses separately for the concerned programme.
- 19. The Controller of Examinations shall declare the results of different programmes and issue Grade-sheets. The merit list shall be prepared only for the regular candidates, and it does not include the backlog candidates.
- 20. The first rank holder of a programme shall be decided on the basis of the CGPA. However, the Overall Weighted Percentage of Marks (OWPM) of a candidate shall be considered in case of a tie in CGPA.
- 21. Results of the candidates who appeared in the Betterment or Backlog Examinations shall not be counted for the award of Prizes/Medals, Rank or Distinction.
- 22. Provision of betterment:



- (a) A Candidate of Undergraduate Programme who wishes to improve his/her grade/division may do so within one academic year immediately after having cleared all the papers at a time pertaining to the respective semester.
- (b)Further, Candidates may also be allowed to improve their marks in specific papers in a particular semester, once only.
- (c) The improvement shall be allowed only in 50% of the Core Papers, and such paper(s) shall be considered as betterment.
- 23. Provision and Rules of Re-scrutiny of Answer script:
 - 23.1. A student of an Undergraduate or Postgraduate Programme shall be allowed to apply for Re-scrutiny of marks, on payment of a stipulated fee, within seven (07) days of the declaration of Results.
 - 23.2. Re-scrutiny of the Answer Script shall include checking of
 - i) Total Marks allotted to the answers written,
 - ii) Omission, if any, in assigning marks to the answers written and
 - iii) Correct entry of marks on the Mark Foil.
 - 23.3. The entire process of the re-scrutiny has to be completed within 15 days after submission of the appeal for the re-scrutiny or as notified by the CoE.
 - 23.4. There shall be no provision for Re-evaluation.
 - 23.5. A candidate obtaining two different marks in a paper following Re-scrutiny or Betterment Examination, the higher of the two marks obtained shall be reflected in the Grade Sheet.
 - 24. A candidate of Undergraduate or Postgraduate Programme shall be declared having passed a Programme provided she/he has passed all the semesters and in all the courses separately, and a candidate shall be declared as having passed a Semester, provided she/he has obtained pass marks in all the components of all the papers of the concerned course of a semester independently.
- 25. If a candidate of an Undergraduate or Postgraduate Programme clears the Final Semester (6th or 8th Semester for UG and 4th Semester for PG) examination before clearing all the



- papers of the previous semesters, the result of the Final Semester examination of that candidate shall be withheld until she/he clear all the papers of the previous semesters.
- 26. A student must clear all his/her semester examinations within six (06) years (UG Degree Programme) or seven (07) years (UG Degree with Honours/ Research Programme) from the date of admission to the first semester of the Undergraduate programme and four (04) years from the date of admission to the first semester of Postgraduate Programme.
- 27. Credit earned from Courses run by the SWAYAM or other platforms shall be reflected separately in the Grade Sheet.

28. Structure of question papers:

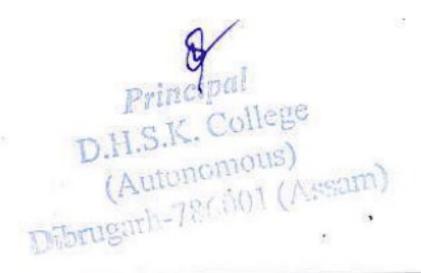
28.1 Structure of question papers of Undergraduate Courses shall be as follows:

% of mark distribution in a question paper:

Objective or multiple type question (1mark)	10%
Very short answer type question (2 marks)	10%
Short answer type question (4 to 5 marks)	20%
Long answer type question (7 to 11 marks)	60%

Sample mark distribution for a 60-mark paper:

1	1mark Multiple Choice Question	1 X 6 nos. (no alternative)	= 6
2	2 marks, very Short Answer Type Question	2 X 3 nos. (no alternative)	= 6



	TOTAL		60
3	9 marks Long Answer Type Question	9 X 4 nos. out of 6 Question	=36
3	4 marks Short Answer Type Question	4 X 3 nos. out of 4 Question	=12

Sample mark distribution for a 45-mark paper:

	TOTAL		45
3	9 marks, Long Answer Type Question	9 X 3 nos. out of 5 Questions	=27
2	4 marks, Short Answer Type Question	4 X 3 nos. out of 4 Question	=12
1	1 mark Multiple Choice Question	1 X 6 nos. (no alternative)	=6

- 28.2. Above is a general structure, which may be moderated as per course requirement of individual departments.
- 29. The objection to the inclusion of out-of-syllabus questions in the Question Paper(s), if raised by any stakeholder, should be solved by constituting an Expert Committee constituted by the CCoE to detect the validity of the objection(s). Candidate(s) should get the full benefit if the discrepancies in the question paper occur up to 20% of the total marks allotted in the question paper. Candidates should get a percentile proportional benefit if the discrepancies in the question paper lie between 20% and 50% of the total marks allotted. The matter would be settled by a Standing Committee formed by the CCoE if the discrepancies are more than 50% of the total marks allotted in the question paper.
- 30. Duration of theory examination shall be 2 and 1/2 (Two and a half) hours for 60 marks, 2 (Two) hours for 40 to 50 marks and 1 and ½ (One and a half) hours for a 30 marks paper.



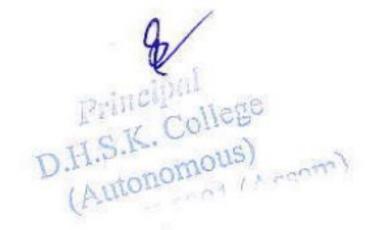
- The duration of the Practical Examination shall be as notified by the CoE as per the recommendation of the concerned course teacher.
- 31. Since the semester system involves continuous assessment, there shall be no scope for a student to appear as a 'private candidate' in any programme under this system.
- 32. Instances of malpractice such as copying using manuscripts, copying from other candidates, smuggling of answer books, indecent behaviour in the examination room, use of unfair means of any kind, like mobile phone, etc., are liable to be punished as per rules.

33. Tabulation and Result:

- 33.1. Final Marks Foils of each course of all the disciplines prepared by the Scrutiniser and confirmed by the Head Examiner shall be given to the Tabulator. The marks of the End Semester Examination and Internal Assessment of each Candidate shall be tabulated in the Examination Database maintained in a well-secured computer server with restricted access.
- 33.2. The marks tabulated by the Tabulator shall be checked and validated by the Deputy Controllers. The entire process of calculating the final result of all the students shall be automated using appropriate computer programmes.
- 33.3. Results prepared by the Office of the Controller of Examinations shall be approved by the Chief Controller of Examinations, D. H. S. K. College (Autonomous) and shall be declared by the Controller of Examinations, D. H. S. K. College (Autonomous).
- 33.4. Grade Sheets of the Candidates shall be issued and uploaded in the Examination Portal after the declaration of the Result.
- 33.5. Candidates shall be entitled to proceed for Re-scrutiny, Betterment or Arrear Examination following respective procedures.

34. Qualification type and Minimum credit requirement:

Education Qualification Framework (NHEQF)	Qualification Title	Minimum credit requirement
Level 5	Undergraduate Certificate	40+4



Level 6	Undergraduate Diploma	80+4
Level 7	Bachelor's Degree	120
Level 8	Bachelor's Degree (Honours and Honours with Research)	160

- 35. Processing of Result: The result processing shall comprise three orderly steps, viz.
 - i. Calculation of Letter Grades and Numerical Grade Points
 - ii. Calculation of SGPA, and
 - iii. Calculation of CGPA for the students having no arrear paper/ backlog.

36. Grading System:

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

Letter Grade meaning		Grade Point
О	Outstanding	10 (Marks secured 90% -100%)
A +	Excellent	9 (Marks secured 80% - 90%)
A	Very Good	8 (Marks secured 70% - 80%)
B+	Good	7 (Marks secured 60% - 70%)
В	Above Average	6 (Marks secured 50% - 60%)
C	Average	5 (Marks secured above 45%-50 %)
P	Pass	4 (Marks secured 40%-45%)



F	Fail	0 (Marks secured less than 40%)
Ab	Absent	0

The Class interval of the percentage of marks shown above is based on the Exclusive Class Interval Technique. For example, the class interval 50-60 includes candidates scoring a percentage of marks starting from 50 up to any percentage less than 60.

36.3. A Marksheet declaring the result of an examination shall bear both the grade point and the percentage of the marks obtained by a student.

37. Programme Outcome (Overall Results)

CGPA	Letter Grades
0-4.0	F
4-4.5	P
4.5-5.0	. C
5.0-6.0	В
6.0-7.0	B +
7.0-8.0	A
8.0-9.0	A +
9.0-10.0	О

38. Computation of SGPA and CGPA: The procedure to compute the SGPA and CGPA is given below:



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

$$SGPA = \sum CiGi / \sum Ci$$

Where Ci is the number of credits of the ith course and

Gi is the grade point scored by the student in the ith course.

Example for computation of SGPA

Semester	Course	Credit (Ci)	Letter Grade	Grade Point (Gi)	Credit Point (Credit) Grade (Ci Gi)	
I	Major (Core)	4	A	8	4X8=32	
I	Minor	4	B +	7	4X7=28	
I	GEC 1	3	В	6	3X6=18	
I	AEC	4	A +	9	4X9=36	
I	VAC	2	A	8	2X8=16	
I	SEC	3	B+	7	3X7=21	
	Total 20					
		SGPA		-61	151/20=7.55	

(ii) The 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.

$$\mathbf{CGPA} = \sum \mathbf{CiGi} / \sum \mathbf{Ci}$$

Semester	Credit	SGPA	CGPA
----------	--------	------	------



	(Ci)	(Gi)	
I	20	8.59	
П	20	6.59	
Ш	20	8.00	8.48
IV	20	9.00	
v	20	9.15	
VI	20	9.55	

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

(iii) Conversion of CGPA into percentage (%): CGPA will be multiplied by 10.

Percentage of marks = (CGPA X 10)

- (iv) The Letter grade 'B+' and above shall be considered as First Class, and Letter grade 'B' shall be considered as Second Class.
- (v) A student is considered to have completed a course successfully and earned the prescribed credits if he/she is secured a letter grade other than F (Failed) or 'Abs' (Absent/Incomplete).
- (vi) If a candidate secures an 'F' grade in a Course, he/she shall have to reappear in the Course in the next legitimate chance within the stipulated period.
- (vii) If a student secures an 'F' grade in Project Work/ Dissertation/ assignment, etc., he/she shall have to resubmit it after necessary revisions. The Result shall be declared with the next regular batch.
- (viii) 'Abs' grade shall be awarded to a candidate if he/she has not fulfilled the following requirements:
- (a) If a candidate fails to appear in any Course(s) in an end-semester examination.

Principal
D.H.S.K. College
(Autonomous)
Dibrugarh-786001 (Assam)

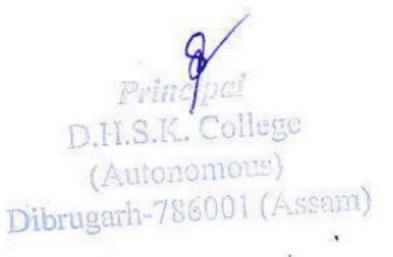
- (b) If a candidate fails to submit the project work/dissertation/assignment for an endsemester examination.
- (c) If a candidate is certified as not eligible to appear in any course(s) in an end semester examination by the concerned department due to insufficient attendance in necessary academic activities,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

ANNEXURE - I

COURSE AND CREDIT DISTRIBUTION OF FOUR-YEAR UNDERGRADUATE PROGRAMMES (FYUGP) IN D. H. S. K. COLLEGES (AUTONOMOUS)

(to be effective from the 2025-2026 academic session)

Year	Semester	Course	No. of Courses	Credit per Course	Total Credit
		Major (Core 1)	1	4	4
		Minor-1	1	4	4
1 st Semester Year	Multidisciplinary Generic Elective Course: GEC – 1: Natural Science-I / Social Science-I / Humanities-I / Commerce-I	1	3		
	AEC 1 - Language - I (MIL/Regional Language)	1	4	4	
		VAC 1 A - Understanding India OR VAC 1 B - Health and Wellness	1	2	2
TO STATE OF THE ST		SEC 1 – (anyone to be chosen from a pool of Courses)	1	3	3



	TOTAL			20
	Major (Core 2)	1	4	4
	Minor-2	1	4	4
2 nd Semester	Multidisciplinary Generic Elective Course: GEC – 2: Natural Science-II / Social Science-II / Humanities-II / Commerce-II	1	3	3
	AEC 2 - Language and Communication Skills - II (English)	1	4	4
	VAC 2 A - Environmental Education with emphasis on community-based activities (more emphasis on Practical) OR VAC 2 B - Yoga	1	2	2
	SEC 2 - (anyone to be chosen from a pool of Courses)	1	. 3	3
	TOTAL			20
10	GRAND TOTAL (Sem 1	+ Sem 2)	Ď.	40

The students on exit shall be awarded Undergraduate Certificate (in the Field of Study/Discipline) after securing the requisite 40 Credits in Semester 1 and 2 provided they secure 4 credits in work based vocational courses offered during summer term or internship / Apprenticeship in addition to 6 credits from Skill Enhancement Courses earned during 1st and 2nd Semester.

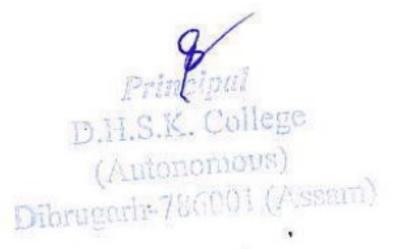
Major (Core 3 & Core 4)	2	4	8
Minor-3	1	4	4



2 nd Year	3 rd Semester	Multidisciplinary Generic Elective Course: GEC – 3: Natural Science-III / Social Science-III / Humanities-III / Commerce-III	1	. 3	3	
		VAC 3 - Digital and Technological Solutions / Digital Fluency	1	2	2	
		SEC - 3 (anyone to be chosen from a pool of Courses)	1	3	3	
	TOTAL					
	4 th Semester	Major (Core 5, Core 6, Core 7 & Core 8)	4	4 credits per Course	16	
		Minor-4	1	4	4	
	TOTAL					
9	GRAND T	OTAL (Sem 1 + Sem 2 + Sem 3	3 + Sem	4)	80	

The students on exit shall be awarded an Undergraduate Diploma (in the Field of Study/Discipline) after securing the requisite 80 Credits on completion of Semester 4, provided they secure an additional 4 credits in skill-based vocational courses offered during the First Year or Second Year summer term or an Internship / Apprenticeship.

					•
	5 th	Major (Core 9)	1	4	4
	Semester	Major (Core 10)	1	4	4
		Major (Core 11)	1	4	4
3rd		Minor-5	1	4	4
Year		Internship + Community Engagement OR Internship / Community Engagement	1+1 OR 1	2 (I) + 2 (CE) OR 4 (I) / 4	4
		TOTAL		(CE)	20



GRAND TOT	AND TOTAL (Sem 1 + Sem 2 + Sem 3 + Sem 4 + Sem 5 + Sem 6)					
	Minor-6	1	4	20		
	Major (Core 15)	1	4	4		
	Major (Core 14)	1	4	4		
	Major (Core 13)	1	4	4		
Seme	1.11001 (0010 11)	1	4	4		

The students on exit shall be awarded a Bachelor's Degree (in the Field of Study/Discipline) (3 years) after securing the requisite 120 Credits on completion of Semester 6.

	7 th Semester	Major (Core 16)	1	4	4			
4 th Year	Semester	Major (Core 17)	1	4	4			
		Major (Core 18)	1	4	4			
		Research Methodology	1	4	4			
	×	Minor-7	1	4	4			
	TOTAL							
	8 th Semester	Major (Core 19)	1	4	4			
	544000000000000000000000000000000000000	Major (Core 20)	1	4	4			
		Minor-8	1	4	4			
		Dissertation (8) OR DSE (2 Nos.)	1 OR 2	8 OR 2 x 4	8 OR 8			
		TOTAL			20			
GRAND TOTAL								
(Sem	1 + Sem 2 + 5	Sem 3 + Sem 4 + Sem 5 + Ser	n 6 + Sem 7	+ Sem 8)	16			



The students on successful exit after 4 years shall be awarded a Bachelor's Degree in the Field of Study/Discipline (Honours) and (Honours with Research) after securing the requisite 160 Credits on completion of Semester 8.

ABBREVIATIONS USED:

- GEC = Generic Elective Course
- AEC = Ability Enhancement Course
- SEC = Skill Enhancement Course
- VAC = Value Added Course
- CE = Community Engagement
- I = Internship
- DSE = Discipline-Specific Elective
- 39. General: Any matter not covered by the Regulations above shall be governed by the relevant Guidelines of the UGC, Government of Assam, and D.H.S.K. College (Autonomous) Rules and Regulations.

