

ACADEMIC CALENDAR 2021-22



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**CHANDRA KAMAL BEZBARUAH
COMMERCE COLLEGE
JORHAT, ASSAM**

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**Chandra Kamal
Bezbaruah
Commerce College
Jorhat, Assam**



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CKB COMMERCE COLLEGE

ESTD. : 1965

JORHAT-785001, ASSAM

Accredited by NAAC with B+ grade

Ph. : +91-376-2301891

e-mail : info@ckbcc.org

Website : www.ckbcc.org

PERSONAL MEMORANDA

Admission No.

Session

NAME

Class

Roll No.

Section

Registration No.

Year

Name of Parent/ Guardian

Address (Permanent)

Tel/Mobile No.

Address (Present)

Email ID

Whatsapp (Mobile No.)

Tel / Mobile No.

Blood Group (with RH Factor)

Date of Birth

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Chandra Kamal Bezbaruah Commerce College

About the Institution

Chandra Kamal Bezbaruah Commerce College, one of the premier provincialised institutions imparting Commerce Education in the North-East region is situated at the heart of Jorhat Town. This full fledged Commerce College was started with the vision of producing a good number of able commerce graduates to promote entrepreneurial activities and to shoulder various responsibilities in Trade, Industry and Commerce and also to provide them with the opportunity to build up their professional careers like Chartered Accountants, Cost and Management Accountants, M.B.A. etc. Established in 1965 the college celebrated its Glorious Golden Jubilee in the Year 2014-15. The college was accredited by NAAC with B+ grade in the year 2016.

The college always remembers the remarkable sacrifice of a few enthusiastic founder teachers who took all pains to translate the dream of the college into reality. Under the leadership and able guidance of founder principal Late Madhab Chandra Chakraborty as well as the sincere devotion of founder teachers Late Dwijendra Nath Sarmah, Shri Anil Chandra Sarmah and Shri Khagendra Nath Sarmah Baruah, Commerce education gradually flourished. In 1974, the

College was brought under the Deficit Grant-in-Aid system and in the same year it was recognized by University Grants Commission. The Government of Assam from the year 2005 provincialised the College.

The college started with only 130 students. Till today this college has produced more than 11,000 graduates and most of them are well placed in the society. Presently more than 1,000 students are studying in this college. Moreover, this college is having a dedicated teaching staff with 26 members. This college has a rich computerised library with nearly 26,000 books in addition to journals, magazines and newspaper.

At present the college offers both B.Com Hons. and Non Hons. CBCS Course. Catering to the need of job-oriented courses for the students, the college introduced BBA course under Dibrugarh University. The college is also having a well-equipped computer lab., Digital Classroom, Computerized Administrative Block and number of other facilities besides scope for extra-curricular activities. The students can also take advantage of oral coaching centre of Institute of Cost Accountants of India and IGNOU, DUDL, KKHSOU study centres in the College.

With the gaining popularity of Commerce Education, it is hoped that this college will fulfill the needs and aspirations of the younger generation of the region.

VISION & MISSION OF THE COLLEGE

Vision

To establish itself as a centre of excellence for ensuring quality in higher education, by shaping the human resource in the right way and thereby contribute towards upliftment of the society and development of the Nation.

Mission

- # To offer innovative career oriented programmes.
- # To inculcate independent thinking in learners.
- # To ensure competence building and employability to serve the society.
- # To empower stake holders by exploring their hidden potential.
- # To contribute towards growth and preservation of heritage, culture and congenial academic atmosphere by creating awareness in coming generation.

Succession List of Principals

Sl. No.	Name	Service Period
1.	Late Madhab Ch. Chakrabarty	1965-1972
2.	Late Dwijendra Nath Sarmah	1972-1977 (i/c), 1985-1991
3.	Shri Anil Ch. Sarmah	1977-1979 (i/c), 1991-1994
4.	Late Praneswar Pathak	1979-1985
5.	Late Khireswar Bora	1994-1997
6.	Late Rohiteswar Saikia	1997 (i/c)
7.	Shri Pratul Ch. Goswami	1997-2002
8.	Shri Sushil Borthakur	2002-2004 (i/c)
9.	Dr. Poresh Ch. Borah	2004-2019
10.	Dr. Umen Dutta	2019 (i/c)
11.	Dr. Ranjit Sarma	2019 till date

TEACHING & NON-TEACHING STAFF OF THE COLLEGE

Principal	:	Dr. Ranjit Sarma M.Sc., M.Phil., Ph.D.
Vice Principal	:	Dr. Umen Dutta M.Com., M.Phil., Ph.D.
Academic Vice-Principal	:	Dr. Purabi Borthakur M.A., Ph.D.

DEPARTMENTS :

Accountancy / Tax Procedure & Practice

1. Dr. Umen Dutta, M.Com., M.Phil., Ph.D.
2. Dr. Horeswar Das, M.Com., M.Phil., Ph.D.
Associate Professor (HOD)
3. Dr. Nitu Konwar, M.Com., Ph.D., Assistant Professor
4. Ms. Prerana Sarma, M.Com., Assistant Professor

Business Management

1. Dr. Sarat Borah, M.Com., Ph.D., Associate Professor (HOD)
2. Ms. Barsha Borah, M.Com., M.Phil., PGDBM,
Assistant Professor
3. Mr. Bulbul Sahariah, M.Com., M.Phil.,
Assistant Professor

Banking & Monetary Management

1. Dr. Raju Roy, M.Com. (Double), Ph.D., LL.B.,
Assistant Professor
2. Mr. Manash Pratim Goswami, M.Com.,
Assistant Professor
3. Vacant

Economics & Human Resource Management

1. Dr. Purabi Borthakur, M.A., Ph.D.,
Associate Professor (HOD)
2. Ms. Mallika Das, M.A., Associate Professor
3. Mr. Rituparna Sarma, M.A., Assistant Professor

Commerce

1. Dr. Satya Deka, M.Com., Ph.D.,
Associate Professor (HOD)
2. Vacant

Statistics & Mathematics

1. Mr. Shobhan Saikia, M.Sc., M.Phil.,
Associate Professor (HOD)
2. Mr. Rupam Sarmah, M.Sc., Associate Professor
3. Vacant

Computer Applications

1. Mr. Rubul Saikia, M.Sc., M.C.A., M.Phil.,
Assistant Professor

English

1. Dr. (Ms.) Neeta Lagachu (Taye), M.A., Ph.D.,
Associate Professor (HOD)
2. Ms. Rupasree Dutta, M.A., B.Ed., Assistant
Professor
3. Dr. Kironmoy Chetia, M.A., B.Ed., M.Phil., Ph.D.,
Assistant Professor

Assamese

1. Ms. Gitali Hazarika, M.A., Associate Professor
(HOD)
2. Ms. Prarthana Phukan, M.A., Assistant Professor

Bengali

1. Mr. Prosanto Mandal, M.A., B.Ed., M.Phil.,
Assistant Professor

Hindi

1. Mr. Dimbeswar Bora, M.A., M.Phil., Associate
Professor

CKBCC SCHOOL OF MANAGEMENT

1. Dr. Sarat Borah, Dept. of Business Management
Associate Professor
2. Mr. Rupam Sarmah, Dept. of Statistics &
Mathematics, Associate Professor
3. Dr. Satya Deka, Dept. of Commerce,
Associate Professor
4. Dr. Neeta Lagachu (Taye), Dept. of English,
Associate Professor
5. Dr. Raju Roy, Dept. of Banking,
Assistant Professor
6. Ms. Rupashree Dutta, Dept. of English,
Assistant Professor
7. Dr. Kironmoy Chetia, Dept. of English,
Assistant Professor
8. Dr. Nitu Konwar, Dept. of Accountancy,
Assistant Professor
9. Ms. Barsha Bora, Dept. of Business
Management, Assistant Professor
10. Mr. Bulbul Sahariah, Dept. of Business
Management, Assistant Professor
11. Mr. Sarangapani Phukan, MBA, Co-ordinator
12. Ms. Munmi Bordoloi, M.Com., M.Phil.,
13. Mr. Pervez Ahmed, MCA
14. Mr. Arpan Saikia, M.A.
15. Ms. Archana Saikia, M.Com
16. Ms. Tridisha Mahanta, Office Assistant

LIBRARY STAFF

1. Mr. Prosanto Mandal, M.A., B.Ed., M.Phil.,
(Librarian, i/c)
2. Ms. Munmi Borah (Non-Sanctioned)
3. Mr. Shyam Neog, Grade-IV (Non-Sanctioned)
4. Mr. Prakash Bhujel, Grade-IV (Non-Sanctioned)

OFFICE STAFF

1. Mr. Bikiron Borthakur
2. Mr. Prodip Chandra Dutta
3. Mr. Nitul Saikia
4. Mr. Monoj Kr. Borah
5. Mr. Koustov Moni Kachari
6. Ms. Tridisha Mahanta
7. Mr. Himansu Bhorali (System Administrator)

GRADE-IV STAFF

1. Mr. Atul Saikia
2. Mr. Tilok Hazarika
3. Mr. Tinku Saikia
4. Vacant
5. Mr. Pankaj Bora (Non-Sanctioned)
6. Mr. Rijut Dutta (Non-Sanctioned)
7. Mr. Nitul Borah (Non-Sanctioned)

Sd/- Dr. Ranjit Sarma
Principal

COMMITTEES OF CKB COMMERCE COLLEGE

1. GOVERNING BODY :

1. Ms. Binita Dutta - President
2. Dr. Ranjit Sarma - Principal & Secretary
3. Dr. Umen Dutta - Vice Principal
4. Dr. Jinamoni Bhuyan - VC Nominee
5. Mr. Porag Sarmah - VC Nominee
6. Dr. Sarat Borah - Teacher Representative
7. Ms. Gitali Hazarika - Teacher Representative
8. Mr. Rajen Goswami - Guardian Member
9. Mr. Mahendra Bora - Guardian Member
10. Mr. Pradip Chandra Dutta - Member, Non-Teaching Staff
11. Sri Hitendra Nath Goswami - Govt. Representative, MLA, Jorhat, L.A.C.

2. IQAC COMMITTEE

1. Dr. Neeta Lagachu (Taye) - Co-ordinator
2. Dr. Nitu Konwar - Asstt. Co-ordinator
3. Dr. Sarat Borah - Member
4. Ms. Gitali Hazarika - Member
5. Dr. Satya Deka - Member
6. Mr. Shobhan Saikia (VP) - Member
7. Mr. Rubul Saikia - Member
8. Mr. Prosanto Mandal - Member
9. Dr. Kironmoy Chetia - Member
10. Mr. Om Prakash Gattani - (Industrialist Member)
11. Mr. Porag Sharma - (Management Member)
12. Mr. Rajen Goswami - (Guardian Member)
13. Mr. B.C. Saikia - (Alumni Member)
14. Ms. Tridisha Mahanta - (Administrative Staff)
15. President, CKBCC Students' Union
16. General Secretary, CKBCC Students' Union

IQAC SUB-COMMITTEES :

I. CURRICULAR ASPECTS

- Mr. Shobhan Saikia - Chairperson

- Dr. Kironmoy Chetia - Convenor
Mrs. Barsha Borah - Member
Mr. Manash Pratim Goswami - Member
Mr. Rituparna Sarma - Member
Mr. Nitul Saikia - Member

II. TEACHING, LEARNING & EVALUATION

- Mr. Rubul Saikia - Chairperson
Dr. Raju Roy - Jt. Convenors
Mrs. Rupasree Dutta - Jt. Convenors
Mrs. Gitali Hazarika - Member
Dr. Satya Deka - Member
Mr. Bulbul Sahariah - Member
Ms. Prarthana Phukan - Member

III. RESEARCH INNOVATIONS & EXTENSION

- Dr. Umen Dutta - Chairperson
Dr. Kironmoy Chetia - Convenor
Dr. Neeta Lagachu (Taye) - Member
Ms. Prerana Sarma - Member
Mr. Bulbul Sahariah - Member

IV. INFRASTRUCTURE & LEARNING RESOURCES

- Dr. R. Sarma, Principal - Chairperson
Dr. Sarat Borah - Vice-chairperson
Mr. Rupam Sharma - Convenor
Mr. Rubul Saikia - Member
Mr. Prosanto Mandal - Member
Ms. Prarthana Phukan - Member

V. STUDENT SUPPORT & PROGRESSION

- Dr. Purabi Borthakur - Chairperson
Dr. Nitu Konwar - Convenor
Mr. Dimbeswar Bora - Member
Mr. Prosanto Mandal - Member
Mr. Sarangapani Phukan - Member
Mr. Manash Pratim Goswami - Member

VI. GOVERNANCE, LEADERSHIP & MANAGEMENT

Dr. R. Sarma, Principal	-	Chairperson
Dr. Sarat Borah	-	Convenor
Dr. Raju Roy	-	Member
Mrs. Barsha Borah	-	Member

VII. INSTITUTIONAL VALUES & BEST PRACTICES

Dr. R. Sarma, Principal	-	Chairperson
Dr. Horeswar Das	-	Joint Convenor
Mrs. Mallika Das	-	Joint Convenor
Dr. Sarat Borah	-	Member
Ms. Gitali Hazarika	-	Member
Ms. Prerana Sarma	-	Member
Mr. Bulbul Sahariah	-	Member

VIII. DOCUMENTATION COMMITTEE

Dr. R. Sarma, Pricipal	-	Chairperson
Mr. Prosanto Mandal	-	Convenor
Mrs. Barsha Borah	-	Member
Ms. Prerana Sarma	-	Member
Mr. Rituparna Sarma	-	Member
Mr. Bikiron Borthakur	-	Member

IX. GRIEVANCE & REDRESSAL CELL

Dr. R. Sarma, Principal	-	Chairperson
Mr. Dimbeswar Borah	-	Convenor
Dr. Umen Dutta	-	Member
Mrs. Mallika Das	-	Member

X. PLACEMENT CELL & TRAINING

Dr. R. Sarma, Principal	-	Chairperson
Dr. Nitu Konwar	-	Convenor
Mrs. Barsha Borah	-	Member
Mr. Sarangapani Phukan	-	Member

XI. RAPORTEUR COMMITTEE

Dr. Umen Dutta	-	Chairperson
Mrs. Gitali Hazarika	-	Convenor
Mrs. Rupasree Dutta	-	Member
Dr. Kironmoy Chetia	-	Member
Ms. Prarthana Phukan	-	Member
Mr. Manash Pratim Goswami	-	Member

XII. PUBLICATION UNIT (Members of IQAC)

Dr. R. Sarma, Principal	-	Chairperson
Dr. Neeta Lagachu (Taye)	-	Convenor & Editor
Dr. Sarat Borah	-	Member
Mrs. Gitali Hazarika	-	Member
Dr. Satya Deka	-	Member
Dr. Kironmoy Chetia	-	Member
Dr. Nitu Konwar	-	Member

3. ACADEMIC COUNCIL

1. Dr. Ranjit Sarma	-	Principal
2. Dr. Umen Dutta	-	Vice Principal
3. Dr. Purabi Barthakur	-	Vice Principal (Academic)
4. Dr. Neeta Lagachu (Taye)	-	Coordinator, IQAC
5. All Head of Departments and teachers of Single faculty department		

4. FINANCE COMMITTEE

1. Dr. Ranjit Sarma	-	Chairperson
2. Dr. Satya Deka	-	Coordinator
3. Dr. Sarat Borah	-	Member
4. Dr. Nitu Konwar	-	Member

5. EXAMINATION COMMITTEE (INTERNAL)

1. Principal	-	Chairman
2. Vice Principal	-	Convenor
3. Mr. Rupam Sarmah	-	Member
4. Dr. Kironmoy Chetia	-	Member
5. Ms. Prerana Sarma	-	Member
6. Sri Nitul Saikia	-	Member
7. Sri Monoj Kr. Borah	-	Member
8. Sri Kaustovmoni Kachari	-	Member
9. Ms. Tridisha Mahanta	-	Member

6. LIBRARY COMMITTEE

1. Dr. Ranjit Sarma - Principal
2. Dr. Umen Dutta - Vice Principal
3. Mr. Prosanto Mandal - Library i/c
4. Dr. Purabi Borthakur - Member
5. Mr. Shobhan Saikia - Member
6. Dr. Sarat Borah - Member
7. Ms. Gitali Hazarika - Member
8. Ms. Mallika Das - Member
9. Dr. Horeswar Das - Member
10. Dr. Neeta Lagachu (Taye) - Member

7. UGC COMMITTEE

1. Dr. Ranjit Sarma, Principal - Chairperson
2. Ms. Mallika Das - Coordinator
3. Mr. Prosanto Mandal - Member
4. Mr. Bikiron Borthakur - Member (Non teaching)

8. CAREER COUNSELLING CELL

1. Dr. Ranjit Sarma, Principal - Chairperson
2. Dr. Nitu Konwar - Coordinator
3. Ms. Barsha Bora - Member
4. Mr. Sarangapani Phukan - Member

9. ANTI-RAGGING & DISCIPLINARY COMMITTEE

1. Dr. Ranjit Sarma, Principal - Chairperson
2. Dr. Sarat Borah - Coordinator
3. Dr. Purabi Borthakur - Member
4. Ms. Gitali Hazarika - Member
5. Ms. Mallika Das - Member
6. Mr. Dimbeswar Bora - Member

10. HOSTEL COMMITTEE

1. Dr. Ranjit Sarma, Principal - Chairperson
2. Mr. Dimbeswar Bora, Hostel Supdt. - Convenor
3. Dr. Purabi Borthakur - Member
4. Ms. Gitali Hazarika - Member

5. Dr. Neeta Lagachu (Taye) - Member
6. Dr. Nitu Konwar - Member
7. Mr. Prosanto Mandal - Member

11. CAMPUS MAINTENANCE COMMITTEE

1. Dr. Ranjit Sarma, Principal - Chairperson
2. Mr. Dimbeswar Bora - Member
3. Dr. Nitu Konwar - Member

12. STUDENTS' WELFARE AND GRIEVANCE REDRESSAL COMMITTEE

1. Dr. Ranjit Sarma, Principal - Chairperson
2. Dr. Horeswar Das - Coordinator
3. Ms. Gitali Hazarika - Member
4. Ms. Mallika Das - Member
5. Dr. Kironmoy Chetia - Member
6. Dr. Nitu Konwar - Member

13. EXTENSION SERVICE ACTIVITIES

1. Dr. Ranjit Sarma, Principal - Chairperson
2. Dr. Neeta Lagachu (Taye) - Co-ordinator
IQAC Coordinator
3. Ms. Gitali Hazarika - Member
4. Mr. Dimbeswar Borah, In-charge, NSS - Member
5. Dr. Nitu Konwar, In-charge, NCC - Member

14. COLLEGE NCC / NSS UNIT

1. Mr. Dimbeswar Bora - In-charge, NSS
2. Dr. Nitu Konwar - In-charge, NCC

15. ROUTINE COMMITTEE

1. Dr. Ranjit Sarma, Principal - Chairperson
2. Dr. Umen Dutta, Vice Principal - Member
3. Dr. Purabi Borthakur, Academic Vice Principal - Co-ordinator
4. Mr. Shobhan Saikia - Member
5. Dr. Raju Roy - Member

16. PROSPECTUS COMMITTEE

1. Dr. Ranjit Sarma, Principal - Chairperson
2. Dr. Purabi Borthakur - Convenor
3. Dr. Satya Deka - Member
4. Ms. Rupasree Dutta - Member

17. ACADEMIC CALENDER COMMITTEE

1. Dr. Ranjit Sarma, Principal - Chairperson
2. Dr. Purabi Borthakur - Member
3. Ms. Mallika Das - Member
4. Dr. Kironmoy Chetia - Convenor
5. Mr. Prosanto Mandal - Member
6. Tridisha Mahanta - Member

18. RESEARCH COMMITTEE

1. Dr. Ranjit Sarma, Principal - Chairperson
2. Dr. Sarat Borah - Coordinator
3. Dr. Umen Dutta, Vice Principal - Member
4. Dr. Neeta Lagachu, IQAC Coordinator - Member
5. Dr. Kironmoy Chetia - Member
6. Ms. Prerana Sarma - Member
7. Mr. Bulbul Sahariah - Member

19. BUILDING / CONSTRUCTION COMMITTEE

1. Dr. Ranjit Sarma, Principal - Chairperson
2. Mr. Rupam Sarmah - Member
3. Mr. Rubul Saikia - Member
4. Engineer, PWD - Member

20. CANTEEN MONITORING COMMITTEE

1. Dr. Ranjit Sarma, Principal - Chairperson
2. Dr. Purabi Borthakur - Coordinator
3. Ms. Gitali Hazarika - Member
4. Dr. Raju Roy - Member

21. HEALTH CARE CENTER MAINTENANCE COMMITTEE

1. Dr. Ranjit Sarma, Principal - Chairperson
2. Dr. Satya Deka - Member
3. Ms. Barsha Borah - Member

22. PLANNING COMMITTEE

1. Dr. Ranjit Sarma, Principal - Chairperson
2. Dr. Sarat Borah - Member
3. Dr. Horeswar Das - Member
4. Ms. Rupasree Dutta - Member

23. WEBSITE UPDATE COMMITTEE

1. Dr. Ranjit Sarma, Principal - Chairperson
2. Mr. Rubul Saikia - Coordinator
3. Mr. Prosanto Mandal - Member
4. Dr. Nitu Konwar - Member

24. PUBLICATION COMMITTEE

1. Dr. Ranjit Sarma, Principal - Chairperson
2. Dr. Neeta Lagachu (Taye) - Coordinator
IQAC Coordinator
3. Dr. Sarat Borah - Member
4. Ms. Gitali Hazarika - Member

25. MEDIA AND PUBLICATION CELL

1. Dr. Ranjit Sarma, Principal - Chairperson
2. Dr. Horeswar Das - Coordinator
3. Dr. Sarat Borah - Member
4. Mr. Shobhan Saikia - Member

26. SPORTS CELL

1. Dr. Ranjit Sarma, Principal - Chairperson
2. Mr. Rupam Sharma - Coordinator
3. Mr. Dimbeswar Bora - Member
4. Dr. Nitu Konwar

27. CULTURAL COMMITTEE

1. Dr. Ranjit Sarma, Principal - Chairperson
2. Ms. Mallika Das - Coordinator
3. Mr. Shobhan Saikia - Member
4. Dr. Horeswar Das - Member
5. Ms. Rupasree Dutta - Member
6. Ms. Barsha Borah - Member

28. VILLAGE ADOPTION AND MONITORING COMMITTEE

1. Dr. Ranjit Sarma, Principal - Chairperson
2. Dr. Neeta Lagachu (Taye), IQAC - Coordinator
3. Ms. Gitali Hazarika - Member
4. Dr. Satya Deka - Member
5. Mr. Dimbeswar Borah - Member
6. Ms. Rupasree Dutta - Member
7. Dr. Nitu Konwar - Member
8. Mr. Bulbul Sahariah - Member
9. Ms. Prarthana Phukan - Member
10. Mr. Rituparna Sarma - Member

29. NIRF SUBMISSION COMMITTEE

1. Mr. Rubul Saikia - Nodal Officer

30. ADMISSION COMMITTEE

1. Dr. Ranjit Sarma - Principal
2. Dr. Umen Dutta - Vice Principal
3. Dr. Purabi Borthakur - Academic
Vice Principal
4. Mr. Rupam Sarma - Convenor
5. Ms. Gitali Hazarika - Member
6. Mr. Prosanto Mandal - Member
7. Dr. Kironmoy Chetia - Member
8. Mr. Monoj Kumar Borah - Member
9. Ms. Tridisha Mahanta - Member
10. Mr. Himansu Bhorali - Member

31. NEP 2020 IMPLEMENTATION COMMITTEE

1. Dr. Satya Deka - Nodal Officer

32. RED RIBBON CLUB COMMITTEE

1. Dr. Ranjit Sarma, Principal - Chairperson
2. Mr. Dimbeswar Borah - Coordinator
3. Dr. Satya Deka - Member
4. Dr. Neeta Lagachu - Member
5. Dr. Nitu Konwar - Member
6. Ms. Prerana Sarma - Member

33. INNOVATION ENTREPRENEURSHIP AND CAREER GUIDANCE CELL

1. Dr. Ranjit Sarma, Principal - Chairperson
2. Dr. Satya Deka - Coordinator
3. Dr. Neeta Lagachu - Member
(IQAC, Coordinator)
4. Mr. Dimbeswar Borah - Member
5. Dr. Nitu Konwar - Member
6. Ms. Prerana Sarma - Member
7. Mr. Bulbul Sahariah - Member
8. Mrs. Prathana Phukan - Member
9. Ms. Tridisha Mahanta - Member

34. IGNOU STUDY CENTRE

1. Dr. Ranjit Sarma, Principal - Chairperson
2. Dr. Sarat Borah - Co-ordinator
3. Mr. Dimbeswar Bora - Asst. Co-ordinator
4. Dr. Raju Roy - Asst. Co-ordinator
5. Mr. Prodip Chandra Dutta - Office Assistant
6. Mr. Nitul Saikia - Office Assistant
7. Mr. Monoj Kumar Borah - Office Assistant
8. Ms. Tridisha Mahanta - Office Assistant

35. DODL (Dibrugarh University, Distance and Open Learning) STUDY CENTRE

1. Dr. Ranjit Sarma, Principal - Chairperson
2. Dr. Horeswar Das - Co-ordinator
3. Dr. Kironmoy Chetia - Asst. Co-ordinator
4. Mr. Koustov Moni Kachari - Office Assistant

36. KKHSOU STUDY CENTRE

1. Dr. Ranjit Sarma, Principal - Chairperson
2. Dr. Kironmoy Chetia - Co-ordinator
3. Ms. Tridisha Mahanta - Office Assistant

37. COST AND MANAGEMENT ACCOUNTANCY (CMA) STUDY CENTRE

1. Dr. Ranjit Sarma, Principal - Chairperson
2. Ms. Prerona Sarma - Co-ordinator
3. Dr. Horeswar Das - Member
4. Dr. Raju Roy - Member
5. Dr. Nitu Konwar - Member
6. Mr. Monoj Kumar Borah - Office Assistant

38. Advisory Committee of CKB Commerce College SCHOOL OF MANAGEMENT

1. Dr. Ranjit Sarma, Principal - Chairperson
2. Dr. Satya Deka - Member
3. Dr. Sarat Borah - Member
4. Dr. Rupam Sarmah - Member
5. Dr. Horeswar Das - Member
6. Ms. Mallika Das - Member
7. Dr. Neeta Lagachu (Taye) - Member

39. CKB Commerce College Committee For CBCS Implementation

1. Dr. Ranjit Sarma - Principal, Chairman
2. Dr. U. Dutta - Vice Principal
3. Dr. P. Borthakur - Academic Vice Principal
4. Dr. S. Borah - Convenor, HOD, Dept. of Business Management
5. Mr. R. Sarmah - Dept. of Mathematics & Statistics
6. Dr. H. Das - HOD, Dept. of Accounts & Finance
7. Dr. N. Lagachu (Taye)- HOD, Dept. of English & IQAC Co-ordinator

8. Ms. M. Das - Dept. of HRM
9. Ms. G. Hazarika - HOD, Dept. of Assamese
10. Mr. D. Borah - Dept. of Hindi
11. Mr. R. Saikia - Dept. of Computer Science
12. Mr. P. Mandal - Dept. of Bengali
13. Dr. R. Roy - Joint Convenor, Teaching Learning & Evaluation, IQAC
14. Ms. R. Dutta - Joint Convenor, Teaching Learning & Evaluation, IQAC
15. Dr. N. Konwar - Convenor, Student Support & Progression, IQAC
16. Dr. Kironmoy Chetia - Convenor, Academic Calendar Committee

40. RTI COMMITTEE

1. Dr. Ranjit Sarma, Principal - Chairperson
2. Dr. Raju Roy - Convenor
3. Shobhan Saikia - Member
4. Dr. Sarat Borah - Member
5. Gitali Hazarika - Member

41. ST/SC COMMITTEE

1. Dr. Ranjit Sarma, Principal - Chairperson
2. Dr. Neeta Lagachu (Taye) - Convenor
3. Dr. Horeswar Das - Member
4. Ms. Mallika Das - Member
5. Dr. Satya Deka - Member

42. OBC COMMITTEE

1. Dr. Ranjit Sarma, Principal - Chairperson
2. Dr. Kironmoy Chetia - Convenor
3. Ms. Rupasree Dutta - Member
4. Dr. Nitu Konwar - Member
5. Ms. Prarthana Phukon - Member

43. INTERNAL COMPLAINT COMMITTEE

1. Dr. Ranjit Sarma, Principal - Management Representative
2. Mr. Shobhan Saikia - Chairperson
3. Mrs. Mallika Das - Co-ordinator
4. Mrs. Gitali Hazarika - Member
5. Dr. Neeta Lagachu Taye - Co-ordinator (IQAC)
6. Mrs. Rupasree Dutta - Member
7. Mr. Dimbeswar Borah - Male Faculty Member
8. Ms. Tridisha Mahanta - Female Non-Teaching Staff
9. Mrs. Swarna Bora - Guardian Representative
10. Mrs. Rupa Deuri - Guardian Representative
11. Mrs. Bonti Bora Das - Guardian Representative
12. Ms. Arpita Dutta - Student Representative
13. Ms. Divya Pradhan - Student Representative
14. Mrs. Bhagyashree Mahanta - Student Representative

STUDENT UNION & OTHER STUDENTS' FORUMS

The Students' Union of the college is formed through an annually held Students' Union Election. This Union carries on various activities like College Week, Freshers Social, Farewell, Saraswati Puja, Sankardev Tithi etc. They perform these activities under the guidance of the Teacher Advisors appointed by the Principal of the College.

The Department of English, CKB Commerce College has a forum of students named DELVESS (Department of English, Literature, Values and English Studies Society). This forum tries to promote creative writing, understanding literature specially English and inculcation of moral and ethical values through various programmes.

CHANDRA KAMAL BEZBARUAH COMMERCE COLLEGE, JORHAT

Code of Ethics and Conduct :

The path of true education enlightens and empowers an individuals to attain a better and high quality of life. The extraordinary role of a teacher thus becomes very important. As nation-builders, teachers should set a high standard of quality for students to emulate. Besides teaching, counselling and supervision, a teacher also has important pedagogical and social duties to perform; such as mentor, evaluator, facilitator, confidant, substitute parent, etc. Hence,

"Right education should help the student, not only to develop his capacities, but to understand his own highest interest."

- Jiddu Krishnamurti.

I. Code of Ethics for Principal

- ❖ The Principal should provide inspiring leadership.
- ❖ He should be an individual with the highest integrity; always honest, fair, objective, supportive, protective and law abiding.
- ❖ He has to sketch out a policy and plan to execute the vision and mission of the institution.
- ❖ He should direct and co-ordinate all institutional activities in a responsible manner.
- ❖ The Principal should strive to create a congenial academic environment which fosters student and teacher growth.
- ❖ He should play an active role in the implementation of professional development activities of all his staff.

- ❖ The Principal should develop and foster a sense of pride and respect for the college property so that the institution is an attractive place.
- ❖ He should ensure that all reasonable precautions are taken to safeguard the health and general well-being of his staff and students.
- ❖ He should establish procedures whereby the access of visitors to the institution can be monitored and controlled. This would include access by salespersons, technicians, guest speakers, former students, etc.
- ❖ The Principal of an institution should always be honest, fair, objective, supportive, protective and law abiding.
- ❖ He should promote industry institution interaction and inculcate research development activities.
- ❖ He should ensure that the staff and students are aware of the rules, policies and procedures laid down by the college and enforce them fittingly.
- ❖ He should recommend and forward communication to the authorities.
- ❖ The Principal should monitor, manage and educate the administration of the institution and take remedial measures / actions based on the stakeholder's feedback.
- ❖ He should listen to the ideas of his students and set a supportive tone.
- ❖ He should be fair in his disciplinary actions for all the members of faculty, non-teaching staff and students.
- ❖ He should empower all his staff and students to reach their maximum potential.

II. ETHICS FOR TEACHERS :

"Teachers are the backbone of any country, the pillar upon which all aspiration are converted into realities."

-Dr. A.P.J. Abdul Kalam

A. OBLIGATIONS :

Teachers will strive to :

- ❖ Advance the interests of the teaching profession through responsible ethical practices.
- ❖ Regard themselves as learners and engage in continual professional development.
- ❖ Be truthful when making statement about their qualifications and competencies.
- ❖ Contribute to the development and promotion of sound educational policy.
- ❖ Treat colleagues and associates with respect by creating a congenial working atmosphere.
- ❖ Assist newcomers to the profession.
- ❖ Collaborate with fellow teachers.
- ❖ Respect confidential information of colleagues.
- ❖ Abide by the rules and regulations of the institution.
- ❖ Speak out if a colleague's behaviour is seriously out of turn and breaches the code enshrined therein.

B. RESPONSIBILITY & ACCOUNTABILITY :

- ❖ Value-based education should be the motto of every teacher.
- ❖ Teachers should complete their syllabus on time and bring good results in the subjects handled by them.
- ❖ Mentor-Mentee system should be effectively implemented. Teachers should sincerely monitor the respective group of students attached to them.
- ❖ Teachers should honestly follow the guidelines duly prepared by the Dibrugarh University for conduct of examination and internal assessment.

- ❖ Teachers should provide innovative and quality education to students.
- ❖ Teachers should be responsible and interact positively with parents and other stakeholders.
- ❖ Teachers should respect confidentiality of information about students.
- ❖ Teachers should help, mentor, guide, encourage and assist students in their learning process.
- ❖ Teachers should be good counsellors and facilitators.
- ❖ Teachers should refrain from entering the class late, cancelling classes at short notice or at the request of a few students in class.
- ❖ Teachers should maintain emotional stability.
- ❖ Teachers should be aware of the uniqueness of each learner.
- ❖ Teachers should submit their API/Promotion-related documents to the IQAC of the college at least one week prior to the sitting of the Screening Committee/Interview Board.
- ❖ Teachers should also furnish the NAAC-related reports of their respective committees to the IQAC within the stipulated time asked for.
- ❖ Teachers should be honest and trustworthy. He/she should lead by upright example.
- ❖ And above all, teachers should be caring towards their students.

III. CODE OF ETHICS FOR STUDENTS :

- ❖ Students are expected to maintain the highest standards of discipline and dignified manner of behaviour inside as well as outside the college campus. They shall abide by the rules and regulations of the college and should act in a way that highlights the discipline and esteem of the college.
- ❖ Students are strictly instructed to carry college Identity Card and come to the college wearing the approved uniform of the institute.

- ❖ Students shall not make any alterations to the Uniform issued from the college without the permission of the concerned authority and any violation of this will attract penalty.
- ❖ All the students are expected to attend all college functions in college uniform unless otherwise specified.
- ❖ A six day working schedule from Monday to Saturday is followed. Classes are scheduled from 9.00 am to 3.00 pm.
- ❖ The college gate will remain closed from 10 am to 2 pm for entry and exit of students.
- ❖ Students can leave the campus during class hours only after getting a gate pass from the Principal, Vice-Principal or HoD and after making entry in the Gate Register maintained by the gate keeper.
- ❖ Students are strictly instructed to come to college on time. Late coming will also result in loss of attendance for the corresponding hour.
- ❖ Students shall rise from their seats when the teacher enters the class room and remain standing till the teacher takes her/his seat or they are allowed by the teacher to sit. Silence shall be observed during class hours.
- ❖ Teachers shall be greeted appropriately with “Good Morning Sir/Miss” or “Good Afternoon Sir/Miss” and a “Thank you Sir/Miss” when the teacher leaves the classroom.
- ❖ Students should bring prescribed textbooks to the classes every day.
- ❖ During class hours a student cannot go out of the classroom without the permission of the teacher concerned.
- ❖ All students shall leave the campus immediately after 3.00 pm. No students shall wander or gather in the verandas, corridors and staircases, etc. needlessly. Do not spend much time in the canteen, etc.
- ❖ All leave applications (Regular & Medical) shall be submitted in time, for sanction by Principal, Vice-Principal and HoD. Application for medical leave shall be accompanied by valid medical certificates.

- ❖ The use of mobile phones is strictly prohibited in the college campus. Students who violate this rule will have to face disciplinary action.
- ❖ Students have to be present in minimum 75% for lectures and practical.
- ❖ Students have to park their vehicles (cycles, motor-bikes, cars etc.) in the parking allotted for them.
- ❖ Students both boy and girl students of the college have to maintain a harmonious relation and respectable decorum in the premises of the college campus.
- ❖ During leisure hours, students are advised to use the library and recreational facilities available in the institute campus.
- ❖ Students are expected to maintain silence in the academic buildings to maintain the decorum and any deviant behaviour such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
- ❖ Ragging in any form is strictly prohibited in the college.
- ❖ Students should handle the furniture and other properties of their temple of learning with care and caution. Damage to any furniture will lead to penalty.
- ❖ Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept. Any violation of this shall invite a minimum fine of Rs. 100/-.
- ❖ Consumption of intoxicants / psychotropic substances in any form or smoking or using chewing gum, pan masala etc. are strictly prohibited.
- ❖ Students should stay away from all anti-social activities.
- ❖ It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambience.
- ❖ Without the permission of the Principal, Students are not permitted to circulate any printed materials or pamphlets.
- ❖ Students who intend to represent the college in intercollegiate events shall take prior permission from the concerned authority and the selection will be based on

- parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event for participation.
- ❖ Visitors are not allowed to meet the students in the classroom.
- ❖ Students should take care of their belongings. The institution will not be responsible for any loss or damage.
- ❖ The College Union will be formed as per Lyngdoh Committee recommendations approved by the Honourable Supreme Court of India. It will be based on a parliamentary (indirect) system given in Section No. 6.2.4 of Lyngdoh Committee recommendations.
- ❖ Political activity in any form is not permitted in the College campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the College, hostels and outside the college.
- ❖ During Examination Students have to reach college half an hour before the commencement of the exam.

IV. CODE OF ETHICS FOR NON-TEACHING STAFF :

- ❖ Remain on duty during college hours.
- ❖ Maintain honesty, integrity, fairness in the Administration.
- ❖ Adhere strictly to the laws and regulations of the college.
- ❖ Deal properly and positively with staff, students and the parents.
- ❖ Must not be absent from duty without official approval or approved sick leave.
- ❖ Avoid social networking sites such as Facebook, Whatsapp etc. during working hours.

BACHELOR OF COMMERCE

Three year Bachelor Degree in Commerce (B.Com.) under CBCS consists of six semesters.

B.Com. course is conducted as :

1. B.Com. (General Courses) and
2. B.Com Honours

Definitions :

a) **CBCS** : CBCS means Choice Based Credit System. Choice Based Credit System is a flexible system of learning. This system permits students to-

- learn at their pace
- choose electives from a wide range of Elective Courses offered for the programme
- undergo additional courses and acquire more than the required number of credits
- adopt an inter-disciplinary approach in learning
- make best use of the expertise of available faculty

b) **Credit** : 'Credit' defines the quantum of contents/ syllabus prescribed for a course and determines the number of hours of instruction required per week. Thus, normally in each of the course, credits will be assigned on the basis of the number of lectures/ tutorials/ laboratory work and other forms of learning required to complete the course contents in a 14-15 week schedule.

- i) 1 Lecture per week = 1 Hour duration per week=1 Credit
- ii) 1 Tutorial per week = 1 Hour duration per week=1 Credit
- iii) 1 Practical per week = 2 Hour duration per week=1 Credit

Note : *The lecture sessions and tutorials shall not be substituted with any other activities like seminars, group discussions etc.*

Course Structure :

1. The Course Structure of the Academic Programmes under the CBCS shall be as per the Course Structure given in Annexure I. The nature of the Courses for all Under Graduate Academic programmes shall be as below:

a) **Core Courses** : Compulsory components of an Academic Programme. These courses are to be compulsorily studied as a core requirement for the programme. The contents of the Core Courses shall be as per the UGC Model Curriculum for the subject/ discipline concerned. However, the Boards of Studies concerned may recommend maximum of 20% deviation from the UGC Model Syllabi wherever requires.

In case, UGC does not provide model Syllabi/ Curriculum, the Board of Students shall propose their own Core Courses keeping parity of total numbers of credits / courses with other similar subjects/ disciplines.

b) **Elective Courses** : Elective courses shall be chosen by each student from a pool of courses. These courses may be intra-departmental, i.e. Discipline Specific Elective (DSE) as well as inter-departmental, i.e. Generic Elective (GE). The students shall have to choose minimum number of DSE and GE in every semester as prescribed in the Course Structure. These courses shall be:

- (i) supportive to the discipline of study
- (ii) providing an expanded scope
- (iii) enabling an exposure to some other discipline/domain
- (iv) nurturing student proficiency skill

There shall be a basket of at least eight Elective Courses having equal number of credits. For the students of the same discipline/ subjects these elective courses shall be intra-disciplinary and shall be called DSE Courses. If the students of other discipline/ subjects (**within the Programme**) opt these elective shall be considered as inter-disciplinary and shall be called GE courses.

Further, there may be few courses conducted under the UGC's Programmes on Massive Open Online

Course (MOOC)s. The University may time to time fix the criteria for MOOCs as per the relevant UGC Guidelines on digital education.

c) Ability Enhancement Courses (AEC) : The Ability Enhancement Courses shall be of two kinds- 'Ability Enhancement Compulsory Courses' and 'Skill Enhancement Courses.' These courses shall be inter-disciplinary (within the Programme) in nature/ 'AEC' Courses are the courses based upon the content that leads to knowledge enhancement.

i. Ability Enhancement Compulsory Courses (AECC) :
(a) Environmental Science (2 Credit), (b) Communicative English (2 Credit) and (c) Alternative English/ Communicative Hindi / MIL (2 Credit).

For B.Com Programme, there shall be a Multi-disciplinary Course of 6 Credits.

ii. Skill Enhancement Courses (SEC) : (minimum 4 credits) : These courses may be chosen from a pool 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 these courses is to provide students life-skills in hands-on mode so as to increase their employability. The list provided under this category are suggestive in nature and each University has complete freedom to suggest their own papers under this category based on their expertise, specialization, requirements, scope and need.

Skill Enhancement Courses (SEC) for the B.Com. Programmes in the CBCS :

1. Creative
2. Teaching in Elementary Level
3. Entrepreneurship Development
4. Retail Management
5. Desktop Publishing
6. Travel and Tourism Management

7. Photoshop and Web Design
8. Maintenance and Repairing of Electrical
9. Sericulture and Electronic Appliances
10. Floriculture and Landscaping
11. Vermicompost
12. Photoshop
13. Web Design
14. Human Rights
15. Wildlife Photography
16. Intellectual Property Rights
17. Health and Sanitation Practices

2. A Course may also take the form of a Dissertation /Project work / Practical training / Field work / Seminar etc.
3. A student shall have to study the academic programme as per the scheme of the Programme. Even if a candidate earns the required number of credits before completion of the full duration of the programme, he/she shall not be entitled for the degree.

Course Enrolment

1. The minimum and maximum credits to be opted by a student for qualifying of a graduate shall be as per the Course Structure given as Annexure-I.
2. **Change of Courses shall not be permitted after sending the records of the students to the University for registration.**

PATTERN OF EXAMINATION AND EVALUATION

- (a) Examination and evaluation shall be done on a continuous basis, at least three times during each semester.
- (b) There shall be 20% marks for internal assessment and 80% marks for End-semester examination in each course during every semester.
- (c) There shall be no provision for re-evaluation of the answer-scripts of the end semester examinations. However, a candidate may apply for re-scrutiny.

(d) Internal Assessment :

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

(e) End Semester Examination :

- (i) There shall be one End semester examination carrying 80% Marks in each course of a Semester covering the entire syllabus prescribed for the Course. The End semester examination is normally a written/ laboratory examination/ Project work/ Dissertation.
- (ii) The controller of Examinations shall make necessary arrangements for notifying the dates of the End semester examinations and other procedures as per Dibrugarh University Rules (at least 20 days in advance) and the Academic Calendar notified by the University.
- (iii) Normally, the End-semester examination for each course shall be of three hour duration.

(f) Confidential Works : Setting of question papers, moderation of question papers, evaluation of answer scripts, scrutiny, tabulation of marks etc. and announcement of results, shall be governed by the Dibrugarh University Examination Ordinance.

(g) The mode of the conduct of the end-semester examinations of the practical/ dissertation courses shall be partially external as below :

1. The end-semester examinations of all practical/ dissertation courses shall be conducted by a Board of Examinations consisting of the internal examiner (the concerned course teacher) and an external examiner appointed by the Controller of Examinations.
2. A student shall not be allowed to take more than one project work in a single semester.

(h) The mode of end-semester examination and evaluation of the Course shall be specified in the detailed syllabus of the Course concerned.

(i) End-semester Practical examinations shall normally be held before the theory examinations.

Betterment Examination

- 1) A student shall be entitled to take the “betterment examinations” in any two theory courses of any of the six semesters after passing the Sixth Semester examination only once. In this case, the higher marks secured by the student shall be retained. The candidates shall have to apply for betterment examination within one year of passing the Sixth Semester examination.
- 2) No betterment shall be allowed in the practical examination.

Results and Progression

- a) A candidate shall be declared as passed a course, provided he/ she secures-
 - (i) at least 40% of marks in each course in the End Semester Examinations.
 - (ii) at least ‘P’ grade in the 10 point scale combining both the in-semester and End semester Examination performance.
 - (iii) There shall be no separate pass mark for Internal Assessment.
- b) A candidates shall be declared as passed a semester/ programme, provided he/ she secures at least ‘P’ grade in the 10 point scale (given in clause) in all the Courses separately.

- c) There may be moderation of Internal Assessment marks/ End Semester marks as and when necessary.
- d) The marks of In-semester examinations obtained by the candidates shall be carried over for declaring any result.
- e) A candidate who fails or does not appear in one or more courses of any end semester examinations up to Sixth 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 carry over course in the next regular examinations of those courses.
- f) If a candidate clears the sixth semester examination before clearing all the courses of the previous semesters, the result of the sixth semester examination of that candidate shall be withheld and his/ her results shall be announced only after he/ she clears the courses of the previous semesters.
A student must clear all his/ her semester examinations within six (6) years from the dates of admission to the first semester of any programme irrespective of the number of examinations appeared by the student, viz. First and Second Semester Examinations shall have to be cleared in six consecutive chances, Third and Fourth Semester Examinations shall have to be cleared in five consecutive chances and Fifth and Sixth Semester Examinations in four consecutive chances.
However, after the first chance of the Fifth and Sixth Semester Examinations, the candidate shall be considered as a non-regular candidate.
- g) Since the semester system involves continuous assessment, there shall be no scope for a student to appear as a private candidate in any programme in this system.
- h) A candidate shall be declared to have passed the Bachelors Degree in the concerned discipline provided he/ she passed all the semesters and in all the courses separately.
- i) The Controller of Examinations shall declare the results of the DU-UG CBCS Examinations and issue Grade sheets.
- j) The first rank holder of a programme shall be decided in the basis of the CGPA. However, the Overall Weighted Percentage of Marks (OWOM) of a candidate shall be considered in case of tie in CGPA.

Grading System

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

Letter	Grade with meaning	Grade Point
O	Outstanding	10 (Marks securing above 90%)
A+	Excellent	9 (Marks securing 80%-90%)
A	Very Good	8 (Marks securing 70%-80%)
B+	Good	7 (Marks securing 60%-70%)
B	Above Average	6 (Marks securing 50%-60%)
P	Pass	4 (Marks securing 40%-50%)
F	Fail	0 (Marks securing below 40%)
Abs	Absent/Incomplete	0

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

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

- (ii) If a candidate fails to appear in any Course(s) in an end semester examination.
 - (iii) If a candidate is certified as not eligible to appear in any course(s) in an end semester examination by the Course Teacher(s) due to insufficient attendance in lectures, tutorials, practical or field works.
8. The candidate 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 candidate shall have to convert the 'Abs' grade by appearing in the next examination on the Course (provided he/ she legitimate chance to appear the Course) concerned or by submitted project work/dissertation/ assignment etc.
9. Results of the candidates appeared in the Betterment or Backlog Examinations shall not be counted for the award of Prizes/ Medals, Rank or Distinction.

Transcript

The University may issue consolidated Transcript on payment of a prescribed fee which shall contain Letter grades, grade points and SGPA mentioning the Course Titles in details, medium of instruction and programme duration.

Credit Transfer

Inter-Institutional transfer of Credits may be considered by the Dibrugarh University on reciprocal basis or in compliance with the relevant Guidelines of the UGC.

Rules for Admission on Transfer from other University :

- (a) The University shall allow admission on transfer of students from other Universities. However, such transfer shall be permissible provided that -
 - (i) Both the Universities conduct the same degree programmes under the CBCS.

- (ii) The Course structure along with the nomenclature of the courses are similar between the two Universities,
 - (iii) The combination of courses opted by the candidate are not changed.
- (b) In fulfillment of the conditions as laid down in clause 11 (a), a candidate may be allowed to get admission on transfer from other Universities on production of transfer certificate, proof of classes attended, migration certificate, etc. not later than 1 (One) month from the commencement of the classes of the semester concerned. The records of class attendance, performance in internal assessment in his/her credit shall be carried over on admission and shall be computed for the purpose of examination.
- With such permission of transfer, the Credits earned by the student shall also be accepted by the University.
- (c) A candidate shall have to apply for transfer in the prescribed format of the University.

DEPARTMENT OF COMMERCE : DIBRUGARH UNIVERSITY

Structure of B.Com Course

Under Choice Based Credit System (CBCS)

(Approved under report to Under Graduate Board and Notified vide Memo No. DU/DR-A/6-1/20/647 dated 02.09.2020)

Semester	Course	Course Code	Title	Credit	Remarks
I	Core	CC 101	General English	6	Compulsory
	DSC	CC 102	Financial Accounting	6	Compulsory
		CC 103	Business Organisation and Management	6	Compulsory
	Ability Enhancement Compulsory	AEC 101	Multi-Disciplinary Course	4	Compulsory
Total Credit				22	
II	Core	CC 201	Communicative English	6	Compulsory
		CC 202	Business Law	6	Compulsory
		CC 203	Business Mathematics and Statistics	6	Compulsory
	Ability Enhancement Compulsory	AEC 201	Environmental Science	2	Compulsory
Total Credit				20	
III	Core	CC 301	MIL/Communicative Hindi/Alternative English	6	Compulsory
		CC 302	Company Law		Compulsory
		CC 303	Income Tax Law and Practice	6	Compulsory
	Skill Enhancement Elective Course	SEC 301	Computer Applications in Business	2	Compulsory
Total Credit				20	
IV	Core	CC 401	MIL/Communicative Hindi/Alternative English	6	Compulsory
		CC 402	Corporate Accounting	6	Compulsory
		CC 403	Cost Accounting	6	Compulsory

	Skill Enhancement Elective Course	SEC 401	E-Commerce	2	
Total Credit				20	
V	Discipline Specific Elective	DSE 501	<u>Anv one of Group-A</u>	6	Compulsory
		DSE 502	<u>Anv one of Group-B</u>	6	Compulsory
			<u>Group-A</u> a. Human Resource Management b. Principles of Marketing Auditing and Corporate Governance		
			<u>Group-B</u> Fundamentals of Financial Management b. Indirect Tax Laws		
	Skill Enhancement Elective	SEC 501	Entrepreneurship	2	Compulsory
Generic Elective	GEC 501	Principles of Micro Economics	6	Compulsory	
Total Credit				20	
VI	Discipline specific	DSE 601	<u>Anv one of Group-C</u>	6	Compulsory
		DSE 602	<u>Anv one of Group-D</u>	6	Compulsory
			<u>Group-C</u> a. Corporate Tax Planning b. Banking and Insurance c. Management Accounting d. Computerised Accounting System		
			<u>Group-D</u> a. International Business Office Management and Secretarial Practice c. Fundamentals of Investment d. Consumer Protection		
	Skill Enhancement Elective	SEC 601	Personal Selling and Salesmanship	2	Compulsory
Generic Elective	GEC 601	Indian Economy	6	Compulsory	
Total Credit				20	
Grand Total of Credits				122	

DEPARTMENT OF COMMERCE :
DIBRUGARH UNIVERSITY

B.Com Course (CBCS)

Credit and Marks Distribution of B.Com Course

Course	Credit	Mark
CORE	12x6=72	1200
DSE	4x6=24	400
SEC	2x6=12	200
AEC	1x2=2	50
	1x4=4	100
Total	122+	2150

Note : Course wise Break-up of Credit and Mark.

DEPARTMENT OF COMMERCE : DIBRUGARH UNIVERSITY

Draft Structure of B.Com (Hons.) Course

Under Choice Based Credit System (CBCS)

(Approved under report to Under Graduate Board and Notified vide Memo No. DU/DR-A/6-1/20/647 dated 02.09.2020)

Semester	Course	Course Code	Title	Credit	Remarks
I	Core	C 101	Financial Accounting	6	Compulsory
		C 102	Business Law	6	Compulsory
	Generic Elective	G 101	Micro Economics	6	Compulsory
	Ability Enhancement	AE 101	Communicative English	2	Compulsory
		AE 102	MIL/Communicative Hindi/ Alternative English	2	Compulsory
Total Credit				22	
II	Core	C 203	Corporate Accounting	6	Compulsory
		C 204	Corporate Law	6	Compulsory
	Generic Elective	G 202	Micro Economics	6	Compulsory
	Ability Enhancement	AE 202	Environmental Science/Studies	2	Compulsory
Total Credit				20	
III	Core	C 305	Human Resource Management	6	Compulsory
		C 306	Income Tax Law and Practice	6	Compulsory
		C 307	Management Principles and Application	6	Compulsory
	Generic Elective	G 303	Business Statistics	6	Compulsory
	Skill Enhancement	SE 302	E-Commerce	2	Compulsory
Total Credit				26	Compulsory
IV	Core	C 408	Cost Accounting	6	Compulsory
		C 409	Business Mathematics	6	Compulsory
		C 410	Computer Application in Business	6	Compulsory
		G 404	Indian Economy	6	Compulsory
		SE 403	Entrepreneurship	2	Compulsory
Total Credit				26	
V	Core	C 511	Principles of Marketing	6	Compulsory
		C 512	Fundamentals of Financial Management	6	Compulsory

	Discipline Specific Elective	D501	Group-A a) Management Accounting b) Corporate Tax Planning	6	Student shall choose any two courses from group-A
		D502	c) Security Analysis and Portfolio Management d) Service Marketing e) Banking and Insurance f) Computerised Accounting System g) Financial Markets, Institutions and Financial Services	6	
Total Credit				24	
VI	Core	C 613 C 614	Auditing and Corporate Governance Indirect Tax Law	6 6	Compulsory Compulsory
	Discipline Specific elective	D 603 D 604	Group-B a) Fundamentals of Investment b) Consumer Affairs and Customer Care c) Business Tax Procedure and Management d) International Business e) Industrial Relations and Labour Laws f) Business Research Methods and Project Work	6 6	Student shall have to opt for any two courses from Group-B
Total Credit				24	
Grand Total				142	

DEPARTMENT OF COMMERCE : DIBRUGARH UNIVERSITY

CREDIT AND MARK DISTRIBUTION OF B.Com(Hons.) Course

Course	Credit	Marks
Core	14x6=84	14x100=1400
DSE	4x6=24	4x100=400
GEC	4x6=24	4x100=400
AEC	3x2=6	3x50=150
SEC	2x2=4	2x50=100
Total	142	2450

COURSE OF STUDY For BBA

A student of the course shall be required to take up the following subjects:

Semester - I

10100 ::	Introduction to Business
10200 ::	Principles of Management
10300 ::	Business Economics
10400 ::	Financial Accounting

Semester - II

20100 ::	Quantitative Techniques - I
20200 ::	Organization Behaviour
20300 ::	Business Communication
20400 ::	Business and Society

SECOND YEAR ::

Semester - III

30100 ::	Financial Management
30200 ::	Business Law
30300 ::	Computer Application
30400 ::	Marketing Management

Semester - IV

40100 ::	Information System in Business
40200 ::	Personality Development
40300 ::	Environment Studies
40400 ::	Human Resource Management

THIRD YEAR ::

Semester - V

50100 ::	Business Ethics
50200 ::	Production Management
50300 ::	Cost & Management Accounting
50400 ::	Entrepreneurship Development

Semester - VI

60100 ::	Project Study
602x0 ::	Specialization - I
603x0 ::	Specialization - II
604x0 ::	Specialization - III

5. SPECIALIZATION SUBJECT

A student shall have to opt for any one of the following Specialization Subjects consisting of three papers of 100 marks each and a project work of 100 marks in Semester-VI. The student will be attached to an Industry / Organisation for at least 10 days for the Project Work. The Specialization Subjects are –

a) Marketing Management

60210 ::	Retailing
60310 ::	Understanding the Customer
60410 ::	Sales Management

b) Human Resource Management

60220 ::	Personal Management
60320 ::	Human Resource Development
60420 ::	Industrial Relation

c) Management of Insurance Business

60230 ::	Fundamentals of Insurance
60330 ::	General Insurance
60430 ::	Life Insurance

d) Financial Management

60240 ::	Business Finance
60340 ::	Taxation
60440 ::	Indian Financial System

6. EXAMINATION PATTERN

- a) There shall be one End Semester Examination at the end of each semester to be conducted by the University at such dates and time as may be fixed by the University.
- b) A student needs to attend at least 80% of all classes for each course separately for appearing in the End Semester Examination, provided that a student who attends less than 80% but more than 70% shall also be allowed to appear in the examination as a non-collegiate candidate on payment of a fee prescribed by the University from time to time.
- c) (i) Each course shall be of 100 marks of which End Semester Examination shall be for 75 marks and 25 marks for Internal Assessment, except course 60100 (Project Study which will be evaluated internally for the full 100 marks). End Semester Examinations for each course shall be of three hours duration.
- (ii) Internal Assessment shall generally be done through 2 sessional examinations which will have a weightage of 10 marks (5+5); Home Assignments with a weightage of 5 marks. Presentations and Seminars with a weightage of 5 marks and Class Attendance also with a weightage of 5 marks. **This distribution may be different for some courses where it will be specifically mentioned in the syllabus.**
- (d) The pass marks for BBA semester examinations shall be 40% in each course, to be obtained separately in the Internal Assessment and End Semester Examinations and 45% in the aggregate for the entire semester.
- (e) A student who does not obtain the requisite marks in the Internal Assessment shall not be eligible to appear in the End Semester Examination. Such candidates shall have to take a fresh admission in the semester concerned in the following session.
- (f) Sections 5 (c), 5 (d) and 5 (e) will not be applicable in case of Course 40300 (Environmental Studies)
- (g) A student shall be declared to have passed the BBA semester examinations provided he/she has passed in all the courses separately.
- (h) A student who has not cleared an End Semester Examination is eligible to appear in a special Compartmental Examination to be conducted not later than 45 days from the date of declaration of the End Semester results. Sections 5(e) and 5(g) shall be made applicable to determine whether a student has passed the compartmental examination in the said course and the semester as a whole. Appearing in the Compartmental Examination will be considered as a chance as mentioned in Sections 5 (i) and 5 (j).
- (i) A student shall be entitled to a maximum of fourteen (14) chances to clear all the six semesters of the BBA Programme. A student shall be entitled to clear a particular End Semester Examination in two chances provided that a student may avail a special chance (third and final chance) in any two End Semester examinations.
- (j) Not appearing in a regular End Semester Compartmental Examination by a candidate after obtaining eligibility to appear in the same amounts to losing a chance.
- (k) A student who has duly passed all the six semesters shall qualify for the Degree of Bachelor of Business Administration (BBA) of Dibrugarh University. A student shall be declared to have passed in the First Division if he/ she secures 60% or more marks in the aggregate; in the Second Division if he/she secures 50% or more marks but less than 60% in the aggregate. A student who passes securing less than 50% marks in the aggregate shall be declared Simple Pass. A minimum of 45% marks in aggregate shall be required to pass the BBA examination.

CKB COMMERCE COLLEGE LIBRARY RULES AND INSTRUCTIONS

1. The Library will remain open on all working days.
2. Strict Silence must be observed in the library.
3. While borrowing a book, presentation of Identity cum Library Card in essential.
4. No Student shall keep the Library books for more than fifteen (15) days.
5. If a book is not returned when due, or called for, fine as per rules of the library will be levied.
6. The librarian may recall any book from the borrower at any time.
7. The borrower should not write any thing on the Library books.
8. If the book is lost or mutilated, the borrower should pay the cost of the replaceable book together with fine that may be imposed at discretions of the Principal.
9. Every borrower should the Library books in person.
10. Every Student should renew the Identity cum Library Card at the beginning of the Academic Session every year.

SCHOLARSHIPS AND AWARDS

- (a) Students are awarded both merit and other scholarships as provided by the State Govt./Central Govt. These include
 - (i) Ishan Uday Scholarship
 - (ii) Post Matric SC/SC/OBC Scholarship
 - (iii) Minority scholarship for girls
 - (iv) Combined Post Matric Scholarship (UG Minority)
 - (v) Combined Merit Scholarship (DHE)
 - (vi) NEC scholarship (DoNER)

The college provide free studentship to the brilliant students.
- (b) Following scholarships are also awarded to students for outstanding performance.
 - (i) Chinmoy Saikia Memorial Award.
 - (ii) C.K.B. Commerce College Teachers' Inspiration Award.
 - (iii) Rupak Dutta Memorial Award.
 - (iv) Best Library User Award (Student)

MEMORIAL LECTURE

Every year the college organises a Memorial Lecture on the Foundation Day, i.e. 6th February in the memory of Madhab Chandra Chakraborty, the founder Principal of the College.

ACADEMIC CALENDAR

SESSION : 2021-22

Class	Date of Admission	Date for Commencement of Classes
H.S. 1 st Year	August, 2021	October, 2021
B.Com 1 st Semester	August, 2021	October, 2021
BBA 1 st Semester	August, 2021	October, 2021
B.Com 3 rd Semester	October, 2021	October, 2021
B.Com 5 th Semester	October, 2021	October, 2021
B.Com 2 nd Semester	As per notification of Dibrugarh University	Will be notified in due time
B.Com 4 th Semester	-Do-	-Do-
B.Com 6 th Semester	-Do-	-Do-

Day & Date	Content	Working Day	Remarks
Sat May 01, 2021	May Day	---	Holiday
Sun May 02, 2021	---	---	Holiday
Mon May 03, 2021	---	1	
Tue May 04, 2021	---	2	
Wed May 05, 2021	---	3	
Thu May 06, 2021	---	4	
Fri May 07, 2021	---	5	
Sat May 08, 2021	---	6	
Sun May 09, 2021	---	---	Holiday
Mon May 10, 2021	---	7	
Tue May 11, 2021	---	8	
Wed May 12, 2021	---	9	
Thu May 13, 2021	---	10	
Fri May 14, 2021	Id-Uf-Fitre	---	Holiday
Sat May 15, 2021	---	11	
Sun May 16, 2021	---		Holiday
Mon May 17, 2021	---	12	
Tue May 18, 2021	---	13	
Wed May 19, 2021	---	14	
Thu May 20, 2021	---	15	
Fri May 21, 2021	---	16	
Sat May 22, 2021	---	17	
Sun May 23, 2021	---		Holiday
Mon May 24, 2021	---	18	
Tue May 25, 2021	---	19	
Wed May 26, 2021	Buddha Purnima	---	Holiday
Thu May 27, 2021	---	20	
Fri May 28, 2021	---	21	
Sat May 29, 2021	---	22	
Sun May 30, 2021	---	---	Holiday

Mon	May 31, 2021	---	23
Tue	June 01, 2021	---	24
Wed	June 02, 2021	---	25
Thu	June 03, 2021	---	26
Fri	June 04, 2021	---	27
Sat	June 05, 2021	---	28
Sun	June 06, 2021	---	--- Holiday
Mon	June 07, 2021	---	29
Tue	June 08, 2021	---	30
Wed	June 09, 2021	---	31
Thu	June 10, 2021	---	32
Fri	June 11, 2021	---	33
Sat	June 12, 2021	---	34
Sun	June 13, 2021	---	--- Holiday
Mon	June 14, 2021	---	35
Tue	June 15, 2021	---	36
Wed	June 16, 2021	---	37
Thu	June 17, 2021	---	38
Fri	June 18, 2021	---	39
Sat	June 19, 2021	---	40
Sun	June 20, 2021	---	--- Holiday
Mon	June 21, 2021	---	41
Tue	June 22, 2021	---	42
Wed	June 23, 2021	---	43
Thu	June 24, 2021	---	44
Fri	June 25, 2021	---	45
Sat	June 26, 2021	---	46
Sun	June 27, 2021	---	--- Holiday
Mon	June 28, 2021	---	47
Tue	June 29, 2021	---	48
Wed	June 30, 2021	---	49

Thu	Jul 01, 2021	---	50
Fri	Jul 02, 2021	---	51
Sat	Jul 03, 2021	---	52
Sun	Jul 04, 2021	---	--- Holiday
Mon	Jul 05, 2021	---	53
Tue	Jul 06, 2021	---	54
Wed	Jul 07, 2021	---	55
Thu	Jul 08, 2021	---	56
Fri	Jul 09, 2021	---	57
Sat	Jul 10, 2021	---	58
Sun	Jul 11, 2021	---	--- Holiday
Mon	Jul 12, 2021	---	59
Tue	Jul 13, 2021	---	60
Wed	Jul 14, 2021	---	61
Thu	Jul 15, 2021	---	62
Fri	Jul 16, 2021	---	63
Sat	Jul 17, 2021	---	64
Sun	Jul 18, 2021	---	--- Holiday
Mon	Jul 19, 2021	---	65
Tue	Jul 20, 2021	---	66
Wed	Jul 21, 2021	Id-Uz-Zuha	--- Holiday
Thu	Jul 22, 2021	---	67
Fri	Jul 23, 2021	---	68
Sat	Jul 24, 2021	---	69
Sun	Jul 25, 2021	---	--- Holiday
Mon	Jul 26, 2021	---	70
Tue	Jul 27, 2021	---	71
Wed	Jul 28, 2021	---	72
Thu	Jul 29, 2021	---	73
Fri	Jul 30, 2021	---	74
Sat	Jul 31, 2021	---	75

Sun Aug 01, 2021	---	---	Holiday
Mon Aug 02, 2021	---	76	
Tue Aug 03, 2021	---	77	
Wed Aug 04, 2021	---	78	
Thu Aug 05, 2021	---	79	
Fri Aug 06, 2021	---	80	
Sat Aug 07, 2021	---	81	
Sun Aug 08, 2021	---	---	Holiday
Mon Aug 09, 2021	---	82	
Tue Aug 10, 2021	---	83	
Wed Aug 11, 2021	---	84	
Thu Aug 12, 2021	---	85	
Fri Aug 13, 2021	---	86	
Sat Aug 14, 2021	---	87	
Sun Aug 15, 2021	---	---	Holiday
Mon Aug 16, 2021	---	88	
Tue Aug 17, 2021	---	89	
Wed Aug 18, 2021	---	90	
Thu Aug 19, 2021	---	91	
Fri Aug 20, 2021	---	92	
Sat Aug 21, 2021	---	93	
Sun Aug 22, 2021	---	---	Holiday
Mon Aug 23, 2021	---	94	
Tue Aug 24, 2021	---	95	
Wed Aug 25, 2021	---	96	
Thu Aug 26, 2021	---	97	
Fri Aug 27, 2021	Tithi of Sri Sri Madhab Dev	---	Holiday
Sat Aug 28, 2021	---	98	
Sun Aug 29, 2021	---	---	Holiday
Mon Aug 30, 2021	Janmastami	---	Holiday
Tue Aug 31, 2021	---	99	

Wed Sep 01, 2021	---	100	
Thu Sep 02, 2021	---	101	
Fri Sep 03, 2021	---	102	
Sat Sep 04, 2021	---	103	
Sun Sep 05, 2021	---	---	Holiday
Mon Sep 06, 2021	---	104	
Tue Sep 07, 2021	---	105	
Wed Sep 08, 2021	Tithi of Sri Sri Sankardev	---	Holiday
Thu Sep 09, 2021	---	106	
Fri Sep 10, 2021	---	107	
Sat Sep 11, 2021	---	108	
Sun Sep 12, 2021	---	---	Holiday
Mon Sep 13, 2021	---	109	
Tue Sep 14, 2021	---	110	
Wed Sep 15, 2021	---	111	
Thu Sep 16, 2021	---	112	
Fri Sep 17, 2021	---	113	
Sat Sep 18, 2021	---	114	
Sun Sep 19, 2021	---	---	Holiday
Mon Sep 20, 2021	---	115	
Tue Sep 21, 2021	---	116	
Wed Sep 22, 2021	---	117	
Thu Sep 23, 2021	---	118	
Fri Sep 24, 2021	---	119	
Sat Sep 25, 2021	---	120	
Sun Sep 26, 2021	---	---	Holiday
Mon Sep 27, 2021	---	121	
Tue Sep 28, 2021	---	122	
Wed Sep 29, 2021	---	123	
Thu Sep 30, 2021	---	124	
Fri Oct 01, 2021	---	125	

Sat	Oct 02, 2021	Gandhi Jayanti	---	Holiday
Sun	Oct 03, 2021	---	---	Holiday
Mon	Oct 04, 2021	---	126	
Tue	Oct 05, 2021	---	127	
Wed	Oct 06, 2021	---	128	
Thu	Oct 07, 2021	---	129	
Fri	Oct 08, 2021	---	130	
Sat	Oct 09, 2021	---	131	
Sun	Oct 10, 2021	---	---	Holiday
Mon	Oct 11, 2021	---	132	
Tue	Oct 12, 2021	Durga Puja	---	Holiday
Wed	Oct 13, 2021	Durga Puja	---	Holiday
Thu	Oct 14, 2021	Durga Puja	---	Holiday
Fri	Oct 15, 2021	Vijoya Dashami and Janmotsav of Sri Sri Sankardeva	---	Holiday
Sat	Oct 16, 2021	---	133	
Sun	Oct 17, 2021	---	---	Holiday
Mon	Oct 18, 2021	Kati Bihu	---	Holiday
Tue	Oct 19, 2021	---	134	
Wed	Oct 20, 2021	Lakshmi Puja	---	Holiday
Thu	Oct 21, 2021	---	135	
Fri	Oct 22, 2021	---	136	
Sat	Oct 23, 2021	---	137	
Sun	Oct 24, 2021	---	---	Holiday
Mon	Oct 25, 2021	---	138	
Tue	Oct 26, 2021	---	139	
Wed	Oct 27, 2021	---	140	
Thu	Oct 28, 2021	---	141	
Fri	Oct 29, 2021	---	142	
Sat	Oct 30, 2021	---	143	

Sun	Oct 31, 2021	---	---	Holiday
Mon	Nov 01, 2021	---	144	
Tue	Nov 02, 2021	---	145	
Wed	Nov 03, 2021	---	146	
Thu	Nov 04, 2021	Kali Puja & Dewali	---	Holiday
Fri	Nov 05, 2021	---	147	
Sat	Nov 06, 2021	---	148	
Sun	Nov 07, 2021	---	---	Holiday
Mon	Nov 08, 2021	---	149	
Tue	Nov 09, 2021	---	150	
Wed	Nov 10, 2021	---	151	
Thu	Nov 11, 2021	---	152	
Fri	Nov 12, 2021	---	153	
Sat	Nov 13, 2021	---	154	
Sun	Nov 14, 2021	---	---	Holiday
Mon	Nov 15, 2021	---	155	
Tue	Nov 16, 2021	---	156	
Wed	Nov 17, 2021	---	157	
Thu	Nov 18, 2021	---	158	
Fri	Nov 19, 2021	Birth Day of Guru Nanak	---	Holiday
Sat	Nov 20, 2021	---	159	
Sun	Nov 21, 2021	---	---	Holiday
Mon	Nov 22, 2021	---	160	
Tue	Nov 23, 2021	---	161	
Wed	Nov 24, 2021	Lachit Divas	---	Holiday
Thu	Nov 25, 2021	---	162	
Fri	Nov 26, 2021	---	163	
Sat	Nov 27, 2021	---	164	
Sun	Nov 28, 2021	---	---	Holiday
Mon	Nov 29, 2021	---	165	
Tue	Nov 30, 2021	---	166	

Wed Dec 01, 2021	---	167	
Thu Dec 02, 2021	Asom Divas (Su-Ka-Pha-Divas)	---	Holiday
Fri Dec 03, 2021	---	168	
Sat Dec 04, 2021	---	169	
Sun Dec 05, 2021	---	---	Holiday
Mon Dec 06, 2021	---	170	
Tue Dec 07, 2021	---	171	
Wed Dec 08, 2021	---	172	
Thu Dec 09, 2021	---	173	
Fri Dec 10, 2021	---	174	
Sat Dec 11, 2021	---	175	
Sun Dec 12, 2021	---	---	Holiday
Mon Dec 13, 2021	---	176	
Tue Dec 14, 2021	---	177	
Wed Dec 15, 2021	---	178	
Thu Dec 16, 2021	---	179	
Fri Dec 17, 2021	---	180	
Sat Dec 18, 2021	---	181	
Sun Dec 19, 2021	---	---	Holiday
Mon Dec 20, 2021	---	182	
Tue Dec 21, 2021	---	183	
Wed Dec 22, 2021	---	184	
Thu Dec 23, 2021	---	185	
Fri Dec 24, 2021	---	186	
Sat Dec 25, 2021	Christmas	---	Holiday
Sun Dec 26, 2021	---	---	Holiday
Mon Dec 27, 2021	---	187	
Tue Dec 28, 2021	---	188	
Wed Dec 29, 2021	---	189	
Thu Dec 30, 2021	---	190	

Fri Dec 31, 2021	---	191	
Sat Jan 01, 2022	---	192	
Sun Jan 02, 2022	---	---	Holiday
Mon Jan 03, 2022	---	193	
Tue Jan 04, 2022	---	194	
Wed Jan 05, 2022	---	195	
Thu Jan 06, 2022	---	196	
Fri Jan 07, 2022	---	197	
Sat Jan 08, 2022	---	198	
Sun Jan 09, 2022	---	---	Holiday
Mon Jan 10, 2022	---	199	
Tue Jan 11, 2022	---	200	
Wed Jan 12, 2022	---	201	
Thu Jan 13, 2022	---	202	
Fri Jan 14, 2022	Magh Bihu	---	Holiday
Sat Jan 15, 2022	---	203	
Sun Jan 16, 2022	---	---	Holiday
Mon Jan 17, 2022	---	204	
Tue Jan 18, 2022	---	205	
Wed Jan 19, 2022	---	206	
Thu Jan 20, 2022	---	207	
Fri Jan 21, 2022	---	208	
Sat Jan 22, 2022	---	209	
Sun Jan 23, 2022	---	---	Holiday
Mon Jan 24, 2022	---	210	
Tue Jan 25, 2022	---	211	
Wed Jan 26, 2022	Republic Day	---	Holiday
Thu Jan 27, 2022	---	212	
Fri Jan 28, 2022	---	213	
Sat Jan 29, 2022	---	214	
Sun Jan 30, 2022	---	---	Holiday

Mon Jan 31, 2022	Me-Dam-Me-Fi	---	Holiday
Tue Feb 01, 2022	---	215	
Wed Feb 02, 2022	---	216	
Thu Feb 03, 2022	---	217	
Fri Feb 04, 2022	---	218	
Sat Feb 05, 2022	Saraswati Puja	---	Holiday
Sun Feb 06, 2022	---	---	Holiday
Mon Feb 07, 2022	---	219	
Tue Feb 08, 2022	---	220	
Wed Feb 09, 2022	---	221	
Thu Feb 10, 2022	---	222	
Fri Feb 11, 2022	---	223	
Sat Feb 12, 2022	---	224	
Sun Feb 13, 2022	---	---	Holiday
Mon Feb 14, 2022	---	225	
Tue Feb 15, 2022	---	226	
Wed Feb 16, 2022	---	227	
Thu Feb 17, 2022	---	228	
Fri Feb 18, 2022	---	229	
Sat Feb 19, 2022	---	230	
Sun Feb 20, 2022	---	---	Holiday
Mon Feb 21, 2022	---	231	
Tue Feb 22, 2022	---	232	
Wed Feb 23, 2022	---	233	
Thu Feb 24, 2022	---	234	
Fri Feb 25, 2022	---	235	
Sat Feb 26, 2022	---	236	
Sun Feb 27, 2022	---	---	Holiday
Mon Feb 28, 2022	---	237	
Tue Mar 01, 2022	Maha Sivaratri	---	Holiday
Wed Mar 02, 2022	---	238	

Thu Mar 03, 2022	---	239	
Fri Mar 04, 2022	---	240	
Sat Mar 05, 2022	---	241	
Sun Mar 06, 2022	---	---	Holiday
Mon Mar 07, 2022	---	242	
Tue Mar 08, 2022	---	243	
Wed Mar 09, 2022	---	244	
Thu Mar 10, 2022	---	245	
Fri Mar 11, 2022	---	246	
Sat Mar 12, 2022	---	247	
Sun Mar 13, 2022	---	---	Holiday
Mon Mar 14, 2022	---	248	
Tue Mar 15, 2022	---	249	
Wed Mar 16, 2022	---	250	
Thu Mar 17, 2022	---	251	
Fri Mar 18, 2022	Holi	---	Holiday
Sat Mar 19, 2022	---	252	
Sun Mar 20, 2022	---	---	Holiday
Mon Mar 21, 2022	---	253	
Tue Mar 22, 2022	---	254	
Wed Mar 23, 2022	---	255	
Thu Mar 24, 2022	---	256	
Fri Mar 25, 2022	---	257	
Sat Mar 26, 2022	---	258	
Sun Mar 27, 2022	---	---	Holiday
Mon Mar 28, 2022	---	259	
Tue Mar 29, 2022	---	260	
Wed Mar 30, 2022	---	261	
Thu Mar 31, 2022	---	262	
Fri Apr 01, 2022	---	263	
Sat Apr 02, 2022	---	264	

Sun Apr 03, 2022	---	---	Holiday
Mon Apr 04, 2022	---	265	
Tue Apr 05, 2022	---	266	
Wed Apr 06, 2022	---	267	
Thu Apr 07, 2022	---	268	
Fri Apr 08, 2022	---	269	
Sat Apr 09, 2022	---	270	
Sun Apr 10, 2022	---	---	Holiday
Mon Apr 11, 2022	---	271	
Tue Apr 12, 2022	---	272	
Wed Apr 13, 2022	Bohag Bihu	---	Holiday
Thu Apr 14, 2022	Bohag Bihu	---	Holiday
Fri Apr 15, 2022	Bohag Bihu	---	Holiday
Sat Apr 16, 2022	Bohag Bihu	---	Holiday
Sun Apr 17, 2022	---	---	Holiday
Mon Apr 18, 2022	---	273	
Tue Apr 19, 2022	---	274	
Wed Apr 20, 2022	Sati Sadhini Devas	---	Holiday
Thu Apr 21, 2022	---	275	
Fri Apr 22, 2022	---	276	
Sat Apr 23, 2022	---	277	
Sun Apr 24, 2022	---	---	Holiday
Mon Apr 25, 2022	---	278	
Tue Apr 26, 2022	---	279	
Wed Apr 27, 2022	---	280	
Thu Apr 28, 2022	---	281	
Fri Apr 29, 2022	---	282	
Sat Apr 30, 2022	---	283	



OFFICE OF THE REGISTRAR ::DIBRUGARH UNIVERSITY ::DIBRUGARH

Ref. No: DU/DR-A/APC/20/1094

Date: 21.12.2020

NOTIFICATION

The Hon'ble Vice-Chancellor, Dibrugarh University has approved the draft of the *Academic Calendar for the General Degree Colleges/ Institutes affiliated to/ permitted by Dibrugarh University for the period from January, 2021 to August, 2021* under report to the Academic Council and the Executive Council, Dibrugarh University giving immediate effect.

The same is given with this Notification as *Annexure A*.

Issued with due approval.

Arinjit Hazarika
21/12/2020
Arinjit Hazarika
Joint Registrar (Academic) i/c
Dibrugarh University

Copy to:

1. The Vice-Chancellor, D.U. for favour of information.
2. The Deans, Dibrugarh University, for kind information.
3. The Registrar, D.U. for kind information.
4. The Controller of Examinations, DU, for kind information and necessary action.
5. The Director, IQAC, Dibrugarh University for information and needful.
6. All Heads and Chairpersons of the Teaching Departments and Centres for Studies, D.U. for kind information.
7. The Director i/c, DUIET, Dibrugarh University for kind information.
8. The Director, College Development Council, D.U. for kind information.
9. The Director i/c, Directorate of Open and Distance Learning, D.U. for kind information.
10. The Principals of the affiliated Colleges/Institutes of Dibrugarh University, for kind information.
11. The Joint Registrar (Admn.) D.U. for kind information.
12. The Joint/Deputy Controllers of Examinations (C & A), D.U. for kind information.
13. The Academic Officer, Dibrugarh University, for information and necessary action.
14. The Programmer, D.U. for kind information and with a request to upload the Notification in the University website for all concerned.
15. File

Arinjit Hazarika
21/12/2020
Arinjit Hazarika
Joint Registrar (Academic) i/c
Dibrugarh University



Annexure: A

ACADEMIC CALENDAR FOR THE GENERAL DEGREE COLLEGES/ INSTITUTES
AFFILIATED TO/ PERMITTED BY DIBRUGARH UNIVERSITY
(FROM JANUARY 2021 TO AUGUST 2021)
(Notified Vide Memo No. DU/DR-A/APC/20/ 1034 dated 21.12.2020)

Date(s)	Events/ Activities
4 th January, 2021	Completion of the First Sessional Examination of the 1 st , 3 rd and 5 th Semester of the B.A./B.Sc./B.Com. Programmes
5 th - 16 th January, 2021	Winter Recess for the Teaching Staff of the Colleges
By 25 th January, 2021	1. Notification of First Sessional Examination Marks of the 1 st , 3 rd and 5 th BA/ B.Sc./ B.Com Programmes in the Departmental Notice Boards 2. General Counselling for the Students of the BA/B.Sc./B.Com Programmes and Mid Semester Feedback Assessment (<i>any one day</i>)
6 th February 2021	Completion of the Internal Assessment of the 1 st , 3 rd and 5 th BA/ B.Sc./ B.Com Programmes through Seminar/Group Discussion, etc.
20 th February 2021	1. Completion of the Second Sessional Examinations of the B.A./B.Sc./B.Com. Programmes 2. Completion of the Form fill-up/Submission of Forms of the B.A./ B.Sc./ B.Com. End Semester (Odd) Examinations by the candidates/Colleges
By 27 th February, 2021	1. Last date for submission of Assignment by the students of BA/ B.Sc./ B.Com Programmes (if any) 2. Completion of the Odd Semester classes of the BA/ B.Sc./ B.Com. Programmes 3. Last date for notification of 2 nd Sessional Examination Marks of the BA/ B.Sc./ B.Com Programmes in the Departmental Notice Boards
1 st March – 30 th March, 2021	End Semester Examinations of the B.A./ B.Sc./ B.Com. End Semester (Odd) Examinations by the candidates/Colleges
15 th March, 2021	Last date for submission of Internal Assessment marks of the 1 st , 3 rd and 5 th Semester Students of the BA/ B.Sc./ B.Com Programmes to the University
1 st April-10 th April, 2020	1. Commencement of the Even Semester Classes of the BA/ B.Sc. and B.Com. Programmes 2. Notification of Class Routine in the Colleges. 3. Notification of Course Plan/ Departmental Class Routine in the Dept. Notice Boards of the Colleges
10 th April-18 th April, 2021	Semester End vacation for the teaching staff of the Colleges conducting BA/ B.Sc./ B.Com Programmes
19 th April, 2021	Re-Commencement of the 2 nd , 4 th and 6 th Semester Classes of the BA/B.Sc./ B.Com. Programmes
15 th May, 2021	Last date for Submission of Evaluated Scripts of the End Semester (Odd) Examinations of the BA/ B.Sc./ B.Com Programmes with relevant documents by the Zonal Officers to the University
24 th May, 2021	Completion of the 1 st Sessional Examination of the BA/ B.Sc./ B.Com programmes

1 st -5 th June 2021	1. Notification of First Sessional Examination Marks of the 2 nd , 4 th and 6 th BA/ B.Sc./ B.Com Programmes in the Departmental Notice Boards 2. Counseling for the Students of the BA/B.Sc./B.Com Programmes and Mid Semester Feedback Assessment (<i>any one day</i>)
14 th -21 st June, 2021	Internal Assessment of the 2 nd , 4 th and 6 th BA/ B.Sc./ B.Com Programmes through Seminar/Group Discussion, etc.
25 th June, 2021	Last date for Form fill-up/Submission of Forms of the B.A./ B.Sc./ B.Com. End Semester (Even) Examinations by the candidates/Colleges
30 th June, 2021	Completion of the Second Sessional Examinations of the B.A./B.Sc./B.Com. Programmes
12 th July 2021	1. Last date for submission of Assignment by the students of BA/ B.Sc./ B.Com. Programmes (if any) 2. Last date for notification of 2 nd Sessional Examination Marks of the BA/ B.Sc./ B.Com Programmes in the Departmental Notice Boards 3. Completion of the Even Semester Classes of the B.A./ B.Sc./ B.Com. Programmes
20 th July- 19 th August, 2021	End Semester (Even) Examinations of the BA/ B.Sc./ B.Com. Programmes

N.B.: The various student activities like Students' Union Election, College Week, Youth Festival, etc. are not included in this Academic Calendar.

Arinjit
21/12/2020
Arinjit Hazarika
Joint Registrar (Academic) i/c
Dibrugarh University



DIBRUGARH UNIVERSITY:: DIBRUGARH::ASSAM

HOLIDAY LIST: 2021

FOR THE ADMINISTRATIVE BRANCHES AND ACADEMIC DEPARTMENTS/CENTRES OF STUDIES/DUIET/DODL OF DIBRUGARH UNIVERSITY AND ITS AFFILIATED & PERMITTED COLLEGES

Month	Date	Day	Festival	No. of days
January	13, 14 & 15	Wednesday, Thursday & Friday	Magh Bihu and Tusu Puja	3
January	26	Tuesday	Republic Day	1
January	31	Sunday	Me-dam-Me-fe	1
February	16	Tuesday	Saraswati Puja	1
February	27	Saturday	Bir Chilarai Divas	1
March	28	Sunday	Holi, Doljatra (Fakua)	1
April	2	Friday	Good Friday	1
April	13,14,15 & 16	Tuesday to Friday	Rongali Bihu/Bohag Bihu	4
April	21	Wednesday	Sati Sadhani Divas	1
May	1	Saturday	May Day	1
May	14	Friday	Id-UL-Fitre	1
May	26	Wednesday	Buddha Purnima	1
July	21	Wednesday	Id-Uz-Zuha	1
August	15	Sunday	Independence Day	1
August	27	Friday	Tithi of Sri Sri Madhab Dev	1
August	30	Monday	Janmastami	1
September	8	Wednesday	Tithi of Sri Sri Sankardeva	1
October	2	Saturday	Gandhi Jayanti	1
October	12,13,14 & 15	Tuesday to Friday	Durga Puja, Vijaya Dashami and Janmotsava of Sri Sri Sankardeva	4
October	18	Monday	Kati Bihu	1
October	20	Wednesday	Lakshmi Puja	1
November	4	Thursday	Kali Puja & Dewali	1
November	19	Friday	Birth Day of Guru Nanak	1
November	24	Wednesday	Lachit Divas	1
December	2	Thursday	Asom Divas (Su-Ka-Pha-Divas)	1
December	25	Saturday	Christmas Day	1

Total Number of Holidays: 34 (Thirty Four)

List of Restricted Holidays (Each employees of the University and its affiliated/ permitted Colleges/Institutes may avail only 2 (two) of the following)

Month	Date	Day	Festival	No. of days
January	1	Friday	New Year's Day	1
January	17	Sunday	Silpi Divas	1
January	23	Saturday	Netaji's Birth Day	1
February	16	Tuesday	Karbi Dehal Kachir Dom	1
February	17	Wednesday	Ali-Aye-Ligang	1
March	11	Thursday	Sivaratri	1
March	22	Monday	Bathaw Puja/ Khring Khring Baithaw Puja	1
March	30	Tuesday	Shab-e-Barat	1
April	3	Saturday	Easter Saturday	1
April	18	Sunday	Tithi of Gopal Dev	1
April	21	Wednesday	Deori Bihu	1
April	25	Sunday	Mahabir Jayanti	1
May	10	Monday	Lailatur Quadar	1
May	12	Wednesday	Tithi of Sri Sri Damodar Dev	1
May	26	Wednesday	Baikhowa Festival	1
May	27	Thursday	Janmotsava of Sri Sri Madhab Dev	1
June	10	Thursday	Tithi of Hari Dev	1
June	20	Sunday	Bishnu Prasad Rabha Divas	1
July	13	Tuesday	Birthday of Nepali Poet Bhanu Bhakta Acharyya	1
August	13	Friday	Death Anniversary of Vir Tikendrajit	1
August	29	Sunday	Karam Puja	1
August	19	Thursday	Muharram	1
September	16	Thursday	Birthday of Sri Sri Thakur Anukul Chandra	1
September	17	Friday	Viswakarma Puja	1
October	19	Tuesday	Fateha-E-Duaz Dahan/ Id-e-Milad	1
November	6	Saturday	Bhatri Dwitiya/Bhai Duj and Abirhab Tithi of Sri Bhubaneswar Sadhu Thakur	1

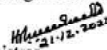
Abbreviations Used

November	10	Wednesday	Chhat Puja	1
November	24	Wednesday	Death Anniversary of Guru Teg Bahadurji	1
December	5	Sunday	Sikpui Ruoi (Harvest festival of Hmar Community.)	1
December	10	Friday	Martyr's Day	1
December	16	Tuesday	Gaan Ngai	1
December	24	Friday	Christmas Eve	1

Total Number of Restricted Holidays: 32 (Thirty two)

N.B:

- (1) If any of the holiday or restricted holiday for festivals notified above does not fall on the day notified, necessary modification changing the date(s) will be issued in due course.
- (2) The Local Holidays declared by the respective District Administration (s) concerned under the Negotiable Instrument Act shall be applicable and no further notification shall be issued by Dibrugarh University.


 Registrar
 Dibrugarh University
 Dibrugarh

Memo No. DU/APC/Holiday 21/20/1090.

Date : 21.12.2020

Copy forwarded for information to:-

1. The Vice Chancellor, Dibrugarh University.
2. The Deans, Dibrugarh University.
3. The Heads of All Teaching Departments, Dibrugarh University.
4. The Chairpersons of all the Centers for Studies, Dibrugarh University.
5. The Director i/c, DUIET, Dibrugarh University.
6. The Director, Office of the International Affairs, Dibrugarh University.
7. The Principals/ Directors of all Affiliated/ Permitted Colleges/ Institutes under D.U.
8. All Administrative Branches of D.U.
9. The Director of Higher Education, Assam, Guwahati-19
10. The Director of Technical Education, Assam, Guwahati -19
11. The Secretary to the Governor of Assam & Chancellor of Dibrugarh University, Dispur, Guwahati - 6.
12. The Director of Health Services, Assam Guwahati - 6.
13. The Secretary to the Govt. of Assam, Education Department Guwahati - 6
14. The Secretary to the Govt. of Assam, Finance Department Guwahati - 6
15. The Registrars of all Universities in the N.E. Region.
16. The Secretary, SEBA, Bamunimaidam, Guwahati - 21.
17. The Secretary, AHSEC, Bamunimaidam, Guwahati - 21.
18. The Secretary, UGC, New Delhi - 2
19. The Secretary, AIU, New Delhi - 2.
20. Notice Boards of the University.
21. The Programmer, Dibrugarh University, with a request to upload the notice on the website.
22. File


 Registrar
 Dibrugarh University
 Dibrugarh

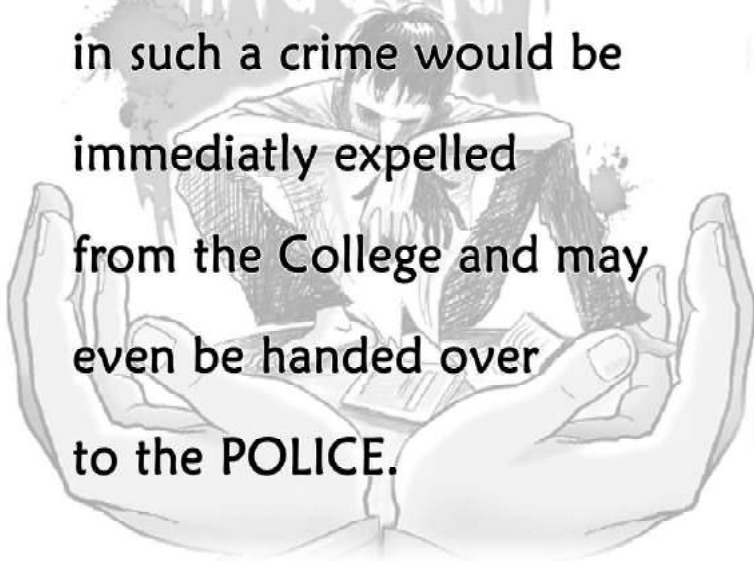
ABBREVIATION	SUBJECT	STANDARD
ENGL	English	H.S. Class
ACCY	Accountancy	-do-
ECON	Economics	-do-
INSU	Insurance	-do-
FIN	Finance	-do-
BMST	Bussiness Mathematics	-do-
ICSC	Computer Science & Application	-do-
MATH	Mathematics	-do-
MASS	Assamese	-do-
MBEN	Bengali	-do-
MHIN	Hindi	-do-
ALTE	Alternative English	-do-
BUCN	Business Communication	B.Com.Class
B.ECO	Business Economics	-do-
DTAX	Direct Tax	-do-
PSL	Personal Selling	-do-
BMS	Business Mathematics & Statistics	-do-
BLaw	Business Law	-do-
EVS	Environmental Studies	-do-
MIFI	Micro Finance	-do-
RSKM	Risk Management	-do-
ENDP	Entrepreneurship Development	-do-
AUD	Auditing	-do-
IFS	Indian Financial System	-do-
FM	Financial Management	-do-
MAC	Management Accountancy	-do-
POBM	Principal of Business Management	-do-
IRF	Insurance Regulatory Framework	-do-
SBM	Small Business Management	-do-
FOI	Fundamentals of Insurance	-do-
ITAB	Information Technology & its Applications in Business	-do-
BENV	Business Environment	-do-
INDT	Indirect Tax	-do-
IBS	Indian Banking System	-do-
INSM	Insurance management	-do-
RUMT	Rural Marketing	-do-
IMKT	International Marketing	-do-
INBU	International Business	-do-
PMTG	Principles of Marketing	-do-
RTMT	Retailing Management	-do-
HRD	Human Resource Development	-do-
HRM	Human Resource Management	-do-
LILW	Labour & Industrial Law	-do-
COMT	Compensation Management	-do-
TRUM	Trade Unionism	-do-



RAGGING

is a **PUNISHABLE CRIME.**

Any student found to indulge in such a crime would be immediately expelled from the College and may even be handed over to the **POLICE.**



CLASS ROUTINE						
	Period I	Period II	Period III	Period IV	Period V	Period VI
TIME	09.00 to 10.00	10.00 to 11.00	11.00 to 12.00	12.00 to 01.00	01.00 to 02.00	02.00 to 03.00
MON						
TUE						
WED						
THU						
FRI						
SAT						