

1.2.1 PROGRAMMES WITH CBCS/ELECTIVE COURSE SYSTEM



CONTENT:

Minutes of the Institutional Academic Board

DIBRUGARH UNIVERSITY REGULATIONS FOR THE UNDER-GRADUATE ACADEMIC PROGRAMMES IN THE CHOICE BASED CREDIT SYSTEM (CBCS), 2018

m) Dibrugarh University CBCS Board: There shall be a Dibrugarh University CBCS Board to be constituted as below:

Joint Registrar
(Academic) is
entrusted the task of
Member Secretary

- | | |
|---|---------------------|
| i. Vice Chancellor | - Chairperson |
| ii. The Registrar | -Member |
| iii. The Deans | - Members |
| iv. The Controller of Examinations | -Member |
| v. The Director, IQAC, D.U. | - Member |
| vi. The Director, College Development Council | - Member |
| vii. Five Principals of the colleges to be
nominated by the Vice-Chancellor | - Members |
| viii. One Joint/ Deputy Controller of Exams to
be nominated by the Vice-Chancellor | - Member |
| ix. The Joint Registrar (Academic) | J- Member Secretary |

2.2 Semester Duration:

- i) Odd Semesters: June –November (including end-semester examinations and semester breaks)
- ii) Even Semester: December -May (including end-semester examinations and semester breaks)

Any change in the Academic Calendar/Schedule may be made by the University whenever necessary.

2.3 Extent of Application:

The Regulations shall be applicable to the students enrolled for the Courses of Study leading to the Bachelor degrees in Arts (BA), Science (B.Sc.) and (B.Com), which shall be of three years duration distributed into six semesters.

2.4 Academic Schedule:

The Academic Schedule of the Bachelor degrees in Arts (BA), Science (B.Sc.) and (B.Com) Programmes under the CBCS shall be administered as per the Academic Calendar of the University published for every academic session.

Phone & Fax: (03751) 264416
Website: www.digboicollege.com

DIGBOI COLLEGE

P.O. DIGBOI - 786 171 (ASSAM)

Email: digboicollege@yahoo.com & digboicollege@gmail.com

Memo No.: - Dic./Col./CBCS/2019/01

Date: - 11/05/2019

From:- Dr. Dip Saikia, M.Sc., Ph.D.
Principal & Secretary
Digboi College, Digboi


To:- *All the members of*
Digboi College
C.B.C.S. Board

Dear Sir/Madam,

In pursuance of the Dibrugarh University Regulations for the Under Graduate Academic programmes in the Choice Base Credit System (CBCS), 2018 notified vide Memo No, DU/DR-A/6-1/19/412 dated 02.05.2019 and the decision of the all teachers meeting held on 07.05.2019, I have the pleasure to constitute Digboi College CBCS Board with the following members to monitor and supervise the CBCS from the current session with immediate effect.

1. Dr. Dip Saikia, Principal, Digboi College as Chairperson
2. Sri K. N. Timsina, Vice-Principal as Vice-Chairperson
3. All the HOD's as members of the Committee
4. The Co-ordinator, IQAC as member
5. Dr. A. C. Dutta, Associate Professor, Dept. of Pol. Science as Member Secretary

Yours faithfully

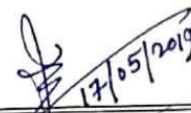

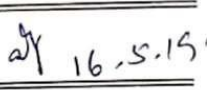
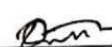



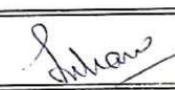

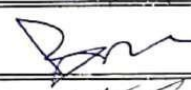
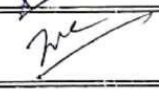

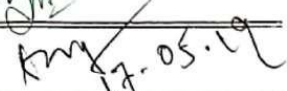
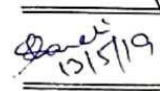

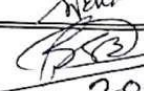

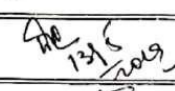
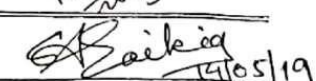

(Dr. Dip Saikia)
Principal & Secretary
Digboi College, Digboi
Principal & Secretary
Digboi College, Digboi

DIGBOI COLLEGE CBCS BOARD

Dig./Col./CBCS/2019/01

List of HOD's/ Seniormost Teachers of Digboi College.

Date: 11/05/2019

<u>Sl. No.</u>	<u>Name</u>	<u>Departments</u>	<u>Signature</u>
1	Dr. Jiban Changmai	Mathematics	 17/05/2019
2	Sri P. C. Das	Commerce	
3	Mrs. Aparajita Gogoi	Zoology	 16.5.19
4	Mrs. J. Dutta	Chemistry	
5	Dr. Mrinal Kr. Gogoi	Assamese	
6	Mr. M. M. Gogoi	Economics	
7	Dr. R. Patowari	Physics	
8	Mr. P. K. Khound	Electronics	
9	Mrs. J. S. Phukan	Botany	
10	Sri D.C. Sedai	Nepali	
11	Mr. B. R. Narzary	Philosophy	
12	Sri Janardan Borah	Pol. Science	
13	Sri P.P. Singha	Comp. Science	
14	Dr. (Miss) A. Neog	History	 17.05.19
15	Dr. Pabitra Bharali	English	 15/5/19
16	Dr. (Mrs.) S. Saikia	Geography	
17	Dr. P.K. Bharati	Hindi	 20.05.19
18	Sri Pradip Dutta	Education	
19	Sri D. Mondal	Bengali	 13/5/2019
20	Mrs. S. Hazarika Saikia	Rural Dev.	 14/05/19



● DBT Star College ● Community College ● Finishing School

DIGBOI COLLEGE PROSPECTUS

AFFILIATED TO DIBRUGARH UNIVERSITY
Re-Accredited by NAAC with Grade 'B'



2019-20

www.digboicollege.edu.in
www.digboicollege.com

3. COURSES OF STUDY:

A. REGULAR COURSES:

i. Higher Secondary (HS) Course in Arts, Science and Commerce

B. Duration : Two Years

C. Eligibility: Pass in HSLC or equivalent examinations recognised by AHSEC

D. Number of seats available & Minimum eligibility criteria for admission:

Stream	No of seats	Minimum requirement of marks	
		General	Reserved category
Arts	150	40% in aggregate	35% in aggregate
Science	80	50% in aggregate and 45% in Mathematics	45% in aggregate and 40% in Mathematics
Commerce	90	45% in aggregate	40% in aggregate

E. Combination of subjects

Higher Secondary (Arts)		
Compulsory subjects	Elective subjects	
English	Group-1:	Economics
MIL(Assamese/ Hindi/ Bengali/ Nepali) or Alternative English	Group-2:	Political science/ Mathematics
	Group-3:	Education
	Group-4:	Logic & philosophy / History/ Computer Sc & Application
	Group-5:	Geography / Adv. Languages (Adv. Assamese/ Adv. Bengali)
Environmental Education (only for HS 1 st year)	NB. Student has to take three subjects from any above three groups. He/she may select a 4 th elective from the other 2 groups.	
Higher Secondary (Science)		
English	Physics	
MIL (Assamese/ Hindi/ Bengali/ Nepali) or Alternative English	Chemistry	
	Mathematics	
Environmental Education (only for HS 1 st year)	Biology / Computer Science & Application	
Higher Secondary (Commerce)		
English	Accountancy	
MIL (Assamese/ Hindi/ Bengali/ Nepali) or Alternative English	Business studies	
	Economics	
Environmental Education (only for HS 1 st year)	Mathematics	

F. Attendance for HS students:

- Every student is required to attend all classes (lectures/tutorials/practicals).
- **A student must have 80% attendance to be eligible as a regular candidate to appear in the H.S. examination.**
- A student who attends within the range of 70% to less than 80% of the classes shall however be allowed to appear in the examination as **NON COLLEGIATE CANDIDATE** on payment of a prescribed non-collegiate fee.
- **No candidate shall be allowed to appear in the H.S. examination with attendance below 70% in theory classes.**
- A student must attend all practical classes and perform all practicals as required under the regulations of the AHSEC.

ii. Details of courses in B.A./B.Sc/B.Com (Honors) under CBCS:

a) Duration: Three Years (Six Semesters)

b) Minimum eligibility criteria for admission into First Semester:

Stream	Qualifying Marks	Please note:
	Major Course	
B.A.	45% aggregate marks in HS or equivalent (10+2) in any discipline recognised by DU	Selection to Honours Programme shall be determined by the concerned dept. on the basis of performance in HS and screening test
B.Sc.	50% aggregate marks + marks in concerned subjects in HS or equivalent (10+2) in Science Stream recognised by DU	
B.Com.	45% aggregate marks in HS or equivalent (10+2) in any discipline recognised by DU	

c) Availability of seats:

Stream	No of seats Stream wise	Programme/Course	No. of seats course wise	
			Honours	Generic Elective
B.A.	275	Assamese	40	-
		Economics	30	50
		Education	50	-
		English	40	-
		Hindi	20	-
		Philosophy	40	40
		Pol. Science	50	60
		Mathematics	05	10
		History	-	50
		Geography	-	40
		Rural Development	-	40
		Computer Application		40
		Bengali	-	05
B.Sc.	150	Botany	25	25
		Chemistry	25	25
		Economics	10	10
		Electronics	15	-
		Mathematics	25	25
		Physics	25	25
		Zoology	25	25
		Computer Science	-	25
B.Com.	100	B.Com Honours	100	-

NB: Reservation of seat will be done as per standing Govt. Directives.

d) Course Structure in B.A./B.Sc/B.Com (Honours) under CBCS:

Courses		No of Courses (Papers)	Credits	Total Credit
Core Course (C) (Each course has 6 credits)		14	(Theory + Practical) 14 X(4+2)	84
			(Theory + Tutorial) 14 X(5+1)	
Elective Course	Discipline Specific Elective (DSE)	4	(Theory + Practical) 4 X(4+2)	24
			(Theory + Tutorial) 4 X(5+1)	
	Generic Elective (GE)	4	(Theory + Practical) 4 X(4+2)	24
			(Theory + Tutorial) 4 X(5+1)	
Ability Enhancement Compulsory Course (AECC)	Communicative English	1	2	6
	MIL/ Communicative Hindi/ Alternative English	1	2	
	Environmental Science	1	2	
Skill Enhancement Course (SEC)	SEC-I	1	2	4
	SEC-II	1	2	
Total		27		142

e) Semester-wise Distribution of courses in B.Sc./B.A./B.Com (Honours) under CBCS

Semester	Courses (Papers)		Credits	Total Credits
I	Core Course (C)	C1	6	22
		C2	6	
	Generic Elective (GE)	GE-1	6	
	Ability Enhancement Compulsory Course(AECC)	Communicative English	2	
		MIL/ Communicative Hindi/ Alternative English	2	
II	Core Course (C)	C3	6	20
		C4	6	
	Generic Elective (GE)	GE-2	6	
	Ability Enhancement Compulsory Course(AECC)	Environmental Science	2	
III	Core Course (C)	C5	6	26
		C6	6	
		C7	6	
	Generic Elective (GE)	GE-3	6	
	Skill Enhancement Course (SEC)	SEC-I	2	
IV	Core Course (C)	C8	6	26
		C9	6	
		C10	6	
	Generic Elective (GE)	GE-4	6	
	Skill Enhancement Course (SEC)	SEC-II	2	
V	Core Course (C)	C11	6	24

	Discipline Specific Elective (DSE)	C12	6	
		DSE-1	6	
		DSE-2	6	
VI	Core Course (C)	C13	6	24
		C14	6	
	Discipline Specific Elective (DSE)	DSE-3	6	
		DSE-4	6	

f) CHOICES FOR COURSES:

B.A. (Honours):

Core Course choices (any one): Assamese, Economics, Education, English, Hindi, Mathematics, Philosophy, and Political Science

Generic Elective choices (any one): Bengali, Computer Application, Economics, History, Geography, Mathematics, Philosophy, Political Science, Rural Development.

B.Sc. (Honours):

Choices of Core and Generic Elective Courses (any one combination)

Core Course (any one)	Generic Elective (any one)
Botany	Chemistry, Computer Science, Zoology
Chemistry	Botany, Computer Science, Mathematics, Physics, Zoology
Economics	Computer Science, Mathematics, Physics
Electronics	Computer Science, Mathematics, Physics
Mathematics	Chemistry, Computer Science, Economics, Physics
Physics	Chemistry, Computer Science, Mathematics
Zoology	Botany, Chemistry, Computer Science

B.Com. (Honours)

Core Courses (compulsory): Financial Accounting, Business Law

Generic elective (compulsory): Micro Economics

All programmes (B.A./B.Sc./B.Com.):

AECC1 - Communicative English (compulsory)

AECC2 - MIL/Alt. Eng Choices (any one): Assamese, Bengali, Hindi, Nepali, Alt. English.

g) Teaching, Learning, Evaluation and Progression:

- **Counselling for admission:** Applicants are provided pre-admission counselling by the faculties for admission into the various courses and selection of Honours Programme.
- **Selection of Honours Programme:** Admission to Honours Programme are finalised by the respective departments based on an entrance test and other criteria of the concerned departments.
- **University Registration:** i. Newly admitted students have to get registered in the University within one month or as per University academic calendar. ii. No change of course combination and switching between Programmes shall be allowed after University registration.
- **Admission on Transfer:** Admission on transfer from other University is permissible if (i) the student undergoes the same programme; (ii) Course structure and nomenclature of courses are similar; (iii) Transfer is within one month from admission; (iv) All relevant documents are produced.

Attendance:**Minimum mandatory attendance: 80%****• Examination, Evaluation & Progression:****i. Internal Assessment (IA):** 20% marks in each paper comprising –

- Two sessional tests (5% + 5%)
- Seminar, GD, Assignments, Lab works etc. (5%)
- Attendance in class (5%).

NB: i) A student failing to appear in IA is not eligible to appear in end-semester examinations.

ii) There is no provision for repeat/betterment in IA.

ii. End Semester Examination: 80% marks in each paper.**iii. Betterment Examination:**

- A student may opt for betterment examination in two theory courses of any semester after passing the Sixth Semester examination only once within one year of passing the Sixth Semester examination.
- No betterment is allowed in the practical examinations.
- Any difficulty issue of betterment examination shall be resolved by the Examination Committee of the Dibrugarh University.

iv. Progression:

- Minimum required marks to clear a course: 40%
- Minimum 'P' Grade in 10 point scale in both in-sem and end-sem examinations.
- A candidate shall be declared as pass in a semester/programme if he/she secures at least 'P' Grade in 10 Point Scale in all the courses.
- A Candidate shall be provisionally promoted to next semester up to Sixth Semester if he/she fails or does not appear in any course(s).
- A student must pass all semesters within six years from the date of admission to 1st semester.
- Degree is awarded provided the candidate passes all courses separately.

v. Results:**a) Grading System:**

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	5 (Marks securing 40%-50%)
F	Fail	0 (Marks securing below 40%)
Abs	Absent/ Incomplete	0

b) Transcript: Consolidated transcript specifying grade points, SGPA, CGPA and course details shall be issued by university on payment of required fee.

c) Credit Transfer: Inter-institutional transfer of credit shall be as per DU & UGC guidelines.

B. SELF- FINANCED REGULAR COURSES:

i. Master of Science in Physics (M.Sc. Physics):

Regular M.Sc. in Physics under Dibrugarh University has been running in the college since 2016.

- ✓ **Duration of the course:** Two Years (4 Semesters)
- ✓ **Specialization offered:** **Condensed Matter Physics and Electronics**
- ✓ **Number of seats:** 15. (13 admitted on merit basis & as per standing reservation policy; 2 under endowment scheme)
- ✓ **Eligibility:** B.Sc. with major in physics securing at least 55% marks or equivalent grade point from a recognized University.
- ✓ **Issue of application form and admission:** 4th week of July, 2019
- ✓ **Commencement of Classes:** 3rd week of August, 2019
- ✓ **Facilities available for the students admitted in the course :**
 - Experienced and qualified faculty actively involved in research work
 - Well-equipped laboratory.
 - Apart from the central library the students have a well stocked and functional departmental library.
 - Separate Hostel facilities for boys and girls inside the college campus.
 - Guest Lectures arranged for students.
 - Exposure given to students through participation in workshops/conferences.

For details, contact Dept. of Physics.

ii. Post-Graduate Diploma in Computer Applications (PGDCA)

Digboi College offers Post Graduate Diploma in Computer Applications (PGDCA) course in regular mode under Dibrugarh university .This is designed for graduate students who are interested in computer applications. This program allows students to seek professional knowledge in computer applications. This program provides specialisation in computer science with technical, professional and communications skills. It also trains students to become future IT professionals. It provides the aspirants a sound understanding of basic computer applications in business covering key programming languages, data base management, systems analysis, computer software development in specific applications such as studies, financial management and long range planning.

After the successful completion of this program, one can work as: Software Engineer, Computer Programmer & Analyst, Interface Engineer, Web Developer, Project Manager, Information Security Analyst, IT Consultant, Computer Teacher, Computer Operator etc.

- ✓ **Duration of the course:** 1 year (two semesters)
- ✓ **Eligibility:** i. Bachelor Degree with 40% from any recognised University.
- ✓ **No. of seats:** 20.
- ✓ **Issue of prospectus and forms:** 15 July 2019

iii. Diploma in Computer Applications (DCA)

The college is going to introduce a Diploma Course in Computer Application (DCA) in regular mode from the session 2019-20.

- ✓ **Duration of the course:** 6 months (1 semester)
- ✓ **Eligibility:** B.A/B.Sc/B.Com 1st/2nd Semester students.
- ✓ **Issue of forms:** 05/08/2019

For details for PGDCA and DCA, contact Dept. of Computer Science.

C. UGC SPONSORED CAREER ORIENTED COURSES:

i. Rationale and objectives:

- a) To equip students with knowledge of contemporary relevance;
- b) To provide skills, knowledge and environment to students to develop scientific temper, imbibe social sensitivity and shape careers for betterment of the self and the society.

ii. Courses:

a. Diploma course in Wildlife Conservation Biology:

- ✓ Duration : Two semesters (1 year)
- ✓ Eligibility : Bachelor Degree/Students perusing B.Sc. 5th/6th semester.
- ✓ No. of seats: 30

For details, contact: Mr. R. R. Tariang, Asst. Professor, Dept of Zoology

b. Certificate course in Communication Skill:

- ✓ Duration : One semester (6 month)
- ✓ Eligibility : Students perusing B.A./ B.Sc./B.Com courses
- ✓ No. of seats: 30

For details, contact: Dr. (Mrs) C. Chetia, Asst. Professor, Dept. of English

c. Certificate course on Human Right Education:

- ✓ Duration : One semester (6 month)
- ✓ Eligibility: open to all
- ✓ No. of seats: 70

For details, contact: Dr. A. C. Dutta, Head of Dept. of Political Science

N.B: Information about admission into all these courses is notified in the college notice board. The courses are covered in tandem with the conventional university curriculum.

D. COURSE UNDER UGC COMMUNITY COLLEGE SCHEME:

Digboi College is going to introduce the UGC Sponsored Community College scheme from the year 2017-18, for better employable opportunities under the guidance of NSDC with proper NSQF levels by offering the following Course:

- Title of the course : Diploma course in Computer Hardware and Networking
- Duration : 1 ½ year
- Eligibility : Passed higher secondary examinations or any other equivalent course or National skill qualification Frame work level 3 qualified.
- Age : No age bar for entry into the course.
- Intake Capacity : 50

Admission will be done strictly in order of merit and reservation to SC, ST, OBC and PWD categories will be available as per UGC guidelines.

The college also offers one thousand rupees per month as scholarship to all enrolled students under the scheme.

The main objective this UGC Sponsored Community College scheme is:

- to make higher education relevant to the learner and the community;
- to integrate relevant skills into the higher education system;

- to provide skill based education to students currently pursuing higher education but actually interested in entering the workforce at the earliest opportunity;
- to provide employable and certifiable skills with necessary general education to Senior Secondary School pass-outs not willing to join existing higher education system;
- to provide for up-gradation and certification of traditional / acquired skills of the learners irrespective of their age;
- to provide opportunities for community-based life-long learning by offering courses of general interest to the community for personal development and interest;
- to provide opportunity to move to higher education in future

E. COURSE UNDER RUSA FINISHING SCHOOL:

The programme of 'Finishing School' under Equity Initiative scheme of RUSA has been started from 2017-18 session. Under this programme Degree pass-outs and students undergoing 5th and 6th semesters of degree courses are given intensive coaching on soft skills and personality developments in order to prepare them for various career prospects.

F. COURSES UNDER DISTANCE EDUCATION STUDY CENTRE:

i. Krishna Kanta Handiqui State Open University (KKHSOU):

a. UG Programmes:

- ✓ **Bachelor of Arts (BA)** programmes in semester system.

b. PG Programmes:

- ✓ **MA in Assamese,**
- ✓ **MA in Education,**
- ✓ **MA in English,**
- ✓ **MA in Political Science.**

c. Diploma Programmes:

- ✓ **Diploma in Elementary Education (D. El. Ed).**
- ✓

For details, Contact: Dr. J. Borah, HoD., Pol. Science/ Mr. Poban Gogoi, Asst. Prof. of Education

ii. Dibrugarh University Distance Education Study Centre:

a. UG Programmes:

- ✓ **Bachelor of Arts (BA):**
 - Compulsory subjects: English, MIL (Assamese/Alternative English)
 - Optional Subjects: (any 2): Political Science, Economics and Education
- ✓ **Bachelor of Commerce (B. Com)**

b. PG Programmes:

- ✓ **MA in Assamese,**
- ✓ **MA in Economics,**
- ✓ **MA in Education,**
- ✓ **MA in English,**
- ✓ **MA in Political Science &**
- ✓ **M.A./M.Sc in Mathematics.**

c. PG Diploma programme:

- ✓ **Post Graduate Diploma in Journalism and Mass Communication (PGDJMC)**

For details, contact: Mr. Dipesh Mondal, HoD of Bengali

4. ADMISSION PROCEDURE:

- An applicant for admission is required to submit his/her application online on or before the last date as notified in the college website (www.digboicollege.edu.in) or NOTICE BOARD. The applicant has to pay an application fee of Rs 300.00 (Rupees three hundred only).
- Admission will be made according to the norms laid down by the Admission Committees on the basis of merit and availability of seats. Principal in consultation with the concerned admission committee shall take the final decision on admission.
- Provisional selection list will be notified in the college website and NOTICE BOARD on date as advertised.

5. Documents required for admission:

a) Original and photocopy of the following must be produced during the time of admission:

- i. Pass certificate and character certificate from the institution last attended.
- ii. Age proof certificate
- iii. Mark sheets of last examination passed
- iv. Three (3) copies of Passport size photograph duly signed by the student
- v. Migration certificate or Transfer certificate if necessary.
- vi. Caste certificate, if any*
- vii. Gap period certificate, if necessary.

b) Two self-addressed and stamped envelopes should be submitted during the time of admission.

N.B.:

- i. All students who qualify for admission are supposed to be accompanied by their parent / guardian on the day of Admission.
- ii. The selected candidates will have to produce all relevant documents in original at the time of admission.
- iii. OBC students (Degree level) belonging to non creamy layer should submit non creamy layer certificate from competent authority to avail the stipendiary benefit if otherwise entitled.

6. Admission Fee (Annual) Statement for the financial year 2019-20

Admission fees shall be as per Govt. of Assam directives:

Class	Fee (in Rs)
H.S. 1 st Year Arts / Commerce (Boy Student)	6215/-
H.S. 1 st Year Arts / Commerce (Girl Students)	5615/-
H. S. 1 st Year Science (Boy Student)	7035/-
H. S. 1 st Year Science (Girl Student)	6315/-
TDC 1 st + 2 nd * Semester Arts / Commerce (Non-Honours)	6485/-
TDC 1 st + 2 nd * Semester Arts / Commerce (Honours)	6605/-
TDC 1 st + 2 nd * Semester Science (Non-Honours)	7305/-
TDC 1 st + 2 nd * Semester Science (Honours)	7485/-

Practical fee (Geography only):

(For H.S. 1st Yr / H.S. 2nd Yr/ Students having Geography will have to pay Lab. Fee: Rs.600/-)

TDC 3rd + 4th* Semester / 5th + 6th* Semester Students having Geography will have to pay Lab. Fee: Rs.600/-

Eligibility fee: Migrated students (Non SEBA /Non AHSEC) have to pay Rs.600/- additionally.

7. College Codes specifying Uniform and ID cards:

A. College Uniform for HS & Degree students:

1. Uniform for Girls:

- *Muga* or *muga* coloured *Mekhela*, white *Chadar* with sky blue border and white blouse, black pump shoes, or,
- white *saree* with sky blue border and white blouse & black pump shoes, or, sky blue *kameez*, white *salwar*, white *dopatta*, black pump shoes (leggings not allowed).

2. Uniform for boys:

Black formal pants, white shirt (black belt, if used), Black shoes.

3. Additional uniform for winter season:

For Girls: Black cardigan/ Black woollen blouse

For Boys: Black sweater (V-neck)

4. Dress for PG (MSC in Physics) students :

For Boys:

White shirt with thin deep blue stripes, Black pant, Black shoes,

For winter season: Black sweater.

For Girls:

white *salwar-kammez*, blue *bandhoni dupatta* with white spots, black pump shoe,

For winter season: Black cardigan/sweater

NB:

- Wearing of college uniform with ID card properly displayed during the session is mandatory for each student.
- Uniform made of jeans are not allowed.

B. Identity Card:

Every student is issued an Identity Card valid for one year only. In case of loss, a duplicate identity card is issued based on application and payment of Rs. 100.00 .

No student will be allowed to enter within the college campus without his/ her identity card properly displayed.

8. GENERAL RULES FOR MAINTAINING DISCIPLINE

1. Students must maintain a standard of discipline. Breach of discipline may lead to expulsion /rustication from the college.
2. Students must abide by the rules and regulations prescribed by the college authority. Violation of rules, irregular attendance, discourtesy to the teachers and non teaching staff members, use of filthy and obscene language, wilful damage of institutional property will attract proper disciplinary action.
3. **RAGGING in any form in hostels and in the college campus is strictly prohibited.** Proper disciplinary action will be taken against the wrongdoer. Every student will be required to sign an undertaking that the student will desist from indulging in ragging.
4. Use of cell phone is strictly prohibited within the college campus & its violation attracts a fine of Rs. 1000/- (Rupees One thousand) only.
5. Students should maintain a neat appearance with formal haircuts, without earrings and other objectionable items.
6. All powers for maintenance of discipline are vested with the Head of the Institution and his decision shall be final in all such matters.

9. RULES AND REGULATIONS OF DIGBOI COLLEGE LIBRARY

I. Working hours:

- ✓ Reading room : 9.00 AM to 4.00 PM (Monday to Saturday)
- ✓ Issue Counter: 9.00 AM to 3.00 PM (Monday to Saturday)

II. General Rules:

- a. All users must adhere to the rules and regulations of the library.
- b. Bonafide students and teachers and other guests permitted by authority/librarian can enter the library;
- c. Every visitor shall sign the gate register in token of his acceptance to adhere to the rules of the library.
- d. Personal belongings except purses or notebooks are to be deposited at the property counter.
- e. Silence must be maintained within the library premises.**
- f. Disciplinary action can be taken against visitor of uncivil behaviour and those who damage books and other property of the library.
- g. Each member is provided with a membership identity card.
- h. Each member has to present his membership card before issue of book.
- i. In case of loss of readers' card, a duplicate card is issued after being satisfied with the explanation of the borrower and payment of Rs. 10.00 (Ten) along with an indemnity bond. In such cases the librarian may suspend the reader's membership upto 3 months.
- j. A book is generally issued to a student for 7 days & can be renewed for other 7 days. A fine of Rs. 1.00 per day is payable for delay in return.
- k. Book lost, torn, defaced, marked or damaged in any way shall have to be replaced by the borrowers.
- l. Books issued can be recalled at any time, if necessary.
- m. The members shall not sub lend the books issued from the library.
- n. References books, rare books, unbound periodicals may not be issued generally except with the written permission of the librarian.

N.B: Honours students can borrow books from Library on any working day after 2 PM

10. RULES AND REGULATIONS OF HOSTEL

- 1) Boarders must keep the hostel premises clean and tidy.
- 2) No meeting / functions can be organized in the hostel without the prior permission from the Warden.
- 3) Boarders must seek permission from the Warden if they want to go out of hostel for any important purpose.
- 4) Boarders are allowed to go out of the hostel only once in a day.
- 5) Boarders should switch off light and fan whenever they are not in room.
- 6) Boarders should follow proper dress code in and outside the hostel.
- 7) In case of any grievance/ dispute, boarders should immediately inform the hostel monitor/ Warden and refrain from taking any action personally.
- 8) Boarders can use computers only for academic purpose with due permission from the Warden.
- 9) Boarders of girls' hostel are not allowed to go to their home without the accompaniment of their legal/ local guardian.
- 10) Boarders must keep hostel clean, take care of hostel property and its biodiversity.
- 11)
 - a) Study Hours : 6 PM to 9 PM
 - b) Visiting Hours (for guardians) : 3 PM to 5 PM
 - c) Time for use of Cell Phones : 8 AM to 8.30 AM & 3.30 PM to 4.30 PM
 - d) Outing time (only on Sundays) : 10.00 AM to 3.00 PM.