

**GOLAGHAT COMMERCE COLLEGE (AUTONOMOUS) EXAMINATIONS REGULATIONS [GCC(A). Exam. Reg.] RELATING TO UNDERGRADUATE EXAMINATIONS UNDER CURRICULUM AND CREDIT FRAMEWORK FOR UNDERGRADUATE PROGRAMMES (CCFUP) AS PER NATIONAL EDUCATION POLICY (NEP) 2020**

**GCC(A). Exam. Reg. (CCFUP)1:**

These Regulations shall come into force from the academic year 2024-25.

**GCC(A). Exam. Reg. (CCFUP)2:**

Henceforth, there shall be Undergraduate Degree Programmes of either 3 or 4- year duration, with multiple entry and exit points and re-entry options, with appropriate certifications such as:

- a UG Certificate after successful completion of 1-year (2 Semesters) of study in the chosen fields of study,
- a UG Diploma after successful completion of 2-year (4 Semesters) of study,
- a Bachelor's Degree after successful completion of 3-year (6 Semesters) programme of study,
- a Bachelor's Degree (Honours) after successful completion of 4-year (8 Semesters) programme of study.

If the students complete a rigorous research project/ dissertation in their major area(s) of study in the 4th year of a bachelor's degree then a Bachelor's Degree (Honours with Research) will be awarded.

The Four-Year Undergraduate Programme (FYUGP) will be as per the UGC **Curriculum and Credit Framework for Undergraduate Programmes (2022)** and the **National Higher Education Qualification Framework (NHEQF) -2023** as given below (Table 1). A student pursuing FYUGP has to complete the entire programme within a period of seven years including the multiple entry and exit if any.

After exit at any specified level, a student can re-enter within a period of maximum 3 years, subject to availability of seats at that level and fulfillment of prerequisites set by the respective Academic Departments. But s/he will have to complete the programme within a period of seven years counted from the date of his/her enrollment in the 1<sup>st</sup> Semester.

**Table 1**

<b>Type of qualifications</b>	<b>Qualification titles/nomenclature with programme duration</b>
Undergraduate Certificate	<p><b>Undergraduate Certificate (Field of study/discipline).</b>  <b>Programme duration:</b> First year (first two semesters) of the undergraduate programme during which students have secured 40 credits, followed by an exit 4-credit work based on vocational course during the summer term. These students are allowed to re-enter the degree programme within three years and complete the degree programme within the stipulated maximum period of seven years counted from his/her entry into the programme in the 1<sup>st</sup> Semester.</p>
Undergraduate Diploma	<p><b>Undergraduate Diploma (Field of study/discipline).</b>  <b>Programme duration:</b> First two years (first four semesters) of the undergraduate programme during which students have secured 80 credits followed by an exit 4-credit vocational course during the summer term. These students are allowed to re-enter the degree programme within three years and complete the degree programme within the stipulated maximum period of seven years counted from his/her entry into the programme in the 1<sup>st</sup> Semester.</p>
3-year UG Degree	<p><b>Programme duration:</b> Three years (six semesters). Students desirous of undergoing a 3-year UG programme will be awarded UG Degree in the major discipline after successful completion of 3 years, securing 120 credits.</p>
4-year UG-Degree (Honours)	<p><b>Programme duration:</b> Four years (eight semesters). A four-year UG Honours degree in the major discipline will be awarded to those who complete a four-year degree programme with 160 credits.</p>
4-year UG-Degree (Honours with Research)	<p><b>Programme duration:</b> Four years (eight semesters). Students who secure 75% marks and above in the first six semesters and wish to undertake research at the undergraduate level can choose a research stream in the fourth year. They should do a research project or dissertation under the guidance of a faculty member of the College. The research project/dissertation will be in the major discipline. The students who secure 160 credits, including 12 credits (4 credits from a Research Methodology course and 8 credits from a research project/dissertation), will be awarded UG Degree (Honours with Research).</p>

**Qualification Levels and Equivalence:** Qualification levels representing sequential stages in terms of learning outcomes against the typical qualifications are defined in the UGC NHEQF which is

enumerated as given below (Table 2)

**Table 2**

<b>NHEQF Levels</b>	<b>Example of higher education qualifications located within each level</b>
Level 4.5	<b>Undergraduate Certificate.</b> Programme duration: First year (first two semesters) of the undergraduate programme, followed by an exit 4-credit work based vocational course during the summer term.
Level 5	<b>Undergraduate Diploma.</b> Programme duration: First two years (first four semesters) of the undergraduate programme, followed by an exit 4-credit work based vocational course or internship/apprenticeship during the summer term
Level 5.5	<b>Bachelor’s Degree.</b> Programme duration: First three years (Six semesters) of the four-year undergraduate programme
Level 6	<b>Bachelor’s Degree (Honours/ Honours with Research).</b> Programme duration: Four years (eight semesters).

**GCC(A). Exam. Reg. (CCFUP)3:**

**Definitions:**

In these regulations, the following definitions have been incorporated:

“**Department**” means an Academic Department of the college.

“**Programme**” means the whole learning experience or combination of courses pursued for a Certificate, Diploma or a Degree.

“**Under Graduate Programme of Study**” i.e., “UG Programme” means either 3 or 4-year programme of study divided into six/eight semesters, each of six months duration, to be pursued after successful completion of 10+2 examination from any recognised Council/Board with multiple entry and exit points and re- entry options, with appropriate certifications.

“**Academic Year**” means a year from July to June, i.e., the period commencing from 1st day of July of a year and ending on 30th June of the following year. “**Academic Session**” means the actual tenure of the programme i.e., the period commencing from the 1<sup>st</sup> day of July of the 1<sup>st</sup> Academic Year and ending on 30<sup>th</sup> June of the final Academic Year. [e.g., the Academic Session 2024-2027 of 3- Year Degree Programme means the period commencing from the 1<sup>st</sup> day of July, 2024 and ending on 30<sup>th</sup> June, 2027. Similarly, the Academic Session 2024-2028 of 4-Year Honours Programme means the period commencing from the 1<sup>st</sup> day of July, 2024 and ending on 30<sup>th</sup> June, 2028.]

**The word “Semester” is used to mean** a half yearly term of studies comprising 90 working days including examination, vacation and semester break. There will be a minimum 15 weeks of 6-day week (i.e. 90 working days) of teaching-learning in each semester.

A “**Summer Term**” is for 8 weeks. Internship/ apprenticeship/work-based vocational education and training can be carried out during the summer term, especially by students

who wish to exit after two semesters or four semesters of study.

“**In-Semester**” refers to the continuous evaluation within the half-yearly term.

“**End-Semester**” refers to the terminal processes of examinations and evaluations at the end but within the half-yearly term.

“**Grade Point**” means a numeric value from 4 to 10 based on percentage of marks obtained in a course as envisaged in **GCC(A). Exam. Reg. (CCFUP)16.1.2**

“**Course**” means an independent part/unit/module/paper of a subject (i.e., a particular independent knowledge domain of a subject) in a formal programme with specified number of credits and is examined separately.

“**Credit**”, a numeric value, is the unit by which the weight of a course is measured. One Credit is equivalent to one hour of teaching (Theoretical or Tutorial) or two hours of Practical work/Field work per week in a semester.

Sl. No	Components	Number of hours per week	Number of hours per semester	Credit
1	Lecture	1 Hour	15 Hours	1
2	Tutorial	1 Hour	15 Hours	1
3	Laboratory Work, Seminar/Group Discussion	2 Hours	30 Hours	1
4	Experiential Learning, Internship, Community Engagement and services, Field visit/Industrial visit, Studio Activities, Field practices/projects etc.	3 Hours	45 Hours	1

“**Credit Point**” is the product of “Credit” and “Grade Point” of a particular course. “**Letter Grade**” is an index of the performance of students in a said Programme. Letter Grades are allotted by letters O, A+, A, B+, B, C, P, F and Ab.

“**Semester Grade Point Average (SGPA)**” means a measure of performance of a student in a semester. It is the ratio as expressed in **GCC(A). Exam. Reg (CCFUP) 16.1.3 (i)**. It shall be computed and expressed up to two decimal places. SGPA will be calculated on the basis of all courses pursued by a candidate of the relevant Semester.

“**Cumulative Grade Point Average (CGPA)**” means a measure of cumulative performance of students over each & all the semesters and shall be computed based on the SGPAs in all semesters after joining the programme of study. It is the ratio as expressed in **GCC(A). Exam. Reg (CCFUP) 16.1.3 (ii)**. It shall be computed and expressed up to two decimal places.

“**Grade Card**” means a credential issued to each candidate generally containing course type, subject, course code, course title, grade point, credit, credit points, letter grade and credit retained year along with SGPA & CGPA.

“**Enroll**” means enrollment of a student for appearing at Semester-end Examination.

“**MIL**” stands for Modern Indian Language.

#### **GCC(A). Exam. Reg. (CCFUP) 4:**

Candidates, admitted to Three/Four Year Under Graduate Programmes, shall have to opt for the Subject(s)/Courses/Group of Courses as prescribed by the appropriate authorities of the College from time to time. The present **Programme Structures** are as follows:

**4.1 Major Subject:** Major subject is the subject of main focus and the degree will be awarded in that subject. Students should earn the prescribed number of credits (about 50% of total credits) through core courses in the major discipline.

**4.2 Minor Subject:** Students who take a sufficient number of courses in a discipline or an interdisciplinary area of study other than the chosen major will qualify for a minor in that Discipline. The Minor Discipline can be considered as Double Major discipline on accumulation of extra credits in this Course. In case of a Double Major selection by a student, the Minor Course will be considered as the 2<sup>nd</sup> Major. After the end of the 2<sup>nd</sup> Semester; i.e., from the 3<sup>rd</sup> Semester onwards, the student opting for Double Major option shall have to take increased credits in the option selected.

**4.3 Multi- Disciplinary Generic Elective Courses:** All UG students are required to undergo 3 introductory level courses relating to any of the broad disciplines. These courses are intended to broaden the intellectual experiences and form part of liberal arts, Commerce and science education. *However, students shall not be allowed to choose or repeat any of these courses already undergone at the Higher Secondary level (12<sup>th</sup> class) and the discipline which he/she has chosen as Major.* Introductory Courses on Social Sciences to be chosen from a basket of courses offered by various departments such as Economics, Education, History, Geography, and Political Science. GEC will also be offered by various departments of Commerce. Introductory Courses on Humanities to be chosen from a basket of courses offered by Departments of Assamese and Hindi.

#### **4.4 Ability Enhancement Courses:**

4.4.1 **Language MIL (Assamese, Hindi and Karbi):** Students are required to achieve competency in the use of a MIL.

4.4.2 **Language and Communication Skills (English):** Students are required to achieve competency in the use of English language with special emphasis on language and Communication Skills. Department of English shall offer this course.

4.5 **Value-Added Course (VAC):** The College offers **Understanding India** and **Environmental Education** as VAC in the 1<sup>st</sup> and 2<sup>nd</sup> Semester respectively. The **Understanding India** course aims at enabling the students to acquire and demonstrate the knowledge and understanding of contemporary India with its historical perspective, the basic framework of the goals and policies of national development, and the constitutional obligations with special emphasis on constitutional values and fundamental rights and duties. The course would also focus on developing an understanding among student-teachers of the Indian knowledge systems, Indian education system and the roles and obligations of teachers to the nation in general and to the community/society, specifically. The course **Environmental Education** seeks to equip students with the ability to apply the acquired knowledge, skills, attitudes, and values required to take appropriate actions for mitigating the effects of environmental degradation, climate change and pollution, effective waste management, conservation of biological diversity, management of biological resources, forest and wildlife conservation, and sustainable development and living. In the 3<sup>rd</sup> Semester, the College offers Digital Fluency/Mathematical ability as VAC. The course **Digital Fluency** would be offered by the Department of Computer Science. The

course aims at equipping the students with the theory and practice of digital education thereby honing their digital fluency which is absolutely necessary for sustaining in a world of digital revolution. **Mathematical ability** would be offered by the Department of Mathematics and Statistics. The course would focus on the methodology used to analyze quantitative information to make decisions, judgments, and predictions, including defining a problem by means of numerical or geometrical representations of real-world phenomena, determining how to solve it, deducing inferences, formulating alternatives, and predicting cause and effect relationships. The goal is to ensure that students achieve a level of proficiency in using and analyzing quantitative information.

- 4.6 **Skill Enhancement Courses:** These courses are aimed at imparting practical skills, hands on training, soft skills etc. to enhance the employability of the students. Various academic departments of the College offer these courses.
- 4.7 **Community engagement (NSS/Adult Education/Student mentoring/NGO/Govt. institutions, etc.):** The curricular component of ‘community engagement and service’ seeks to expose students to the socio-economic issues in society so that the theoretical learning can be supplemented by actual life experiences to generate solutions to real-life problems. This component will include participation in activities related to National Service Scheme (NSS), National Cadet Corps (NCC), adult education/literacy initiatives and mentoring school students and other community works.
- 4.8 **Internship:** Students will be provided with opportunities for internships with local industry, businesses, artists, crafts persons, etc. so that they may actively engage with the practical side of their learning and, as a by-product, further improve their employability.
- 4.9 **Research Project/Dissertation:** Students choosing a 4-Year Bachelor’s Degree (Honours with Research) are required to take up research projects/dissertation at the beginning of 7<sup>th</sup> semester under the guidance of a faculty member. The students are expected to complete the Research Project/Dissertation in the eighth semester. The research outcomes of their project work/dissertation may be published in peer-reviewed journals or may be presented in conferences /seminars.

**Modality:**

- Students who secure CGPA 7.5 and above at semester six and wish to undertake research at the undergraduate level can choose a research stream in the fourth year. They are required to do a research project or dissertation under the guidance of a faculty member of the College. The research project/dissertation will be in the major discipline. The students who secure 160 credits, including 12 credits (4 credits from Research Methodology + 8 credits from a research project/dissertation), are awarded UG Degree (Honours with Research).
- **Infrastructure Requirement:** The Departments offering a 4-year UG Degree (Honours with Research) must have the required infrastructure such as the library, access to journals, computer lab and software, laboratory facilities to carry out experimental research work, and at least two permanent faculty members who are recognized as Ph.D. supervisors.

**GCC(A). Exam. Reg. (CCFUP) 5:**

**(a). Examination Schedule**

5.1 Even semester examination will be completed by the third week of June and the odd semester examination will be completed by the third week of December. The exact dates of examinations and related information will be notified by the Controller of Examinations (CoE), GCC(A).

## 5 (b). Course Enrolment

The minimum and maximum credits to be opted by a student for qualifying for an Undergraduate programme shall be as per the Course Structure given as **Annexure I**

**(c). Change in Major:** Students shall be allowed to change the Major at the end of the second semester. In such a case the Minor will be converted as the Major so that the credit earned by the student remains the same. In such a case the earlier Major discipline in the 1<sup>st</sup> and 2<sup>nd</sup> semester will be treated as Minor discipline. *The Departments will create 10% additional seats over and above the sanctioned strength to accommodate the request for a change of major.*

**(d). Change in Minor:** Students shall be allowed to change Minor courses of his/her areas of interest within the broad discipline at the end of the second semester.

## GCC(A). Exam. Reg. (CCFUP) 6:

### (A) Examination Committee

6.1 An Examination Committee with the following composition will be constituted

- a. Principal
- b. Vice-Principal
- c. Controller of Examinations
- d. Deputy Controller of Examinations
- e. Four to six members (nominated by principal)

6.2 The committee will have the following functions

- a. Performance analysis
- b. Dispute resolution and initiating action on matters brought to the notice of the Committee by the Controller of Examinations both before and after the declaration of result
- c. Ensuring conduct of examination following Academic calendar in a time bound manner
- d. To decide on any other examination related matter as and when necessary, depending on the exigency

6.3 The committee may avail the services of domain experts as special invitee as and when required.

### 6. (B) Examination Fee

As notified by the Controller of Examinations

## GCC(A). Exam. Reg. (CCFUP) 7:

### 7. Evaluation

#### 7.1 Evaluation of Theory and Practical Component

7.1.1 For setting of question papers and evaluation each credit will be considered as equivalent of 25

marks. Thus a 4-credit course will be of 100 marks, a 3-credit course will be of 75 marks and a 2-credit course will be of 50 marks.

7.1.2 Performance of students shall be monitored throughout the Semester by adopting Continuous and Comprehensive Evaluation. It will have the following components, both in theory and practical.

- a. **Internal, continuous evaluation (Formative Assessment):** 40% of total marks in a paper
- a.1 50% of the total marks in this category will be allocated for two sessional/midterm tests to be conducted as detailed in Sec.8.1  
*(Example: If internal assessment marks of a course is 40 then marks allotted for two sessional examinations will be  $10+10=20$ )*
- a.2 50% of the rest of the marks (i.e. 20) will be allocated for Class Attendance of the students (5 marks) and any three of the following (i.e.  $3 \times 5=15$ ):
  - i. Class assignment/home assignment/case studies
  - ii. Class test/Unit test
  - iii. Field work
  - iv. Group discussion
  - v. Seminar presentation
  - vi. Participation in class discussion
  - vii. Quiz
  - viii. Viva Test
  - ix. Any other evaluative method as determined by the concerned teacher

**(In case of subjects having practical, a student will be assessed on the basis of 20 marks for Sessional Examination, 5 marks for attendance, 5 marks for any one of the above (i.e. a.2 i-ix), and 10 marks for practical).**

a.3. 5 marks for attendance will be distributed as follows:

- i. Minimum 75%=1
- ii. 76-80%=2
- iii. 81-85%=3
- iv. 86-90%=4
- iv. Above 90%= 5

b. **End Semester Examination:** 60% of total marks in a course.

- 7.2 All the records and evidences of internal assessment will be duly maintained by the respective Departments and made available to the Controller of Examinations as and when asked for.
- 7.3 Examinations, both theory and practical, would be counted separately for the purpose of considering a student as passed or failed.
- 7.4 If a student does not appear in a course (theory or practical) in an examination, the student will be considered as failed in the examination of that course. Any failed course will be called “Arrear”. In case, a student fails in any one or more courses in an end-semester examination s/he can appear in all the courses in which s/he has failed. A student who has completed a semester may be allowed to move to the next semester irrespective of the number of courses in which s/he failed, upto the 8<sup>th</sup> semester.
- 7.5 A student must pass all her/his semester examinations, including “Arrear” and “Betterment” chances within seven years from the date of admission to the First Semester in FYUGP. In this context seven years means seven academic years from the date of admission in the first semester. If any student fails to do so, s/he will have to take fresh admission in the first semester.
- 7.6 A student who could not appear or failed in any semester examination may also be allowed to clear the same in the next available equivalent semester examination.

#### **7.7 Number of attempts and arrear papers**

- 7.7.1 A student must obtain passing grades in all the prescribed courses individually.
- 7.7.2 A student who has completed a semester may be allowed to move to the next semester irrespective of the number of courses in which s/he failed, upto the 8<sup>th</sup> semester.
- 7.7.3 In any semester a student will be allowed to appear for arrear in any number of courses.
- 7.7.4 The students may appear for arrear courses during the next available equivalent semester examination.
- 7.7.5 The entire FYUGP can be completed by a student within a period of maximum seven years.

#### **7.8 Betterment Examination**

A student may appear for Betterment Examinations during the next available equivalent examination. He/she will be given only one chance for betterment in any two of the theory courses of his/her choice. In this case, the higher marks secured by the student shall be retained. No betterment shall be allowed in the practical/project/dissertation/internship examinations.

### **GCC(A). Exam. Reg. (CCFUP) 8**

#### **8. Procedure for Internal Evaluation**

##### **8.1 Sessional Examination**

- i. There will be two sessional examinations having 10 marks each (total 20 marks). Each sessional examination will be of an hour duration to be conducted by the concerned teacher of each course. The setting of question paper, invigilation duty, evaluation of answer scripts for each paper will be done

- by the concerned teacher(s). However, in case of any question papers common to all students, invigilation duty will be allotted to additional teachers by the Examination Committee.
- ii. The students shall write their answers in the sessional examinations in proper “additional answer scripts” of GCC(A).
  - iii. After evaluation, the marks shall be displayed in the notice board, answer scripts shall be shown to the students if they so desire and corrections regarding evaluation should be made, if any. After this, the answer scripts shall be collected back from the students.
  - iv. If a student fails to appear in sessional examination for valid reason(s) supported by medical certificate or other authentic documents submitted to the HODs/college authority, then the teacher/Department concerned shall allow the student to appear in a separate examination in a suitable date fixed by the respective teacher/Department before the commencement of the end semester examination.

### **GCC(A). Exam. Reg. (CCFUP) 9:**

#### **9. Procedure for External Evaluation/End Semester Examination**

- 9.1.1 The Controller of Examinations GCC(A) will make necessary arrangements for announcing the date of the end semester examinations and undertaking other necessary procedures.
- 9.1.2 Each course will have 60% of the total marks for external evaluation.
- 9.1.3 The final semester examination shall be of two hours duration if the total mark of a course is 60, shall be of one and half hour duration if the total mark of the course is 45 and an hour duration if the total mark of the course is 30.
- 9.1.4 The Heads of the Departments shall arrange everything needed for the evaluation and scrutiny of the final examination answer scripts.
- 9.1.5 After evaluation, scrutiny and head examinership, the answer scripts are to be sent to the Controller of Examinations, along with Head examiner’s report, mark foils and scrutiny slips.
- 9.1.6 Internship/community engagement credits will be transferred subject to fulfillment of the following:
  - a. Internship/Apprenticeship carried out with due approval of the College administration. The Research and Development Cell (RDC) will coordinate these activities.
  - b. A report on the activities carried out during the Internship/Apprenticeship.
  - c. A certificate of completion of Internship/apprenticeship from the institution/organization where Internship/Apprenticeship was carried out must be produced.
  - d. A presentation on the work done during Internship/Apprenticeship before a panel of examiners appointed by the Controller of Examinations.

### **Final year Research Project/Dissertation**

- a. Students pursuing FYUGP leading to Bachelor's Degree (Honours with Research) will take up a Research Project or complete a Dissertation of 8 credits under the supervision of a guide. It may be theoretical, experimental or a combination of both. Students will opt for the Course(s) on 'Research Methodology' mandatorily in the 7<sup>th</sup> Semester.
- b. A period of six-month (one Semester) will be allowed for completion of the dissertation/research project and credit will be added in 8<sup>th</sup> Semester. However, a student can effectively avail a duration of one year with allotment of research supervisor and topic at the beginning of the 7<sup>th</sup> Semester facilitating longer duration for data collection/fieldwork/review work etc. Provision of class(es) on dissertation/project work may be made in each week's curricula during which students can complete assigned tasks on his/her research work.
- c. Evaluation of the project work/dissertation will be a rigorous process having Internal (60%) and an External (40%) component as follows:
  - i. **Evaluation of the dissertation by the Internal examiner/research supervisor (60%).**
    - a. Periodic progress review
    - b. Literature survey/review work
    - c. Field work/field survey
    - d. Data collection
    - e. Data analysis
    - f. Any other evaluative method as deemed fit by the supervisor
  - ii. **Evaluation of the dissertation by External examiner (40%)**
    - a. Format of presentation and Presentation skill
    - b. Viva-voce performance
    - c. Quality of the dissertation
    - d. Originality and any innovative contribution
    - e. Significance of research outcomes
    - f. Research publication if any
- d. A student has to score a minimum Grade Point of 6 or more to be eligible for award of the Bachelor's Degree 'Honours with Research'.
- e. If a student is unable to secure the minimum grade point of 6, s/he will be awarded the "Bachelor Degree with Honours".
- f. Prior approval of the Controller of Examinations will be required for appointing the external examiners for which the academic department will submit a panel prior to commencement of examination.
- g. There will be no betterment option in Research Project/Dissertation.

#### **GCC(A). Exam. Reg. (CCFUP) 10:**

##### **10. Attendance:**

75% attendance is the minimum attendance required for a student to sit for end semester examination under the FYUGP. Students with 60-74% of attendance will be considered as Non-collegiate (NC) and

below 60% of attendance will be considered as Dis-collegiate (DC).

Shortfall in attendance may be made up (maximum upto 10%) through additional activities assigned by the respective department through:

- a. Additional assignment
- b. Fieldwork
- c. Any other additional activities as decided by the concerned teacher

#### **GCC(A). Exam. Reg. (CCFUP) 11:**

##### **11. Optimization of duration for conducting examinations**

11.1 End Semester Examinations will be conducted centrally under overall jurisdiction of the Controller of Examinations in the months of May-June for even semesters and in the month of Nov-December for the odd semester. Details of the exam duration will be reflected in the Academic Calendar of the college.

11.2 Entire examination process, both theory and practical, will be completed within one month.

11.3 Practical examination will be conducted prior to the commencement of theory examination to optimize total duration of examination.

11.4 Examination will be held in both morning and evening shift.

#### **GCC(A). Exam. Reg. (CCFUP) 12:**

##### **12. Results and Progression**

12.1. A candidate shall be declared to have passed a Programme, provided she/he secures:

12.1.1 At least 40% of marks or 'P' grade in the 10-point scale combining both in semester and end semester examination performance.

12.1.2 Provided he/ she secures at least 'P' grade in all the Courses separately.

12.1.3 The marks of In-semester examinations obtained by a candidate shall be carried over for declaring results.

12.1.4 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.

12.1.5 A candidate who fails or does not appear in one or more courses of the seventh semester examinations will be provisionally promoted to the eighth semester with the failed course(s) as arrears. If the candidate clears the eighth semester examination before clearing all the courses of the seventh semester, the result of the eighth semester examination of that candidate shall be withheld and his/her results shall be announced only after he/she clears the courses of the previous semester.

12.1.6 A candidate shall be declared to have passed the programme provided he/she has passed all the semesters and in all the courses separately for the concerned programme.

##### **12.1.7 Declaration of Results**

The Controller of Examinations will declare the result within forty-five days from the last date of examination.

The Heads of the Departments have to ensure timely submission of marks to the Controller of Examinations facilitating timely declaration of result.

#### **GCC(A). Exam. Reg. (CCFUP) 13:**

##### **13 Examination Work: Duties/Responsibilities of the Evaluators/Examiners**

13.1 To ensure timely declaration of result, evaluation and assessment at the departments have to be completed by the entrusted faculty within 15 days from the last date of examination so as to submit the final marks to the Controller of Examinations within 45 days of the last date of examination. The Controller of Examinations will have to ensure the distribution of answer scripts for evaluation to the departments immediately after the examination of any course is over so as to provide ample time for the evaluators to evaluate the answer scripts seriously and avoid any hurry.

13.2 Evaluation and timely submission of marks will be considered as an essential duty on the part of a teacher and s/he will be duty bound to complete the evaluation as assigned by the Controller of Examinations.

13.3 There is provision for remuneration to Paper Setters, Moderators, Examiners, Scrutinizers, Head Examiners and supporting staff of the college along with related contingency expenditures.

#### **GCC(A). Exam. Reg. (CCFUP) 14:**

#### **14. Examination Maintenance Mechanism and Automation**

14.1 The Controller of Examinations will be responsible for overall functioning of the examination maintenance mechanism including digital platforms for automation/Samarth/ERP examination module.

14.2 A dedicated digital cell with a nodal officer in the rank of Dy Controller will function under supervision of the Controller of Examinations.

14.3 The Controller of Examinations will be the custodian of all digital records concerning examinations in physical server systems vide GCC(A) Exam. Reg., 2024.

#### **GCC(A). Exam. Reg. (CCFUP) 15:**

#### **15. Provision for Multiple Exit**

**a. Exit 1:** There is a provision of exit after successful completion of 1 year (two semesters). A Certificate will be awarded when a student exits at the end of year 1 (2 semesters). Students who have secured minimum of 40 credits will be awarded a UG certificate (in the field of study/discipline) if, in addition, they complete one work based/skill based vocational course/internship of 4 credits within one year from the completion of 2<sup>nd</sup> semester examination.

**b. Exit 2:** There is a provision of exit after successful completion of 2 years (four semesters). A Diploma will be awarded when a student exits at the end of year 2 (4 semesters). Students who have secured minimum of 80 credits will be awarded a UG Diploma (in the field of study/discipline) if, in addition, they complete one work based/skill based vocational course/internship of 4 credits within one year from the completion of 4<sup>th</sup> Semester examination.

**c. Exit 3: Three Year UG Degree Programme (BA, B. Com and Bachelor in other discipline) with major:** There is a provision of exit after successful completion of 3 years (six semesters). Students who wish to undergo a 3-year UG programme shall be awarded UG degree in the major discipline after successful completion of three years, securing 120 credits.

**d. Four Year UG Programme with Honours (BA, B. Com and Bachelor in other discipline) with major:** Students who wish to undergo a 4-year (8 semester) UG programme shall be awarded UG Honours degree in the major discipline after successful completion of four years with Discipline Specific Elective Courses in 7<sup>th</sup> and 8<sup>th</sup> semesters in lieu of Research Project and Dissertation, securing a minimum of 160 credits.

**e. Four Year UG Programme with Honours with Research (BA, B. Com and Bachelor in other discipline) with major:** Students who wish to undergo a 4-year (8 semester) UG programme shall be

awarded UG Honours with Research degree in the major discipline after successful completion of four years, with Research Project and Dissertation in 7<sup>th</sup> and 8<sup>th</sup> Semesters, securing 160 credits.

**GCC(A). Exam. Reg. (CCFUP) 16:**

**16. Criteria for Passing Courses, Grade/Marks and SGPA/CGPA**

16.1 Grading System

16.1.1 The absolute grading system shall be applied in evaluating performance of the students.

16.1.2 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 & Meaning		Grade Point	Range of Marks (%)
O	Outstanding	10	90-100
A+	Excellent	9	80-90
A	Very Good	8	70-80
B+	Good	7	60-70
B	Above Average	6	50-60
C	Average	5	45-50
P	Pass*	4	40-45
F	Fail	0	<40
Ab	(absent)	<b>0</b>	
* Minimum Grade Point 6 for Dissertation			

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

CGPA	0-4.0	4.0-4.5	4.5-5.0	5.0-6.0	6.0-7.0	7.0-8.0	8.0-9.0	9.0-10.0
Letter Grades	F	P	C	B	B+	A	A+	O

16.1.3 Computation of SGPA and CGPA: The procedure to compute the SGPA and CGPA are given below

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

$$SGPA (S_i) = \frac{\sum C_i G_i}{\sum C_i}$$

Where  $C_i$  is the number of credits of the  $i$ th course and  $G_i$  is the grade point scored by the student in the  $i$ th course.

Example for computation of SGPA

Semester	Course		Credit	Letter Grade	Grade Point	Credit Point =Credit X Grade
I	Major (Core)		4	A	8	4X8=32
I	Minor		4	B+	7	4X7=28
I	GEC 1		3	B	6	3X6=18
I	AEC (Language)		4	A+	9	4X9=36
I	Value Added Course		2	A	8	2X8=16
I	SEC		3	B+	7	3X7=21
			20			151
		SGPA				151/20= <b>7.55</b>

(ii). The CGPA is also calculated in the same manner taking in to account all the courses undergone by a student over all the semesters of a programme.

$$CGPA (S_i) = \frac{\sum C_i S_i}{\sum C_i}$$

Semester I	Semester II	Semester III	Semester IV	Semester V	Semester VI
Credit: 20 SGPA: 7.59	Credit: 20 SGPA: 8.00	Credit: 20 SGPA: 7.6	Credit: 20 SGPA: 7.59	Credit: 20 SGPA: 8.00	Credit: 20 SGPA: 7.00
CGPA= (20 X 7.59+ 20 X 8.00+20 X 7.6+20 X 7.59+20 X 8.00+20 X 7.00)/120= 6.94					

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

- (i) **Conversion of CGPA in to percentage (%):** CGPA will be multiplied by 10. Percentage of marks = (CGPA X 10)
- (ii) The Letter grade 'B<sup>+</sup>' and above shall be considered as First Class and Letter grade 'B' shall be considered as Second Class.
- (iii) A student is considered to have completed a course successfully and earned the

- prescribed credits if he/she secures a letter grade other than F (Failed) or 'Abs' (Absent/Incomplete).
- (iv) If a candidate secures 'F' grade in a Course, he/she shall have to reappear in the Course in the next legitimate chance.
  - (v) If a student secures 'F' grade in Project Work/ Dissertation, he/she shall have to re-submit it after necessary revisions. The Result shall be declared with next regular batch.
  - (vi) Abs grade shall be awarded to a candidate if he/she has not fulfilled the following requirements:
    - a. If a candidate fails to appear in any Course(s) in an end semester examination.
    - b. If a candidate fails to submit the project work/dissertation in an end semester examination.
    - c. 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.
  - (vii) The candidates not appearing in a Semester Examination shall be considered as an 'Abs' candidate **and** that will be reflected in the Grade Sheet of the candidate. These candidates shall have to convert the 'Abs' grade by appearing in the next examination on the Course (provided he/ she has legitimate chance to appear the Course) concerned or by submitting project work/dissertation etc.

#### **GCC(A). Exam. Reg. (CCFUP) 17:**

##### **17. Transcript**

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

#### **GCC(A). Exam. Reg. (CCFUP) 18:**

##### **18. Academic Bank of Credit (ABC)**

18.1. Academic Bank of Credit (ABC) managed by the National eGovernance Division (NeGD) of Ministry of Electronics and Information Technology (MeitY) will facilitate the following:

- a. Credit accumulation and portability
- b. Redeeming the credit
- c. Credit verification and authentication

18.2. The College shall register on ABC via National Academic Depository (NAD) in the concerned portal. The Nodal Officer and the NAD/ABC cell will be responsible for implementation of NAD/ABC Schemes and reflect their details (Name, Designation, Mobile No. and email id) on its website.

18.3. The College shall advise the students to register on ABC through the ABC portal.

18.4 The College shall make ABC ID a mandatory field in the Admission forms, Examination forms or, if possible, on students' Identity Card also.

18.5. Students shall register themselves by visiting the ABC website and creating a student account through the concerned institution and record has to be submitted to the institution.

18.6. The Controller of Examinations will be the custodian of the ABC and NAD with access point in the digital platform.

18.7 The Dy Controller of Examinations will function as nodal officer to maintain the ABC under overall jurisdiction of the Controller of Examinations. The Controller of Examinations will issue notification to this effect and display in public domain.

18.8 The Controller of Examinations will notify for onboarding of students in the ABC platform in the beginning of the Academic session.

18.9 The Controller of Examinations will ensure credit mapping of all the courses in ABC platform. He/she will arrange for reviewing the inventory of courses prior to commencement of each of the semesters and any new course added will be mapped in the ABC.

### **GCC(A). Exam. Reg. (CCFUP) 19:**

#### **19. Provisions for Credit Transfer**

In order to facilitate mobility provisions for Credit Transfer to and from GCC(A) will be made through the ABC.

19.1 A maximum of 40% of total credits in a programme will be allowed to be earned by a student from outside GCC(A) to award the relevant degree.

19.2 The student has to notify the Controller of Examination *a priori* about acquiring credit from an outside institution to facilitate which online provision will be made in the web portal of GCC(A).

### **GCC(A). Exam. Reg. (CCFUP) 20:**

#### **20. Use of unfair means**

20.1 A Committee will be set up at the College to deal with unfair means in examinations and initiate disciplinary action following the principle of “natural justice” with intimation to the Controller of Examinations

20.2 The Controller of Examinations will be the appellate authority on such matters.

20.3 The following will be considered as unfair means/violation of examination rules that will invite disciplinary action

- i. Copying from printed manuscript/loose sheet/book
- ii. Copying from scribing on a scale/instrument box/loose paper/question paper etc.
- iii. Inserting/smuggling answers procured /written from outside
- iv. In possession of printed/manuscript loose sheet/book
- v. Use of any electronic gadget including mobile phone, tablet, laptop, earphone/earpod, electronic wrist band during examination
- vi. Copying from fellow examinee
- vii. Use of any other material in digital and/or physical form considered aiding to the answers of the concerned question paper
- viii. Receiving inputs outside the examination hall through any digital or physical means

#### **21. Procedure for reporting unfair means cases and the provision of punishments.**

21.1 A Committee on Unfair Means will be constituted with the incumbent Principal/The Officer-in-

Charge of the Examination Centre as the Chairman and two senior faculties as members out of which at least one member should be a woman.

21.2 The Officer-in-Charge of the Examination Centre will report the matter of the disciplinary action to the Controller of Examinations. The report/s should be submitted to the Controller of Examinations just after the conclusion of the entire examinations.

21.3 A statement of confession of being involved in unfair means during examination hours should be taken from the expelled candidates which should be enclosed with the expulsion reports (See Appendix III).

21.4 The Committee on Unfair Means will hold its meeting periodically to hear the cases for fixing up the quantum of punishment of the expelled candidates.

21.5 An official letter pertaining to every case of expulsion will be intimated to the Officer-in-Charge of the Examination Centre and the concerned expelled candidates by the Controller of Examinations.

### **GCC(A). Exam. Reg. (CCFUP) 22:**

#### **22. Grievance redressal**

22.1 “Student Grievance Redressal Committee (Examination)” will take necessary steps for resolution of examination related issues concerning students in a time bound manner as per the provisions in the **University Grants Commission (Redressal of Grievances of Students) Regulations, 2023 (F.1-13/2022 (CPP-II)** published in the “Gazette of India” in April, 2023.

22.2 An exclusive online mechanism will be made available in the GCC(A) portal.

22.3 Complaints will be taken up for hearing within 15 days from the date of complaint

22.4 Aggrieved student will forward the complaint concerning examination to the Chairperson, “Student Grievance Redressal Committee (Examination)”

22.5 “Student grievance redressal Committee (Examination)” will have the following composition:

i. Principal – Chairperson

ii. Four Senior Faculty Members of the Institution as Members.

iii. A representative from among students -Special Invitee.

22.6 At least one member or the Chairperson shall be a woman and at least one member or the Chairperson shall be from SC/ST/OBC category.

22.7 The Principal, GCC(A) will be the final appellate authority on all matters concerning examination if grievance redressal is not achieved through the Committee.

### **GCC(A). Exam. Reg. (CCFUP) 23:**

#### **23. Officer-in-Charge & Assistant Officers-in-Charge of Examination Centre**

The Principal will be the Officer-in-Charge of the Examination Centre.

a. At least two faculties should be appointed as the Assistant Officers-in -Charge

b. Assistant Officers-in-Charge are to be selected from the permanent faculty members on semester/annual basis.

c. The Assistant Officers-in-Charge of End Semester Examination should not be appointed for a long period continuously. Every eligible faculty should be given opportunity for training and experience of conducting examination.

d. A faculty having close relative appearing in the same examination should not be appointed as Assistant Officer-in-Charge of the Examination Centre.

### **GCC(A). Exam. Reg. (CCFUP) 24:**

#### **24. Appointment of End Semester Examination Question Paper Setters, their Functions and Responsibilities**

##### 24.1 Requirement for Appointment of a Paper setter

- a. Minimum 3 years teaching experience preferably against permanent post.
- b. In special cases, paper setters from other HEIs may also be appointed.
- c. A faculty having close relative appearing in the same examination will not be appointed as the paper setter of the same examination.
- d. The list of the names of the paper setters is to be prepared by the Controller of Examinations.
- e. The paper setter should ensure that the questions are set so as to objectively assess attainment of the outcome as spelled out in the relevant syllabus of the paper
- f. Question setter will take due care to formulate questions that require critical thinking and promote problem solving skills
- g. Questions on Skill Enhancement Courses should be set with emphasis on core competencies of the student in the respective skill.

### **GCC(A). Exam. Reg. (CCFUP) 25:**

#### **25. Appointment of End Semester Examination question paper moderators, their functions and responsibilities:**

##### 25.1 Requirement for appointment of a question paper moderator:

- a. Minimum 3 years teaching experience preferably against permanent post in GCC(A).
- b. In special cases, paper moderator from other HEIs may also be appointed.
- c. A faculty having close relative appearing in the same examination will not be appointed as the paper moderator of the same examination.

25.2 The list of the name of the paper moderator is to be prepared by the Controller of Examinations.

25.3 The moderator may, in his/her wisdom, may decide to modify a question or replace by a newly formulated question.

### **GCC(A). Exam. Reg. (CCFUP) 26:**

#### **26. Appointment of Invigilators, their functions and responsibilities in the Examination Hall:**

- a. Both permanent or non-permanent teachers (e.g., teachers against non- sanctioned post, contractual teacher, teaching associate etc.) may be appointed as invigilator.
- b. The invigilators are to ensure a disturbance free environment for the examinees, supplying blank answer scripts, additional answer scripts, maintaining records of incoming and outgoing examinees during examination period and keeping continuous and strict vigilance to curb unfair means resorted by the examinees in the examination hall.
- c. On completion of the examination, invigilators will collect the answer scripts and ensure exact number tallied with the number of appeared students. Subsequently, the team of invigilators will submit the whole number of answer scripts to the Assistant Officer-in-Charge of the Examination Centre.

### **GCC(A). Exam. Reg. (CCFUP) 27:**

#### **27. Special Provision in case of End Semester Examination for differently able Examinees:**

- a. There will be special provision of taking the assistance of amanuensis for differently able examinees. To avail this provision, differently able examinees need to inform the Controller of Examinations well in advance for getting official permission.
- b. In case of locomotor disability, there will be the provision of allowing extra time of examination, subject to the production of certificate from the appropriate authority of the Government organization.

### **GCC(A). Exam. Reg. (CCFUP) 28**

#### **28. Re-evaluation of Answer scripts:**

28.1 Application for reevaluation of answer scripts should be submitted within 15 days from the date of declaration of results.

28.2 The fee amount for re-evaluation without photocopy is Rs. 300/- The fee amount for re-evaluation with photocopy is Rs. 550/- The fee amount for photocopy without re-evaluation is Rs. 220/-

28.3 Applications are to be submitted and payment to be made online.

28.4 The fee as in Sec. 28.2 is subject to revision from time to time which shall be notified through the GCC(A) portal.

28.5 Re-evaluation of answer scripts will be limited to wrong entry, omissions, undermarking, over marking, and wrong calculation of total marks.

### **GCC(A). Exam. Reg. (CCFUP) 29**

#### **29. Appointment of External Examiners**

##### **29.1 External Examiner for Practical Examinations**

- a. Appointment of external examiner for practical examinations will be the responsibility of the Officer-in-Charge of the Examination Centre/Departmental head. As far as possible, the appointment of the practical examiner should be made from the nearby institutions.
- b. The remuneration for external practical examiner will be managed by the college authority.

##### **29.2 External Examiner for Dissertation**

Any faculty who is recognized as research guide of a college or University may be appointed as external examiner to evaluate the dissertation.

### **GCC(A). Exam. Reg. (CCFUP) 30:**

#### **30 Requirement of documents for issue of Mark/Grade sheets, Certificates, Diploma, Degree Transcript**

##### **30.1 Mark/Grade sheets, Certificates, Diploma, Degree**

- a. Samarth Enrolment Document
- b. Online fee payment receipt through GCC(A) portal

### **GCC(A). Exam. Reg. (CCFUP) 31:**

#### **31 Guidelines for Internship**

31.1 a. Internships involve working with local industry –both in MSME sector and Heavy industries,

government or private organizations, local self-government organizations (e.g., Gaon Panchayat and Zila Parishad), business organizations, artists, crafts persons, and similar entities to provide opportunities for students to actively engage in on-site experiential learning.

31.1 b. Research internship may be carried out in academic/R &D institutions

- i. to enhance employability of an individual student
- ii. to develop research aptitude of an individual student

31.2 The RDC cell of the college will coordinate the internship activities, ensure its effective implementation and coordinate between the internship providing entity and Controller of Examinations for credit transfer.

31.3 Duration for a 4 credit internship will be four weeks (one months)

31.4 Credits will be transferred subject to the following:

- a. The internship is approved by the RDC of the College
- b. A certificate of successful completion of the internship along with activity logbook and evaluation report of Internship Supervisor of the respective institution where the internship is carried out.
- c. Demonstrable evidence of work in the form of a report and seminar presentation by the intern, to be evaluated by a Committee of teachers/experts appointed by the Controller of Examinations. The evaluation may be on the following aspects:
  1. Format of presentation and the quality of intern's report
  2. Acquisition of skill sets by the intern
  3. Originality and any innovative contribution
  4. Significance of research outcomes
- d. The completion reports along with the certificate sent to the Controller of Examinations by the RDC

#### **GCC(A). Exam. Reg. (CCFUP) 32:**

### **32 Requirement of Research Guideship for guiding honors with research student of 4<sup>th</sup> year**

32.1 An Academic Department of the college can conduct the FYUGP for awarding the degree of Honours with Research, only if it has at least one permanent faculty member recognized as research supervisor.

32.2 In the academic departments where no recognized research supervisor is available, students can pursue their research project under joint guide ship, in which case the faculty from the other department must have research guideship.

#### **GCC(A). Exam. Reg. (CCFUP) 33:**

### **33 Eligibility for Examinership**

33.1 For Major/Core course a teacher must have taught the subject/course for a minimum period of three years in a college.

33.2 For Elective course, a teacher must have taught the subject/course for a minimum of two years in college.

33.3 A scrutinizer of any subject/course must qualify to become an examiner of that subject/course.

33.4 A person who has 'close relative(s)' appearing in a particular examination in the college shall not be associated with it in any capacity. In this context, 'Close relative' means husband, wife, son, daughter, father, mother, grand-children, son-in-law, daughter-in-law, brother, sister, brother-in-law, sister-in-law, father-in-law, mother-in-law, nephew, niece and first cousin. It shall be the responsibility of the person involved in an examination in any capacity to declare that none of her/his close relative(s) is appearing in that examination.

32.5 An examiner must be a regular teacher of the college with teaching experience of at least three years.

ANNEXURE – I

**COURSE STRUCTURE OF FOUR YEAR UNDER GRADUATE PROGRAMMES (FYUGP)**

**IN GOLAGHAT COMMERCE COLLEGE (AUTONOMOUS)**

*(to be effective from 2024-2025 academic session)*

Year	Semester	Course	No. of Courses	Credit per Course	Total Credit	
Year 01	1st Semester	Major (Core 1)	1	4	4	
		Minor - 1	1	4	4	
		Multidisciplinary Generic Elective Course: <b>GEC 1: Social Science-I / Humanities-I / Commerce-I</b>	1	3	3	
		AEC 1 - Language - I ( <i>Assamese/Hindi/Karbi</i> )	1	4	4	
		VAC 1 - Understanding India	1	2	2	
		SEC 1	1	3	3	
	<b>TOTAL</b>					<b>20</b>
	2nd Semester	Major (Core 2)	1	4	4	
		Minor-2	1	4	4	
		Multidisciplinary Generic Elective Course: <b>GEC – 2: Social Science-II / Humanities-II / Commerce-II</b>	1	3	3	
		AEC 2 - Language and Communication Skills - II ( <b>English</b> )	1	4	4	
		VAC 2 - Environmental Education	1	2	2	
		SEC 2	1	3	3	
	<b>TOTAL</b>					<b>20</b>
<b>GRAND TOTAL (Sem 1 + Sem 2)</b>					<b>40</b>	
<p><b>The students on exit shall be awarded Undergraduate Certificate (in the Field of Study/Discipline) after securing the requisite 40 Credits in Semester 1 and 2 provided they secure additional 4 credits in work based vocational courses offered during summer term or internship / Apprenticeship in addition to 6 credits from Skill Enhancement Courses earned during 1<sup>st</sup> and 2<sup>nd</sup> Semester</b></p>						
		Major (Core 3 & Core 4)	2	4	8	
		Minor 3	1	4	4	

Year 02	3rd Semester	Multidisciplinary Generic Elective Course: GEC – 3: Social Science-III / Humanities-III / Commerce-III	1	3	3
		VAC 3 – Mathematical Ability /Digital Fluency	1	2	2
		SEC – 3	1	3	3
	<b>TOTAL</b>				<b>20</b>
	4th Semester	Major (Core 5, Core 6, Core 7, Core 8)	4	4 credits per Course	16
		Minor 4	1	4	4
		<b>TOTAL</b>			<b>20</b>
<b>GRAND TOTAL (Sem 1 + Sem 2 + Sem 3 + Sem 4)</b>					<b>80</b>
The students on exit shall be awarded Undergraduate Diploma (in the Field of Study/Discipline) after securing the requisite 80 Credits on completion of Semester 4, provided they secure additional 4 credits in skill based vocational courses offered during First Year or Second Year summer term or Internship / Apprenticeship					
Year 03	5th Semester	Major (Core 9, Core 10 and Core 11)	3	3 X 4	12
		Minor 5	1	4	4
		Internship/Community Engagement	1	4	4
	<b>TOTAL</b>				<b>20</b>
	6th Semester	Major (Core 12, Core 13, Core 14 and Core 15)	4	4 X 4	16
Minor – 6		1	4	4	
<b>TOTAL</b>				<b>20</b>	
<b>GRAND TOTAL (Sem 1 + Sem 2 + Sem 3 + Sem 4 + Sem 5 + Sem 6)</b>					<b>120</b>
The students on exit shall be awarded Bachelor Degree (in the Field of Study/Discipline) (3years) after securing the requisite 120 Credits on completion of Semester 6					
Year 04	7th Semester	Major (Core 16, Core 17 and Core 18)	3	4 X 3	12
		Research Methodology/DSE	1	4	4
		Minor – 7	1	4	4
	<b>TOTAL</b>				<b>20</b>
	8th Semester	Major (Core 19 and Core 20)	2	4 X 2	8
		Minor – 8	1	4	4
		Dissertation (8) OR DSE (2 Nos.)	1 OR 2	8 OR 2 x 4	8 OR 8
<b>TOTAL</b>				<b>20</b>	
<b>GRAND TOTAL (Sem 1 + Sem 2 + Sem 3 + Sem 4 + Sem 5 + Sem 6 + Sem 7 + Sem 8)</b>					<b>160</b>
The students on successful exit after 4 years shall be awarded Bachelor Degree in the Field of Study/Discipline (Honours) and (Honours with Research) after securing the requisite 160 Credits on completion of Semester 8					

**ABBREVIATIONS USED:**

- **GEC = Generic Elective Course**
- **AEC = Ability Enhancement Course**
- **SEC = Skill Enhancement Course**
- **VAC = Value Added Course**
- **CE = Community Engagement**
- **I = Internship; DSE = Discipline Specific Elective**

## Annexure – II

### Semester wise Distribution of Credits

Semester	Major (core)	Minor	Multi-disciplinary Generic Elective Course	Ability Enhancement Course (AEC)	Value Added Course (VAC)	Skill Enhancement Course (SEC)	Others	Total Credit	Exit Option (With Certificate / Diploma and Degree) (minimum Credit requirement)
<b>I</b>	04	4	3	4	2	3	--	<b>20</b>	UG Certificate (40 + *4 = 44)
<b>II</b>	04	4	3	4	2	3	--	<b>20</b>	
<b>III</b>	4 x 2 = 08	4	3	-	2	3	--	<b>20</b>	UG Diploma (80 + *4 = 84)
<b>IV</b>	4 X 4 = 16	4	-	--	--	--		<b>20</b>	
<b>V</b>	4 X 4 = 16	4	-	--	--	--	4(Internship) / Community Engagement)	<b>20</b>	UG Degree (120)
<b>VI</b>	4 X 4 = 16	4	-	--	--	--	-	<b>20</b>	
<b>VII</b>	4 X 3 = 12	4	-	--	--	-	4 (Research Methodology/ DSE)	<b>20</b>	UG Degree (Honours with Research) OR UG Degree (Honours)
<b>VIII</b>	4 X 2 = 08	4	-	--	--	--	8 (Dissertation) <b>OR</b> 2 Nos. DSE (4 + 4)	<b>20</b>	
<b>Total</b>	<b>80</b>	<b>32</b>	<b>9</b>	<b>08</b>	<b>06</b>	<b>09</b>	<b>16</b>	<b>160</b>	

\*On exit, students may be awarded UG Certificate/UG Diploma (in the Field of Study/Discipline) after securing the requisite 44 or 84Credits on completion of Semester II / Semester IV provided they secure additional 4 credit in Skill Based Vocational Courses or Internship / Apprenticeship in addition to the Credits earned from Skill Enhancement Courses (SEC).

**Annexure III**

**Golaghat Commerce College (Autonomous)**

No. Ex./Expulsion/13/6 /.....

Date.....

**EXPULSION REPORT**

**Controller of Examination  
Golaghat Commerce College (Autonomous)**

This is to report that (Name) ..... Code No. ....  
..... Roll No. .... a candidate  
to the ..... the examination, at my center was found  
adopting unfair means in (subject).....paper  
..... on.....as detailed below.

- (i) Copying from printed manuscript/loose sheet /book
- (ii) Copying from scribing on a Scale/Instrument box/Blotting paper/ Question paper/admit card etc.
- (iii) Inserting/smuggling answers procured/written from outside
- (iv) In possession of printed/manuscript loose sheet/book/digital devices, (e.g., smart phone, blue tooth devices etc.
- (v) Copying from digital devices
- (vi) Any other

He/she is detected red-handed while doing so by invigilator Shri..... in presence of Shri ..... The answer scripts of the candidate had been seized and he/she has been expelled and debarred from appearing at the remaining examination. His/her answer scripts with incrementing document and the original report of the invigilator concerned had been forwarded to you here with.

**N.B.: Please furnish the home address of the above expelled candidate correctly as follows-**

Name of the candidate ..... Father's name .....

- Vill/town-
- District-
- Post-Office-
- Pin-
- Phone no.-
- Email Id-

**Enclosed-**

1. Answer book.
2. Incriminating documents
3. Statement from the Candidate
4. Copy of the notice expelling the candidate

**Signature of the invigilator by whom detected**

**Officer-in-Charge**

..... Examinations

..... Centre

**Annexure IV**



**UNSTAMPED AND UN-PRERECEIPTED**

**CONFIDENTIAL**

No. GCC/EX/COE/FYUGP/1<sup>st</sup> Sem/.....

Date:.....

Bank Account No	Bank & Branch Name	IFSC Code

**GOLAGHAT COMMERCE COLLEGE (AUTONOMOUS)**

Remuneration Bill of Shri/ Smti /Dr./Prof.....  
Department.....

**As Paper Setter (Theory) /Moderator in connection with UG ..... Semester Examination (NEP), 20.....**

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1. Paper Setter: -Theory (a) Half Paper Theory (b) Full Paper				
2. Paper Moderator				
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