



**ST. ANN'S COLLEGE
&**



ST. ANN'S SENIOR SECONDARY SCHOOL

BALAGAON, KOKRAJHAR-783370
(Affiliated to Bodoland University/ ASSEB (Div. II))

2025-2026



Affix
Photo

Name in Full.....

Class..... Adm. No.....

House/Dept..... Date of Birth.....

Class teacher..... Mentor.....

Blood group.....

DAILY TIME-TABLE 2025-2026

PERIOD→ DAY ↓	MORNING ASSEMBLY 8.45 AM - 9.00 AM							
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
SATURDAY								
	I 9:00- 9.45	II 9.45- 10:30	III 10:30- 11.15	IV 11:15- 12:00	BREAK 12-12:30	V 12:30- 1:10	VI 1:10- 1:50	VII 1:50 2:30



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	FATHER	MOTHER
Name		
Occupation		
Designation		
Mobile No.		
Home Address		
Local Guardian's Name		

I have read all these rules of the college as contained in the prospectus and I agree to abide by them and all the decisions of the college.

SIGNATURE SPECIMEN

Local Guardian

Father

Mother

Date.....

OUR FOUNDERS

MARCHIONESS GIULIA AND MARQUIS CARLO TANCREDI



The Society of the Sisters of St. Ann of Providence was founded by the noble couple Marquis Carlo Tancredi and Marchioness Giulia de Barolo of Turin, Italy, in the year 1834. They entrusted the Congregation to the protection of St. Ann an Educator par Excellence. The couple belonged to the royal family of Piedmont and was childless. They being great visionaries, well-educated and wealthy, wanted to bring hope into the lives of many poor and neglected children. Hence, they took up various social reforms and started schools for the poor children. Today the Society renders its services in different parts of the world mainly in USA, Italy, UK, Argentina, Brazil, Mexico, Philippines and Africa. The Sisters of St. Ann are involved in various mission activities like education, health care, social services etc. continuing the mission and vision of the founders.

Our Founders entrusted us to the protection of St. Ann, Mother of the Virgin Mary, so that, like her, we may dedicate ourselves to the younger generations. We are consecrated women in the Church and called to be instruments of Divine Providence to the little ones and the poor.

Our Spirituality is centered on the Trinitarian mystery, which is a mystery of Love for the salvation of humankind: "God so loved the world, that He gave His Only Son, that whoever believes in Him should not perish, but have eternal life" (John 3:16). This mystery fills our lives: we entrust ourselves totally to the Providence of the Father and animated by the Holy Spirit, we unite ourselves to the offering of the Son for the salvation of humankind. In this way, through our life and actions, we continue the mission of Jesus for the true happiness of everyone. Whoever receives one such child in my name receives me; See that you do not despise one of these little ones."(Mt.18:5-10).

Through our formative action, we continue in our times the attitude of Jesus who welcomed little children: we place ourselves at the service of the happiness of human and to restore in each one the face of the Son of God.

OUR PATRONESS: ST. ANN



The name Anne derives from Hebrew word, Hannah, meaning 'Grace'. Saint Anne was born in Bethlehem and became the wife of Saint Joachim from Nazareth, in Galilee. They belonged to the family of David, and their lives were totally occupied in prayer and good works. The only thing they lacked in their married life was children, and this was held as a bitter misfortune among the Jews. Ann and Joachim fasted and prayed to be delivered from this misfortune. God heard their fervent prayers and thus, Mary was born. She was truly regarded as a child of God and with the birth of Mary, the elderly Anne began a new life.

Ann and Joachim were compensated for this long and painful waiting by receiving a great privilege, that of becoming the grandparents of Jesus. Ann watched Mary's every movement with reverent tenderness, and felt herself sanctified by the presence of her immaculate child. But she had vowed her daughter to God, and, when old enough, Mary was consecrated to God. Ann and Joachim educated Mary in the virtues of Faith, Hope, Love, Justice and Prudence, Fortitude and Temperance, Simplicity, Chastity, Poverty and Obedience. When Mary was fourteen, she was engaged to Joseph of Nazareth. Mary corresponded fully with these graces she received thus growing into a saintly person worthy of becoming the mother of God - **Jesus Christ**.

Following the example of St. Ann, we the members of this Institute, are called to restore and enhance the image of God in the youth and reawaken in them the thirst for God that they always carry in their hearts, even if this sometimes takes ambiguous and disconnected forms to welcome and accompany the young. So that their desire for happiness may be realized and they become, what they are called to be, according to their vocation.

Our dear Founders entrusted our Institute to the care of Divine Providence, the heart of its identity – Our Founders wanted us to depend on God's Providence for all our needs and to become “instruments of Providence” to the poor and needy and to the protection of St. Ann, model of a mother and educator .

OUR FOUNDING SOCIETY:

St. Ann's College & St. Ann's Senior Secondary School, a Christian Minority Institution was established in the year 2010 and 2005 respectively. The serene campus is situated in BTR, Kokrajhar. The College is run by 'All India Education and Medical Relief Society of St. Ann' New Delhi. The name St. Ann has been associated with excellence in education for many decades. It has a number of educational institutions at different levels imparting quality education to the students throughout India.

ST. ANN'S COLLEGE & ST. ANN'S SR. SEC. SCHOOL BALAGAON, KOKRAJHAR

Sisters of St. Ann live and realize educative charity in the awareness of being an instrument of Divine Providence for every person, especially for the young girls, accepting them as they are in order to help them to become a whole person. Our aim is to educate young girls and form in them the women and the families of the future.

Even the name Sisters of St. Ann of Providence expresses our charism. Ann signifies grace, recalls as free gift of God, Providence indicates care and love of the Father for all His creatures. Thus, these two titles delineate the characteristics of our educative Charism. We are the sacrament of the educative love of God for His people through a particular style of presence and of action that recalls the maternal solicitousness of St. Ann towards Mary the Mother of Jesus We the Sisters of St. Ann commit ourselves to impart healthy education of body and mind to all those who enter into our portals.

ST. ANN'S COLLEGE & ST. ANN'S SENIOR SECONDARY SCHOOL: A BRIEF HISTORY

The Congregation of the Sisters of St. Ann's to which the Sisters belong is a Christian Religious Institution founded by the pious couple of Turin (Italy) Carlo Tancredi De Barolo and Guilia Falletti De Barolo in 1834. Active in the field of education throughout the world since its origin

the Congregation conducts nearly 60 schools and over a dozen colleges in which thousands of young people, belonging to every social class, community and linguistic group and are being educated through the medium of both English and Regional language.

St. Ann's College & St. Ann's Senior Secondary School, Balagaon, Kokrajhar is a Catholic Institution founded in 2010 & 2005 is named after the great saint and patroness St. Ann. The College & School is under the direction of Congregation of the Sisters of St. Ann, a Registered Society. It is a minority Institution but open to all caste and creed. In carrying out its aim, the College & School as a minority Institution reserves for itself its inherent and constitutionally recognized right of management and administration. Freedom of conscience and other religious faith will always be respected in this Institution but public and organized worship other than catholic may not be carried out in the college and hostel premises.

VISION

“Experiencing the Merciful love of God, We the Sisters of St. Ann as instruments of Divine Providence bring hope to the little ones”.

MISSION

“To liberate and empower the children and youth, with special preference to the poor and marginalized by imparting value-based education and instilling in them the human values, thus enabling them to become instruments of social change in the present-day society.”

COLLEGE EMBLEM

The Emblem of the college and the school contains the motto, “From Darkness to light”. The anchor inside is a symbol of rootedness in God, who is the source of all goodness and life. The ever-burning Diya, symbolizes the source of knowledge dispelling every darkness and emitting sparks of lasting knowledge to boys and girls of this college and school.



AIMS AND OBJECTIVES OF THE COLLEGE & SCHOOL

- Annites education is inspired by our founders' vision drawn from the life and teachings of Jesus Christ and based on the principles of character formation elaborated by Carlo and Giulia de Barolo.
- The education they would impart includes both physical and intellectual development as well as acquisition of useful skill in all of which they aim at excellence.
- To help the students to become mature, spiritually oriented, people of character, free from egoism and self- seeking and from all attempt to exploit one's fellow men and women.
- To encourage them continually to strive after excellence in every field without however neglecting the welfare and need of their fellow men and women.
- To endeavor to establish a personal relationship with every student to empower them, assist them to develop a sense of purpose and respect for self and others.
- To cultivate a strong faith in God and a desire to expel darkness and to be a beacon of hope for the Society.
- To bring out the hidden potentialities and inner resources of youth for their own development and that of the Society.
- To inculcate in the Youth the human and Christian values such as honesty, sincerity, justice, equality, discipline, freedom and peace.

OUR TRADITIONS

In our College & School, we take pride in the following traditions.

- We give God the first place in our lives and we begin our activities with a prayer.
- We avoid vulgarity in our talk and behavior.
- We try to be always friendly with one another in and out of College & School.
- We accept whatever work is assigned to us as our rightful share.
- We offer help to any unattended visitor we happen to meet in the college & school premises.
- We rise when any sister, teacher or visitor enters or passes through any room in which we happen to be alone or with classmates.
- We try to be courteous to and sportsmanlike with opposing team and with officials.

- We respect the beauty of the College & school premises and we report any damage which we may observe.
- We learn and observe good manners, in the classroom and elsewhere.
- We avoid dropping waste paper in the college & school verandas, stairs or anywhere in the college premises and we make a point to pick up any such papers.

ASSEMBLY PRAYER

O God, source of all goodness and truth, bless our work which we offer to you. Enlighten our minds, strengthen our memories and direct our will towards what is right and good. Enable us always to seek the truth and make us truly wise.

OUR FATHER

Our Father in heaven, hallowed be thy name. Thy Kingdom come, thy will be done, on earth as it is in heaven. Give us this day our daily bread, forgive us our trespasses as we forgive those who trespass against us and lead us not into temptation but deliver us from all evil.

St. Ann bless us your Children; look on us with love and motherly care. Keep us pure now and always. Amen.

PRAYER AT THE START OF THE DAY

May the Strength of God pilot us.

May the power of God preserve us.

May the hand of God protect us.

May the wisdom of God inspire us.

May the way of God direct us.

May the shield of God defend us.

May the host of God guard us against all kinds of evil.

May God be with us, in and around us. Amen.

ATEACHER'S PRAYER

Dear God, as I start a new class today, help me to be most kind in all I do and say. May I respect each student entrusted to my care and plainly see in each student, you dwelling in there. Direct my teaching that I may be successful in guiding youthful souls to heaven. Amen.

PRAYER BEFORE EXAMINATION

O God, be with me today, and help me to do my best. Give me a clear mind and an honest heart. If there are things, I do not know let me not be worried or afraid. But use the utmost what I do know. May everything in which I have worked hard stand by me now. And if anything, I must face the results of my laziness make me resolve to work better in the days ahead. Help me to express all that I know and grant me your blessings. Amen

PRAYER AFTER CLASS

We give you thanks Almighty God for all the benefits you have bestowed upon us. O Lord, we are now going home. Bless our parents, teachers and all those who have been good to us today. Be with us till we reach home and protect us from accidents, sickness and misfortune and keep us always safe in your loving care. Amen.

PLEDGE

India is my country; All Indians are my brothers and sisters. I love my country and I am proud of its rich and varied heritage. I shall always strive to be worthy of it. I shall respect my parents, teachers and all my elders and treat everyone with courtesy. To my country and my people, I pledge my devotion. In their well-being and prosperity alone lies my happiness.

NATIONAL ANTHEM

Jana Gana Mana Adhinayak-Jaye-he
Bharat Bhagya Vidhata,
Punjab Sindhu Gujarat Maratha,
Dravida Utkala Banga,
Vindhya Himanchal Yamuna Ganga,
Uchhala Jaladhi Taranga,
Tava Shubh Name Jage
Tava Shubh Ashish Mange,
Gahe Tava Jaya Gatha,
Jana Gana Mangaladayaka Jaya-he
Bharata Bhagya Vidhata,
Jaya-he, Jaya-he, Jaya-he
Jaya, Jaya, Jaya, Jaya-he

The following is Tagore's English rendering of this stanza

You are the ruler of the minds of all people,
Giver of India's destiny.
Your name rouses the hearts of Punjab,
Sind, Gujarat and Maratha,
Of the Dravida and Orissa and Bengal;
It echoes in the hills of the Vindhya and Himalayas,
mingles in the music of the Jamuna and Ganges
and is chanted by the waves of the Indian Ocean.
They pray for your blessings and sing your praise.
The saving of all people waits in your hand.
You, giver of India's destiny. victory, victory, victory to thee.

VANDE MATARAM

Vande Matram,
Sujalam, Suphalam, Malayaja Sheetalam,
Sashya shyamalam Mataram,
Vande Materam,
Shubhra jyostnam, PulakitaYamineem,
Phulla Kusumita Drumadala Shobhineem,
Sushasineem Sumadhura Bhashineem,
SukhadamVaradam Materam,
Vande Matram..... Vande Matram.....

PRAYER SONGS

1. All things bright and beautiful, all creatures great and small
All things wise and wonderful, the good God made them all.

Each little flower that opens, each little bird that sings
He made their glowing colors, He made their tiny wings.

The purple headed mountains, the river running by,
The sunset and the morning, that brightens up the sky.

The cold wind in the winter, the pleasant summer sun,
The ripe fruits in the country, He made them everyone.

He gave us eyes to see them, and lips that we might tell,
How great is God Almighty, who has made all things well.
2. Always I will sing of the glory of the Lord
Always I will sing of the glory of the

Lord, Always.

Praise Him (2) great are His mighty deeds

Love Him (2) He is ever Merciful

Praise Him (2) great are His mighty deeds

Sing of the glory of the Lord.

Thank Him (2) Wonders He has done

Love Him (2) for He loved us to the end.

Thank Him (2) great are His mighty deeds

Sing of the glory of the Lord.

3. I have come to thee to take thy touch
Before I begin my day.
 - a. Let thy eye rest upon my eyes for a while.
 - b. Let me take to my work the assurance of thy comradeship my friend.
 - c. Fill my mind with thy music to last through the desert of noise.
 - d. Let thy love's sunshine kiss the peaks of my thoughts and linger
In my life's valley where the harvest ripens.
4. Just like a child who trust his Father dear
and who delights to feel his presence near
Just like a child whose mind has not a doubt
And whose heart is never proud.

Here I come O Lord,

Here I come Just like a child (2)

Just like a child so weak he cannot stand

But who holds firm and tight his mother's hand

Just like a child who sings in bright day light

Fearing not the long dark night.

5. Make me a channel of your peace
Where there is hatred let me sow your love,
Where there is injury your pardon Lord,
And where there's doubt, true faith in you.

O Master grant that I may never seek

So much to be consoled as to console

To be understood as to understand,

To be loved as to love with all my soul.

Make me a channel of your peace,
It is in pardoning that we are pardoned,
In giving to all men that we receive,
And dying that we're born to eternal life.

6. O Give thanks to the Lord for He is good (3)
Yes, eternal is His love.

I will sing to my God never ceasing,
All my life I will tell of His wonders,
He's the Maker of all earth and heaven,
Of the oceans, the seas and all they hold.

The Almighty is faithful forever,
He is just to the poor and the outraged,
It is He, who gives bread to the hungry,
Who delivers the captives from their chains.

7. On this School your blessing Lord,
On this school your grace bestows
On this school your blessing Lord
May it come and never go.
Bringing peace and joy and happiness
Bringing love that knows no end
On this school your blessing Lord,
On this school your blessing sends.

On this school your loving Lord,
May it overflow each day
On this school your loving Lord,
May it come and with us stay.
Drawing us in love and unity,
By the love received from you,
On this school your loving Lord,
May it come each day anew.

May it run and ever flow,
On this school your giving Lord,
On this school your wealth bestows.
Filling all our hopes and wishes Lord,
In the way you know is best.
On this school your giving Lord,
May it come and with us rest.

8. Where the mind is without fear and the head is held high
**Into that heaven of freedom, my father
let my Country awake.**
Where knowledge is free.
Where the world has not been broken up
into fragments by narrow domestic walls.
Where words come out from the depth of truth.
Where tireless striving stretches its arms
onwards perfection.
Where **the clear stream** of reason has not
lost its way in to the dreary desert sands
of dead habit.
Where the mind is led forward by thee into
ever widening thought and action.
9. This little guiding light of mine, I'm going
To let it shine (3)
Let it shine all the time let it shine.

Hide it under a bushel Oh! No. I'm going
to let it shine (3)
Let it shine all the time let it shine.

Take this little light round the world,
I'm going let it shine (3)
Let it shine all the time let it shine.

Make this little light burn for thee,
I'm going to let it shine (3)
Let it shine all the time let it shine.
10. This world you have made is a beautiful
place It tells the power of your love.
We rejoice in the beauty of your world
From the seas to the heavens above.
The morning whispers of purity,
The evening of your peace
The thunder booms your exuberance
In the awesome power you release.

The tenderness of a new born child
The gentleness of the rain
Simplicity in a single cell
And complexity in a brain.

11. We shall overcome (2) We shall overcome some day
Oh, deep in my heart I do believe, we shall
overcome some day.
We shall live in peace (2) we shall live in
peace some day
Oh, deep in my heart I do believe we shall
overcome some day.

We shall live with Him (2) We shall live
with Him some day
Oh, deep in my heart I do believe, we shall
overcome some day.

12. In His time, In His time
He makes all things beautiful in His time
Lord, please show me every day
As you're teaching me your way,
That you do just what you say in your time.

In your time, in your time
You make all things beautiful in your time
Lord my life to you I bring
With its winter and its spring
May I fathom ever thing in your time.

There's a time, there's time
Both for sowing and for reaping there's a time
Time for loosing, time for gain
Time for joy and time for pain,
Every purpose under heaven has a time.

13. Walk with me O My Lord,
Through the darkest night and brightest day
Be at my side O Lord
Hold my hand and guide me on my way.

Sometimes the road seems long,
my energy is spent,
Then Lord, I think of you and I am
given strength.

Storms often bar my path, and there
are times I fall
But you are always there to help me
when I call.

Just as you calmed the wind and walked
upon the sea
Conquer my living Lord, the storms
that threaten me.

14. Though the mountains may fall
and the hills turn to dust
Yet the love of the Lord will stand.
As a shelter for all who will call on His
Name, Sing the praise and the glory of God.

Could the Lord ever leave you? Could
the Lord forget His love
Though a mother forsakes her child, He
will not abandon you.

Should you turn and forsake Him? He
will gently call your name,
Should you wander away from Him? He
will always take you back.

15. Walking with the Lord
We are walking in the morning
Lift up your hearts, for you are walking with God.
Singing to the Lord, we are singing in the sunshine,
Lift up your hearts for you are singing to God.

Hand in hand with every one, we're walking walking
Black and white and brown
together walking walking
Singing new songs now, living new lives,
Building new bridges walking distant miles
Well we're walking with the Lord....

Rain and storm will not prevent us walking walking
Faith and hope and love will send us walking walking
Crossing all barriers climbing all stiles,
Breaking through fences, walking distant miles
Well we're walking with the Lord.....

16. Keep me in the hollow of Thy hand.
Lead me through the wild and stormy land,
Thou doth guide my feet,
Tho' the pathway may be steep,
Keep me in the hollow of Thy hand.

Chorus: Keep me, keep me day by day
Guide me, guide me all the way
Never, never let me stray;
Keep me in the hollow of Thy hand.

Keep me in the centre of Thy will.
All Thy plans for me may I fulfill.
As I go my way help me,
Lord, from day to day,
Keep me in the centre of Thy will

Keep me in circle of Thy love,
Looking down to comfort from above
Help me see Thy face as I pray for daily grace
Keep me in the circle of Thy love.

17. There shall be showers of blessing.
This is the promise of love.
There shall be seasons refreshing,
Sent from the Saviour above.

Chorus: Showers of blessing,
Shower of blessing we need.
Mercy drops round us are falling,
But for the showers we plead.

There shall be showers of blessing,
Send them upon us, O Lord.
Grand to us now a refreshing,
Come and now honour Thy word.

18. Welcome Holy Spirit,
We are in your presence
Fill us with your power

Live inside of us
You're the living water
The never drying fountain
Comforter and counselor
Take complete control

19. Move in us precious lord – 3 One more time
To fulfill you're every word
Every promise we have heard
Move in us precious lord
One more time

Speak to us precious lord
Stay with us precious lord
20. Make something new in my life Oh Lord – 2
Make something new in my life Oh Lord – 6

Kuch naya kar mere jiban mei- 2
Kuch naya kar mere jiban mei
Naya kar jiban mei
Naya kar jiban mei prabhu -2

Kiba notun kora mor jibonot - 2
Kiba notun kora jibonot
Kiba notun kora jibon o prabhu - 2
21. I just keep trusting my lord
As I walk along
I just keep trusting my lord
And he gives me a song
Thou the storm – cloud darken the sky
Over the heavenly trail
I just keep trusting my lord
He will never fail

He is a faithful friend-2
Such a faithful friend – 2
I can count on him – 2
To the very end.
22. Living waters flow on
Sweep away my pain
Bring your healing to my heart
Help me live once again

Cares and worries get me down
Fear of failure fills my day
When I'm lost and let me alone
Help me lord to find your way

People knocking at my door
Strangers seeking love and care
Never let me turn them down
Show me gently how to share

Children come in to my life
With their laughter and their song
When will I become like them
Teach me lord to sing along

23. Into thy presence I come
Not by the works that I have done
But by the grace O Lord
I come and bow before thy throne.
Seeking Jesus, Jesus is the Lamb
Jesus is the Lamb that was slain.

Praising Jesus
Thanking Jesus.....

24. Oh! Mother we your children here on earth
With grateful hearts we raise our eyes to you.
Gladness fills our hearts today to sing to you,
Oh good St. Ann hail.

Ch: Glorious St. Ann
We your Children loudly praise your
name sweet Mother,
Glorious St. Ann,
Shower your blessings guide our path below

Gathered round your image in this
hallowed place,
We your children praise your name
Oh sweet St. Ann,
Lead us, guide us, Strengthen us along the way
Oh good St. Ann hail.

25. Anna how sweetly falls that word
On my enraptured ear
Oft do I breathe in accents low
That sound when none are near.

Sing O my lips
And loudly proclaim
O Anna O Anna
How sweet is thy name (2)

26. Joy of my heart O dear St. Ann
To thee thine, own sweet children come
Anna one gift I beg of thee
My soul from sin and sorrow free (2)

Mother of Mary, teach us to live
Humble and loving and prompt to forgive
Rooted in God, firm in His will
Anna we need thy guidance still (2)

27. Silent night, Holy night
All is calm all is bright
Round yon virgin mother and child
Holy infant, so tender and mild
Sleeps in heavenly peace (2)

Silent night Holy night
Shepherds quake at the sight
Radiant beams from heaven a far
Heavenly hosts sing alleluia
Christ the saviour is born.

28. Angels we have heard on high
Sweetly singing over the plains
And the mountains in reply.
Echo back their joyous strains
Glo-ria-in ex-cel-sis De-o(2)

Shepherds why this jubilee?
Why your joyous strains prolong?
Say what may the tidings be
Which inspire your heavenly song?

Come to Bethlehem and see
Him where birth the angels sing
Come adore on bended knee
Th'infant Christ the new born

See Him in a manger laid
Whom the choirs of angels praise
Mary, Joseph, lend you aid.
While our hearts in live we raise.

29. Joy to the world the Lord has come
Let earth receive her king
Let every heart prepare Him room
And heaven and nature sing (2)
And heaven and heaven and nature sing

Joy to the world the savior reigns
Let men their songs employ
While fields and floods, rocks, hills and plains
Repeat the sounding joy (2)
Repeat (2) the sounding joy.

He rules the world with truth and grace
And makes the nations see
The glories of His righteousness
And wonders of his love (2)
And wonders and wonders of His love

30. O come all ye faithful
Joyful and triumphant
O Come ye O Come ye to Bethlehem
Come and behold Him
Born the king of Angels

Ch: O Come let us adore Him (3)
Christ the Lord.

Sing choirs of Angels
Sing in exultation
Sing all ye citizens of heaven above
Glory to God, Glory in the highest

ADMINISTRATION OF THE COLLEGE & SCHOOL

The administration of the college is vested on the Chairperson and the members of the Governing Body of the Founding Society. The Chairperson appoints a team to administer the college on behalf of the Governing Body. The team consists of the President, the Principal-cum-Secretary, the Vice-Principal, the Administrator and others from among the members of the Society or its affiliates with requisite qualifications and aptitude.

The day-to-day administration of the college is vested with the President the Principal and the team appointed by the Governing Body of the Founding Society. They are assisted by the Managing Committee of the college.

COURSE OF STUDIES

The Higher Secondary is affiliated to the Assam State School Education Board (ASSEB) and the Degree College (PG- ENGLISH HONOURS) and (B.A / B.COM HONOURS (NEP) is affiliated to the Bodoland University.

GENERAL RULES AND REGULATIONS

1. ADMISSION PROCESS

- 1.1 This is a college which belongs to the Catholic Minority Community and, therefore, members of the Catholic community get priority in admission. Students who are Catholics should produce the Baptism Certificate and a letter of introduction from their Parish Priest stating that they are Catholics.
- 1.2 Students belonging to other Christian denominations should produce certificates from their respective church authorities stating that they are practicing Christians.
- 1.3 The admission is based on the principles guiding admission to minority institutions.
- 1.4 Selected candidates should take admission on the stipulated date, failing which he/she shall forfeit the seat.
- 1.5 No donation / capitation fee in any form is accepted for admission. No person / institutions have been authorized by us to collect fees / donation or solicit any candidate on our behalf. Please inform the college authorities if you are solicited.

2. COLLEGE FEES:

- 2.1 The College fees cover twelve calendar months including holidays or broken periods.
- 2.2 The admission fees along with two months tuition fees will be paid at the time of admission through **online transfer** in favour of '**St. Ann's College' (UG/PG) / 'St. Ann's Senior Secondary School (Std 11& 12) respectively**. The remaining months fees are collected thereafter on monthly basis. After the payment on the same day the payment receipt should be submitted in the college office.
- 2.3 Kindly pay in favor of "ST ANNS SENIOR SECONDARY SCHOOL"- Bank Details: State Bank of India, **A/C No. 41860429706**, Branch: North Kokrajhar, **IFSC code: SBIN0007379**
- 2.4 Kindly pay in favor of "ST ANN'S COLLEGE"- Bank Details: State Bank of India, **A/C No. 33882954991**, Branch: North Kokrajhar, **IFSC Code: SBIN0007379**.
- 2.5 Parents and guardians desirous of seeking transfer for their ward should clear all the dues to the college till the end of the academic year and apply for Transfer Certificate one month in advance to enable the office to issue the same. It is obligatory to obtain Transfer Certificate at the time of transfer from this college to another.
- 2.6 There will be a revision of fees from year to year.
- 2.7 Deserving students from the economically weaker sections of the society may be given concession in fees. Such concessions, however, will be withdrawn if the student fails to maintain academic and behavioral standards set by the college.
- 2.8 The college will not issue any reminder for the payment of fees. It is your responsibility to pay the same.
- 2.9 Admit cards will not be issued to students whose dues are not cleared and they will be debarred from sitting for the examinations. The Principal may grant special permission to such students to sit for the examinations but the result will be withheld till all dues are cleared.
- 2.10 Monthly tuition fees must be paid within the month. 25th of every month fees must be paid. In case delay in payment Rs. 30/- fines will be charged per month.
- 2.11 Registration and exam fees will be collected during the time of registration and exam form fill up. It is not included in the college fees.

3. COLLEGE UNIFORM

- 3.1 Both the school and the Degree College have their prescribed uniforms.
- 3.2 The uniforms and other items for the uniforms are to be purchased only from the approved supplier(s) to ensure uniformity. The name and address of the approved supplier(s) will be published on the college notice board.
- 3.3 The Trousers/Shorts, Shirts, Black Shoes and other items of the uniform must conform to the norms set by the college.
- 3.4 It is important to note that every student must wear a clean, complete and correct uniform daily. A student who comes to college without the proper uniform or whose uniform is untidy will not be allowed to attend classes or college functions.
- 3.5 A student will be marked absent even if he/she is allowed to attend class without the college uniform. Such students must bring a note on the following day from the parent/guardian stating the reason for being marked absent.
- 3.6 Students should come in college uniform for all college functions and programmes, unless otherwise instructed.
- 3.7 Clean and hygienic habits are traits of good upbringing and an important part of education. Students should, therefore, attend classes neat and clean. They should ensure that their nails are trimmed and hair combed neatly. All boys must keep their hair short and faces clean. Girls must tie their hair neatly with black ribbons/black bands.
- 3.8 Students are not allowed to use gels/hair dye/cosmetics, jewellery or wear baggy pants or pants below the hips. Boys are not allowed to use earrings/bangles unless for religious compulsions
- 3.9 The Uniform stands for the value of the institution. Therefore, it must be used well and respected. If you are doing anything not in line with the values of the institution while wearing the uniform, within or outside the college campus, strict disciplinary actions will follow. even dismissal from
- 3.10 **DRESS CODE H.S**
Purple Shirts and Black Pants for Boys and Girls.
Checkered Tie prescribed by the college.
On Wednesdays and Saturdays Tracksuit Pants and House T-shirts.

3.11 DRESS CODE- UG B.A. /B.COM.

Blue Shirts and Blank Pants for both Boys and Girls, Blue tie prescribed by the college.

On Wednesdays and Saturdays Tracksuit Pants and white T-shirts.

3.12 DRESS CODE- PG

Light pink checkered Shirts and Blank Pants for both Boys and Girls, marron tie prescribed by the college. On Wednesdays and Saturdays black Pants and white T-shirts

4. HANDBOOK

- 4.1 A Handbook along with rules are provided to each student at the beginning of the academic year. This has to be maintained in a proper manner throughout the year. The ID page should contain the photograph and all the details asked for.
- 4.2 In case the Handbook is lost a written application for new Handbook has to be submitted to the Principal through the class teacher, together with the required fine. The front office will issue a new Handbook on submission of the application duly countersigned by the class teacher and the Principal.
- 4.3 All the old records/observation/notes are to be entered in the Handbook which will be cross-checked by the class teacher.
- 4.4 The Handbook has to be brought to college daily. A student who does not bring the Handbook will be marked absent. The student should bring a note on the following day from the parent/guardian stating the reason for being marked absent/being sent home.

5. RELIGIOUS INSTRUCTION AND VALUE/LIFE SKILL EDUCATION

- 5.1 The College gives great importance to values and life-skill education in the manner of the principles taught and maxims St. Ann.
- 5.2 The College emphasizes the value of prayer during the morning assembly and at other times, especially during religious festivals. The college also introduces and encourages prayers and hymns having universal appeal.
- 5.3 The College encourages everyone to learn and appreciate each other's religious beliefs and cultural traditions and customs.

Creation of strong familial bond based on mutual respect and appreciation for one another's faith, culture and traditions is the hallmark of our institute.

- 5.4 As St. Ann's Senior Secondary School and St. Ann's College are owned and run by the Catholic Church, no one should show disrespect to the religious articles and images installed on the campus. Religious worship/rituals of other denominations/sects/religions are not performed on the College campus.

6. ENTRY, ASSEMBLY, CLASSES, FUNCTIONS & EXIT

- 6.1 Assembly is compulsory for HS as well as for the Degree & PG Students.
- 6.2 Students should reach the college at least by a.m. On arrival, they should move towards their classrooms through the designated stairways and corridors.
- 6.3 At the 8.40 bell all should move to the area of the assembly and take their place in an orderly manner. The assembly will commence at a.m.
- 6.4 All should participate in the proceedings of the assembly with due reverence and attention.
- 6.5 After the assembly students should move to their classrooms in silence. Those awaiting their turn to move towards their classrooms should remain silent.
- 6.6 Students' uniforms will be checked regularly by the discipline committee after assembly.
- 6.7 All should participate in the college functions whole heartedly with due attention and discipline.
- 6.8 Late Comers for assembly must report to the Principal with reasons indicated in the handbook. After three late arrivals, a fine of Rs. 100/- will be charged for every subsequent late arrival. Habitual latecomers will have their parents and guardians summoned.

7. MEDICAL ASSISTANCE, FIRST AID & HEALTH EDUCATION

- 7.1 Parents/guardians should inform the college authorities of any ailment their ward is suffering from in order to provide timely and adequate medical assistance.

- 7.2 Students who feel unwell must report to the class teacher/HOD immediately.
- 7.3 Students who are injured should inform the teachers/fellow students and report for immediate treatment. The matter should be brought to the notice of the class teacher and Vice Principal/Principal.
- 7.4 In case medical intervention is necessary, the student will be taken nearest hospital at Kokrajhar. The expenses for the treatment will have to be borne by the parents/guardians.
- 7.5 Parents or guardians will be informed by telephone and they are expected to reach the hospital and take responsibility for further assessment and treatment.
- 7.6 While every care will be taken by the college to ensure the safety and well-being of the student, the college cannot be held responsible for accidents, minor or serious, to students during their stay in the college or while taking part in sports, co-curricular activities, excursions, study tours, field trips, competitions, within or outside the college premises.

8.A. THE SCHEME OF STUDY FOR +2 STAGE

- There will be 6 compulsory subjects in total for all students.
- Subjects to be taken in each stream are divided in groups namely A, B, & C.
- A candidate shall opt all the Core subjects listed under part A and Elective subjects listed in Part B & C as specified.
- Each candidate must opt for 4 [Four] elective subjects compulsorily. These elective subjects will be of 100 marks, and may be may be with practical or without practical.
- In addition to the 4[Four] elective subjects, a candidate shall have to compulsorily study Environmental Education in Class XI and General Studies in Class XII for 50marks each. The assessment of the subjects will be done internally (institution where studying) and Grade will be awarded

8.B. EVALUATION SYSTEM FOR SENIOR SECONDARY STUDENTS

8.1. Duration of the Examinations

Theory		Practical/Project	
Total Marks	Duration	Total Marks	Duration
100	3 hours	—	
80	3 hours	20	
70	3 hours	30	3 hours
50	2 hours	50	3 hours

- 8.2 The syllabus for the academic year is divided into two terms for first year and three terms for second year. Each term ends with an examination.
- 8.3 Class XI will have a pre-board examination and XII will have a selection examination prior to public examinations. The results of these will be given in the presence of parents/guardians.
- 8.4 A student will not be allowed to continue the evaluation/test/examination if found using unfair means (copying, enabling others to copy, bringing texts or books etc.) in evaluations, tests and examinations and no mark/grade will be awarded for that subject. However, he/she will be allowed to sit for the remaining evaluations/tests/examinations.
- 8.5 Students who fail to hand over the answer scripts to the invigilator will be marked zero in that particular subject. However, he/she will be allowed to sit for the remaining evaluations/tests/examinations.
- 8.6 To pass or to be promoted to the next class a student must obtain at least 35% in each of the subject in all assessments.

8.7 Passing Criteria

Pass Marks for H.S. 1st Year Examination: A candidate must pass in both the MCQ type part and descriptive type part of the subject separately with 33% of marks as well as in the practical/project portion and theoretical portion of the subjects, with compulsorily 33% of marks separately.

Pass Marks for H.S. Final Year Examination: The minimum pass mark is 33% of the total mark for all subjects.

- For a subject having practical/project parts the minimum pass marks shall be 33% of the marks allocated to the theory part and 33% of the marks allocated to the practical/project part.

- In H.S. Course curricula, the student must have to appear in 6 [six] subjects and the result will be declared as PASS if the student will secure 33% of marks in aggregate, even if he/she fails in one subject. However, passing in English and MIL/ALT. English is compulsory
- As a candidate has offered 6 subjects, the decision to determine the best 5 subjects may be taken by the admitting institution/employer. Further, it is informed that the ASSEB does not calculate/declare/inform percentage of marks. If the percentage of marks is required for higher education or in employment the calculation, if any, may be done by admitting institution or employer.
- ASSEB Div-II will award subject-wise grades to the candidates in Class XI from the academic year 2025-26 & in Class XII Final Examinations from the academic year 2026-27 along with the marks secured by them in each subject. The awarded grades shall be reflected in the Mark-sheet cum Certificate issued to the candidates of Class XI & XII as mentioned above.
- In skill-based subject(s), the ratio of practical and theoretical part will be 50:50.

9. ONLINE/OFFLINE & BLENDED MODE OF EDUCATION

- 9.1 The college may at times use a blend of offline classes with some online activity using some social media platforms.
- 9.2 Students may be asked to maintain WhatsApp groups of their class / subjects for easy communication.

10. PROMOTION/DETENTION

- 10.1 A student must pass separately for all subjects in Terminal & Pre-board Exams
- 10.2 A student must pass separately in both theory and practical and overall assessment.
- 10.3 A student is promoted if he/she obtains 33% or above in all the subjects in the final examinations. A student will be detained in the same class if he/she fails to obtain minimum 33 marks for all the subjects in the final examinations. There will be no improvement/retest conducted for the final examinations. There will be a Selection Examination for Class XII students before they fill up the form for Board examinations. Students will be allowed to

fill up the examination form only if they secure minimum pass marks (33 marks) for all the subjects in the selection examinations.

- 10.4 Students are permitted to change subjects during the first fifteen days of opening the school.
- 10.5 Students who do not show the required aptitude in a given stream, may be shifted to other streams after an evaluation. The vacancies that arise may be filled by the principal from within the admitted students. Change of stream/subject will not be allowed under any circumstance after registration of the student in ASSEB Board
- 10.6 Parents/guardians are required to bring to the notice of the Principal if there are any grounds for special consideration to be shown to their wards (Differently abled students).
- 10.7 The promotion or detention of a student is based on his/her performance during the whole year and decided by the Principal in consultation with the Moderation Committee consisting of the Vice Principal and the Class teacher.
- 10.8 In case anyone fails to collect the report card on the appointed day from the class teacher, the same may be collected from the college office on payment of a late fee of Rs. 200/-

11. PROGRAMME OF STUDIES

The Programme of studies offered by the College is known as B.A / B.Com, a Four-Year Degree Course of 8 Semesters under the New Education Policy, as prescribed by Bodoland University, Kokrajhar.

11.1 COURSE OFFERED BY THE COLLEGE

ST. ANN'S COLLEGE, BALAGAON offers the Bachelor of Arts (Honours), Bachelor of Commerce (Honours) and Master of Arts (Honours) programme in the following subjects.

<i>Course</i>	<i>HONOUR SUBJECTS</i>
<i>BACHERLOR OF ARTS</i>	<i>ENGLISH, ASSAMESE, BODO, EDUCATION, ECONOMICS, POLITICAL SCIENCE, HISTORY, SOCIOLOGY</i>
<i>BACHELOR OF COMMERCE</i>	<i>B.COM HONOURS (FINANCE / MANAGEMENT)</i>
<i>MASTERS OF ARTS</i>	<i>ENGLISH</i>

A. BASIC COURSE STRUCTURE

Sem	Major/Minor paper (Codes)	Minor Paper (Codes)	IDC (Codes)	AEC (Codes)	SEC (Codes)	VAC (Codes)	Intern	Pro Dissertation	Credit
SEM-I	MAJ/MINA 1014	MIN/MINB 1014	IDC 1013	AEC 1012	SEC 1013	VAC 1014			20
SEM-II	MAJ/MINA 1024	MIN/MINB 1024	IDC 1023	AEC 1022	SEC 1023	VAC 1024			20
Exit with a Certificate (40 credits and additional Internship of 4 credits)									
SEM-III	MAJ/MINA 2014 MAJ/MINA 2024	MIN/MINB 2014	IDC 2013	AEC 2012	SEC 2013				20
SEM-IV	MAJ/MINA 2034 MAJ/MINA 2044 MAJ/MINA 2054	MIN/MINB 2024		AEC 2022			INT 2012		20
Exit with a Diploma (80 credits and additional Internship of 4 credits)									
SEM-V	MAJ/MINA 3014 MAJ/MINA 3024 MAJ/MINA 3034 MAJ/MINA 3044	MIN/MINB 3014							20
SEM-VI	MAJ/MINA 3054 MAJ/MINA 3064 MAJ/MINA 3074 MAJ/MINA 3084	MIN/MINB 3024							20
Exit with a Bachelor Degree in the Subject studied (120 credits)									
SEM-VII	MAJ/4014 MAJ/4024 MAJ/4034 MAJ4044/ REM4044	MIN4014							20
SEM-VIII	MAJ4054	MIN4024						Diss/ Research Project (12)/ADL4 014; ADL4024 ADL4034	20
Credits	80	32	9	8	9	8	4	12	160
Exit with a Degree in Honours and Research (160 credits)									

CODE EXPLANATION: MAJ = Major; MIN=Minor; MINA = Minor A; MINB = Minor B; IDC = Interdisciplinary; AEC = Ability Enhancement Course; SEC = Skill Enhancement Course; VAC = Value Added Course. REM = Research Methodology, INT = Internship, ADL = Advanced Learning. Numeric figures- First digit = Course level; Second & Third digit= Sl. No. of Course in the category (Paper serial Number) and Last digits= Credits. e.g., MAJ1014. Students willing to pursue 3 years UG Degree with Minor shall have choose two minors (MINA and MINB) in the first semester. Students willing to pursue 4 years UG Degree with Major and Minor shall have chosen one Major (MAJ) and one Minor (MIN) in the first semester. Students must choose IDC from the pool of courses not studied at 10+2 level.

11.2 REGULATIONS ON NEW EDUCATION POLICY-2020 (NEP)

11.2.1 IMPORTANT FEATURES

- a. Bodoland University NEP-2020 Regulations provide detailed procedures for the implementation of different provisions of NEP-2020 in Higher Education in terms of Under Graduate Degree (Honours/ Research) Programmes.
- b. The programmes shall be structured in a semester mode with multiple exit/entry options with Certification, Diploma and Bachelor's Degree after the successful completion of the first, second and third years, respectively.
- c. The candidate who completes the four years Undergraduate Programme, either in one stretch or through multiple exits and re-entries would get a Bachelor's degree with Honours.
- d. The four-year undergraduate Honours degree holders with a research component and a suitable grade are eligible to enter the "Doctoral (PhD) Programme" in a relevant discipline or to enter the Two Semester Master's Degree programme with project work.
- e. The candidates who wish to enter the master/doctoral programme in a discipline other than the major discipline studied in the undergraduate programmes; have to take additional courses in the new discipline to meet the requirement or to make up the gap between the requirement and the courses already studied.
- f. The students who exit with Certification, Diploma and Basic Bachelor Degree shall be eligible to re-enter the Programme at the exit level to complete the programme or to complete the next level.

- g. The candidates may have a maximum of two exit options or lateral entries to complete the programme.
- h. The Multidisciplinary Undergraduate Programme may help in the improvement of all the educational outcomes, with a flexible and imaginative curricular approach. The programmes provide both breadth and depth in diverse areas of knowledge.
- i. A range of courses is offered with a rigorous exposure to multiple disciplines and areas while specializing in one or two areas.
- j. The programme fulfils knowledge, vocational, professional and skill requirements alongside humanities and arts, social, physical and life sciences, mathematics, sports etc.
- k. The curriculum combines conceptual knowledge with practical engagement and understanding that has relevant real-world application through practical laboratory work, fieldwork, internships, workshops and research projects.
- l. A few courses are common to all students which contribute to the breadth of study and two areas of specialization in disciplinary areas provide for depth of study. The areas of specialization which the students are required to choose are either one or two disciplines/subjects or a “major” (e.g., History or Economics or Pol.sc) and an area of additional discipline called “Minor” (e.g., Bodo or Political Science or Business Administration).
- m. The Students will gain deep disciplinary knowledge through theory and practical experiences in their area of specialization (major). They will also have a reasonable understanding of the area of additional study (minor) that they choose.
- n. The Students can choose subject combinations across streams (e.g., a student can choose a major in Pol.sc and combine it with a “Minor” in History or Commerce). One of the disciplines can also be a vocational subject.
- o. The University shall devise and notify clusters of affiliated colleges to facilitate the choice of disciplines across streams in compliance with extant guidelines (see Annexure II).
- p. Skills shall be explicitly integrated, highly visible, taught in context, and have explicit assessment. The skills shall include abilities in language communication, working in diverse teams, critical thinking, problem-solving, data analysis and life skills. Students shall be given options to choose courses from a basket of

courses which the institution is capable of offering. There shall be no rigidity *in the combination of subjects*.

11.2.2 SCOPE AND COVERAGE

- a. An academic year shall have two semesters.
- b. The FYUGP shall have multiple exit options within this period with appropriate certifications namely:
 - Undergraduate Certificate in a Discipline upon the successful completion of the First Year (Two Semesters);
 - Undergraduate Diploma in a Discipline upon the successful completion of the Second Year (Four Semesters);
 - Bachelor's Degree in a Discipline upon the successful completion of the Third Year (Six Semesters);
 - Bachelor's Degree with Honours/ Honours and Research in a Discipline upon the successful completion of the Four Year (Eight Semesters).
- c. A semester consists of 90 working days. There shall also be a special summer term. A week will have approximately 40 hours of instructional time.
- d. The duration for the summer term is eight weeks or two months commencing from 1st June to 31st July. Teachers are allowed to avail of the summer vacation from 15th June to 16th July. The first part of June is devoted to evaluation and the last part of July be utilized for preparatory work for the next academic session.
- e. Internship/apprenticeship should be carried out during the summer term, especially for students who like to exit after one year or two years in addition to skill-based courses.

11.2.3 DEFINITION OF IMPORTANT TERMS

- a. **National Education Policy 2020 (NEP 2020):** The NEP 2020 embarked on liberal arts multidisciplinary education that aims to produce graduates with multiple knowledge and skills possessing integrated personalities. The policy envisions the undergraduate degree to be of either 3- or 4-year duration, with multiple entry and exit options within this period and with appropriate certifications.
- b. **Academic Year:** Two consecutive (one odd + one even) semesters constitute one academic year.
- c. **Semester:** Each semester will consist of 15 weeks of academic work equivalent to 90 actual teaching days. An academic year consists of two semesters. The odd semesters are to be scheduled from July to December, and even semesters from January to June.

- d. **Programme:** A programme, hereinafter, shall mean an academic programme leading to the award of a degree, diploma or certificate. It comprises a fixed set of Major (compulsory), Elective, Skill Enhancement, Value Added Courses and Internships wherever applicable with a minimum Credit requirement.
- e. **Course:** A course, usually referred to as 'paper', is a component of a Programme, comprising one or more combinations of lectures, tutorials, laboratory work, fieldwork, outreach activities, project work, vocational training, viva, seminars, term papers, assignments, presentations, self- study etc. or a combination of some of these.
- f. **Major Discipline:** Major Discipline is the discipline or subject of main focus and a degree will be awarded in that discipline. Students should secure the prescribed number of credits (about 50% of total credits) through courses in the discipline.
- g. **Minor Discipline:** Minor Discipline (may or may not be related to Major Discipline opted by the student) helps a student to gain a broader understanding beyond the major discipline. For example, if a student pursuing an Economics major obtains a minimum of 12 credits from a bunch of courses in Statistics, then the student will be awarded B.A. Degree in Economics with a Minor in Statistics.
- h. **Multiple Entry and Exit Points:** These are stages where the students may have options for entry and exit in the academic programmes in Higher Education Institutions to be facilitated through the facility created by the Academic Bank of Credit scheme in the manner as provided in the UGC "Guidelines for Multiple Entry and Exit in Academic Programmes offered in Higher Education Institutions".
- i. **Learning Outcome-based Curriculum Framework (LOCF):** It is a framework initiated by the UGC in 2018 for updating the CBCS curriculum to reflect the expected learning outcomes and academic standards that are expected to be attained by graduates of a programme of study and holders of a qualification.
- j. **Academic Bank of Credit (ABC):** It is the platform developed by the National e-Governance Division (NeGD) of the Ministry of Electronics and Information Technology, Government of India, having the facility/ functionality of opening Academic Accounts by students and onboarding of eligible Higher Education Institutions (HE is), by "The University Grants Commission (Establishment and Operation of Academic Bank of Credits in Higher Education) Regulations, 2021". ABC will digitally store the academic credits

earned by students from HE registered with ABC for awarding degrees/diplomas/certificates considering credits earned by students. ABC will ensure the opening, closure and validation of Academic Bank Accounts, credit verification, credit accumulation, and credit transfer, redemption for students.

- k. **Credit:** Credit defines the quantum of work-load for a course. Generally, one hour of theory or one hour of tutorial or two hours of laboratory work, per week for a semester result in the award of one credit. Internship credit shall be one credit per week of the internship, subject to a maximum of six credits.
- l. **Grade Point:** It is a numerical weight allotted to each letter grade on a 10-point scale.
- m. **Letter Grade:** It is an index of the performance of students in a course. Grades are denoted by letters O, A+, A, B+, B, C, P, F and Ab.
- n. **Credit Point:** It is the product of grade point and number of credits for a course.
- o. **Semester Grade Point Average (SGPA):** It is a measure of the performance of work done in a semester. It is the ratio of total credit points secured by a student in various courses registered in a semester to the total course credits taken during that semester. It shall be expressed up to two decimal places.
- p. **Cumulative Grade Point Average (CGPA):** It is a measure of the overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters to the sum of the total credits of all courses in all semesters. It is expressed up to two decimal places.
- q. **Transcript or Grade Card or Certificate:** Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured) along with the SGPA of that semester and CGPA earned till that semester.
- r. **Major (MAJ) and Minor (MIN) Course:** All discipline-specific major and minor courses will carry 4 credits.
- s. **Ability Enhancement Course/ Skill Enhancement Courses:** The Ability Enhancement Course may be of two kinds: Ability Enhancement Courses (AEC) and Skill Enhancement Courses (SEC). AEC courses are the courses based upon the content that leads to Knowledge enhancement: (i) Environmental Science and

- (ii) English / MIL Communication. These are mandatory for all disciplines. SEC courses are value-based and/or skill-based and are aimed at providing hands-on training, competencies, skills, etc. These may be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge. Each of the AEC and SEC courses shall carry 2 and 3 Credits respectively.
- t. **Value Addition Courses (VAC):** These are courses that will help develop all capacities of human beings - intellectual, aesthetic, social, physical, emotional, and moral in an integrated manner. It includes subjects like Yoga, Sports, Health Care, NCC, NSS, Ethics, Culture, etc. VAC courses may be chosen from a pool of courses. Each VAC course shall carry 04 Credits. The students may opt for any of the VAC courses from the pool of courses approved by the University.
 - u. **Interdisciplinary Course (IDC):** It is to be opted from outside the major and minor courses. Each IDC shall carry 3 credits. The students may opt for any of the IDC courses from the pool of courses approved by the University with the condition that the course was not studied at the 10+2 level.
 - v. **Dissertation/Project:** It is designed to acquire special/ advanced knowledge which is termed a dissertation/ project. This is considered a special course involving the application of knowledge in solving/ analyzing/ exploring a real-life situation / difficult problem. Dissertation / Project Work is optional and it may be offered in lieu of a discipline-specific elective paper in the 8th Semester.
 - w. **Internship:** A student should undergo an internship course of 02 credits during 4th semester of his/her UG programme. However, if a student exits after 1st or 2nd year, he/she needs to undergo an additional internship programme having a 4-credit score along with the existing 2 credit score in Semester - IV. Institutions will sign MOU with nearby institutions/offices/Research Centre/ Industries/NGOs/ Skill Training Centers etc. for the internship courses. There may be parallel five-year integrated Master's degree Programmes with exit options after each year with the Under Graduate Degree and Under Graduate Degree with Honours/ Research in a discipline, respectively. The curriculum combines conceptual knowledge with practical engagement and understanding that has relevant real-world application through practical laboratory work, fieldwork, internships, workshops and research projects.

11.2.4 COURSES

A. First Year (Semesters I and II)

- The courses offered in the first year will aim to develop an understanding of all Major areas of study such as Natural Sciences, Social Sciences, Humanities, Mathematical and Computational thinking and analysis, Creative expressions and Vocational education.
- The courses will be broad in scope and introductory in nature. In addition to these, students will also study the Ability Enhancement Course (AEC), Skill Enhancement Course (SEC), Interdisciplinary Course (IDC) and Value-Added Course (VAC).
- **Change of Major:** Affiliated Colleges may create additional 10% seats over and above the sanctioned intake capacity to accommodate the request for a change of Major in 3rd Semester or at the end of 1st year.

B. Second Year (Semester III and Semester IV)

- The students will choose courses of their interest in Major and Minor. They will also study courses to strengthen their language (AEC), IDC and other skill augmenting course with hands-on training.

C. Third Year (Semester V and Semester VI)

- Higher level courses on the chosen Major and Minor in the Disciplinary or Interdisciplinary areas of learning to gain in-depth knowledge.

D. Fourth Year (Semester VII and Semester VIII)

- Advanced level of courses in Major/ Minor discipline along with Research Methodology for UG degree with Honours.
- For the Honours with Research UG degree, Course content will include advanced-level courses, research methodology and research projects.
- Students may be allowed to carry out a research project or dissertation in another department of the same institution or another institution equipped with the required facilities.
- For opting for a Research project/dissertation in Semester VIII, students must opt for a Research Methodology paper in Semester VII.
- The structure of Three and Four Year under Graduate programmes

with Research and Without Research along with multiple exit and entry provisions is shown in Annexure II.

- Any student passing Higher Secondary/ H.S. (10+2)/ Senior Secondary examination or its equivalent from any recognized Board/ Council shall be eligible for admission-by-admission process conducted by Directorate of Higher Education, Govt. of Assam to the 1st Semester of the Under Graduate (B.A./ B. Sc./ B. Com/ B. Music) programme of studies subject to availability of seats. (Explanation: The year of admission shall not be considered while calculating five years from the year of passing the previous qualifying Examination).
- All admission processes to First Semester in the affiliated Degree Colleges shall be completed according to the Academic Calendar of each Academic year. In the case of other Semesters, provisional admission to subsequent Semester classes is completed within 15 days from the date of completion of the previous Semester's examination.
- A student shall have to apply for University Registration in the prescribed form through the Institution within 30 days from the last date of admission. No application for registration will be entertained after the expiry of this stipulated period.
- A student shall be allowed to change a subject(s)/stream within 30 days of his/ her admission to the College. No such change shall be entertained once the application for university registration is forwarded to the University from the college.

Regarding the relaxation of minimum marks for admission against reserve seats/ quotas for ST/ SC/ PWD/ OBC and other candidates, the guidelines/ instructions of GoI/ UGC issued from time to time will be followed.

11.2.5 Learning Levels

Courses shall be coded based on the learning outcomes, level of difficulty, and academic rigor following the UGC Curriculum and Credit Framework for Undergraduate Programme, 2022 as given below:

- a. Foundation or introductory courses that are intended for students to gain an understanding and basic knowledge about the subjects and help decide the subject or discipline of interest. These courses may also be prerequisites for courses in the major subject. These courses generally would focus on foundational theories, concepts, perspectives, principles, methods, and procedures of critical

thinking to provide a broad basis for taking up more advanced courses. These courses seek to equip students with the general education needed for advanced study, expose students to the breadth of different fields of study; provide a foundation for specialized higher-level coursework; acquaint students with the breadth of (inter) disciplinary fields in the arts, humanities, social sciences, and natural sciences, and to the historical and contemporary assumptions and practices of vocational or professional fields; and to lay the foundation for higher level course work.

- b. Intermediate-level courses including subject-specific courses intended to meet the credit requirements for minor or major areas of learning. These courses can be part of a major and can be pre-requisite courses for advanced-level major courses.
- c. Higher-level courses which are required for majoring in a disciplinary/interdisciplinary area of study for the award of a degree.
- d. Advanced courses which would include lecture courses with practicum, seminar-based courses, term papers, research methodology, advanced laboratory experiments/software training, research projects, hands-on training, internship/apprenticeship projects at the undergraduate level or First Year Postgraduate theoretical and practical courses.

11.2.6 Programmes of Study

- a. **UG Degree Programmes with Single Major:** A student has to secure a minimum of 50% credits from the major discipline for the 3-year/4- year UG degree to be awarded a single major. For example, in a 3-year UG programme, if the total number of credits to be earned is 120, a student of Economics with a minimum of 60 credits will be awarded an undergraduate degree in Economics with a single major. Similarly, in a 4- year UG programme, if the total number of credits to be earned is 160, a student of Physics with a minimum of 80 credits will be awarded an Undergraduate degree with Honours or Honours and Research).
- b. **UG Degree Programmes with Double Major:** Provision of a double Major shall be implemented in due course of time.
- c. **Interdisciplinary UG Programmes:** The credits for major courses shall be distributed among the constituent disciplines/subjects to get core competence in the interdisciplinary programme. For example, a degree in Econometrics requires courses in economics, History, and Pol.sc. The total credits to core courses shall be

distributed so that the student gets full competence in Econometrics upon completion of the programme. The degree for such students will be awarded as Bachelor in Econometrics for a 3-year UG programme or Bachelor (Honours) / Bachelor (Honours and Research) in Econometrics for a 4-year UG programme.

- d. **Multidisciplinary UG Programmes:** In line with the NEP 2020 guidelines, Bodoland University shall introduce Multidisciplinary Undergraduate Programme with a flexible curricular approach. It is a provision for giving exposure to multiple disciplines and areas while specializing in one or two areas. Students can choose subject combinations across “streams” (e.g. a student can choose a “major” in Physics and combine it with a “minor” in History). The programme seeks to fulfil knowledge, professional and skill requirements along with provision for study in the areas of arts and humanities, social sciences, physical and life sciences, management, commerce etc. In the case of students pursuing a multidisciplinary programme of study, the major course credits will be distributed among the broad disciplines such as Life sciences, Physical Sciences, Mathematical and Computer Sciences, Data Analysis, Social Sciences, Humanities, etc. For example, a student who opts for a UG programme in Life sciences will have the total credits to core courses distributed across Botany, Zoology and Human biology disciplines. The degree will be awarded as Bachelor in Life Sciences for a 3-year programme and Bachelor (Honours) in Life Sciences or Bachelor (Honours and Research) for a 4-year programme without or with a research component respectively. The statutory bodies of the University and Colleges such as the Board of Studies and Academic Council will decide on the list of courses under major category and credit distribution for double major, interdisciplinary and multidisciplinary programmes.
- e. **Master's degree programmes:** Students with 03 years of Undergraduate Bachelor's degree shall be eligible for 2 years Master's Degree programme and students with 04-year Bachelor's degree with Honours and Research shall be eligible for one-year Master's Degree programme. Students with 3-year UG degree will devote their 1st year to theory and practice and the 2nd year will be devoted entirely to research projects. For students with 4 years UG-degree, one complete semester will be devoted to theory and practice and the 2nd semester to research projects. (This is for advanced information to the aspirants.)

11.2.7 Duration of the Programme

- a. The duration of the UG programme is 4 years or 8 semesters. Students who desire to undergo a 3-year UG Programme will be allowed to exit after completion of the 3rd year.
- b. Students who exit with a UG certificate or UG diploma are permitted to re-enter within (3) three years and complete the degree programme.
- c. Students may be permitted to take a break from the study during the period of study but the total duration for completing the programme shall not exceed 7 years.
- d. The workload relating to a course is measured in terms of credit hours. A credit is a unit by which the coursework is measured. It determines the number of hours of instruction required per week over a semester (minimum 15 weeks). Each course may have:
 - Lecture and tutorial component,
 - Lecture and practicum component,
 - Lecture, tutorial, and practicum component or
 - Only practicum component
- e. One credit for tutorial work means one hour of engagement per week. In a semester of 15 weeks' duration, a one-credit tutorial in a course is equivalent to 15 hours of engagement.
- f. A one-credit course in practicum or lab work, community engagement and services, and fieldwork in a semester mean two-hour engagement per week. In a semester of 15 weeks' duration, a one-credit practicum in a course is equivalent to 30 hours of engagement.
- g. A one-credit of Seminar or Internship Studio activities Field practice/projects or Community engagement and service means two-hour engagements per week. Accordingly, in a semester of 15 weeks' duration, one credit in these courses is equivalent to 30 hours of engagement.
- h. A course can have a combination of lecture credits, tutorial credits, and practicum credits. For example, a 4-credit course with three credits assigned for lectures and one credit for practicum shall have three 1-hour lectures per week and one 2-hour duration field-based learning/project or lab work, or workshop activities per week.
- i. In a semester of 15 weeks' duration, a 4-credit course is equivalent to 45 hours of lectures and 30 hours of practicum. Similarly, a 4-credit course with 3-credits assigned for lectures and one credit for

tutorial shall have three 1-hour lectures per week and one 1-hour tutorial per week. In a semester of 15 weeks' duration, a 4-credit course is equivalent to 45 hours of lectures and 15 hours of tutorials.

Types and Title /Nomenclature of Qualifications (Degree)

- a. **Exit at the first year (Exit-1): UG Certificate** : In addition to a minimum of 40 credits earned, the student will require to complete a mandatory work-based vocational course or internship/apprenticeship of 4 credits offered during the summer term. This is in addition to the 6 credits from the skill-based courses earned during the first and second semesters.
- b. **Exit at second year (Exit-2): UG Diploma** : In addition to a minimum of 80 credits earned, the student will require to complete a mandatory work-based vocational course or internship/apprenticeship of 4 credits offered during the first- year or second-year summer term.
- c. **UG Degree (Undergraduate Bachelor Degree):** This degree is awarded in a relevant discipline/subject to those who pursue a 3-year UG programme and secure 120 credits.
- d. **UG Degree with Honours** : It will be awarded on securing 160 credits by taking 12 credit advanced level (400 levels) courses instead of a Research Project/ Dissertation.
- e. **UG Degree with Honours and Research:** A 4-Year Bachelor's degree (Honours with Research) will be awarded if the student completes a rigorous research project of 12 credits in the major area (s) of study under the guidance of a faculty member. The students are expected to complete the Research Project in the eighth semester. The research outcomes of their project work may be published in peer-reviewed journals so may be presented in conferences/seminars or may be patented.

11.2.8 PRE-REQUISITES FOR UG PROGRAMMES

Admission requirement and lateral entry:

- Admission at both UG and PG level will be conducted as it has been done in earlier years for the time being and reservation guidelines of the Govt. of Assam will be followed.
- A minimum CGPA of 7.5 at the end of the 6th Semester shall be considered mandatory for entry into the fourth year of a Bachelor's Degree with Honours and Research. Students having backlogs in Major papers in the previous semester shall not be eligible to pursue the fourth year of a Bachelor's Degree in Research.
- Entry may be allowed at the beginning of the odd semester and exit

allowed after the even semester.

- Admission to the FYUGP will be based on merit. Students opting for the major course in the first semester may avail the option to change their Major subject in the Third Semester subject to the availability of seats in the respective affiliated colleges.

11.2.9 CURRICULUM COMPONENTS

Categories of courses and the minimum credit requirements for 3–year UG and 4-year UG (Honours) or UG (Honours and Research)

Type of Course	Description	Minimum Credit requirement	
		3-year	4-year
Major	Discipline-specific courses to be specified by the concerned BoS/School	60	80
Minor	Supporting Discipline specific courses to be specified by Concerned BoS/School	24	32
Inter-disciplinary Courses (IDC)	To be specified by the Concerned BoS/ School	09	09
Ability Enhancement (AEC) (Language)	Modern Indian Language (MIL) or Regional Language & English Language focused on language and communication skills.	08	08
*Skill Enhancement (SEC)	Hands-on training, soft skills etc.	09	09
**Value-Added Courses (VAC) Common for UGprogrammes	Understanding India/ Env. Sc./ Env. Ed/ Digital and Tech solutions/ Health and Wellness, Yoga Education., Sports and fitness, Community Engagement, etc	08	08
Internship		02	02
Research Project/Dissertation/Advanced Learning (ADL)		--	12
	Total	120	160***

Honours students without research will opt for three courses for 12 credits instead of a research project/dissertation. Students who wish to take Honours and research must opt Research Methodology course (REM) in the VII-Semester.

Note:

Interdisciplinary UG programme: Core credits are equally distributed (e.g., among 03 subjects).

Multidisciplinary UG programmes may be among life sciences, physical science and other discipline.

11.2.10. MAJOR AND MINOR DISCIPLINES

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

Minor discipline helps a student to gain a broader understanding beyond the major discipline. For example, if a student pursuing an Economics major obtains a minimum of 12 credits from a bunch of courses in Statistics, then the student will be awarded a B.A. degree in Economics with a Minor in Statistics. Students willing to pursue UG degrees with two Minors shall have to choose two disciplines as Minor (MIN-A and MIN-B) in the first semester and this shall be continued till 6th semester.

Minor A (Min A) shall be the focused area of study and Minor B shall be the additional area of study for the student. The student shall be allowed to provisionally opt to pursue MIN-A (which is the focused area of study of the student) as a Major discipline in the 7th Semester subject to the condition that he/she secures 75 percent marks or more till the 6th Semester with no backlog or betterment or else the admission/seat will be forfeited by the student.

Students willing to pursue 4 years UG Degree with a Major and Minor shall choose one discipline as a Major (MAJ) and one additional discipline as a Minor (MIN) in the first semester.

11.2.11. CREDIT DISTRIBUTION

- a. An individual paper of all discipline-specific courses (major or minor) shall be of 4 credits.
- b. Other Courses: Courses under the Multi-disciplinary and Skill Enhancement categories shall be of 3 credits each paper.
- c. Ability Enhancement Course (language) shall be of 02 credits for each paper.
- d. Courses under Value Added, Community outreach activities, etc., shall be of 04 Credits. The 04 credits value-added courses may be split into two parts. For example, 02 credits for Env. Sc/ Env Ed/Digital and Technology solution and 02 credits for Yoga/Sports/NCC/NSS/Community engagement etc. which equals 4 credits in the category in a semester.
- e. Fourth semester Internship/ Apprenticeship shall be of 02 credits.
- f. Summer Internship/ Apprenticeship shall be of 04 credits of minimum 8 weeks duration and shall be mandatory for students who decide to exit with UG Certificate/ UG Diploma.

- g. Final year Research project/Dissertation to be of 12 credits.
- h. Students shall choose one MOOC course from the list of courses offered for SEC, VAC or IDC in a single semester.

11.2.12 EVALUATION AND PEDAGOGY

- a. As stipulated in the NEP 2020, student assessment shall be based on learning goals for each programme and emphasis should be more on a continuous and comprehensive evaluation rather than high stake end semester examinations. Thus, the focus shall be on a formative assessment by Internal Evaluation.
- b. Departments have to choose from a basket of options like Essays, Tutorials, Home Assignments, Seminars, Presentations, Laboratory Work, workshops, Project-based learning, peer reviews, quizzes and other elements of participatory learning for activity-based assessment.
- c. All the undergraduate programmes offered by the University shall have specified components for internal evaluation.
- d. Following the principle of “those who teach should evaluate”, the approach/ pattern of continuous internal assessment/evaluation (activity assessment) may be decided and conducted by the concerned teacher under the Internal Evaluation policy of the

Academic Monitoring/Supervisory/Advisory committee of the College/University. Teachers shall have the directions to access the paper-specific learning objectives and take quantifiable remedial measures to achieve desired learning outcomes, paper outcomes and course outcomes.

- e. Internal assessment may be through:
- f. Class assignment
 - ❖ Unit test
 - ❖ Field work
 - ❖ Group discussion
 - ❖ Seminar presentation
 - ❖ Research papers
 - ❖ Participation in class discussion and attendance etc.

11.2.13. LETTER GRADES AND GRADE POINTS

The Letter Grades and Grade Points shall be followed as per UGC Curriculum and Credit Framework for Undergraduate Programmes, 2022.

Nomenclature	Letter Grade	Grade Point	Marks
Outstanding	O	10	91-100
Excellent	A+	9	81-90
Very Good	A	8	71-80
Good	B+	7	61-70
Above Average	B	6	55-60
Average	C	5	45-54
Pass	P	4	40-44
Fail	F	0	Below 40
Absent	AB	0	

11.2.14. COMPUTATION OF SGPA AND CGPA

The UGC recommended procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be followed as given below:

SGPA: The ratio of the sum of the product 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, i.e., $SGPA (S_i) = \sum (C_i \times G_i) / \sum C_i$, 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. **CGPA:** The Cumulative Grade Point Average (CGPA) is also calculated in the same manner considering all the courses undergone by a student over all the semesters of a programme, i.e., $CGPA = \sum (C_i \times S_i) / \sum C_i$, Where S_i is the SGPA of the i^{th} semester and C_i is the total number of credits in that semester.

11.2.15. THE SYLLABUS DESIGN

The syllabus for each of the courses will have the following components:

- Learning objective of the paper
- The learning outcome of the paper
- Detailed syllabus
- Recommended readings
- Preferable Formative Assessment type to be used for Internal Evaluation (depending on the paper requirements)
- Mode of evaluation with assessment rubrics (To be provided subject-wise)

- Marks distribution for different components of evaluation and assessment, e.g., internal assessment, practical, end semester exam etc. (To be provided subject-wise)

11.2.16. Marks Structure of Paper

- For courses of 100 marks without practical component: Internal Assessment*: 30 marks & Theory: 70 marks
- For courses of 100 marks with practical components: Internal Assessment*: 30 marks & Theory / Practical: 70 marks (Internal Assessment marks include attendance marks)
- The College can allow up to 20% of the total credits being offered in a particular programme in a semester through the online learning course provided under the SWAYAM platform or any other MOOC platform recognized by the MHRDC or any other regulatory body.
- The student will have to opt for Interdisciplinary courses from MOOCs with the permission of the College. The college also has to send the list of students with their opted subject to the Controller of Examination before filling up the Examination form. The University shall notify the pool of Interdisciplinary / Skill Enhancement/ Value Added courses from time to time.

A student shall be deemed to have pursued a regular course of study (in a subject) during each semester, and he/ she has attended at least 75% of classes and there is no negative report against him/her, i.e., he/ she has not been debarred from attending the classes and appearing in the examination due to some serious misconduct.

- It is provided that the Head/ Dean/ Principal of the concerned department/ faculty/ college may condone a shortage of percentage in attendance not exceeding 15 per cent in each subject due to one or more of the following reasons, involving absence from the classes.
- Participation in N.C.C. / N.S.S. Camps duly supported by a Certificate from the Officer- in-Charge, N.C.C. / Programme officer, N.S.S.
- Participation in University or College Team(s) Games or Inter-State or Inter-University Tournament(s) duly supported by a Certificate from the competent authority of the college/ University.
- Participation in any of the co-curricular activities organized by the University/ Institute/ Department, duly certified by the competent authority.

- Prolonged illness duly certified by the Superintendent/ CMO of a government hospital.

For the above Regulations, a subject shall be deemed to be borne on the list of subjects laid down in the prospectus of the examination concerned and shall consist of such paper and the practical, workshop practice, etc. in each of which or a group of which a candidate is required to pass separately. An option to change a subject may be exercised only once within 4 weeks from the date of commencement of the I/III semester on payment of a prescribed fee. Whenever a change in subject is permitted, the attendance in the changed subject shall be calculated by taking into consideration the attendance in the previous subject study. Attendance verification forms forwarded through Dean/Head/Principal should be submitted with End Semester Examination forms. The Academic Council/ Vice Chancellor of Bodoland University shall have the power to condone any deficiency of attendance for cogent reasons.

11.2.17. Examination and Evaluation

- A. End-Semester Examinations:** The Controller of Examinations shall make necessary arrangements for notifying the dates of the End-Semester Examinations as per the Academic Calendar notified by the University.
- B. Continuous Formative Evaluation/ Internal Assessment (IA):**
 - Total marks for each course shall be based on continuous assessments and semester-end examinations.
Total marks for each course = 100 Continuous/Internal assessment (C1) 30 Marks Semester End Examination (C2) = 70 marks
 - The first component (C1) shall be based on tests (10 marks), and class attendance (5 marks) and the remaining 15 marks for this component shall be from seminar/ case study/fieldwork/project work assignment, etc.
 - This shall be evaluated by the course teacher and authenticated by the concerned college using their official seal at the time of conducting tests/ assignment/ work etc. and communicated to the Controller of Examinations at least 15 days before the commencement of the University examinations.
 - No student will be allowed to appear in the End-Semester Examination of the University if he/ she fails to secure a minimum of 40% marks (12 out of 30 marks) in the Internal Assessment.
 - It shall be the duty of the Principal of the concerned College to

announce in consultation with the Heads of the Departments the names of students who are found not eligible to appear in the End-Semester Examinations in the various courses due to non-fulfilment of the criteria of internal assessment and attendance.

- The students shall be informed in advance about the schedule of the Internal Assessment. All relevant records for C1 shall be maintained by the Department/Principal and made available on demand by the University.
- A Semester-End Examination shall be conducted by the University for each Course. This forms the second component of the assessment (C2) and the maximum marks for the final component will be 70%. There shall be no internal assessment for 2 or 3-credit papers with 50 marks.

ACTIVITIES	C1	C2	TOTAL MARKS
Sessional Test	10 marks		10 marks
Attendance*	5 marks		5 marks
Seminar/case study/fieldwork/project work/assignment, etc.	15 marks		15 marks
Semester End Examination	70 marks		70 marks
Total			100 marks

5 % marks for attendance shall be distributed as follows:

- 75% to less than 80 % attendance – 1 mark
 - 80% to less than 85 % attendance – 2 marks
 - 85% to less than 90 % attendance – 3 marks
 - 90% to less than 95 % attendance – 4 marks
 - 95% and above attendance – 5 marks
- A student shall be declared as Passed in a course (Paper) in a Semester Examination, provided he/ she secures at least 40% marks separately in Internal Assessment and End Term Examination. Further provided that in case of Course (Paper) having Practical component a student shall have to secure 40% Marks separately in Theory and Practical component.
 - A student qualified for the next higher Semester with Back Paper(s) is considered eligible to appear at the higher Semester Examination provided he/ she fulfils all other conditions laid down in these Regulations. Such a student has to appear only in the Back Paper(s) of an earlier Semester examination along with the appropriate Semester Examination (i.e. Odd to Odd and Even to Even). If a student obtains an 'F' or 'Ab' grade in any course(s), he/she will be treated as having failed in this/those course(s). He/she has to reappear in the examinations of that course(s) as and when conducted by the University, Marks obtained earlier in continuous

assessment (Internal) may be carried forward and added to the marks obtained in repeat semester-end examination to decide the grade in the repeat course(s).

- **The student will be promoted to the next semester if he/she secures at least 50% of the total credits in a semester. In case the student secures less than 50% of the total credits in any semester, then the student will be declared fail in that semester and he/she will be asked to repeat the entire semester.**
- In such cases, the student will not be promoted to the next semester. However, pass marks secured by the student in any course (paper), in any semester will remain at his/her credit. If a student passes all the courses offered in any semester, then the student will be declared Successful in that semester.
- If a student secures at least half of the total credits in a semester and fails in some courses offered in that semester then he/ she will be provisionally promoted to the next semester with ATKT (Allowed to keep term) in those courses in which he/she fails. However, a student has to clear all the courses of the programme within the maximum time limit mentioned in the Programme structure table to award the certificate/diploma/Degree.

If the 4th year of the undergraduate programme is not offered in the present affiliated college, admissions in another affiliated college within the same University shall be allowed in cases of provisional promotion to the 4th year of the undergraduate programme.

- If a student fails in theory but is passed in practical of the same paper, in such case the student will have to reappear in both theory & practical components of that course.
- The University Ranks/Gold Medals shall be awarded to the students with 4-year Honours/ Research Degree. A 4-year Honours/ Research Degree student shall be considered for the award of Rank/ Gold Medal if he/ she does not have any back papers/ betterment attempt in any examination and completed the 4-year Degree continuously without any break. A Student who exits at the end of 3 years and re-enters into the 4-year Honors/ Research Degree shall not be considered for the Rank/ Gold Medal. Further, there shall not be any provision for a Rank/ Gold medal for the Certificate and Diploma candidates and also students transferred from other Universities/ Institutions will not be considered for a Rank/ Gold Medal. For awarding Rank/ Medal, CGPA will be considered, however, in case of the same CGPA, the actual percentage of marks shall be considered.

- Accumulation of Credits: Every student shall open an account in the Academic Bank of Credit (ABC), which will provide him/ her with an ABC ID and will allow access to the Standard Operating Procedure (SOP).
- The Credit awarded to a student for the courses pursued in the University shall be accumulated in the Academic Bank Account of the student. The procedure for the accumulation of credit earned, and redemption of credits would be as per UGC and other relevant Regulations.

11.2.18 Miscellaneous

- From the 3rd-semester Minor stream, courses can be at 200 or above level and 50% of the total credits from minors must be secured in the relevant subject/discipline and another 50% of the total credits from a minor can be earned from any discipline as per students' choice.
- Students are not allowed to take the same courses studied in the 12th class under the interdisciplinary category.
- SWAYAM Courses: The University may allow up to 20% of the total credits being offered in a particular programme in a Semester through the online learning courses offered through the SWAYAM platform subject to the following conditions:
 - The course contents comply with the UGC (Credit Framework for Online Learning Courses through Study Webs of Active Learning for Young Aspiring Minds) Regulations, 2021 and its subsequent amendments.
 - The courses are not offered in the University/ College.
 - The University shall give the equivalent credit weightage to the student for the credits earned vide online learning credit courses through the SWAYAM platform, in the credit plan of the programme.
- Approved by the Department and Institution as per the existing UGC regulations. An actual number of online courses to be allowed per semester may be decided by the individual affiliated colleges based on their requirements. The affiliating university will identify a basket of such courses to be offered at the colleges. The Semester VIII major may be seminar-based with students' presentations and discussions.
- Students are to be encouraged to enroll in participatory learning

activities through NSS/ NCC/community engagement in various forms and credit may be allocated accordingly.

NOTES TO BOTH SENIOR SECONDARY AND UG/ PG

12. COLLEGE VACATIONS

The major vacations during the year are:

- Summer Break ▪ Winter Break

- 12.1 All the students should report to college on the last and the first working day before and after vacations. Absence on these days will be viewed seriously and a fine will be imposed on the number of lost working days before and after vacations as the case may be.
- 12.2 Students are not exempted from paying the fine even if prior permission is taken. The student may be exempted from paying the fine by the Principal only on the grounds of illness of the student or other serious reasons like bereavement provided that a medical certificate is furnished together with the leave application.

13. POLITENESS AND ETIQUETTE

- 13.1 All students must be considerate, polite and courteous towards their fellow students.
- 13.2 The college believes in equality and does not tolerate any form of discrimination based on colour, race, religion, caste, gender or nationality.
- 13.3 All the students should treat each other as brothers and sisters. It is forbidden to cultivate exclusive relationships and groupism.
- 13.4 Members of the staff (teaching/non-teaching) and visitors are to be treated with courtesy.

14. DISMISSAL FROM CLASS

- 14.1. The college does not accept responsibility if a student is sent home during the class hours due to failure in wearing the college uniform/failure in bringing books to class/failure in getting signature of the parent on the remarks written by teachers in the Handbook/habitually coming late to college/creating disturbance in class, etc. The college is also not responsible for any untoward incident while he/she is sent home for failing to comply with the rules of the college.

15. PERSONAL POSSESSIONS

- 15.1 Students should bring to college only the prescribed textbooks,

notebooks and other stationery items that are needed for college work.

- 15.2 No buying/selling/exchanging is allowed in the college among the students.
- 15.3 Students are not allowed to bring expensive mobile phones, expensive pens/watches, costly jewellery, cash (in excess of 500/) to the college. They may easily be lost or stolen and the college will not be responsible for the same.
- 15.4 Students are not allowed to use mobile phones in the College building and class rooms and if found using without the permission, the college authorities have the right to confiscate the mobile and may be returned after paying a fine. Students may, however, use it in the class room with the permission/knowledge of the teachers for study purpose only.

16. LOST AND FOUND

- 16.1 All personal and college property losses and thefts must be reported to the College office.
- 16.2 If any item is found by a student, it should be handed over to the Principal immediately.

17. STUDENT LEADERS

- 17.1 The Principal after due consultation class teachers will appoint the student leaders and volunteers.
- 17.2 The class monitor is the leader of the class and is responsible for discipline, unity and overall performance of the class under the guidance of the class teacher.
- 17.3 The class monitor should ensure that discipline is maintained in the class, especially when the teachers are absent. He/she should not allow any of his/her classmates to be punished or bullied by other classmates. He/she should report to the class teacher about those students who create nuisance in the class.
- 17.4 The vice class monitor assumes the responsibilities of the class monitor in the absence of the class monitor.
- 17.5 House Captains/Vice Captains are appointed by the Principal after consulting the Class teacher. They are responsible for their own respective houses.
- 17.6 Students should heed the instructions of House Captains and Class Leaders and obey them. Disobedience and disrespect towards them will be tantamount to disobedience and disrespect to the

teachers and the Head of the institution. Suitable disciplinary actions will be taken against those who disrespect the student leaders and their legitimate instructions.

18. SUPPORT STAFF

- 18.1 The support staff of the college has assigned duties. Members of the staff/students/parents/guardians are not allowed to demand of them any unauthorized services or engage them for their errands.
- 18.1 The members of the staff, parents and students are not allowed to tip the support staff.

19. DAMAGE OF COLLEGE PROPERTY/BELONGINGS OF OTHERS

- 19.1 It is the responsibility of everyone to safeguard the property of the college. Students are liable to pay for any loss or damage caused to the sports materials or other college properties or belongings of others. The whole group or class will be fined, if no one accepts his/her/their fault.
- 19.2 Students are forbidden to deface/write on walls, cupboards, desks or clothes. If any student is found indulging in such activities, appropriate fine to repair or replace the damaged item will be imposed upon the student concerned. Other exemplary punishments may also be imposed, if necessary.

20. CLEANLINESS OF COLLEGE & CAMPUS

- 20.1 The college believes in the dignity of labour and expects everyone to contribute his/her share in keeping the campus neat and clean. No one will be exempted from carrying out normal duties connected with the cleanliness of the classrooms/college campus on the basis of caste, creed or social standing of parents.
- 20.2 The cleanliness of the college campus is the responsibility of every person who uses it. Each class may be assigned areas for upkeep and cleanliness.
- 20.3 Students along with the class teacher are responsible for the upkeep and cleanliness of their own classrooms and the corridor in front of their classrooms. Every classroom is expected to look attractive with suitable displays and decors.
- 20.4 Students are forbidden to bring disposable water bottles, disposable plastic containers, bags, etc. to the college.
- 20.5 Lights and fans must be turned off when class is not in session. All

electronic gadgets must be unplugged from power at the end of the class each day.

21. THE HOUSE SYSTEM/CO-CURRICULAR ACTIVITIES

21.1 House System

- 21.1.1 The College follows the usual house system of Blue, Green, Red and Yellow. Captains and Vice Captains are elected and they guide the various activities of the houses and prepare the houses for competitions, and other house-based events.
- 21.1.2 Cultural and co-curricular activities of the college are conducted through the House System, Clubs, specialised Groups and Cultural Associations organised by the college authorities in accordance with the educational method and principles of St. Ann's group of Schools/Colleges.
- 21.1.3 St. Ann's College does not permit student unions.
- 21.1.4 All students are encouraged to take active part in sports, games, clubs and other co-curricular activities of the college.
- 21.1.5 Students are encouraged to become members of any club/association and take active part in its various activities.
- 21.1.6 Non-scholastic activities are very much a part of our curriculum and all the students are encouraged to participate in them. Participation and excellence in non-scholastic activities such as Sports/Games, NCC, NSS, Scouting, Trekking, Literary, Cultural and Associations/Clubs/Groups/Troops will be awarded grades as per AHSEC norms.
- 21.1.7 Students who are selected/nominated/sponsored by the college to participate in Non-scholastic Activities (Games & Sports, Literary and Cultural competitions) will be awarded grades as per the grading scale suggested by AHSEC.

22. ATTENDANCE/ABSENCE FROM CLASS (HS/DEGREE/PG)

- 22.1 Students are not allowed to stay away from college without leave except when the Students cause is sudden illness or other unforeseen circumstances.
- 22.2 Students will not be granted leave of absence nor will they be allowed to leave the Students college during college hours except with a written request of the parents/guardians and duly approved by the Principal.
- 22.3 Whenever leave is sanctioned, it must be recorded in the

- Regularity Record of the Handbook with the signature of the sanctioning authority and countersigned by the parent/guardian.
- 22.4 Students should produce the reason for any absence duly entered and signed in the Regularity Record by the parents/guardians. The designated officer should countersign the same. The student should, however, obtain the signature of the Principal if the absence exceeds 5 days.
- 22.5 If the absence is on medical grounds, a medical certificate should be produced in support of the absence from college.
- 22.6 Students are not allowed to absent themselves from class on days prior to tests and examinations. Marks will be deducted from the ensuing tests/examinations for these absentee students.
- 22.7 A student who has been absent for 15 calendar days without due authorisation from the Principal will have his name struck off the rolls and may not be re-admitted. If re-admitted, fresh admission fees will be charged.
- 22.8 Students who do not have at least 75% attendance may not be allowed to appear in the Semester Assessment at the end of each semester.
- 22.9 At least 60% of attendance is required for students participating in sports at national level organized by Federations, Assam State School Education Board (ASSEB), College games Federation of India (SGFI).
- 22.10 Students will not be allowed to appear for the examinations without valid reasons for the shortage of attendance.
- 22.11 A monthly statement of attendance is displayed on the class notice boards. Those with less than 75% attendance may be required to meet the Principal/Class teacher with or without parents.
- 22.12. Any student who has prosecuted a regular course of study either in the H.S.1st Year or in the 2nd Year class may be admitted to the H.S. first Year Examination or to the H. S. Final Examination in the appropriate stream as a regular candidate provided, he/she attended 75% of the classes held in each subject.
- 22.13. A candidate, who fails to attend 75% of the classes on medical grounds or for any other reasonable ground, may also be allowed to appear in the H. S. First Year Examination or H.S. Final Examination as the case may be, based on performance of the student in the Internal Examinations such as Unit Test/Half Yearly Examination etc. with the permission of the ASSEB as a regular candidate.

- 22.14. It is the duty of the parents to check the attendance of their son/daughter at the end of every month.
- 22.15. There is a college mobile App available to check the attendance and other details of the students. Parents must install this App in the mobile and get the login credential from the office.

23. LATE ARRIVALS & EARLY DEPARTURES

- 23.1 A student who comes late to college must enter the date and time of arrival in the Regularity Record under 'Late'. The parents/guardians should meet the Principal after every “fifth late arrival” and explain the reason for the late arrival of their child/ward.
- 23.2 A student who comes late to college is allowed to enter the class only when he/she shows the class teacher/teacher-in-charge the Regularity Record duly countersigned by the Principal/Vice Principal.
- 23.3 Students who have to leave the college early for any reason whatsoever should obtain written permission from the Principal/Vice Principal. The same should be shown to the class teacher before leaving the college campus.
- 23.4 Any parent/guardian who wants his/her child to leave the college during the college hours should make a written request in Handbook and present it to the Principal for his approval.

24. WITHDRAWAL & EXPULSION

- 24.1 Transfer Certificate/College Leaving Certificate will be issued when all dues have been paid and on receipt of a written application from the parent/guardian mentioning therein the date of admission, class, section and ID number of the pupil.
- 24.2 Students who do not acquire minimum level of proficiency may be asked to leave the college as being either unwilling or unable to study.
- 24.3 The college authorities may ask a parent/guardian to withdraw his/her ward from the college for the well-being and smooth running of the college without assigning any reason.
- 24.4 Students are liable to be dismissed at any time of the year for their irregular attendance, insubordination, habitual idleness, disobedience and conduct affecting the morale of the college, unless the student corrects himself/herself after having been admonished/warned.

- 24.5 A student may be asked to leave if he/she is suffering from any disease which could be harmful to the other students.
- 24.6 A student is liable to be suspended or dismissed for any misbehaviour of a serious nature that has become public knowledge, even if it has taken place outside the college premises.
- 24.7 A student is liable to be suspended or dismissed for any act of indiscipline, insubordination, interference in administration or for disrespect to any member of the staff or any religion or community.
- 24.8 A student is liable to be suspended or dismissed for any act of violence of any form, physical or verbal, either in the college or in the college bus, if he/she does not correct himself/herself.
- 24.9 Tobacco in any form, alcohol and other intoxicating substances/drugs are forbidden within the college campus. A student is liable to be suspended or dismissed if he/she is found possessing them/using them/distributing them or is under their influence.
- 24.10 Students are forbidden to bring explosives/fireworks/ink/colour, dangerous implements/ knives/pistols etc. to the college. Exemplary disciplinary action will be taken against students disobeying this rule. The student may be asked to discontinue for the well-being of the college and its members, if necessary.

25. LIBRARY

25.1 GENERAL RULES

- 25.1.1 Strict silence must be observed in the Library.
- 25.1.2 Books must be handled carefully so that no damage is done to any book.
- 25.1.3 Students must not underline or dog-ear any page of the books.

25.2 REFERENCE LIBRARIES

- 25.2.1 The Library is a place for serious study. It is open to the students of Classes for reading or consulting books and periodicals.
- 25.2.2 Students are allowed to take only a pen and a notebook into the reference library.
- 25.1.3 No tracing or marking of any book or map is allowed.
- 25.1.4 Any damage caused will have to be made good by the student concerned.

- 25.1.5 Books are to be left on the table and never put back any book even if you are sure from where you took it. A book misplaced is a book lost.
- 25.1.6 The guidance of the Librarian may be sought regarding books one wishes to consult.
- 25.1.7 Permission of the Librarian is required for using computer facilities for which a prescribed fee will be charged.
- 25.1.8 The Librarian may refuse entry to anyone who misbehaves in the Library.
- 25.1.9 Students are not allowed to take any book outside the reference library. A student may utilise the facility in the Reading Room to take a photocopy of any article that he/she finds interesting.
- 25.1.10 Each student will be issued two books at a time. Student may maintain a book for a period of **seven days**
- 25.1.11 Books will be issued once in two weeks. Students may borrow/return books on the day and time fixed for each class.
- 25.1.12 Students should leave the Library immediately after receiving the books.
- 25.1.13 Students should bring to the notice of the Librarian if any defect is noticed, when borrowing a book.
- 25.1.14 Students must replace borrowed books, if lost or damaged.
- 25.1.15 Students may return the books which are overdue on any Library day with a fine as indicated on the card for each day a delay.
- 25.1.16 The Library is open on all working days from 9.00 a.m. to 2.00 p.m. with half an hour break for lunch. All members of the staff and students are welcome to use it as per the schedule given by the Librarian.

26. INSTRUCTIONS TO PARENTS/GUARDIANS

- 26.1 Participation of parents and guardians in the education of their children and wards at college along with the teachers and the college authorities is very important and cannot be dispensed with. They are therefore requested to meet the teachers and the college authorities frequently and discuss the performance of their children and wards at college. It is also important that parents and guardians provide a conducive environment at home for the intellectual growth and development of their children and wards.

- 26.2 Parents and guardians are requested to participate and co-operate with the college authorities by:
- 26.3 Attending PTA meetings organised from time to time.
- 26.4 Advising their wards to be regular and punctual in attending classes.
- 26.5 Providing sufficient number of uniforms (at least two sets) and sending their children/wards daily to college dressed in their proper and full uniform.
- 26.6 Ensuring that their children/wards are diligent in doing their assignments, projects and lessons.
- 26.7 Insisting on neatness and cleanliness of their children/wards, their textbooks, exercise books and other belongings.
- 26.8 Ensuring that girls tie their hair neatly without applying masacara.
- 26.9 Regularly going through the college Diary/Handbook for communications sent from the college and getting in touch with the college authorities to give feedback on the college and get feedback on their children.
- 26.10 Promptly countersigning the Report Book, etc.
- 26.11 Regularly keeping in touch with the college authorities and teachers.
- 26.12 The college, generally, makes all communications with parents/guardians through the Handbooks. Parents/guardians are therefore requested to go through the College Diary/Handbook daily and countersign the remarks/comments made by the Principal/teachers. Parents and guardians are also requested to address all their communications to the Principal only.
- 26.13 Parents/guardians are requested to affix their specimen signature in the space provided in the Reference Card and College Diary/Handbook. The college will not accept any other signature. Parents/guardians are therefore requested to take care while signing on the Regularity Record, Report Book etc.
- 26.14 Parents/guardians are requested to strive to inculcate in their children the virtues of piety, honesty, integrity and regular study habits. They are also requested to instil in the minds of their children and wards the evil effects of lying, cheating and hypocrisy.
- 26.15 Parents/guardians are requested to ensure that their children/wards bring all the necessary materials required for class

work. The college will not accept books/tiffin's/water bottles/pencil boxes/project works etc. from parents/guardians to be delivered to their wards during class hours.

- 26.16 Parents/guardians are not allowed to see their wards or interview teachers during college hours.
- 26.17 Parents/guardians are requested to refrain from using mobile phones, smoking, chewing pan, using tobacco and other harmful substances within the college premises.
- 26.18 Parents/guardians are requested to follow the instructions given by those in charge of traffic in front of the college.
- 26.19 Parents/guardians are requested not to park their vehicles in the designated area for all vehicles.
- 26.20 Parents are requested to use study base app regularly.

27. SCHOLARSHIPS

- 27.1 St. Ann's College gives scholarships to meritorious students as well as to Catholic minority Group as:
 - 27.1.1 40% tuition fees waiver for all students admitted with 90% marks and above.
 - 27.1.2. 30% tuition fees waiver for all students admitted with 85% marks and above.
 - 27.1.3 Fees waiver for deserving students solely as per the discretion of the Management.

28. STUDENTS WELFARE ACTIVITIES

- 28.1 The college shall have Students Welfare Association (SWA) in place of Students Union Body
- 28.2 The students shall elect General Secretary (GS) and other office bearers under the supervision of the principal and designated staff.
- 28.3 The SWA Shall assist the college administration in the curricular and co-curricular activities of the college in collaboration with designated staff and the administration.
- 28.4 There shall be a NSS cell in the college in which students may join as volunteers.

29. CLUBS

- 29.1 The College shall have Literary, Cultural, Sports and Eco Club in which students may join as participants.

29.2 They shall conduct activities of their interest (inter and intra-college) with permission from the college authorities.

30. ALUMNI ASSOCIATION

30.1 The college has an alumni association. All the students are required to register for the same when they take final mark sheet at the end of their final examinations. A form is available in the office.

DO'S AND DON'TS FOR STUDENTS

- Have your own text books, stationary and other material required during class hours.
- Behave politely at all times.
- Be punctual.
- Be in the college ten minutes before the bell is rung for assembly.
- Bring a written statement, signed by the Parent/Guardian for every absence.
- Bring a medical certificate from a doctor if any illness necessitates absence for more than 3 days stating the illness and the fitness to attend class.
- Bring an explanatory note from the parent/guardian for late arrival.
- Bring the permission of the Principal for late arrival and absence on the previous day for admission to class.
- Bring your Hand Book and identity card to college every day.
- Do not leave the college early, except with the written permission of the Principal.
- Do not use indecent language or indulge in fights or quarrels with others in the college.

STUDENTS' SELF ASSESSMENT

Kindly assess yourself in the format given below. This exercise should help you to be aware of your true self and make steady progress in study and personality development. It would be good if you discuss your assessment with your mentor.

A = V. Good, B = Good, C = Average, D = Poor

SL. NO	ITEM FOR EVALUATION	A	B	C	D
1	Result in the examination				
2	Attendance and punctuality				
3	Use of Library & Books				
4	Contribution to house activity				
5	Regularity with homework				
6	Participation in co-curricular activities				
7	Sense of belonging to the college				
8	I keep myself well-groomed				
9	I wear clean and correct uniform				
10	I seek clarification inside the class				
11	I discuss with teachers outside the class				
12	I write complete notes given in class				
13	I read and make my own notes as well				
14	I submit all assignments in time				
15	I take care to do assignments well				
16	I am regular with reading college notices				
17	I check college website for updates				
18	I respect all teachers				
19	I respect all classmates and others				
20	I practice good manners at all times				
21	I pay the fees regularly				
22	I use my mobile phone responsibly				
23	I have a keen desire to study hard				

ST. ANN'S COLLEGE: TEACHER-EVALUATION SHEET

A = Excellent B = Good C = Average D = Poor

Overall Teacher performance	Enter an appropriate letter			
(Periodical evaluation)	1	2	3	4
The teacher is punctual & regular (on time & present daily)				
The teacher takes class full time				
The teachers are well-prepared and very clear & enjoyable				
The teacher also uses non-lecture methods (ppt/video/charts)				
The teacher is available for online consultation on whats app				
The teacher gives Corrects & Complete notes				
The teacher uses quiz & debate etc. as teaching methods				
The teacher encourages students to ask questions				
The clarification given are very clear				
The syllabus is covered well in time				
The teacher gives relevant assignments				
The teacher corrects assignments with care				
The teacher explains corrections on assignments				
The teacher gives class testes				
Answer scripts are corrected well and returned on time				
Probable questions for exams are suggested & discussed				
The teacher has good control over the class				
The teacher is available for consultation outside class				
The teacher is polite and helpful				
The teacher communicates clearly and uses the board well				
The teacher is involved in co-curricular activities				
The teacher is a role-model for me to imitate				

ANNUAL PLANNER-2025-2026

AUGUST 2025			
	DAY	EVENTS	REMARKS
1	Fri.	Class	Classes begins for all
2	Sat.	Class	Display of attendance on the notice board/ Staff Meeting After class
3	Sun.	Holiday	International Friendship Day
4	Mon.	Class, Weekly Test-H.S	Submission of Projects -H.S II
5	Tue.	Class	
6	Wed.	Class	Hiroshima Day/Department Fresher's Day
7	Thu.	Class	Orientation for Freshers (H.S I , FYUG I SEM BA and B.Com)
8	Fri.	Class	
9	Sat.	Class	General Freshers's Day
10	Sun.	Holiday	
11	Mon.	Class, Weekly Test-H.S	Teachers submit the Marks of Unit Test 1
12	Tue.	Class	Practice for Parade Begins/ International Youth Day
13	Wed.	Class	
14	Thu.	Class	
15	Fri.	Holiday	Independence Day
16	Sat.	Class	Parents' Meeting of HS II and Result
17	Sun.	Holiday	
18	Mon.	Class, Weekly Test-H.S	Students to nominate for SWA
19	Tue.	Class	World Photography Day
20	Wed.	Class	GB meeting of both Institutions/Last day for the Fee Payment of the month
21	Thu.	Class	SWA Election
22	Fri.	Class	SWA Investiture during Assembly
23	Sat.	Class	Parents' Meeting of HS I & Result
24	Sun.	Holiday	
25	Mon.	Holiday	Tirubhav Tithi of Srimanta Sankardeva
26	Tue.	Class, Weekly Test-H.S	Assignment to be given UG/PG
27	Wed.	Class	
28	Thu.	Class	
29	Fri.	Class	Zero Hour, Mentoring- Degree
30	Sat.	Class	NSS Orientation Day/Staff to tabulate attendance
31	Sun.	Holiday	

SEPTEMBER 2025			
DATE	DAY	EVENTS	REMARKS
1	Mon.	Class, Weekly Test H.S	Display of attendance on the notice board
2	Tue.	Class	Staff Meeting after Class
3	Wed.	Class	Karam Puja
4	Thu.	Class	
5	Fri.	Class	Teachers Day
6	Sat.	Class	Parents Meeting of Degree & PG Students- Department wise
7	Sun.	Holiday	
8	Mon.	Class, Weekly Test -H.S	World Literacy Day (Literary Club)
9	Tue.	Class	
10	Wed.	Class	
11	Thu.	Class	
12	Fri.	Holiday	Tirubhav Tithi of Sri Sri Madhabdeva
13	Sat.	Class	In-Semester Assessment I UG/PG
14	Sun.	Holiday	Janmastomi
15	Mon.	Class, Weekly Test-H.S	In-Semester Assessment I UG/PG
16	Tue.	Class	In-Semester Assessment I UG/PG
17	Wed.	Class	
18	Thu.	Class	
19	Fri.	Class	
20	Sat.	Class	Last day for the Fee Payment of the month
21	Sun.	Holiday	World Peace Day
22	Mon.	Class, Weekly Test-H.S	
23	Tue.	Class	
24	Wed.	Class	NSS Day, NSS Club
25	Thu.	Class	Teachers to give Final Project Works to HS I & II Students
26	Fri.	Class	Zero Hour, Mentoring-Degree
27	Sat.	Class	Staff to tabulate attendance
28	Sun.	Holiday	
29	Mon.	Holiday	Durga Puja
30	Tue.	Holiday	Durga Puja

OCTOBER 2025			
DATE	DAY	EVENTS	REMARKS
1	Wed.	Holiday	Durga Puja
2	Thu.	Holiday	Birthday of Mahatma Gandhi/ Vijaya Dashomi
3	Fri.	Class	Assignment Submission UG/PG
4	Sat.	Class	Staff meeting after class
5	Sun.	Holiday	
6	Mon.	Class	Display of attendance on the notice board
7	Tue.	Class	Zero Hour, Mentoring-Degree
8	Wed.	Class	Distribution of Admit Card for HS
9	Thu.	Class	
10	Fri.	Half Yearly for HS1&2	
11	Sat.	Half Yearly for HS1&2	
12	Sun.	Holiday	
13	Mon.	Half Yearly for HS1&2	World Disaster Day
14	Tue.	Half Yearly for HS1&2	L.N. Bezbaruah Jayanti
15	Wed.	Half Yearly for HS1&2	World Handwashing Day, Students Day
16	Thu.	Half Yearly for HS1&2	
17	Fri.	Half Yearly for HS1&2	
18	Sat.		Kati Bihu
19	Sun.	Holiday	
20	Mon.	Holiday	Kali Puja and Diwali
21	Tue.	Class	Last day for the Fee Payment of the month
22	Wed.	Class	
23	Thu.	Holiday	Bhatri Dwitiya
24	Fri.	Class	In-Semester Assessment 2
25	Sat.	Class	In-Semester Assessment 2
26	Sun.	Holiday	
27	Mon.	Class	In-Semester Assessment 2
28	Tue.	Holiday	Chhat Puja
29	Wed.	Class	College Sports Week
30	Thu.	Class	College Sports Week
31	Fri.	Class	College Sports Week/Staff to tabulate attendance

NOVEMBER 2025			
DATE	DAY	EVENTS	REMARKS
1	Sat.	Open Day & Result Day-H.S	All Saints' Day/Staff meeting after class/ Parents to collect results of H.S II
2	Sun.	Holiday	All Souls' Day
3	Mon.	Class, Weekly Test-H.S	EVS Assignment given to XI/Display of Attendance on Board
4	Tue.	Class	Odd Semester Pre-Sem Exams- PG IV sem Begins (Tentative)
5	Wed.	Class	
6	Thu.	Class	
7	Fri.	Class	Zero hour, Mentoring
8	Sat.	Open Day & Result Day-H.S	Parents to collect the result of Half Yearly Examinations of HS I
9	Sun.	Holiday	
10	Mon.	Class	Odd Semester Pre-Sem Exams- FYUG I, III, V sem & PG II Sem Begins (Tentative)
11	Tue.	Class	National Education Day
12	Wed.	Class	
13	Thu.	Class	
14	Fri.	Class	Children's Day -H.S
15	Sat.	Class	Bodo Literary Day Celebration
16	Sun.	Holiday	Bodo Literary Day
17	Mon.	Class	
18	Tue.	Class	
19	Wed.	Class	
20	Thu.	Class	Last day for the Fee Payment of the month
21	Fri.	Class	
22	Sat.	Class	ODD Semester Exams- PG IV Sem Begins (Tentative)
23	Sun.	Holiday	
24	Mon.	Holiday	Lachit Divas
25	Tue.	Class	
26	Wed.	Class	Constitution Day
27	Thu.	Class	ODD Semester Exams- FYUG I & V Sem (Tentative)
28	Fri.	Class	
29	Sat.	Class	Staff to tabulate attendance

DECEMBER 2025			
DATE	DAY	EVENTS	REMARKS
1	Mon.	Class	All the Project works of HS to be Submitted
2	Tue.	Holiday	Asom Divas
3	Wed.	Class	International Day of Disabled Persons/ODD semester Exam FYUG I SEM (Tentative)
4	Thu.	Class	
5	Fri.	Class	EVS Assignment Submission/ODD Semester PG III sem exam Ends (Tentative)
6	Sat.	Class	Pre-Christmas Celebration
7	Sun.	Holiday	
8	Mon.	Class	Issue of admit card for HS
9	Tue.	Class	ODD Semester PG I sem exam Begins (Tentative)
10	Wed.	Class	PG IV Sem Classes starts
11	Thu.	Class	
12	Fri.	Unit Test II for HS I	Pre-Promotion Exam for HS 2/ ODD semester Exam FYUG III SEM (Tentative)
13	Sat.	Unit Test II for HS I	Pre-Promotion Exam for HS 2/ ODD semester Exam FYUG I & V SEM ENDS (Tentative)
14	Sun.	Holiday	
15	Mon.	Unit Test II for HS I	ODD semester Exam FYUG III SEM Begins (Tentative) /Pre- Promotion Exam for HS 2
16	Tue.	Unit Test II for HS I	Pre-Promotion Exam for HS 2
17	Wed.	Unit Test II for HS I	Pre-Promotion Exam for HS 2
18	Thu.	Unit Test II for HS I	Pre-Promotion Exam for HS 2
19	Fri.	Unit Test II for HS I	Pre-Promotion Exam for HS 2
20	Sat.	Unit Test II for HS I	Pre-Promotion Exam for HS 2/Last day for the Fee Payment of the month
21	Sun.	Holiday	
22	Mon.	Unit Test II for HS I	Pre-Promotion Exam for HS 2
23	Tue.	Unit Test II for HS I	Pre-Promotion Exam for HS 2/Staff to tabulate attendance
24	Wed.	Winter Break	ODD Semester PG I sem exam Ends (Tentative)
25	Thu.	Winter Break	Christmas Day
26	Fri.	Winter Break	
27	Sat.	Winter Break	
28	Sun.	Winter Break	
29	Mon.	Winter Break	
30	Tue.	Winter Break	
31	Wed.	Winter Break	ODD Semester FYUG III sem exam Ends (Tentative)

JANUARY 2026			
DATE	DAY	EVENTS	REMARKS
1	Thu.	Winter Break	New Year
2	Fri.	Winter Break	
3	Sat.	Winter Break	
4	Sun.	Winter Break	
5	Mon.	Winter Break	
6	Tue.	Class	Classes Resume after the Winter Break/ H.S II YEAR PRE-PROMOTION EXAM II BEGINS (TENTATIVE)
7	Wed.	Class	
8	Thu.	Class	
9	Fri.	Class	
10	Sat.	Class	Staff meeting after class
11	Sun.	Holiday	
12	Mon.	Class	Submission of Marks I Pre-promotion Exam of H.S by the Teachers
13	Tue.	Class	
14	Wed.	Holiday	Magh Bihu
15	Thu.	Holiday	Tusu Puja
16	Fri.	Class	
17	Sat.	Class	Declaration of Results of HS I & II
18	Sun.	Holiday	
19	Mon.	Class	
20	Tue.	Class	Last day for the Fee Payment of the month
21	Wed.	Class	
22	Thu.	Class	
23	Fri.	Class	Netaji's Birthday
24	Sat.	Class	H.S II BOARD PRACTICALS BEGINS
25	Sun.	Holiday	
26	Mon.	Holiday/Observance Day	Republic Day Celebration
27	Tue.	Holiday	Gwthar Bathou San
28	Wed.	Class	
29	Thu.	Class	
30	Fri.	Class	Staff to tabulate attendance /Farewell for Class XII (Tentative)
31	Sat.	Holiday	Me-Dam-Me-Phi

FEBRUARY 2026			
DATE	DAY	EVENTS	REMARKS
1	Sun.	Holiday	Bir Chilarai Divas
2	Mon.	Class	Display of attendance on the notice board
3	Tue.	Class	
4	Wed.	Class	H.S II BOARD PRACTICALS ENDS
5	Thu.	Class	Staff meeting after class
6	Fri.	Class	
7	Sat.	Class	English Practical Examination XI
8	Sun.	Class	
9	Mon.	Class	Zero hour, mentoring-Degree
10	Tue.	Class	Issue of Admit Card
11	Wed.		Study Leave
12	Thu.	Exam	Pre-Promotion Examination II of HS I
13	Fri.	Exam	Pre-Promotion Examination II of HS I
14	Sat.	Exam	Pre-Promotion Examination II of HS I
15	Sun.	Holiday	
16	Mon.	Exam	Pre-Promotion Examination II of HS I
17	Tue.	Exam	Pre-Promotion Examination II of HS I
18	Wed.	Exam	Pre-Promotion Examination II of HS I
19	Thu.	Exam	Pre-Promotion Examination II of HS I
20	Fri.	Exam	Last day for the Fee Payment of the month
21	Sat.	Exam	Pre-Promotion Examination II of HS I
22	Sun.	Holiday	
23	Mon.	Class	In-Semester Assessment 1
24	Tue.	Class	In-Semester Assessment 1
25	Wed.	Class	In-Semester Assessment 1
26	Thu.	Class	
27	Fri.	Class	
28	Sat.	Class	Result of the Pre-Final Exam of HS I/Staff to tabulate attendance

MARCH 2026			
DATE	DAY	EVENTS	REMARKS
1	Sun.	Holiday	
2	Mon.	Class	
3	Tue.	Holiday	Dol Jatra
4	Wed.	Class	Child Protection Day
5	Thu.	Class	
6	Fri.	Class	
7	Sat.	Class	
8	Sun.	Holiday	
9	Mon.	Class	Staff meeting after class/ Internship FYUG IV Sem
10	Tue.	Class	HS 1 Final Examination Begins (Tentative)
11	Wed.	Class	
12	Thu.	Class	
13	Fri.	Class	
14	Sat.	Class	
15	Sun.	Holiday	
16	Mon.	Class	
17	Tue.	Class	
18	Wed.	Class	
19	Thu.	Class	
20	Fri.	Class	Last day for the Fee Payment of the month
21	Sat.	Holiday	Id-UI-Fitre
22	Sun.	Holiday	World Water Day
23	Mon.	Class	
24	Tue.	Class	
25	Wed.	Class	
26	Thu.	Class	In-Semester Assessment 2
27	Fri.	Class	In-Semester Assessment 2
28	Sat.	Class	In-Semester Assessment 2
29	Sun.	Holiday	
30	Mon.	Class	
31	Tue.	Class	Staff to tabulate attendance

APRIL 2026			
DATE	DAY	EVENTS	REMARKS
1	Wed.	Class	
2	Thu.	Class	
3	Fri.	Holiday	Good Friday
4	Sat.	Class	
5	Sun.	Holiday	Easter Sunday
6	Mon.	Holiday	
7	Tue.	Class	Class XII Classes Begins
8	Wed.	Class	
9	Thu.	Class	
10	Fri.	Class	
11	Sat.	Class	Staff Meeting after class
12	Sun.	Holiday	
13	Mon.	Class	
14	Tue.	Bihu/Bwisagu/Spring Break	Spring Break
15	Wed.	Bihu/Bwisagu/Spring Break	Spring Break
16	Thu.	Bihu/Bwisagu/Spring Break	Spring Break
17	Fri.	Holiday	Tithi of Damodardeva
18	Sat.	Class	EVEN SEM FYUG V & PG IV PRE-SEM EXAMINATION BEGINS (TENTATIVE)
19	Sun.	Holiday	
20	Mon.	Class	Last day for the Fee Payment of the month
21	Tue.	Class	
22	Wed.	Class	
23	Thu.	Class	EVEN SEM FYUG V & PG IV PRE-SEM EXAMINATION ENDS (TENTATIVE)
24	Fri.	Class	
25	Sat.	Class	Farewell to Degree 6th Semester (Tentative)
26	Sun.	Holiday	
27	Mon.	Class	
28	Tue.	Class	
29	Wed.	Class	EVEN SEM FYUG II PRE-SEM EXAMINATION BEGINS (TENTATIVE)
30	Thu.	Class	Staff to tabulate attendance

MAY 2026			
DATE	DAY	EVENTS	REMARKS
1	Fri.	Holiday	May Day
2	Sat.	Class	
3	Sun.	Holiday	
4	Mon.	Class	
5	Tue.	Class	EVEN SEM FYUG IV & PG II PRE-SEM EXAMINATION BEGINS (TENTATIVE)
6	Wed.	Class	
7	Thu.	Class	
8	Fri.	Class	
9	Sat.	Class	EVEN SEM EXAMINATION FYUG V & PG IV SEM BEGINS (TENTATIVE)
10	Sun.	Holiday	
11	Mon.	Class	
12	Tue.	Class	
13	Wed.	Class	EVEN SEM FYUG II PRE-SEM EXAMINATION ENDS (TENTATIVE)
14	Thu.	Class	
15	Fri.	Class	
16	Sat.	Class	
17	Sun.	Holiday	
18	Mon.	Class, Weekly Test-H.S	Classes begin for Class XI (Tentative)
19	Tue.	Class	
20	Wed.	Class	Last day for the Fee Payment of the month
21	Thu.	Class	
22	Fri.	Class	
23	Sat.	Class	EVEN SEM FYUG IV & PG II PRE-SEM EXAMINATION ENDS (TENTATIVE)
24	Sun.	Holiday	
25	Mon.	Class, Weekly Test-H.S	
26	Tue.	Class	EVEN SEM EXAM FYUG V & PG IV SEM ENDS (TENTATIVE)
27	Wed.	Holiday	Id-UI-Juha
28	Thu.	Class	EVEN SEM FYUG II SEM EXAM BEGINS (TENTATIVE)
29	Fri.	Class	
30	Sat.	Class	Staff to tabulate attendance
31	Sun.	Holiday	

JUNE 2026			
DATE	DAY	EVENTS	REMARKS
1	Mon.	Class, Weekly Test-H.S	Attendance display on notice board
2	Tue.	Class	
3	Wed.	Class	
4	Thu.	Class	
5	Fri.	Class	Observation of Environment Day
6	Sat.	Class	Staff Meeting after class
7	Sun.	Holiday	
8	Mon.	Class, Weekly Test-H.S	EVEN SEM PG II EXAMINATION BEGINS (TENTATIVE)
9	Tue.	Class	
10	Wed.	Class	
11	Thu.	Class	
12	Fri.	Class	EVEN SEM FYUG II SEM EXAMINATION ENDS (TENTATIVE)
13	Sat.	Class	
14	Sun.	Holiday	
15	Mon.	Class, Weekly Test -H.S	EVEN SEM FYUG IV SEM EXAMINATION BEGINS (TENTATIVE)
16	Tue.	Class	
17	Wed.	Class	
18	Thu.	Class	
19	Fri.	Class	
20	Sat.	Class	Last day for the Fee Payment of the month
21	Sun.	Holiday	World Yoga Day
22	Mon.	Class, Weekly Test-H.S	Observation of World Yoga Day
23	Tue.	Class	
24	Wed.	Class	
25	Thu.	Class	
26	Fri.	Class	Muharram
27	Sat.	Class	
28	Sun.	Holiday	
29	Mon.	Class, Weekly Test-H.S	EVEN SEM FYUG IV SEM EXAMINATION ENDS (TENTATIVE)
30	Tue.	Class	Staff to tabulate attendance

JULY 2026			
DATE	DAY	EVENTS	REMARKS
1	Tue.	Exam	Unit Test 1 for HS 1 & 2
2	Wed.	Exam	Unit Test 1 for HS 1 & 2
3	Thu.	Exam	Unit Test 1 for HS 1 & 2
4	Fri.	Exam	Unit Test 1 for HS 1 & 2
5	Sat.	Exam	Unit Test 1 for HS 1 & 2
6	Sun.	Holiday	
7	Mon.	Exam	Unit Test 1 for HS 1 & 2
8	Tue.	Exam	Unit Test 1 for HS 1 & 2
9	Wed.	Exam	Unit Test 1 for HS 1 & 2
10	Thu.	Exam	Unit Test 1 for HS 1 & 2
11	Fri.	Exam	Unit Test 1 for HS 1 & 2
12	Sat.	Summer Break	
13	Sun.	Summer Break	
14	Mon.	Summer Break	
15	Tue.	Summer Break	
16	Wed.	Summer Break	
17	Thu.	Summer Break	
18	Fri.	Summer Break	
19	Sat.	Summer Break	
20	Sun.	Summer Break	Last day for the Fee Payment of the month
21	Mon.	Summer Break	
22	Tue.	Summer Break	
23	Wed.	Summer Break	
24	Thu.	Summer Break	
25	Fri.	Summer Break	
26	Sat.	Summer Break	St. Ann's Feast Day
27	Sun.	Holiday	
28	Mon.	Summer Break	
29	Tue.	Summer Break	
30	Wed.	Summer Break	
31	Thu.	Summer Break	

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[illegible]

COLLEGE DISCIPLINE

[illegible]

ASSIGNMENTS TO BE DONE

[illegible]

ASSIGNMENTS TO BE DONE

[illegible]

ASSIGNMENTS TO BE DONE

[illegible]

ASSIGNMENTS TO BE DONE

[illegible]

ASSIGNMENTS TO BE DONE

[illegible]

ASSIGNMENTS TO BE DONE

[illegible]

MONTHLY ATTENDENCE RECORD

MONTH	TOTAL WORKING DAYS	DAYS PRESENT	DAYS ABSENT	SIGNATURE	
				CLASS TEACHER	PARENT
Total					

PRINCIPAL'S WARNING

Nature of Report:

Sign. of the Principal	Sign. of the Parent.
Date.....	Date.....

PRINCIPAL'S WARNING

Nature of Report:

Sign. of the Principal	Sign. of the Parent.
Date.....	Date.....

PRINCIPAL'S WARNING

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Date.....	Date.....

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