

POST GRADUATE REGULATIONS ON ACADEMIC MATTERS

(Approved in the 75th Academic Council Meeting held on 28.06.2023)

ASSAM RAJIV GANDHI UNIVERSITY OF COOPERATIVE MANAGEMENT
Sivasagar, Joysagar-785665



CHAPTER: I INTRODUCTION

1.01 General

Title: This document shall be called the “**Assam Rajiv Gandhi University of Cooperative Management Regulations on Academic Matters,**” hereinafter referred to as Regulations. It embodies regulations relating to the various degree/diploma/ certificate programmes offered under the different Schools of Assam Rajiv Gandhi University of Cooperative Management.

Date of enforcement: These Regulations shall come into force with effect from the academic session 2023-24 with prospective effect.

Extent of application: These Regulations shall apply to students seeking admission and admitted to the degree/diploma/certificate programmes in the University.

Interpretation: Subject to such advice as may be given by the Board of Studies or the Academic Council, the decision of the Vice-Chancellor shall be final and no suit, application, petition, revision or appeal shall lie in any authority outside the University in respect of interpretation of these Regulations and any other matter not covered within these Regulations.

Regulation for extra-ordinary situation: Any matter which is not covered by the provisions of the clauses of the Regulations or is beyond the purview of the Regulations may be considered by the Academic Council depending on the merit of the cases and for any other matters, it may be referred to the Executive Council by the Dean (Academic) / Registrar / Controller of Examinations.

Last date: Normally the last date for any purpose shall be the date as declared to be so. However, in the event of the declared last date turning out to be a non-working day for any unforeseen reason, the immediate next working day shall be treated as the last date.

Provision of guidelines and forms: In order to specify modalities of implementing these regulations, asset of guidelines shall be formulated specifying the relevant clause of the regulations. These to guidelines shall form a part of these regulations.

1.02 Definitions

1.02.01 Academic Year: The Academic Year of the University shall ordinarily be from August to July and shall consist of two semesters. It may, however, be modified by the Academic Council if need be.



Semester: A semester shall be of minimum 90 instructional days excluding the days required for holding examinations. The first semester of an academic year shall ordinarily extend from the month of July to December (Autumn Semester) and the second semester shall extend from the month of January to June (Spring Semester) each year.

Course: A course is a unit of instruction or segment of a subject area under any discipline. Each programme shall comprise of a set of courses.

1.02.02 Academic Programme: An Academic Programme, or simply, a Programme shall comprise of a set of Courses. Completion of the set of courses by a student prescribed for a course shall lead to the award of a Degree, Diploma or a Certificate to the student concerned.

1.02.03 Credit: Each course offered shall carry a specified credit depending upon the quantum of work involved in the course. A one (1) Credit course shall imply the quantum of work done corresponding to 1 hour of theory class or 2 hours of laboratory / field work or 4 hours of research every week for 13 weeks during a semester in the course. One Credit for a seminar course shall be the quantum of work done in a semester for presentation of a seminar of 1 (one) hour duration.

1.02.04 Credits Earned: The total credits earned by a student during a programme is the sum of the credits specified for the courses completed by the student securing pass grades.

1.02.05 Credit Requirement: Each degree programme shall have a minimum specified credit requirement. The minimum credit requirements shall also be specified separately for different categories of courses e.g., Core Course, Elective Course etc. A student will need to earn the minimum specified credit(s) for each category of courses to be eligible for the award of the degree/diploma/certificate.

1.02.06 Core Course: Core courses shall consist of those courses which a student must take as compulsory requirement for a particular programme in which the student is enrolled.

1.02.07 Specialization Elective: Specialization Electives are courses of specialized nature under the various specializations offered in a programme in the University. A student enrolled in the programme may choose to register from the set of such courses offered to satisfy the requirements for the specialization chosen by him/her for the programme.

1.02.08 Departmental Elective: Departmental Electives are elective courses offered by the department running the programme. A student enrolled in the programme may choose courses from the set offered as per the requirements of the programme.

1.02.09 Skill enhancement: It is a special category of Open Elective. A student in a PG programme in



the University is allowed to register for one Skill enhancement course during the programme.

1.02.10 Credit Course: These are Core or Elective Courses that are registered by a student during a semester to be taken into account for the credits earned by him/her.

1.02.11 Major Discipline: Major discipline is the discipline of the Degree Programme in which a student is enrolled.

1.02.12 Minor Discipline: Minor discipline(s) are those in which a student shall take courses besides courses of the major discipline as recommended by the Counseling/Advisory Committee as part of studies for the programme. The nature and content of the courses shall be such that these will support the students' major field of studies and / or research work.

1.02.13 Letter Grades & Grade Point: A Letter Grade signifies the level of standard of qualitative/quantitative academic achievement, that a student attains in a particular course/research work. Each of the letter grades shall represent a Grade Point as tabulated below. The letter grades **O to C** shall be considered as **Pass grades** and **F** shall be considered as **Fail grade**.

Grades and Grade Points

O	>90 ≤100	10
A+	>80 ≤90	9
A	>70 ≤80	8
B+	>60 ≤70	7
B	>50 ≤60	6
C	≥40 ≤50	5
F	Less than 40	0
Ab	Absent	0

1.02.14 Semester

Average (SGPA): It is the weighted average of grade points secured by the student in the credit courses taken by him and is given by the expression,

$$SGPA \text{ (Semester Grade Point Average)} = (\sum C_i G_i) / (\sum C_i) \dots\dots\dots \text{Equation 1}$$

Where, C_i = number of credits for the i^{th} course

G_i = grade point obtained in the i^{th} course

1.02.15 Cumulative Grade Point Average (CGPA): It is the accumulated weighted average grade point of a student over the semesters starting from his/ her joining the programme taking into account all the credit courses registered and passed by him/her.



$$\text{CGPA (Cumulative Grade Point Average)} = (\sum \sum C_{ni} G_{ni}) / (\sum \sum C_{ni}) \dots\dots\dots \text{Equation 2}$$

Where, C_{ni} = number of credits for the i^{th} course of the n^{th} semester

G_{ni} = grade point obtained in the i^{th} course of the n^{th} semester

$$\text{Overall Percentage} = 10 * \text{CGPA}$$

1.02.16 Intake Capacity: For each of the programmes there shall be a limit on the number of students that can be admitted in a session. This intake capacity shall be decided by the Academic Council.

1.03 Academic Calendar

1.03.01 Calendar: The Academic Calendar specifying the schedule of academic activities such as enrollment, course registration, commencement of instructions, examinations etc. and indicating the duration of semester shall be prepared and notified by the Controller of Examinations with the approval of the Vice-Chancellor for each academic year, preferably one month ahead of the beginning of each academic year. The Academic Calendar shall also include co-curricular and extra-curricular activities of the students such as the sports meet, cultural meet etc. Students' holidays also shall be indicated in the Academic Calendar.

1.03.02 Semester Break: There shall be a break at the end of each semester as specified in the Academic Calendar.

1.04 Curriculum Structure

1.04.01 Curriculum Structure: There shall be a well-defined curriculum structure for each of the academic programmes in the University which shall have the approval of the Academic Council. The curriculum structure shall specify the following:

- i. The minimum and maximum allowed period of candidature,
- ii. The minimum credit requirements of the programme in total, for the core courses, and for the different categories of electives.
- iii. For a postgraduate programme, the list of the courses under the different categories specifying the credit load of each course along with the LTP (Lecture, Tutorial, Practical) breakup.

1.04.02 Syllabus: There shall be a syllabus for each course offered which shall have the approval of the Academic Council. The syllabus shall consist of the broad topics of theory and/or practical that are to be covered in the course followed by a short list of text books and a list of reference books.

1.04.03 Approval of Curriculum Structure and Syllabi: The curriculum structure and the syllabi of the different academic programmes shall be approved by the Academic Council from time to time, on recommendation by the Board of Studies from each School. Proposal for any change in the curriculum structure and the syllabi shall also be routed through the Board of Studies for approval by the Academic



Council.

1.05 Period of candidature: Subject to modifications made by the Academic Council the periods of candidature for the various academic programmes shall be as follows:

Programmes	Minimum	Maximum
PG Programmes		
MBA	4 Semesters	8 Semesters
M.Com.	4 Semesters	8 Semesters
LLM	4 Semesters	8 Semesters
MCA	4 Semesters	8 Semesters
Diploma Courses with multiple exit		
Post Graduate Diploma in Computer Application (PGDCA)	Post Graduate Diploma in Computer Application - PGDCA (2 Semester)	4 Semesters
	Post Graduate Certificate in Computer Application - PGCCA (1 Semester)	2 Semesters
Diploma Course in Competition Law	Diploma Course in Competition Law - DCCL (2 Semesters)	4 Semesters
	Certificate Course in Competition Law - CCCL (1 Semester)	2 Semesters
Diploma Course in IPR	Diploma Course in IPR (2 Semester)	4 Semesters
	Certificate Course in IPR (1 Semester)	2 Semesters
Diploma Courses / Certificate Courses		
Post Graduate Diploma in Communication and Business Journalism	PGDCBJ (2 Semesters)	4 Semesters
Diploma in Food Processing and Entrepreneurship	DFPE (1 Semester + 1 month internship)	2 Semesters

1.06. Minimum Working Days in a Semester

The minimum working days in a semester shall be 90 days. These shall include the instructional days, examinations and other evaluation related activities. Due to any circumstance if the number of working days during a semester falls short of the required 90 days, the same shall be extended by the Controller of Examinations with the approval of the Vice-Chancellor.

ADMISSION AND CONTINUANCE OF STUDIES

2.1 Admission to the Academic Programmes of the University shall be held through various modes as follows:

- i. Admission to majority of the Programmes shall be held through the entrance examinations conducted by the University in the month of May/June of every calendar year under the banner of ARGUCOM Entrance Test (AET).
- ii. Provision shall be there for admission to some Programmes directly based on their performance in the last qualifying examination or otherwise, based on performances in some National Level Entrance Examinations.
- iii. Provisions shall also be there for admission to Diploma / Certificate courses as decided by Academic Council from time to time.
- iv. Further provision shall be there for admission of foreign candidates through specific schemes of the Government of India.

All such modes of admission are given in detail in Annexure 1

2.1.1 Notification for admission

- (1) Advertisement for admission to various Academic Programmes shall be published by the concerned departments under each School through leading Regional level newspapers well in advance of conduct of entrance examinations and/or counseling.
- (2) The details of the advertisement shall be made available on the webpage of the University (<http://argucom.ac.in>)

2.1.2 Academic qualification for admission

The required minimum academic qualifications for admission to the PG and diploma Programmes shall be as given respectively in Annexure 2 (all the qualifying academic Degree / Diploma / Certificate Programmes and/or the awarding Universities / Institutes, both National and International, must have recognition from a Statutory Body, viz. UGC/AICTE/MHRD/State Board/Central Board, as applicable).

2.1.3 Intake Capacity

The intake capacity for admission to a Programme in a Session shall be decided by the Academic Council of the University. The same shall be stated in the brochures of the University for admission in a given Session.

2.1.4 Reservation of Seats

Admission to each Academic Programme shall be held according to the reservation policy adopted by



the Academic Council of the University.

2.1.5 Admission Fees

The amount of tuition fees and other charges to be paid by a selected candidate at the time of his/her admission shall be decided by the Academic Council from time to time and the same shall be incorporated in the website of the University for admission in a given Session.

2.2 Screening and selection of candidates for admission

2.2.1 School Advisory Committee (SAC)

The School Advisory Committee shall be responsible for taking decisions on any academic matters related to a concerned School with the Vice-Chancellor as the Chairperson, Dean (Academic) as the Member Secretary, HoDs and other faculties from a concerned School as members.

2.2.2 ARGUCOM Admission Committee (AAC)

To prepare guidelines for admission to the Academic Programmes and also to oversee the smooth conduct of the admission process, there shall be a committee, called the ARGUCOM Admission Committee (AAC), with the Vice-Chancellor as the Chairperson, Dean (Academic) as the member cum convenor, HoDs from the three Schools as members.

Admission Coordinators from three schools to be nominated as members by the respective HoDs from time to time. The tenure of the AAC will be for 1 year.

2.2.3 ARGUCOM Entrance Examinations (AEE) Committee

On recommendation of the AAC, the Dean shall constitute a committee, called the ARGUCOM Entrance Examinations (AEE) Committee, with HoDs of each school as Chairperson and faculty members drawn from each School with approval of Vice Chancellor.

The AEE Committee shall be responsible for conducting AET examinations and preparing lists of candidates selected for admission to the Programmes based on their ranks in AET, academic qualifications and seat reservation / allotment policies.

2.2.4 Admission of Newly Selected Candidates

A selected candidate shall be admitted to an Academic Programme subject to the production of all the original documents in support of his/her candidature and fulfillment of the eligibility criteria (Annexure 2), as well as payment of the specified admission fees on the specified date(s) of admission, failing which the seat of that candidate shall be offered to the next selected candidate.

2.2.5 List of Documents Required for Admission

At the time of admission, every selected candidate shall be required to produce/submit required documents as listed in Annexure 3.

2.2.6 Medical Fitness

Every candidate to be admitted to the PG Programmes shall be required to produce a medical fitness certificate issued by any registered medical practitioner recognized by the University.

2.2.7 Students' Roll Number

- i. Every student admitted to an Academic Programme shall be allotted a Roll Number at the time of admission, which shall be used for his/her entire duration of study in the Programme.
- ii. A Roll Number shall be a combination of 3 letters and 4 digits as follows:
The 3 letters of the coding, shall represent an academic programme. Out of the four digits of the coding, the 1st two shall be the year of admission and the remaining two digits shall be the serial number of the admission of the students in an academic program.

Name of School	Name of Programme (Code)	Year of admission (Code)	Serial number of admission	Roll Number to be allotted
Code 1	Code 2	Code 3	Code 4	Code 1+2+3+4
School of Innovation and Technology (SIT)	MCA	2023 (23)	01	MCA2301
	PGDCA	2023 (23)	01	DCA2301
School of Entrepreneurship and Management (SEM)	MBA	2023 (23)	01	MBA2301
	M.Com	2023 (23)	01	MCom2301
	PGDCBJ	2023 (23)	01	CBJ2301
	DFPE	2023 (23)	01	FPE2301
School of Public Policy and Law (SPPL)	LLM	2023 (23)	01	LLM2301
	DCCL	2023 (23)	01	CCL2301
	Diploma Course in IPR	2023 (23)	01	IPR2301

2.2.8 Students' Registration Number

- i. Every student admitted to an Academic Programme shall be allotted a Registration Number at the time of registration for the 1st semester end term examination of an academic programme. The registration number shall be reflected in his/her certificates and mark sheets.
- ii. A Registration Number shall be a combination of the following:
 - a. The 1st two digits of the coding shall be the year of enrollment of the student.
 - b. The third letter of the coding shall be the School code.
 - c. The fourth digit of the coding shall be the type of degree or diploma.
 - d. The fifth digit of the coding shall be the course or program number in a particular School.
 - e. The last three digits of the coding shall be the serial number of a student enrolled in an academic programme.

Some examples of Registration numbers are illustrated as below:



Year of Enrollment	School Code*	Type of Degree or Diploma**	Course/ Programme Number in a School#	Allotted Serial No For a Student	Registration Number
Code 1	Code 2	Code 3	Code 4	Code 5	1+2+3+4+5
2023(23)	SIT (T)	Masters (4)	MCA (1)	001	23T41001
	SEM (M)	Masters (4)	MBA (1)	001	23M41001
	SEM (M)	Masters (4)	M.Com (2)	001	23M42001
	SPPL (L)	Masters (4)	LLM (1)	001	23L41001

Note: *School Code: SIT is T, SEM is M, SPPL is L

**Type of Degrees: Certificate Course is 1, Diploma Course is 2, Under Graduate is 3, Master Degree is 4, M.Phil. is 5, PhD is 6

Course / Programme Number denotes serial number of courses in a department

SEM: MBA denotes 1 and M.Com. denotes 2

2.3 Continuation of study

Before the end of every Semester, as specified in the Academic Calendar of the University, the Heads of the Departments / Centres from each Schools shall submit to the Dean Academic, the lists of Courses to be offered in the next Semester. Accordingly, the Dean (Academic) shall notify the date(s) for Semester enrollment and Course registration well in advance of the commencement of the next Semester on approval of the Vice Chancellor.

2.3.1 Semester enrollment

- i. At the beginning of every Semester, all the students shall be required to enroll themselves on the specified date(s) by depositing the prescribed Semester fees.
- ii. The Dean (Academic) in coordination with the Heads of the respective Schools, may allow a student for Semester enrollment in absentia or may extend the date(s) of enrollment for a period not exceeding 15 (Fifteen) working days with a late fine upon production of proper documentary evidence (including station leave permission, if applicable) of facing any genuine problem.

2.3.2 Course registration

Along with the Semester enrollment, all the students of a Programme shall be required to register for the Courses specified for that Semester of the Programme.

- i. Normally every student of a Programme shall be required to register for all the Courses specified for a particular Semester of that Programme. It may vary if a student has any carried over backlog Course for registering in the backlog examination.
- ii. Every student shall be required to fill up the Course Registration Form in quadruplicate, one for each of the student, Head of the Department/Centre, Dean (Academic) and Examination Cell. All the copies of the Course Registration Form shall be duly signed by the student and countersigned by the concerned Head of the Department/Centre.

2.3.3 Continuation of Study After a Gap

- i. If a student avails a long leave with prior written permission from the Dean (Academic) due to any medical reason, demise of a close family member(s) or any other genuine reasons, the student may be allowed to enroll and continue his/her study after the leave period subject to the production of a Fitness Certificate issued or endorsed by a Government Doctor of the minimum rank of Chief Medical Officer or Medical Superintendent or equivalent, if the leave was on some medical ground of the student.
- ii. Upon fulfillment of above condition and on the recommendation of the Head of the concerned Department/Centre and Dean (Academic), the Controller of Examinations shall notify for enrollment and continuation of the study of the student.
- iii. In case of any change in the Curriculum of the Programme during the leave period of the student, the relevance of the Courses completed earlier and the equivalent Credit against those Courses shall be worked out by the concerned School Advisory Committee (SAC). Further, the student shall have to carry over his/her remaining part of study as per the new Curriculum.
- iv. With prior approval of the Vice Chancellor, during the entire period of study in a Programme, a student shall be allowed to avail long leave up to a maximum of (i) two Semesters if the minimum duration of the Programme is one or two Semester(s) only, and (ii) four Semesters if the minimum duration of the Programme is more than two Semesters. In no case the duration of a Programme shall be extended beyond its maximum duration. A student shall apply to the Dean (Academic) through respective HODs citing valid reason with documentary evidence for availing such leave.

2.4 Conduct of class and maintenance of class attendance

2.4.1 Course Instructor and Course Coordinator

- i. For each programme to be taught in a Semester, the SAC of the School offering the Course shall appoint a faculty member as the programme coordinator.
- ii. The Coordinator of the programme shall prepare the teaching and evaluation processes of the programme, design the routine, coordinate with the student activities and any related matters of the students of the concerned departments.

2.4.2 Course File

- i. For each programme to be taught in a Semester, the concerned Programme Coordinator shall prepare a Programme File containing at least the following:
 - a. Detail teaching information of the courses / papers offered such as Academic Year; Session (Spring/Autumn Semester); Department, Programme, Batch and Semester of students for which the Course is offered; Code, Title, type and L-T-P structure of the Course; and names of the Programme Coordinator.
 - b. Teaching time table and other engagement of the students in the concerned semester.
 - c. Syllabus of the Course/Papers offered.



- d. Upon collection from the respective faculty members compilation of the Lesson Plan stating the topic wise L-T-P requirement for teaching, and expected and actual date(s) of completion.
 - e. Evaluation plan to be adopted for the Course/papers.
 - f. Compilation of Lecture notes of the Course/papers from the respective Faculty members.
 - g. Collecting the Students' class attendance information for the Courses/papers from time to time.
- ii. The SAC in its first meeting of a Semester shall scrutinize the Course Files prepared by individual faculty members for the Courses/papers to be taught in that Semester and suggest necessary changes, if any. The Chairperson of the SAC shall submit a comprehensive report of the process to the Controller of Examinations and Dean (Academic).
 - iii. Relevant portions of the Course File shall be provided to the students of the Course by the programme coordinator in the very first class of the Course.

2.4.3 Minimum Class Attendance Requirement

Every student shall be expected to have 100% class attendance in his/her all Courses. However, the following relaxations in the attendance of a student shall be given for maintaining his/her co-curricular activities and other personal needs:

- i. Up to the Mid-Semester Examination of a Semester, the student shall be required to have a minimum of 50% attendance in each Course/paper, separately in theory component as well as in practical component, as applicable.
- ii. Up to the End-Semester Examination of a Semester, i.e., in the entire Semester, the student shall be required to have a minimum of 75% attendance in each Course/paper, separately in theory component as well as in practical component, as applicable.
- iii. Out of the minimum requirement of 75% class attendance in a Semester, a maximum of 10% may be considered for cocurricular activities of the student if he/she is authorized/permitted by the University to participate in any such event.

2.4.4 Notification of Class Attendance

- i. The Programme Coordinator of every programme shall display the attendance record of the students in the Departmental/Centre's Notice Board, with intimation to the Head of the Department/Centre and the concerned Mentors, prior to the Mid-Semester and End-Semester examinations enabling the students to take corrective measures to meet the minimum attendance requirement, if needed.
- ii. The Head of the Department/Centre shall monitor the attendance of the students of all the Courses offered by the Department/Centre and report the cases of any adverse situation to the Dean (Academic) before the Mid-Semester and End-Semester examinations.

2.5 Mentoring of Students

Every student of PG Programmes shall be associated with a Mentor for the entire duration of

his/her Programme, for which the Head of the concerned Department/Centre shall engage a faculty member within one week of admission to act as the Mentor of a group of such students. The mentoring shall broadly be as follows:

- i. It shall be mandatory for every student to meet his/her Mentor at least once in each month and discuss with the Mentor about his/her academic and non-academic matters, such as academic progress, involvement in cocurricular activities, opportunities for higher studies, future career scopes and discussable other personal problems. The Mentor shall extend necessary suggestions/advice to the student accordingly. The Mentor shall fix the time and date of meetings and record the remarks etc., if any.
- ii. Apart from the mandatory meetings in a month, a student shall be free to meet his/her Mentor as and when required for discussing any urgent/important issue.
- iii. For any non-resolvable issue of students at his/her level, the Mentor shall refer the students to the Head of the Department/Centre or directly to other relevant Officials, such as the Dean (Academic), Controller of Examinations, and Registrar. The Mentor himself/herself may also discuss critical issues of students with such Officials.
- iv. The Mentor shall maintain records of all the meetings with the students of his/her mentoring group in a Form to be prescribed by the Dean (Academic)
- v. The Mentor of a student shall also be free to communicate with the guardian/parents of the student on any important/urgent issue, such as poor academic performance, poor class attendance, whereabouts, and misconduct/violation of any rule inside or outside of the University campus. However, the Mentor shall not be held accountable for any of such issues of the student.

2.6 Department / Centre's Advisory Committee (DAC/CAC)

- i. Every Academic Department/Centre shall have a Departmental/Centre's Advisory Committee (DAC/CAC) constituted with the Head of the Department/Centre as the Chairperson and all the regular faculty members of the Department/Centre as the Members. With approval of the Vice Chancellor, a faculty member from a related Department/Centre shall also be appointed as an External Member to the DAC/CAC for a period of 03 (three) years.
- ii. The DAC shall propose for introduction of new Programmes/Courses or any modification of Course syllabi for consideration of the Board of Studies.
- iii. Apart from other matters as the Chairperson may decide from time to time, the DAC shall monitor the progress of the Departmental/Centre's Courses and Programmes, for which it shall meet at least three times in a Semester, once before the starting, once in the middle and once at the end of the Semester.

2.7 Release from ARGUCOM

If a student seeks release at any time leaving his/her Academic Programme incomplete due to



some personal reasons, the student shall be released officially by the Dean (Academic), Controller of Examinations and Registrar (Admin) on production of clearance in a prescribed Form from the relevant Sections of the University.

2.8 Transfer from ARGUCOM

For transfer from ARGUCOM to another University/Institute after completing the study in a Programme at ARGUCOM or quitting it incomplete with permission, a student may apply to the Controller of Examinations with necessary fee(s) for issuing him/her a Migration Certificate.

2.9 Refund of Caution Deposit

After successful completion of a Programme or quitting it incomplete with permission, a student may apply for the refund of his/her caution money deposited at the time of admission after deduction of pending dues of the student, if any. Such request shall be made within one year from the date of declaration of result or release of the student from the University.

CHAPTER: III

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EVALUATION AND RELATED MATTERS

3.1 Evaluation system

Students at ARGUCOM shall be evaluated separately in each Course through a Continuous Evaluation System (CES). The CES system shall involve both formative and summative assessments, where students shall be evaluated through a number of smaller components (Sessional Tests, Assignments and Examinations) spanning over a Semester and finally the students shall be awarded with Grades at the end of the Semester by summing up the performances in all those internal assessments and Examinations.

3.1.1 Evaluation of Theory Courses

- i. There shall be Internal Assessment and End Term Exam for each Theory Course as detailed below including their nomenclature, type, maximum marks, duration and period.

Internal Assessment*		End Term Exam**		
Nomenclature	Programme wise weightage	Nomenclature	Type	Programme wise weightage
Class test / formative assessment / Case Study / group discussion / Problem solving skill through programming / field visit / Assignment	MCA = 40 marks MBA = 40 marks M.Com = 40 marks LLM = 40 marks	End Term Exam	Written	MCA = 60 marks MBA = 60 marks M.Com = 60 marks LLM = 60 marks

*Internal Assessment is assigned by the concerned course instructor(s).

**Academic Calendar is followed for all the academic activities

- ii. Course coverage in a Theory Course shall preferably be as follows:
- a. Internal Assessment: The faculty should assign any type of activity within the period from the beginning of semester up to end term examination.
 - b. End-Term Examination: The questions of end-term shall be asked from the syllabus covered during the semester.

3.1.2 Evaluation of Practical Courses

There shall be two Examinations for a Practical Course if having L-T-P structure of 0-0-z (i.e., having Practical component only), otherwise only one Examination if having L-T-P structure of x-0-z or x-y-z (i.e., having Lecture and/ or Tutorial components also) as detailed below,

Examination		
Nomenclature	Type	L-T-P: 0-0-z
Internal Assessment	Viva Voce, mini- projects, class tests etc.	50
End-Semester (Practical) Examination	Practical examination, Viva, Report	50
Nomenclature	Type	L-T-P: x-0-z

		or x-y-z
Internal Assessment	Viva Voce, mini- projects, class tests etc.	25
End-Semester (Practical) Examination	Practical Examination, Viva, Report	25

- i. End-Semester (Practical) Examination shall cover the entire Practical component of a Course starting from the beginning.
- ii. If desirable, a Course Instructor may add more evaluation components in internal assessment and End-Semester (Practical) Examinations.

3.1.3 Evaluation of Project Courses

There shall be one Presentation and viva-voce examination for a Project Course if not having any other Lecture/Tutorial/Practical based Course to study along with the Project Course in the concerned Semester.

Schools / Departments	Programmes with Semesters	Particulars	Examination		Period
			Internal marks	External marks	
SEM	3 rd Semester MBA	Summer Internship Project	60	90	July - August
	4 th Semester MBA	Grand Project	60	90	4 th Semester
	3 rd Semester M.Com.	Summer Internship Project	60	90	July - August
	4 th Semester M.Com.	Grand Project	60	90	4 th Semester
SIT	4 th Semester MCA	Major Project	100	100	4 th Semester
	4 th Semester MCA	Minor Project	50	50	3 rd Semester
SPPL	4 th Semester LLM	Dissertation	100	100	4 th Semester

3.2 Conduct of Sessional Tests and Examinations

3.2.1 Examination Committee (ExC)

To act as the Apex Body on all matters of conduct of End Semester Examinations including internal assessments and declaration of results, the Vice-Chancellor shall constitute a committee, called the Examination Committee (ExC), for a tenure of 03 (three) years with the Vice-Chancellor as the Chairperson, Controller of Examination as the Member Secretary, Dean (Academic) and all HoDs as members. Under the Examination Committee, the Moderation Committee is constituted for the moderation of question papers before each semester Examination.

3.2.2 Classes and Examinations

Classes and Examinations of the University are governed by the Academic Calendar of the University. Usually, the Semester End examinations are conducted in the Months of June (Even Semester) and December (Odd Semester). The Gap between regular classes and examinations is a minimum of 5 days.

3.2.3 Examination materials

All the materials including stationeries and accessories required for conducting Examinations shall be supplied by the Examination Cell under the Office of the Controller of Examinations on requisitions as and when required.

3.2.4 Internal Assessment

- i. Continuous Internal Evaluations (CIEs) shall be conducted Department/Centre-wise by the concerned Programme Coordinators throughout the semester. Total marks for CIE of each course shall be 40 (As per the course regulation of a particular course). This shall include internal assessment tests, assignments, case studies, practical works, and minor projects as required by a particular course. Internal assessment test should be a minimum of 20 marks which is to be conducted by the course teacher within the semester. A student is required to obtain a minimum of 40% i.e. 16 out of 40 in CIE for qualifying a particular paper.
- ii. The marks obtained by the student in CIE will be submitted to the examination cell along with the end-semester marks as per the format provided by the Examination Cell. Any student not attending the CIE activities with valid reasons are to be given a 2nd chance to appear for such activity. This must be conducted by the Course teacher before the commencement of Semester End Examinations.
- iii. In case a student fails to score the minimum marks in the Internal Assessment in a particular paper(s), his/her result will remain withheld and are required to complete the same as assigned by the concerned faculty and the concerned faculty upon evaluation of the same should submit the marks to the Examination Cell.

3.2.5 End-Semester Examinations

- i. The End Semester Examinations shall be conducted centrally for all the Schools in the University. The End Semester Examination shall be conducted at the end of the semester for 60 marks.
- ii. The timetables for examinations shall be released by the Office of the Controller of Examination in accordance with the academic calendar in consultation with the Heads of the schools.
- iii. Seat plans of examinees and lists of invigilators shall be released by the Office of the Controller of Examination at least one week prior to the commencement of examinations and the same shall be displayed on the Notice Boards of examination halls.
- iv. The question paper for the End Term Examination shall be prepared by the faculty as appointed by the Controller of Examination for the same. He will be responsible for maintaining secrecy regarding the



setting of paper and the following the rules for submission of the paper to the examination Cell.

- v. A copy of the question paper duly signed by the setter must be submitted to the examination Cell on or before the date prescribed for the same.
- vi. The Controller of Examinations constitutes the moderation committee under the Examination Committee, which is responsible for moderating the End Term Examination question papers. The moderation committee is required to look for any possible errors and ensure the quality of the questions submitted by the paper Setter. If required, the moderator may change the question and instruct for re-setting of the paper if he/she is not satisfied. Upon satisfaction, the moderator is required to put his signature on the paper.

3.2.6 End-Semester (Practical) Examinations

- i. End-Semester (Practical) Examinations shall be conducted Department / School-wise by the concerned Course Instructors. A practical examination for 50 marks is to be conducted within 120 minutes and 60 marks within 150 minutes. The Marks distribution for practical examination is decided by the Concerned Department. A student is required to secure a minimum of 40% i.e 20 out of 50 or 24 out of 60 at the End term for qualifying in the particular paper in the End term Examination
- ii. External examiners can be invited on the recommendation of the concerned DAC, after the approval by the Vice Chancellor for the conduct of the End- Semester (Practical) Examinations. A panel of external examiners with three names to be submitted to the Vice Chancellor by the COE for approval.

3.2.7 Mid-Semester (Project) and Final-Semester (Project) Examinations

- i. Mid Semester and Final Semester Examinations for Project Courses shall be conducted by respective Schools / Departments and shall be evaluated by a group of faculty members from the domain of a Project Work.
- ii. External examiners from outside the University, approved by the Vice-Chancellor on recommendation of the concerned Schools may be invited in the final Semester of the project work for conduct of the End-Semester (Project) Examinations as per therequirements.
- iii. If the project work of a student under a Project Course or an Internship-like Course is carried out partially or fully in partnership with another Institute/Organization, the Mentor from that Institute/Organization shall certify that the student carried out the project work under his/her supervision and he/she shall be included in the Dissertation of the student as the Co-Supervisor. In such a case also, the project work of a student shall be evaluated like a normal project work as stated in Para (1) and Para (2) above, but involving only the Supervisor from the parent School/Department and taking feedback from the Co-Supervisor, if required.



3.2.8 Re-examination due to breach in the Regulations

In the event of any kind of breach in the Regulations, the Vice-Chancellor may instruct to conduct an examination afresh on recommendation of the concerned ExC.

3.2.9 Re-examination due to absence

i. Sessional and End Semester Examinations (for all of Theory, Practical and Project Courses, as applicable) shall be held on specified dates only. However, the following special cases of absence in any examination shall be handled by the Dean of Academic Affairs on the basis of merit of the genuine case(s) of students:

- (a) If a student intimates in advance with proper documentary evidence (including station leave permission, if applicable) about his/her inability to appear in the Sessional (theory/practical) or project / viva voce of any Course due to some genuine reason(s), the concerned Course Instructor(s) may be allowed to conduct a Make-Up Examination on the Course for all such students on a convenient date prior to the commencement of the End-Semester examination.
- (b) If a student intimates in advance with proper documentary evidence (including station leave permission, if applicable) about his/her inability to appear in the End-Semester, End-Semester (Practical) or End-Semester (Project) Examination of any Course due to some genuine reason(s),

the student shall be awarded with 'Ab' Grade in the concerned Course, which shall need to be converted into a regular Grade as specified under the Clause no. 1.02.14 by appearing in a special examination in lieu of the missed examination as decided by the ExC.

ii. A Course Instructor may conduct more Sessional Tests on a Course, in addition to the allotted Sessional in each Course, in order to avoid any request to re-conduct any Sessional Test missed due to any reason and may consider the marks of the best Sessional Tests for the purpose of evaluation and grading.

3.2.10 Genuine Reasons of Absence in Examinations

The following are the genuine reasons which may be considered for granting leave to a student in Examinations.

- i. Serious illness or accident of the student requiring hospitalization or bed rest ascertified by the University Medical Officer, or any other Government or recognized private Medical Officer countersigned by the University Medical Officer.
- ii. Death or serious illness/accident requiring hospitalization of any immediate relative of the student.
- iii. The student is authorized/permitted by the University to participate in any co- curricular event or start-up programme.
- iv. The student is out of station with permission and cannot return due to unavoidable circumstances, such as mobility disruption, riot or natural calamity.

- v. The student needs to rush home due to family related problems arising from unavoidable reasons, such as riot or natural calamity.

For availing leave on the ground of any of the reasons as stated above, the student shall be required to produce proper documentary evidence against the claimed reason(s), as applicable, such as medical certificate of hospitalization or bed rest, death certificate, permission letter and certificate of participation in co-curricular events or in any such programme, report in newspaper or letter from local Police/District Administration about other incidents such as mobility disruption, riot and natural calamity. Additionally, wherever applicable, station leave permission of the student shall also be required.

3.3 Evaluation process

3.3.1 Award and submission of Grades

- i. A student shall be awarded with 'Withheld' in a Theory or Practical or Project Course in the following cases, irrespective of his/her performance in the appeared End Term Examinations of the Course:
 - a. The student's result may be 'Withheld' in the Course if he/she is found practicing any sort of unfair means in any examination.
 - b. The result may be 'Withheld' in the Course if he/she is found to have unclear fee obligations.
 - c. The student's result may be 'Withheld' in the Course if he/she is found that the requirements of internal assessments are not fulfilled.
- ii. A student shall be awarded with 'F' Grade in a Theory, Practical or Project Course in the following cases, irrespective of his/her performance in the appeared End Term Examinations of the Course:
 - a. If the students fail to score minimum qualifying marks in internal assessment of the Course, he/she would be considered 'F'.
 - b. In the case of a Theory Course, the absolute scores secured by the student in the internal assessments and End-Term Examination of the Course, as applicable.
 - c. In the case of a Practical Course, the absolute scores secured by the student in the internal assessment and End-Term (Practical) Examination of the Course, as applicable.
 - d. In the case of a Project Course, the absolute score secured by the student in the End-Semester (Project) Examination of the Course, as applicable.
- iii. The concerned Course Instructor(s) shall submit the Grades of the students of the Course in a prescribed Form to the Controller of Examinations through the Head of the Department/Centre from the date of completion of the End-Semester Examination.

The entire process of evaluation and award of Grades for a Course shall be carried out by the concerned Course Instructor(s) without involving any external expert for setting question papers or evaluating

answer scripts. In special cases, the Head of the Department may assign the responsibility of evaluating any or all the component(s) of a Course to other appropriate faculty member(s) with due permission from the Dean.

3.3.2 Transparency in evaluation

- i. The concerned Course Instructor(s) of a Theory Course shall make available the evaluated answer scripts of every Sessional Test and Examination to individual students of the Course for their perusal within 07 (seven) working days from the notification received from COE regarding evaluation of answer scripts
- ii. The students shall be required to return the evaluated answer scripts with their signatures if satisfied with the evaluation.
- iii. Further, the Course Instructor(s) shall also display the score sheet of the students on the Notice Board of the concerned Department at the end of the Semester.

3.3.3 Preservation of Answer Scripts

For a batch of students, all the evaluated answer-scripts bearing signatures of the students shall be kept in the custody of the COE for two years after the completion of the Programme.

3.4 Unsatisfactory Performance

3.4.1 Clearing backlog Course

- i. Every student shall be required to clear those Theory and Practical Courses as backlog Courses in which he/she was awarded previously with any of 'Withheld' and 'F' Grades.
- ii. No student shall be allowed to register for any new Course of a Semester by dropping his/her any previous backlog Course, if offered in that Semester.
- iii. In the case of a backlog Elective Course, a student may opt either to re-register for the same Course or to register for another Elective Course from the same category of Elective Courses in lieu of the earlier one as a backlog Course.
- iv. If a student reregisters for the same Course as a backlog Course in which he/she was previously awarded with 'F' Grade, the norms for class attendance in the Course may be relaxed for him/her. However, the student shall be required to undergo through the normal evaluation process of the Course.

3.4.2 Exit from a Programme

A student shall be required to exit at any point of time during his/her study in an enrolled Programme by



leaving the Programme incomplete in any of the following cases:

- i. The student secured SGPA below 3.0 in both Semesters of any Academic Year. However, the student shall be given a maximum of one chance during his/her entire period of study in the Programme to continue his/her Programme from the next Academic Year by repeating the two Semesters in which he/she secured such poor SGPA (in such a case, however, the maximum duration to complete the Programme shall remain the same as specified under Clause 1.05)
- ii. Sufficient time is not available for completing the remaining part of his/her study within the maximum duration of the Programme as specified in Clause 1.05.
- iii. Up to the End Semester Examination of a Semester, the student abstained from all classes of every registered Course without any genuine reason as per Clause 3.2.10

3.5 Results (Grade Card and Transcript)

- i. After the completion of each Semester, the Controller of Examinations shall issue a Grade Card to every registered student. The Grade Card of a student shall display the Grades secured in all the Courses registered by the student in a Semester, along with his/her SGPA secured in that Semester, as well as his/her CGPA and the total Credits earned so far.
 - (a) The SGPA and CGPA shall be calculated using Equations 1 and 2 respectively, while the total Credits earned shall be the sum of the specified Credits of all the Credit Courses completed so far by the student.
 - (b) Non-Credit (both mandatory and optional), Foundation and Add-On Courses shall not be included in the calculation of SGPA, CGPA and Credits earned. However, the Grades secured by the student in such Courses, if any, shall also be displayed in his/her Grade Card.
- ii. Once a student completes all the requirements of a Programme, the Controller of Examinations shall issue him/her a Transcript displaying the list of Courses completed by the student along with the Grade secured in each Course, SGPA, CGPA, and the overall total Credits earned.

3.6 Conferment of Degree/Diploma/Certificate

A student shall be eligible for the award of a Degree/Diploma/Certificate for an enrolled Programme upon his/her completion of all the Courses prescribed for the Programme within the maximum duration of the Programme as specified under Clause 1.05

3.7 Bestowal of Awards

- i. A student shall be declared to have completed his/her Postgraduate Degree Programme if the student has completed his/her Programme with a minimum CGPA of 5.0.



**ANNEXURE 1
MODE OF ADMISSION**

MBA Programme

Admission Procedure

- i. Candidates securing 60% marks in UG Programmes are eligible directly for appearing in GD & PI



- ii. Candidates not securing 60% mark, who aspire for admission into MBA programme must appeared CAT/ MAT/ XAT/ ATMA/CMAT/NMAT or ARGUCOM Entrance Test (AET) to be conducted by the School of Entrepreneurship & Management.
- iii. On the basis of the scores of above-mentioned tests (scores to be decided by the School of Entrepreneurship & Management), the candidates short listed will be called for Group Discussion (GD) and Personal Interview.
- iv. AET will be conducted by ARGUCOM to provisionally select candidates for admission into the 2 years MBA Programme offered by the School of Entrepreneurship and Management, ARGUCOM. The mode of entrance test shall be decided by the university from time to time. Admission may also be conducted based on Merit and Personnel Interview.
- v. An advertisement inviting prospective candidates for the MBA programme shall be issued by the University at least 6-8 weeks in advance. All candidates shall have to apply with all required documents within the time stated in the advertisement.
- vi. The university will constitute an admission committee for the preparation and conduct of the entrance test and the committee will prepare a merit list of candidates based on their performance in the entrance test. The successful candidates' list shall be displayed on the University Notice board and website.

Mode of Entrance test

The AET will carry 100 marks and it shall be followed by GD and/or Personal Interview

AET for MBA is for the purpose of screening the candidates for checking the eligibility for GD/PI and it shall consists of four sections as follows:

- Section A: General English (25 marks)
- Section B: Numerical Aptitude (25 marks)
- Section C: Logical Reasoning (25 marks)
- Section D: General Awareness (25 marks)

Personal Interview will contain 50 marks.

Group Discussion will contain 50 marks.

Admission cannot be claimed by any candidate as a matter of right. The admission or readmission of a candidate shall be entirely at the discretion of the admission committee, which may admit or refuse any candidate without assigning any reason thereof.

- On being selected a candidate will have to appear before the admission committee with all original documents for final verification on the scheduled time and date failing which will disqualify him and allow the next candidate in ranking to take admission.
- If any candidate fails to pay the prescribed fee within the stipulated time, his/her admission shall automatically be cancelled.
- For reservation of seats, the statutory rules of the Government of Assam regarding reservation shall



be followed.

M.Com. Programme

Admission Procedure

- i. Admissions will be given on merit basis.

Admission cannot be claimed by any candidate as a matter of right. The admission or readmission of a candidate shall be entirely at the discretion of the admission committee, which may admit or refuse any candidate without assigning any reason thereof.

- On being selected a candidate will have to appear before the admission committee with all original documents for final verification on the scheduled time and date failing which will disqualify him and allow the next candidate in ranking to take admission.
- If any candidate fails to pay the prescribed fee within the stipulated time, his/her admission shall automatically be cancelled.
- For reservation of seats, the statutory rules of the Government of Assam regarding reservation shall be followed.

LL.M Programme

Admission Procedure

- i. A common ARGUCOM Entrance Test (AET) will be conducted by ARGUCOM to provisionally select candidates for admission into the 2 years LL.M Programme offered by the School of Public Policy and Law, ARGUCOM. The mode of entrance test shall be decided by the university from time to time. Admission may also be conducted based on Merit and Personnel Interview.
- ii. An advertisement inviting prospective candidates for the LL.M programme shall be issued by the University at least 6-8 weeks in advance. All candidates shall have to apply with all required documents within the time stated in the advertisement.
- iii. The university will constitute an admission committee for the preparation and conduct of the entrance test and the committee will prepare a merit list of candidates based on their performance in the entrance test. The successful candidates' list shall be displayed on the University Notice board and website.

Mode of Entrance test

The AET will carry 200 marks. The test will be divided into two papers and viva-voce.

Paper-I will contain 75 multiple choice questions carrying 2 marks each aggregating 150 marks. The paper will contain questions on Constitutional law, administrative law, Company law, Law of Contract, Environmental law, IPR, and Jurisprudence.

Paper-II Students will have to write an essay on a current legal topic which shall carry 30 marks. Students will have to write the essay within the space provided in the booklet. No extra sheet shall be provided to the candidates.



Viva-voce will contain 20 marks.

Admission cannot be claimed by any candidate as a matter of right. The admission or readmission of a candidate shall be entirely at the discretion of the admission committee, which may admit or refuse any candidate without assigning any reason thereof.

- On being selected a candidate will have to appear before the admission committee with all original documents for final verification on the scheduled time and date failing which will disqualify him and allow the next candidate in ranking to take admission.
- If any candidate fails to pay the prescribed fee within the stipulated time, his/her admission shall automatically be cancelled.
- For reservation of seats in the LL.M programme the statutory rules of the government of Assam regarding reservation shall be followed.

MCA Programme

Admission Procedure

- i. A common entrance test (AET) will be conducted by ARGUCOM to provisionally select candidates for admission into the 2 years MCA Programme offered by the School of Innovation and Technology, ARGUCOM. The mode of entrance test shall be decided by the university from time to time. Admission may also be conducted based on Merit and Personnel Interview.
- ii. An advertisement inviting prospective candidates for the MCA programme shall be issued by the University at least 6-8 weeks in advance. All candidates shall have to apply with all required documents within the time stated in the advertisement.
- iii. The university will constitute an admission committee for the preparation and conduct of the entrance test and the committee will prepare a merit list of candidates based on their performance in the entrance test. The successful candidates' list shall be displayed on the University Notice board and website.

Mode of Entrance test

The AET will carry 100 marks and is followed by a Personal Interview

AET for MCA consists of four sections as follows:

- Section A- General English (25 marks)
- Section B-Numerical Aptitude (25 marks)
- Section C-Logical Reasoning (25 marks)
- Section D-General Awareness (25 marks)

Viva-voce will contain 20 marks.

- Candidates securing either 60% or more in their latest qualifying examination shall be eligible for direct admission via appearing the Personal Interview.
- Admission cannot be claimed by any candidate as a matter of right. The admission or readmission



of a candidate shall be entirely at the discretion of the admission committee, which may admit or refuse any candidate without assigning any reason thereof.

- On being selected a candidate will have to appear before the admission committee with all original documents for final verification on the scheduled time and date failing which will disqualify him and allow the next candidate in ranking to take admission.
- If any candidate fails to pay the prescribed fee within the stipulated time, his/her admission shall automatically be cancelled.
- For reservation of seats in the MCA programme the statutory rules of the government of Assam regarding reservation shall be followed.

PGDCA Programme

Admission Procedure

- i. The applicant may be enrolled in the PGDCA Programme on First Come First Serve Basis
- ii. An advertisement inviting prospective candidates for the PGDCA programme shall be issued by the University. All candidates shall have to apply with all required documents within the time stated in the advertisement.
- iii. The university will constitute an admission committee for the preparation of a merit list of candidates based on their performance in the entrance test. The final candidates' list shall be displayed on the University Notice board and website.

Admission cannot be claimed by any candidate as a matter of right. The admission or readmission of a candidate shall be entirely at the discretion of the admission committee, which may admit or refuse any candidate without assigning any reason thereof.

- On being selected a candidate will have to appear before the admission committee with all original documents for final verification on the scheduled time and date failing which will disqualify him and allow the next candidate in ranking to take admission.
- If any candidate fails to pay the prescribed fee within the stipulated time, his/her admission shall automatically be cancelled.
- For reservation of seats in the PGDCA programme the statutory rules of the government of Assam regarding reservation shall be followed.

ANNEXURE 2 ELIGIBILITY FOR ADMISSION

MBA Programme

- i. A Bachelor's degree in any discipline (except fine arts) from a recognized Indian or foreign University/ institution (foreign degree must have UGC approval) with a minimum of 50% of marks (or equivalent grade) in major subject or in aggregate. Relaxation of 5% of the minimum percentage will be applicable to the reserved categories as per Govt. of India rules.

- ii. Candidates appearing in final year examinations may also apply. On selection, they should submit their final year mark sheet on or before 30th November, 2023. If any candidate fails to submit the same, their candidature will be cancelled.

M.Com. Programme

- i. A Bachelor's Degree in Commerce / Economics / Business Administration with 45% marks in aggregate from a Recognized University.
- ii. A qualified CA/CS/CMA also will be eligible for taking admission without a Bachelor's Degree.

Post Graduate Diploma in Communication & Business Journalism

A Graduate in any Disciplines from any recognized University.

LL.M Programme

- i. Every candidate seeking admission into the LL.M Programme must have passed the LL. B Degree with at least 50% in aggregate in LL. B 3 years or LL. B 5 years integrated recognized by UGC and BCI. However, a relaxation of 5% marks is allowed for (SC, ST and PWD) bonafide applicants from the state of Assam only.
- ii. The candidates appearing for their final semester examinations are also eligible to apply for admission into the 2 years LL.M Programme provided they produce the result of their LL. B Degree.
- iii. Under special circumstances the Vice-Chancellor may allow an extended period for submission of pass certificate and mark sheet for admission into the LLM programme but it shall not be later than the commencement of the 1st Semester End semester examination.

Certificate Course on IPR

Every candidate seeking admission into the Certificate Course on IPR must have:

- 1) Bachelor's Degree/ LL. B or equivalent in any discipline from any recognized University.
- 2) Students from 4th year onwards of B.A. LL. B are also eligible to apply.

Certificate Course on Competition Law

Every candidate seeking admission into the Certificate Course on Competition Law must be a graduate of any discipline from any recognized University with at least 50% in aggregate. However, a relaxation



of 5% marks is allowed for (SC, ST and PWD) bonafide applicants from the state of Assam only.

MCA Programme

Every candidate seeking admission into the MCA Programme must have passed **Bachelor's Degree** in Computer Applications/ Computer Science/ Engineering or equivalent degree or passed BSc., B.Com, BA with Maths as one of the subject in 10+2 or in graduation level (with additional bridge course as per the norms of the University) with at least 50% marks (45% marks for candidates belong to SC, ST and PWD category) from the state of Assam only.

PGDCA Programme

Every candidate seeking admission into the PGDCA Programme must be a Graduate in any discipline with 50% (for GEN/OBC) and 45% (for ST/SC/PwD).

ANNEXURE 3 LIST OF DOCUMENTS FOR ALL THE PROGRAMMES

The students shall be required to provide the following documents to complete the application process:

- AET Admit card, if applicable
- AET Score Card, if applicable
- CAT / MAT / XAT / ATMA / CMAT / NMAT Score Card, if applicable



- PRC, if applicable for claiming reservation
- Caste Certificate, if applicable
- Birth Certificate / HSLC Admit Card
- HSLC Marksheet
- HSLC Pass Certificate
- HS Marksheet
- HS Pass Certificate
- Degree Marksheets (Till Date)
- Consolidated Mark Sheet
- Degree Pass Certificate (if completed)
- Gap Certificate / affidavit, if applicable
- Payment Receipt
- Any other documents, if applicable

