TINSUKIA COMMERCE COLLEGE

ARTS & COMMERCE

A Provincialised College under the Govt. of Assam

Registered under the Societies Act. XXI of1860
Affiliated to the Dibrugarh University
Affiliated under Sec. 2(F) and 12(B) of the UGC Act. 1959

Sripuria - 786 145, Tinsukia, Assam
Ph. 0374-2120273
E-mail : tccprincipal@yahoo.co.uk
Website : www.tinsukiacommercecollege.edu.in

NAAC RE-ACCREDITED GRADE 'B' (2017)

Institutional Brochure 2020-21

TINSUKIA COMMERCE COLLEGE

Estd. – 1972

We, in 2020 having completed 48 years – Tinsukia Commerce College – its constituents, are a family of some stakeholders – students at Higher Secondary, Undergraduate and Post Graduate levels in commerce and allied areas, some members, faculty and administrative, staff, parents and guardians and GB Members.

A College of Commerce in Tinsukia was thought of, in the year 1971 by some members of the Governing Body of Tinsukia College. An Ad-hoc Committee was constituted in 1972 with Late J. N. Bhuyan, President and Late B. K.Saraswat as Secretary. The Committee decided to start the college under the name of Tinsukia Commerce College from the session 1972. Late Krishna Pada Dutta Chowdhury took the charge of the college as Honorary Principal. Perhaps he considered it prudent to accept the post with the idea of spreading and meeting the aspiration of students for commerce education in this remote corner of the state when there was no commerce college in its vicinity of the then Tinsukia Sub-division.

The management of Senairam H.S School was kind enough to allow us to hold classes in its building. Thus Tinsukia Commerce College was established on 21st August 1972 in Senairam H.S School with no fund and building.

In 1977, the Govt. of Assam was pleased to allot 35 bighas of land, which is now under the possession of the college. A part of the present buildings was constructed in 1978 at a cost of Rs. 1,10,000/- all met from the college fund, collected from the students and without going for any help or donation from any source. The college was shifted to its own building from Senairam H.S. School in 1978. In this way, it had to pass through strain and stress for about 15 years. On 01.02.1986, the college was taken over by the Govt.of Assam under Deficit Grant-in-Aid and the financial hurdles were overcome to a considerable extent. Now, w.e.f. December'05 it has become a provincialised college under the Govt. of Assam.

Considering the demand of the society and neighbouring students we considered it prudent to introduce BA from the session 2011-12 under Dibrugarh University.

Apart from B.Com, BA of Dibrugarh University, we have been offering MBA, MA, M.Sc. (Math), BCA, BA, B.Com. and various degree, PG degree, diploma and certificate courses under KKHSOU, DDE-DU and ASOS for the last few years.

The college facilitates the students with – a Football cum Cricket Ground, pure drinking water, canteen, generator facility, cycle stand, library with reading and internet facility, computer education, computer lab., health building instruments, day care, community centre, equal opportunity centre, Boys' and Girls' common room, sports goods with gym facilities, educative programmes and with a pollution free campus.

The college had undergone 2nd cycle of NAAC assessment on 28th and 29th March, 2017. The Peer team assessed all the academic and non-academic aspects of the college and finally the college was accredited **Grade 'B'**

THE MISSION :

The mission statement reads: Tinsukia Commerce College is committed to the cause of empowerment of rural and urban youth through access to education in general and to commerce, computer science, management and social science education in particular, enabling them to develop

as— intellectually alive, socially responsible and ever ready for continuous personal and professional growth to inculcate social, moral and spiritual values. It is committed to provide wide range of professional and vocational courses besides conventional one for rural and urban students to meet the changing needs.

THE GOALS :

The goals spell out clearly the objectives based on its mission and vision, which are:

1) To provide access to higher education in commerce and various social sciences including Arts, Management, Computer etc. to people having a desire for education.

2) To provide job oriented education as well as to tender men making education.

OUR MOTTO :

1) To educate people to be honest in commerce, trade, industry and above all to be a perfect citizen.

2) Promote education in real sense among rural masses in different areas.

The college imparts commerce and social science education with permanent affiliation and facility for offering General and Honours courses in UG level under Dibrugarh University and Higher Secondary Commerce under Assam Higher Secondary Education Council, Guwahati. The college also imparts education through few courses under KKHSOU, Guwahati, Distance Education under DDE, Dibrugarh University and ASOS under AHSEC.

ENROLMENT AVAILABLE :

The number of student in a section is limited to 150 each for H.S., B.Com. Semester-I and B.A. Semester- I.

ADMISSION REQUIREMENTS :

(a) **H.S. COURSE :** To be eligible for admission in H.S. first year, a student must pass

1) H.S.L.C. Examination of SEBA OR

2) Any other equivalent Examinations recognized by the Assam Higher Secondary Education Council.

(b) **DEGREE COURSE :** To be eligible for admission into first semester **(CBCS)** of Degree Course (B.Com. & B.A. etc.) a student must pass :

1) H.S Examination OR

2) Any other equivalent examinations recognized by D.U.

3) At the time of interview all the following documents in original will have to be produced:

a) Extra curricular activities, if any.

b) Gap-period certificate, where necessary.

c) Recommendation from competent authorities for seats in SC/ST/OBC/MOBC etc.

d) Any other relevant testimonials.

4) A candidate selected for admission must get admitted on the spot by paying the required fees etc.

5) All admission into college are PROVISIONAL and subject to the approval of D.U./ AHSEC.

6) After admission, a separate form shall be issued to the student from the college office to be duly filled in for **Registration**.

MIGRATION CERTIFICATE AND ELIGIBILITY CERTIFICATE :

a) Students from Boards or Universities other than SEBA/AHSEC shall have to submit migration certificate at the time of admission / registration.

b) Students from Boards or Universities other than SEBA/AHSEC must also obtain Eligibility certificates from the councils and produce at the time of admission / registration.

ADMISSION PROCEDURE :

a) Admission into the First Year H.S. Course and First Year Degree Course are allowed after the announcement of result by the SEBA and the AHSEC respectively or other recognized Councils or Boards.

b) The dates for issuing Application Forms and interview for admission etc. will be notified well ahead, in the College Notice Board, college website i.e. www.tinsukiacommercecollege.edu.in . Application submitted after the expiry of the last date or submitted incomplete are rejected.

c) Documents (Self Attested Xeroxed) to be submitted along with the Application from.

i) Admit Card. (from HSLC onward)

ii) Marks-Sheet of Board/Council/University. (from HSLC onward)

iii) Pass Certificate. (from HSLC onward)

iv) Caste Certificate (in case of S.C., S.T., O.B.C., M.O.B.C., Ex-Tea Garden candidate) from relevant authorities.

v) Two copies of recent passport size photographs.

vi) Migration Certificate (if applicable)

vii) Gap Certificate (if applicable)

viii) NCC Certificate (if applicable)

RESERVATION :

ix) Sports Certificate (if applicable)

A. There is a provision for reservation of seats for students belonging to SC, ST (P) ST (H) OBC (NCL), (including MOBC), Physically Handicapped, Tea and Ex-Tea Garden Communities, Sports, Culture Excellence & NCC as per the following details.

i)	SC	—	7%
ii)	ST (P)	—	10%
iii)	ST(H)	—	5%
iv)	OBC (including MOBC)	—	27%
v)	Physically Handicapped	—	3%
vi)	TGL	—	3%
vii)	Sports and Culture Excellence	—	5 Nos.
viii)	NCC	—	1 No.

B. Candidates must enclose certificates to claim for reservation of seats.

C. **Physically Handicapped :** 3% of the total seats is reserved for physically handicapped students. Candidates applying under this category must submit Medical Certificate issued by the competent authority of Govt.

D. **Sport & Culture :** Candidates must submit certificate issued by National/State/District Level authorities, Sports Federation or any other state level sports authority.

E. NCC candidates must submit A/B/C certificate.

Total Nos. of Seats :	H.S. 1st year	=	150 in Sec. 'A'
			50 in Sec. 'B'
	TDC (Commerce) 1st Sem.	=	150
	TDC (Arts) 1st Sem.	=	150

Higher Secondary :

A) Commerce

CORE SUBJECTS :

1)	English - Compulsory	—	100
2)	Modern Indian Languages (Assamese, Bengali, Hindi and Alternative English) - Compulsory	—	100
3)	Accountancy - Compulsory	—	100
4)	Business Studies - Compulsory	—	100
5)	Banking - Compulsory	—	100

ELECTIVE SUBJECTS :

6)	Economics	—	100
	Total without Additional	**—**	**500**
	Total With Additional	**—**	**600**

NOTES :

For H.S :

- The subject Banking has been made compulsory paper (5th Paper) at H.S.1st Year.
- CMST be taken by those students who have secured at least 50% marks in Math at H.S.L.C. Exam.
- Economics be taken by rest of the students as additional.
- **Students must attend all the classes including elective subjects to qualify for the final examination.**
- Subjects shall remain same both in H.S. 1st year and 2nd year classes.

NEW COURSE

DIBRUGARH UNIVERSITY REGULATIONS FOR THE BACHELOR OF COMMERCE (B.Com.) PROGRAMME, UNDER CBCS SYSTEM 2019.

(With effect from Academic Session 2019-20)

Course structure and detailed syllabus of the three year Degree (B.Com) Programme under Semester system. (As recommended by the Board of Studies in Commerce held on 21/11/2018

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

Academic Schedule:

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

Admission Notice and Admission Criteria:

(i) The minimum eligibility for admission into the following Programmes shall be as below:

a. Bachelor of Arts (B.A.): A student passed the Higher Secondary Examination (10+2) of the Assam Higher Secondary Education Council, or an equivalent examination (10+2) recognized as such by the University.

b. Bachelor of Commerce (B.Com.): A student passed the Higher Secondary Examination (10+2) in Commerce stream of the Assam Higher Secondary Education Council, or an equivalent examination (10+2) recognized as such by the University. A student passed the Higher Secondary Examination (10+2) in Arts or Science stream with Mathematics and/or Statistics is also eligible to apply for admission.

3. Course Structure:

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

Core Courses: Compulsory components of an Academic Programme. These Courses are to be compulsorily studied as a core requirement for the programme. The contents of the Core Courses shall be as per the UGC Model Curriculum for the subject/ discipline concerned. However, the Boards of Studies concerned may recommend maximum of 20% deviation from the UGC Model Syllabi wherever requires.
In case, UGC does not provide model Syllabi/ Curriculum, the Board of Studies shall propose their own Core Courses keeping parity of total numbers of credits/ courses with other similar subjects/ disciplines.

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

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

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

Further, there may be few courses conducted under the UGC's Programmes on Massive Open Online Course (MOOC)s. The University may time to time fix the criteria for MOOCs as per the relevant UGC Guidelines on digital education.

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

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

For BA and B.Com Programmes, there shall be a Multi-disciplinary Course of 4 Credits.

i. Skill Enhancement Courses (SEC): (minimum 4 credits): These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge and should contain both theory and lab/hands- on/training/fieldwork. The main purpose of these courses is to provide students life-skills in hands-on mode so as to increase their employability. The list provided under this category are suggestive in nature and each University has complete freedom to suggest their own papers under this category based on their expertise, specialization, requirements, scope and need.

The List of Skill Enhancement Courses (SEC) are given as Annexure II.

A Course may also take the form of a Dissertation/ Project work/ Practical training/ Field work/ Seminar, etc.

A student shall have to study the academic programme as per the scheme of the Programme. Even if a candidate earns the required number of credits before completion of the full duration of the programme, he/she shall not be entitled for the degree.

4. Course Enrolment

The minimum and maximum credits to be opted by a student for qualifying of a graduate degree shall be as per the Course Structure given as Annexure I.

Change of Courses shall not be permitted after sending the records of the students to the University for Registration.

5. Attendance

The course teacher shall be responsible for maintaining a record of attendance of students who have enrolled for the course.

All course teachers shall intimate the Principal/ Director of a college/ Institute through the Head of the Department concerned at least thirty calendar days before the last instruction day in the semester, the particulars of all students who have less than 80% of attendance during the total number of class days.

A student who has less than 80% attendance in average shall not be permitted to sit for the End-semester examination.

Provided that it shall be open to the University to grant exemption to a student who has attended a minimum of 70% classes but failed to obtain the prescribed 80% attendance for valid reasons, on recommendation of the Head/Chairperson/ Principals of the Department/ Centre/ College on payment of a prescribed fee(s).

The Principals of the Colleges shall announce the names of all students who shall not be eligible to take the End-semester examinations in the various courses and send a copy of the same to the Controller of Examinations. Such candidates shall have to repeat the concerned course (s) when it is offered next.

A student declared as discollegiate shall not be allowed to proceed to the next higher Semester. He/ She shall need to pursue the Semester afresh in which he/ she was declared as discollegiate along with the next fresh batch.

6. Examination and Evaluation:

(a) Examination and evaluation shall be done on a continuous basis, at least three times during each semester.

(b) There shall be 20% marks for internal assessment and 80% marks for End-semester examination in each course during every semester.

(c) There shall be no provision for re-evaluation of the answer-scripts of the end- semester examinations. However, a candidate may apply for re-scrutiny.

(d) Internal Assessment:

(i) In internal assessment, different tools such as objective tests, written tests, assignments, paper presentation, laboratory work, etc. suitable to the courses may be employed. The Procedure for Internal Assessment is prescribed in Annexure III.

(ii) The students shall be informed in advance about the nature of assessment. Students shall be required to compulsorily attend internal assessment including appearing the Sessional Tests, failing which they will not be allowed to appear for the End-semester examination. A Student cannot repeat In-semester examinations. The department may arrange special in-semester examination whenever necessary.

(e) End Semester Examination:

(i) There shall be one End semester examination carrying 80% Marks in each course of a Semester covering the entire syllabus prescribed for the Course. The End semester examination is normally a written/ laboratory-based examination/Project Work/Dissertation.

(ii) The Controller of Examinations shall make necessary arrangements for notifying the dates of the End semester examinations and other procedures as per Dibrugarh University Rules (at least 20 days in advance) and the Academic Calendar notified by the University.

(iii) Normally, the End-semester examination for each course shall be of three hour duration.

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

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

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

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

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

(k) Betterment Examination:

(i) A student shall be entitled to take the "betterment examinations" in any two theory courses of any of the six semesters after passing the Sixth Semester examination only once. In this case, the higher marks secured by the student shall be retained. The candidates shall have to apply for betterment examination within one year of passing the Sixth Semester examination.

(ii) No betterment shall be allowed in the practical examinations.

7. Results and Progression:

a) A candidate shall be declared as passed a course, provided he/ she secures-

(i) at least 40% of marks in each Course in the End Semester Examinations.

(ii) at least 'P' grade in the 10 point scale combining both the in-semester and End Semester Examination performance.

(iii) There shall be no separate pass mark for Internal Assessment.

TINSUKIA COMMERCE COLLEGE

SEMESTER-WISE DISTRIBUTION OF COURSES IN BA/ B.COM HONOURS (CBCS)

Sem	CORE COURSE (14)	Ability Enhancement Compulsory Course (AECC) (2)	Skill Enhancement Course (SEC) (2)	Elective: Discipline Specific DSE (4)	Elective: Generic (GE) (4)
I	C 1 (6C)	AECC 1 Communicative English (2 C)			GE-1(6C)
	C 2 (6C)	AECC 2 MIL/ Communicative Hindi/ Alternative English (2C)			
II	C 3 (6C)	AECC 3 Environmental Science/ Studies (2C)			GE-2(6C)
	C 4 (6C)				
III	C 5(6C)		SEC-1.1 (2C)		GE-3(6C)
	C 6(6C)				
	C 7(6C)				
IV	C 8(6C)		SEC-2.1 (2C)		GE-4(6C)
	C 9(6C)				
	C 10(6C)				
V	C 11(6C)			DSE-1 (6C)	
	C 12 (6C)			DSE-2(6C)	
VI	C 13(6C)			DSE-3(6C)	
	C 14(6C)			DSE-4(6C)	

A. Details of Courses of the B.A./B.Com. Non-Honours Programmes in CBCS

Course	*Credits	
	Course + Practical	Course + Tutorial
I. Core Course (6 Credits)		
(12 Courses)	12X (4+2)= 72	12X (5+1)= 72
Two Courses – English		
Two Courses – Hindi/MIL		
Four Courses- Discipline 1.		
Four Courses- Discipline 2.		

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II. Elective Course (6 Credits)

(6 Courses) 6X (4+2)= 36 6X (5+1)=36

Two Courses- Discipline 1 specific Two Courses- Discipline 2 specific Two Courses- Inter disciplinary

Two Courses from each discipline of choice and two Courses of interdisciplinary nature.

Elective Course Practical / Tutorials

Optional Dissertation or project work in place of one elective Course (6 credits) in 6th Semester

III. Ability Enhancement Courses

AECC		SEC	
Course Title	Credit	Course Title	Credit
Environmental Studies/ Science	2	SEC 1.1	2
Multi-disciplinary Course	4	SEC 2.1	2
		SEC 1.2	2
		SEC 2.2	2
Total= 6 Credit		Total= 8 Credit	

Total Credit Structure (Minimum)

Core	DSE	GE	AECC	SEC	Total
12 Courses of 6 Credit (2 Eng+ 2 Hindi/MIL/ Alt. Eng. + 8 DSC)	4 Courses of 6 Credit (2 Courses from 2 DSE)	2 Courses of 6 Credit	1 Course of 2 Credit + 1 Course of 4 Credit	4 Courses of 2 Credits (two different skill subjects)	24 Courses
72	24	12	6	8	122

A. SEMESTER-WISE COURSE STRUCTURE OF THE B.A./B.Com. PROGRAMME IN CBCS

	CORE COURSE (12 Courses of 6 Credits each)	Ability Enhancement Compulsory Course (AECC) (2)	Skill Enhancement Course (SEC)(2)	Discipline Specific Elective DSE (4)	Generic Elective GE (2)
I	General English 1.1	Multi-disciplinary Course (4C)			
	DSC- 1 A				
	DSC- 2 A				
II	Comm. English-1.2	Environmental Science (2C)			
	DSC- 1 B				
	DSC- 2 B				
III	Comm Hindi/MIL/ Alt. Eng. 1.1		SEC-1.1 (2C)		
	DSC- 1 C				
	DSC- 2 C				
IV	Comm. Hindi/MIL/ Alt. Eng. 1.2		SEC-2.1(2C)		
	DSC- 1 D				
	DSC-2 D				
V			SEC-1.2(2C)	DSE-1 A	GE-1
				DSE-2 A	
VI			SEC-2.2(2C)	DSE-1 B	GE-2
				DSE-2 B	

ANNEXURE II

Skill Enhancement Courses (SEC) for the BA/B.Sc./ B.Com Programmes in the CBCS

1. Creative Writings
2. Teaching in Elementary Level
3. Entrepreneurship Development
4. Retail Management
5. Desktop Publishing
6. Travel and Tourism Management
7. Photoshop and Web Design
8. Maintenance and Repairing of Electrical and Electronic Appliances
9. Sericulture
10. Floriculture and Landscaping
11. Vermicompost
12. Photoshop
13. Web Design
14. Human Rights

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15. Wildlife Photography
16. Intellectual Property Rights
17. Health and Sanitation Practices

Structure of B.Com Course
Under Choice Based Credit System (CBCS)

Semester	Course	Title	Remarks
I	Core	Financial Accounting	Compulsory
		Business Organisation and Management	Compulsory
		English Language	Compulsory
	Ability Enhancement Compulsory	Environmental Studies	Compulsory
II	Core	Business Law	Compulsory
		Business Mathematics and Statistics	Compulsory
		Modern Indian Language	Compulsory
	Ability Enhancement Compulsory	Language: English/Hindi/Assamese etc.	Compulsory
III	Core	Company Law	Compulsory
		Income Tax Law and Practice	Compulsory
		MIL	Compulsory
	Skill Enhancement Elective Course	Computer Applications in Business	Compulsory
IV	Core	Business Communication	Compulsory
		Corporate Accounting	Compulsory
		Cost Accounting	Compulsory
	Skill Enhancement Elective Course	E-Commerce	

V	Discipline Specific Elective	**Any one of Group-A** **Any one of Group-B**	Compulsory Compulsory
		Group-A a. Human Resource Management b. Principles of Marketing c. Auditing and Corporate Governance	
		Group-B a. Fundamentals of Financial Management b. Indirect Tax Laws	
	Skill Enhancement Elective	Entrepreneurship	Compulsory
	Generic Elective	Principles of Micro Economics	Compulsory
		Any one of Group-C **Any one of Group-D**	Compulsory Compulsory
VI	Discipline specific	**Group-C** a. Corporate Tax Planning b. Banking and Insurance c. Management Accounting d. Computerised Accounting System	
		Group-D a. International Business b. Office Management and Secretarial Practice c. Fundamentals of Investment d. Consumer Protection	
	Skill Enhancement Elective	Personal Selling and Salesmanship	Compulsory
	Generic Elective	Indian Economy	Compulsory

B.Com (Hons.) Course Under Choice Based Credit System (CBCS)

Semester	Course	Title	Remarks
I	Core	Financial Accounting Business Law	Compulsory
	Generic Elective	Micro Economics	Compulsory
	Ability Enhancement	Environmental Studies	Compulsory
II	Core	Corporate Accounting Corporate Law	Compulsory
	Generic Elective	Macro Economics	Compulsory
	Ability Enhancement	Business Communication	Compulsory
			Compulsory
III	Core	Human Resource Management Income Tax Law and Practice Management Principles and Application.	Compulsory
	Generic Elective	Business Statistics	Compulsory
	Skill Enhancement	E-Commerce	Compulsory
Total Credit			Compulsory
IV	Core	Cost Accounting Business Mathematics Computer Application in Business	Compulsory
		Indian Economy	Compulsory
		Entrepreneurship	Compulsory
Total Credit			
V	Core	Principles of Marketing Fundamentals of Financial Management	Compulsory
	Discipline Specific Elective	**Group-A** a) Management Accounting b) Corporate Tax Planning	Student shall choose any two courses from group-A

		c) Security Analysis and Portfolio Management d) Service Marketing e) Banking and Insurance f) Computerised Accounting System g) Financial Markets, Institutions and Financial Services	
VI	Core	Auditing and Corporate Governance Indirect Tax Law	Compulsory
	Discipline Specific elective	**Group-B** a) Fundamentals of Investment b) Consumer Affairs and Customer Care c) Business Tax Procedures and Management d) International Business e) Industrial Relations and Labour Laws f) Business Research Methods and Project Work	Students shall have to opt for any two courses from Group-B

ANNEXURE III

Rules for Internal Assessment in B.A./B.Sc./ B.Com. Programmes in Semester System (Old)

1. The marks allotted for Internal Assessment (20%) in each course shall be based on the following:
    a) Sessional Examination I (Written): 25% of the marks allotted for internal assessment.
    b) Sessional Examination II (Written): 25% of the marks allotted for internal assessment.
    c) Seminar/ Group Discussion: 25 % of the marks allotted for internal assessment.
    d) Attendance: 25 % of the marks allotted for internal assessment.

2. Each sessional examination shall be conducted by the concerned teacher(s) of the course. The setting of question paper, invigilation duty, evaluation of answer scripts for each paper shall be done by the concerned teacher(s) as a part of his/her/their normal duty. The teacher concerned shall fix the date of the sessional examination of each course complying with the Academic Calendar of the University.
3. The students shall have to write the answers in the scripts provided and duly authenticated by the college/ institute concerned.
4. After evaluation, the answer scripts should be shown to the students and corrections should be made if necessary. After this, the answer scripts should be collected back from the students.
5. There shall be no provision for “repeat”/ “betterment” in the sessional examination. If a student misses any sessional examination for unavoidable reasons, the concerned teacher may allow the student to appear in a separate examination at his/her own discretion.
6. The marks of internal assessment secured by a candidate shall be carried over to next legitimate chances.
7. If a course is taught by more than one teacher then the concerned teachers shall conduct the process of internal assessment together.

6. If any student fails to appear in internal assessment, he/she shall not be eligible to appear in the end semester examinations of the course(s) concerned. The colleges/ institutes shall notify the same prior to filling up forms for examinations.
7. At the end of the semester (before the end-semester examinations begin) the concerned College shall submit the internal assessment marks in proper format to the University.
8. The University may call the answer scripts from the colleges/ institute at any time during the academic sessions.

8. **Internal Assessment :**

For Internal Assessment, the faculty may employ one or more assessment tools such as objective tests, written tests, assignments, paper presentation, case studies, project report preparation (For Course No-604: Basics of Academic Project Preparation) etc. suitable to the courses. The students shall be informed in advance about the nature of assessment. Students shall compulsorily attend Internal Assessment, failing which they will not be allowed to appear for the End-semester examinations.

a) Components and the distribution of marks for Internal Assessment for all the papers barring the four papers as stated of these Regulations shall be as follows:

i)	Sessional Examination I	(5% marks) 05 marks
ii)	Sessional Examination II	(5% marks) 05 marks
iii)	Home-Assignment/Seminar/Group Discussion	(5% marks) 05 marks
iv)	Attendance	(5% marks) 05 marks

b) Marks for attendance shall be distributed as follows:

Percentage of Attendance	Marks
75% - 79%	1
80% - 84%	2
85% - 89%	3
90% - 94%	4
95% - above	5

c) The components and distribution of marks for the Course on Basics of Academic Project Preparation of 100 marks in 6th semester of all the B.Com. Specialty Courses shall be as follows :

1. Theory (end semester examination) 80 marks
2. Project Report (internal) 20 marks

9. Results and Progression :

a) A candidate, shall be declared as pass in a course, provided he/she secures-

i) at least 30% marks in each course in the end semester examinations.

ii) at least 30% marks in each course in aggregate in the in-semester and end semester examinations.

b) Since the Semester system involves continuous assessment, there shall be no scope for a student to appear as a private candidate in any programme in this system.

c) A candidate shall be declared to have passed the three year Degree B.Com. programme provided he/she has passed all the semesters and in all the courses separately.

d) The degree shall be offered to each candidate, who has passed the three year Degree programme in the following manner :

B.Com. General Programme		B.Com. Speciality Programme	
60% and above marks in aggregate	First Division	60% and above marks in specialty courses in aggregate	First class
50% and above but less than 60% marks in aggregate	Second Division	50% and above but less than 60% marks in specialty courses in aggregate	Second class
30%o and above but less than 50% marks in aggregate	Simple pass	30% and above but less than 50% marks in specialtyin aggregate	Simple pass (the same degree shall be treated as general degree for B.Com. programme).

10. Betterment Examination :

i) A student shall be entitled to take the 'betterment examinations' in any two theory courses of any of the six semesters after passing the Sixth semester examination only once. In this case, the higher marks secured by the student shall be retained. The candidates shall have to apply for betterment examination within one year of passing the Sixth semester examination.

ii) No betterment shall be allowed in the practical examinations.

11. General :

For any matter not covered under these Regulations for the DU UG Semester Programmes, the existing Dibrugarh University Rules, Ordinance and the Dibrugarh University Act, 1965 (as amended) shall be applicable.

ANNEXURE - I

STATEMENT OF COURSE STRUCTURE FOR BACHELOR OF COMMERCE (GENERAL) AND BACHELOR OF COMMERCE (SPECIALITY) UNDER SEMESTER SYSTEM

with effect from Academic Session 2014-15 Total Marks: 240

B.Com General	B.Com Speciality Programme						
Semester — IV							
	Cost Accounting **COAC XIII**	Cost Accounting **COAC XIII**	Cost Accounting **COAC XIII**	Cost Accounting **COAC XIII**	Cost Accounting **COAC XIII**	Cost Accounting **COAC XIII**	Cost Accounting **COAC XIII**
	Company Law **COLW XIV**	Company Law **COLW XIV**	Company Law **COLW XIV**	Company Law **COLW XIV**	Company Law **COLW XIV**	Company Law **COLW XIV**	Company Law **COLW XIV**
	Auditing **AUDG XV**	Auditing **AUDG XV**	Service Marketing Trade **SMKT XV**	Indian Foreign **IFTR XV**	Fundamentals of Insurance **FINS XV**	I.T. and its applications **ITAB XV**	HRM **HRMT XV**
	Indian Banking System Management **IBSM XVI**	Security Analysis and Portfolio **SAPM XVI**	Consumer Behaviour **COBR XVI**	International Business Environment **IBEV XVI**	Micro Finance **MIFI XVI**	International Business Environment **IBEV XVI**	Industrial Relations **INRL XVI**
Total	**400**	**400**	**400**	**400**	**400**	**400**	**400**
Semester — V							
	Public Finance **PUFC XVII Or** Mathematics **MATS XVII**	Public Finance **PUFC XVII Or** Mathematics **MATS XVII**	Public Finance **PUFC XVII Or** Mathematics **MATS XVII**	Public Finance **PUFC XVII Or** Mathematics **MATS XVII**	Public Finance **PUFC XVII Or** Mathematics **MATS XVII**	Public Finance **PUFC XVII Or** Mathematics **MATS XVII**	Public Finance **PUFC XVII Or** Mathematics **MATS XVII**
	Entrepreneur-ship Development **ENDT XVIII**	Entrepreneur-ship Development **ENDT XVIII**	Entrepreneur-ship Development **ENDT XVIII**	Entrepreneur - ship Development **ENDT XVIII**	Entrepreneur - ship Development **ENDT XVIII**	Entrepreneur-ship Development **ENDT XVIII**	Entrepreneur-ship Development **ENDT XVIII**
	Management Accounting **MAAC XIX**	Management Accounting **MAAC XIX**	Sales Management **PRSL XIX**	Global HRM **GHRM XIX**	Risk Management **RKMT XIX**	Essentials of e-commerce **EECO XIX**	Global HRM **GHRM XIX**
	Principles of Marketing **PMTG XX**	Direct Tax - I **DTAX XX**	Retail Management **RTMT XX**	Export Import Procedures **EIPR XX**	Insurance Regulatory Framework **IRFW XX**	Internet & World wide web **IWWW XX**	Human Resource Development **HRDT XX**
Total	**400**	**400**	**400**	**400**	**400**	**400**	**400**
Semester — VI							
	Income Tax **INTX XXI**	Direct Tax - II **DTAX XXI**	International Marketing **INMT XXI**	International Marketing **INMT XXI**	Financial Services **FISC XXI**	Legal Security & other issues **LSOI XXI**	Labour and Industrial Laws **LILW XXI**
	International Business **INBU XXII**	Financial Statement Analysis **FSAS XXII**	Advertising Management **ADSP XXII**	Internati onal Finance **INFN XXII**	Insurance Management **INMT XXII**	Online Marketing & e-CRM **OMEC XXII**	Trade Unionism **TRUM XXII**
	Indian Financial System **IFSM XXIII**	Indian Financial System **IFSM XXIII**	Rural Marketing **RUMT XXIII**	Indian Financial System **IFSM XXIII**	Indian Financial System **IFSM XXIII**	Web Designing **WEDN XXIII**	Compensation Management **COMT XXIII**
	Small Business Management	Basics of Academic Project Preparation**	Basics of Academic Project Preparation**	Basics of Academic Project Preparation**	Basics of Academic Project Preparation**	Basics of Academic Project Preparation**	Basics of Academic Project Preparation**
Tot al	**400**	**400**	**400**	**400**	**400**	**400**	**400**

*1. Each paper under the semester is of 100 marks of which 20 marks is for Internal Assessment.

*2. In case of Course PRWKX XIV : Theory 80 marks and 20 Marks for Preparation of Project Report.

*3. For Course Code nos : ITAB XII, ITAB XV, EECO XIX, IWWW XX, OMEC XXII & WEDN XXIII. The Internal Assessment of 20 marks shall comprise of: 1st Sessional (written) 5 marks (25%), 2nd Sessional (written) 5 marks (25%) & Practical 10 marks (50%)

Note : There shall be one compulsory paper in the 4th Semester on **Environmental Studies.**

**4. "The Course No-604 : Project Work of the B.Com programme to be replaced by a course entitled "Basics of Academic Projeet Preparation" with 80% marks for theory part and 20% marks for internal assessment".

It was futher resolved that -

"For the 20% marks the students will have to prepare a project report which is to be initiated and evaluated internally by the concermed colleges." (Resolution No. 05). Vide natification no. DU/DR-A/6-1/17/83 dt. 10/01/2017.

COURSE STRUCTURE OF BACHELOR OF ARTS (B. A.) UNDER SEMESTER

Subjects offered in B.A. :

Compulsory : English

MIL (Hindi, Bengali, Assamese, Alternative English)

Non-Major : Political Science, Sociology, Economics & Education

1. The syllabus for each course should be divided into modules or units and questions shall be set from each unit and students shall be required to answer questions in each unit. Unit-wise distribution of marks shall be shown in the syllabus.
2. In case of major/non-major courses having practical components, marks shall be divided into two courses as - 60 marks for theory and 40 marks for practical.
3. The theory and practical courses of a particular subject shall be separate and independent.
4. The allocation of marks for the practical components in all subjects may not be exactly 40% of the total marks of the course. However, such allocations shall be complied with the main course structure of the programme.
5. The General Course Structure for the Bachelor of Arts (B.A.) Programmes shall be as below:

General Programme			
Course Code	**Type**	**Title**	**Total Marks**
	Compulsory	English (II)	100
	Compulsory	MIL (II) (Assamese, Bengali, Hindi, Alt. English)	100
	Non-Major	Non-Major I (Course II) (Pol. Sc., Sociology, Education, Economics)	100
	Non-Major	Non-Major II (Course II) (Pol. Sc., Sociology, Education, Economics)	100
		Total	400

SEMESTER-IV GENERAL PROGRAMME			
Course Code	**Type**	**Title**	**Total Marks**
	Compulsory	Multi-disciplinary	100
	Compulsory	MIL (III) (Assamese, Bengali, Hindi, Alt. English)	100
	Non-Major	Non-Major I (Course III) (Pol. Sc., Sociology, Education, Economics)	100
	Non-Major	Non-Major II (Course III) (Pol. Sc., Sociology, Education, Economics)	100
		Environment Studies	100
		Total	400

SEMESTER-V			
GENERAL PROGRAMME			
Course Code	**Type**	**Title**	**Total Marks**
	Non-Major	Non-Major I (Course V) (Pol. Sc., Sociology, Education, Economics)	100
	Non-Major	Non-Major II (Course V) (Pol. Sc., Sociology, Education, Economics)	100
	Skill Based	Skill Based I (Course I) Entrepreneurship Devlopment	100
	Skill Based	Skill Based I (Course II) Entrepreneurship Devlopment	100
		Total	400

SEMESTER-VI			
GENERAL PROGRAMME			
Course Code	**Type**	**Title**	**Total Marks**
	Non-Major	Non-Major I (Course V) (Pol. Sc., Sociology, Education, Economics)	100
	Non-Major	Non-Major II (Course V) (Pol. Sc., Sociology, Education, Economics)	100
	Skill Based	Skill Based I (Course III) Entrepreneurship Devlopment	100
	Skill Based	Skill Based I (Course IV) Entrepreneurship Devlopment	100
		Total	400

TINSUKIA COMMERCE COLLEGE

Guidelines for Preparation and Evaluation Project / Dissertation of the B.A. Programmes in the Semester System vide notification Memo No. DU/DR-A/8-1/14/26 dtd. 11/04/14

1. The project/dissertation shall have to be prepared under the strict supervision of any one of the faculty members of the subject concerned.
2. It shall be based on a single topic for a student or a group of students (not exceeding four) as fixed by the supervisor or the concerned college/institute.
3. The student(s) have to submit the project in triplicate — one for himself / herself, other for the supervisor or the department concerned and the third one for the evaluator (i.e., for the internal and external examiner).
4. Evaluation shall be made on the basis of presentation before the internal examiner (other than the supervisor), external examiner and the concerned supervisor. In case of the group presentation, each and every member of the group shall have to present the project separately focusing on the specific part of the work carried out by the student in the group of the entire project/dissertation. Supervisors may be allowed to provide any clarification if and when necessary.
5. Marks shall have to be awarded by the external examiner in consultation with the internal examiner on the basis of different aspects, such as (i) Definition of the Objectives, (ii) Methodologies/Techniques used, (iii) Content, (iv) Presentation, (v) Analysis, (vi) Findings and Conclusion, reference, etc. of the Project presentation/dissertation including viva - voce examination.

REGISTRATION :

Eligible candidates must be registered either with the Assam Higher Secondary Education Council or with the Dibrugarh University **before their admission to the H.S. Final Examination or Degree Final Examination.** No candidate without Registration number shall be admitted to the H.S. or Degree Final Examinations.

SESSIONAL EXAMS. / ASSIGNMENT :

Every candidate will be sent up to H.S. or Degree Final Examination on the basis of Unit Test / Sessional / Assignment / Attendance / Workshop / Seminar etc. held regularly. There shall be two Sessional Exams. No excuse shall be enterntained with regard to the Seminar and Sessional Exam.

COLLEGE IDENTITY CARD :

College Identity Cards are issued at the beginning of the session subject to replacement of the old identity cards, where necessary. Students must bring their Identity Cards regularly to claim any support from the authority.

TRANSFER CERTIFICATE :

The management does not encourage transfer of any student from the college. However, Transfer Certificate may be given to those students only whose Parents/Guardians have already been formally transferred or shifted out of Tinsukia with residence.

STUDENT'S CONCESSION :

Students are entitled to receive Students Railway Concession on production of Identity card on their way to home from the institution and back, during vacation only. Air concession is also allowed.

STUDENT'S ATTENDENCE & ASSESSMENT :

The college is keen to take students class attendance strictly into account for their Promotion, Academic Awards, Character Certificates, Railway/Air Concessions, Scholarships and for Internal Assessment Score.

STUDENTS' WELFARE FUND :

A Students' Welfare Fund has been established in order to help the students who are coming from economically weaker section of the Society. The applicant for the same must have the studentship of this college first enrolling himself/herself by paying the prescribed dues at the time of admission.

INTERNAL QUALITY ASSURANCE CELL (IQAC) :

College has its Internal Quality Assurance Cell (IQAC) is run by the Chairman, Dr. C. Bora, Principal and by its Co-ordinator, L.N. Prasad, Asstt. Prof. of the college taking assistance from other faculty and IQAC members.

LIBRARY FACILITIES :

Students may borrow books from the Library against their Library Cards as per Library Rules. They may read various Newspapers & Journals in the Reading Room. Meritorous and needy students are allowed to borrow Text Books from the College Book-Bank. In no case can a student keep a book for more than 15 days from the date of issue, other than the books taken from the Book Bank.

PUBLICATION :

i) Tinsukia Commerce College regularly publishes its yearly magazine named 'CAMPUS'.

ii) The college publishes two peer revied jearal NEJCOMM & ECOMAN with ISSN number named 'ECOMAN' and one referred journal with ISSN No. titled : North East Journal of Commerce and Management.

CANTEEN :

Students are being provided with low cost hygienic food in the college canteen.

UNIFORM :

a) Boys : White Shirt & black pant & black shoe.

b) Girls : White blouse, White mekhala and chadar with deep blue border or white churidar with blue dopatta.

COLLEGE N.C.C. :

Tinsukia Commerce College is proud to have a very strong and successful NCC (Army wing), which is the recipient of so many state level and National level Prizes, Interested students may join NCC and brighten their future career. Many of the NCC cadets got job in Govt. Sector. This year Cdt. Manash Pratim Saikia participated in RDC camp & PM Rally, India Gate, New Delhi.

COLLEGE N.S.S. :

The college has NSS unit approved by Dibrugarh University which does its normal internal and external social services. The programme officer is Dr. S. N. Nath, Asso. Librarian.

RED RIBBON CLUB :

The college feels proud to have Red Ribbon Club approved by Govt. of Assam which often conducts awareness programmes to educate the people about AIDS. The programme officer is Prof. Ranjan Kalita.

OTHER CLUBS/CENTRES :

Apart from all the above infrastructure, we have Alumni Assocation, Health Club, Community Centre, Women's Cell, Career Counselling Cell and many more committies to strengthen the development of the college.

CAMPUS RULE :

a) Students coming without dress shall be liable for punishment either by a fine of Rs. 100/- per day or be expelled from the class and college.

b) Students entering the campus without uniform shall not be provided any service from the college. Students splitting here and there, throwing Gutka or Pan Masala Wrappers etc. or misbehaving with the staff, teacher etc. shall remain liable for a fine to be fixed by the Disciplinary Action Committee or be expelled.

c) Ragging is strictly prohibited. For such heinous crime, the only punishment is expulsion from the college and lodging a FIR in the local police station.

LIBRARY AND COLLEGE OFFICE HOURS :

The college hours are normally between 8-00 A.M. to 5-00 P.M. on all week days.

XEROX FACILITY

There is xerox facility at a concessional rate for students and teachers in the college library.

SCHOLARSHIP

The students can avail various scholarship offered by the government. The following categories of scholarships are available to the deserving students

- National Scholarship
- State Merit Scholarship
- S.C./S.T. Scholarship
- O.B.C./M.O.B.C./T.G.T. Scholarship
- IQAC Merit cum means scholarship.

CONTACT WITH GUARDIANS :

The guardians are regularly keep informed of the academic progress, class attendance and Conduct of their wards at the close of the academic session through progress reports. The college has a parent's body which sits 3/4 times in a year to recommend suggestions for better future of students and the college as a whole.

TINSUKIA COMMERCE COLLEGE

ACADEMIC CALENDAR FOR THE GENERAL DEGREE COLLEGES/ INSTITUTES AFFILIATED TO/ PERMITTED BY DIBRUGARH UNIVERSITY

(FROM JANUARY 2020 TO July 2021)

(Notified Vide Memo No.DU/DR-A/APC/19/1474 dated 23.12.2019

(From 16th December 2019) to 15th January, 2020	Semester End vacation for the teaching staff of the College conducting BA/B.Sc./B.Com Programmes*
17th January, 2020	1. Commencement of the Even Semester Classes. 2. Notification of Class Routine (College & Departmental), Course Plans etc. in the Notice Boards.
20th – 31st January, 2020	College Week (any seven days)
4th February, 2020 (Tuesday)	Last date for Submission of Evaluated Answer Scripts of the End Semester Examination of the BA/B.Sc./B.Com programmes with relevant documents by the Zonal Officers to the University**
20th -29th February, 2020	1st Sessional Examination of the 2nd & 4th and 6th Semester of the BA/B.Sc./B.Com. Programmes (any four days)
28th February-13th March, 2020	Declaration of the results of the Odd Semester BA/B.Sc./B.Com. Examinations.
2nd – 15th March, 2020	1. Notification of 1st Sessional Examination Marks of the 2nd, 4th and 6th Semester BA/B.Sc./B.Com Programmes in the Departmental Notice Boards 2. Counseling for the Students of the BA/B.Sc./B.Com Programmes and Mid Semester Feedback Assessment (any one day)
20th – 31st March, 2020	Internal Assessment for 2nd & 4th and 6th Semester of the BA/B.Sc./B.Com Programmes through seminar/group discussion etc.
6th – 11th April, 2020	2nd Sessional Examinations of the BA/B.Sc./B.Com Programmes (any four days)
10th April, 2020 (Friday)	Last date for submission of filled in Examination Forms of the BA/B.Sc./B.Com. End Semester Examinations (2nd, 4th & 6th Semester) by the colleges at the University.
30th April, 2020 (Thursday)	1. Last date for submission of Assignment by the students of BA/B.Sc./B.Com Programmes (if any) 2. Completion of the even semester classes of the BA/B.Sc./B.Com Programmes. 3. Last date for notification of 2nd Sessional Examination Marks of the BA/B.Sc./B.Com Programmes in the Departmental Notice Boards.
8th May – 8th June 2020	1. End Semester Examinations of the BA/B.Sc./B.Com. Programmes.
23rd May, 2020	Last date for submission of Internal Assessment marks of the 2nd, 4th & 6th Semester Students of the BA/B.Sc./B.Com Programmes to the University.
20th May – 10th June, 2020	a) Admission Notice and Completion of the Admission Process of the BA/B.Sc./B.Com 3rd & 5th Semester Classes
15th June, 2020(Monday)	1. Commencement of the Odd Semester Classes of the BA/B.Sc./B.Com Programmes. 2. Notification of Class Routine in the Colleges. 3. Notification of Course Plan/Departmental Class Routine in the Dept. Notice Boards of the Colleges.
25th June, 2020	Last date for Submission of Evaluated Scripts of the End Semester Examinations of the BA/B.Sc./B.Com Programmes with relevant documents by the Zonal Officers to the University.
1st to 31st July, 2020	Mid Semester Vacation for the teaching staff of the colleges.
18th – 23rd July, 2020	Declaration of the BA/B.Sc./B.Com. Even Semester Examination results.
1st August, 2020 (Saturday)	Re-commencement of the 1st, 3rd & 5th Semester Classes of the BA/B.Sc./B.Com. Programmes
1st – 5th August, 2020	Induction Programme in the Colleges (Any one day)
17th – 24th August, 2020	(i) 1st Sessional Examination of the BA/B.Sc./B.Com programmes (any four days) (ii) Counseling for the BA/B.Sc./B.Com 1st Semester Students and Mid Semester Feedback Assessment (any one day)
17th – 26th August, 2020	Students' Union Election in the Degree Colleges (Any one day)
17th August, 2020 (Monday)	Last date for submission of filled in Registration Forms of the BA/B.Sc/B.Com 1st Semester Students by the Colleges at the University.
17th August, 2020 (Monday)	Last date for notification of 1st Sessional Examination Marks of the BA/B.Sc./B.Com Programmes in the Departmental Notice Boards.
1st – 10th September, 2020	2nd Sessional Examination of the BA/B.Sc./B.Com Programmes through Seminar/Group Discussion etc.
26th September, 2020 (Saturday	Last Date for Assignment Submission by the students (if any) of the BA/B.Sc./B.Com Programme in the Semester System.

TINSUKIA COMMERCE COLLEGE

1st – 10th October, 2020	2nd Sessional Examination of the BA/B.Sc./B.Com Programmes (any four days)
21st October, 2020 (Wednesday)	1. Last date for notification of 2nd Sessional (BA/B.Sc./B.Com Programmes in the Semester System) Examination Marks in the Departmental Notice Boards 2. Last date for Submission of the filled in Examination Forms of the BA/B.Sc./B.Com End Semester Examination by the Colleges at the University (Non-CBCS)
30th October, 2020	Last date for submission of the filled in Examination Forms of the BA/B.Sc./B.Com 1st and 3rd Semester Examinations by the Colleges at the University (CBCS)
7th November, 2020	Completion the Odd Semester Classes of the BA/B.Sc./B.Com Programmes.
16th November, - 15th December, 2020	End Semester Examinations of the BA/B.Sc./B.Com Programmes
30th November, 2020 (Monday)	Last date for submission of Internal Assessment marks of the Students of the BA/B.Sc./B.Com to the University
16th December 2020- 15th January, 2021	Semester End vacation for the teaching for the teaching staff of the Colleges conducting BA/B.Sc./B.Com Programmes
18th January, 2021 (Monday)	1. Commencement of the Even Semester Classes 2. Notification of Class Routine (College & Departmental), Course Plans etc. in the Notice Boards
20th – 31st January, 2021	College Week (any seven days)
25th January, 2021 (Monday)	Last date for submission of Evaluated Answer Scripts of the End Semester Examinations of the BA/B.Sc./B.Com programmes with relevant documents by the Zonal Officers to the University.
25th February – 3rd March, 2021	Declaration of the results of the Odd Semester BA/B.Sc./B.Com. Programmes
20th – 29th February, 2021	1st Sessional Examination of the 2nd & 4th and 6th Semester of the BA/B.Sc./B.Com. Programmes (any four days)
2nd – 15th March, 2021	1. Notification of 1st Sessional Examination Marks of the 2nd, 4th and 6th Semester BA/B.Sc./B.Com Programmes in the Departmental Notice Boards 2.Counseling for the Students of the BA/B.Sc./B.Com Programmes and Mid Semester Feedback Assessment (any one day)
22nd – 31st March, 2021	Internal Assessment for 2nd & 4th and 6th Semesters of the BA/B.Sc./B.Com Programmes through seminar/group discussion etc.
5th – 10th April, 2021	2nd Sessional Examinations of the BA/B.Sc./B.Com. Programmes (any four days)
10th April, 2021 (Saturday)	Last date for submission of filled in Examination Forms of the BA/B.Sc./B.Com. End Semester Examinations (2nd , 4th & 6th Semester) by the colleges at the University (Non-CBCS)
24th April, 2021 (Saturday)	Last date for submission of filled in Examination Forms of the BA/B.Sc./B.Com. 2nd and 4th Semester Examinations by the colleges at the University (CBCS)
30th April, 2021 (Friday)	1. Last date for submission of Assignment by the students of BA/B.Sc./B.Com Programmes (if any) 2. Completion of the even semester classes of the BA/B.Sc./B.Com. Programmes 3. Last date for notification of 2nd Sessional Examination Marks of the BA/B.Sc./B.Com. Programmesin the Departmental Notice Boards
8th May – 8th June 2021	End Semester Examinationss of the BA/B.Sc./B.Com. Programmes
21st May, 2021	Last date for submission of Internal Assessment marks of the 2nd, 4th & 6th Semester Students of the BA/B.Sc./B.Com. Programmes to the University
20th May -10th June, 2021	a) Admission Notice and Completion of the Admission process of the BA/B.Sc./B.Com 1st Semester Classes b) Admission Notice and Completion of the Admission process of the BA/B.Sc./B.Com 3rd & 5th Semester Classes
15th June, 2021 (Monday)	1. Commencement of the Odd Semester Classes of the BA/B.Sc./B.Com. Programmes 2. Notification of Class Routine in the Colleges. 3. Notification of Coursee Plan/Departmental Class Routine in the Dept. Notice Boards of the Colleges.
1st – 31st July, 2021	Mid Semester Vacation for the teaching staff of the colleges
15th – 22nd July, 2021	Declaration of the BA/B.Sc./B.Com. Even Semester Examination results.

DIBRUGARH UNIVERSITY :: DIBRUGARH :: ASSAM

HOLIDAY LIST : 2020

FOR OFFICES AND CLASSES OF DIBRUGARH UNIVERSITY AND ITS AFFILIATED & PERMITTED COLLEGES

Month	Date	Day	Festival	No. of days
January	14, 15 & 16	Tuesday, Wednesday and Thursday	Magh Bihu and Tusu Puja	3
January	26	Sunday	Republic Day	1
January	31	Friday	Me-dam-Me-Phi	1
February	9	Sunday	Bir Chilarai Divas	1
March	9	Monday	Holi, Doljatra (Fakua)	1
April	10	Friday	Good Friday	1
April	13,14,15 & 16	Monday to Thursday	Rongali Bihu/Bohag Bihu	4
April	20	Monday	Sati Sadhani Divas	1
May	1	Friday	May Day	1
May	7	Thursday	Buddha Purnima	1
May	25	Monday	Id-Ul-Fitre	1
August	1	Saturday	Id-Uz-Zuha	1
August	15	Saturday	Independence Day	1
August	20	Thursday	Tithi of Sri Sri Sankardeva	1
September	7	Monday	Tithi of Sri Sri Madhab Dev	1
September	9	Wednesday	Janmastami	1
September	26	Saturday	Janmutsav of Sri Sri Sankardeva	1
October	2	Friday	Gandhi Jayanti	1
October	17	Saturday	Kati Bihu	1
October	23,24,25 & 26	Friday to Monday	Durga Puja and Vijoya Dashami	4
October	30	Friday	Lakshmi Puja	1
November	14	Saturday	Kali Puja & Dewali	1
November	24	Tuesday	Lachit Divas	1
November	30	Monday	Guru Nanak Jayanti	1
December	2	Wednesday	Asom Divas (Su-Ka-Pha-Divas)	1
December	25	Friday	Christmas Day	1

GOVERNING BODY OF THE COLLEGE :

1	Mr. Sanjay Kishan, MLA, 125 LAC Tinsukia, Spl Invitee
2	Sri Dipak Deb, President
3	Dr. Chaytanya Bora, Principal/Secretary
4	Ms. Sikha Rani Dutta, Vice-Principal
5	Prof. D.K.Chakraborty , University Nominee
6	Mr. Dulal Baruah, University Nominee
7	Mr. Ranjan Kalita, Teacher Nominee
8	Dr. (Ms.) Dimpi Chakravorty, Teacher Nominee
9	Dr. Sadananda Nath, Librarian/Ex-Officio
10	Vacant, Non-Teaching Nominee
11	Mr. M. Hatikakoti, Guardian Nominee
12	Mr. Jayanta Talukdar, Guardian Nominee
13	Vacant, Donor Member

LIST OF TEACHERS :

Dr. Chaytanya Bora, M.Com.,Ph.D.	Principal
Mrs. Sikha Rani Dutta Kalita, M.A.	Vice-Principal, Asso. Professor, Assamese
Mrs. Ira Majumder, M.A.	Asso. Professor, Bengali
Mr. Ranjan Kalita, M.Com.	Asst. Professor, Commerce
Mr. Pradip Kumar Haloi, M.Com., M.Phil.	Asst. Professor, Commerce
Mr. Laxmi Narayan Prasad, M.Com., M.Phil.	Asst. Professor, Commerce
Dr. (Mrs.) Dimpi Chakraborty, M.A., Ph.D.	Asst. Professor, Economics
Mr. Surajit Saikia, M.Com, M.Phil.	Asst. Professor, Commerce
Dr. Bajarang Chauhan, M.A. M.Phil., Ph.D.	Asst. Professor, Hindi
Mr. Anupom Kumar Hazarika	Asst. Professor, English
Mr. Dibakar Seal, M.Com., M.Phil.	Faculty, Commerce
Mr. Joy Chowdhury, M.Com., LLB	Faculty, Commerce
Mr. Sudipta Chakraborty, M.A., MBA	Faculty, Pol. Sc.
Mrs. Gayatri Phukan, M.A.	Faculty, Sociology
Ms. Arpita Dey, M.A., PGDHRM	Faculty, Education
Ms. Suraiya Begum, M.A.	Faculty, Economics
Mr. Rathin Banerjee, M.Com.	Faculty, Commerce
Mr. Tomojit Dhar, M.Com., M. Phil.	Faculty, Commerce
Ms. Nayana Buragohain, M.A., M.Phil.	Faculty, Assamese
Ms. Nupur Mazumder, M.A.	Faculty, Bengali
Mr. Surajit Kakoti, M.C.A.	Faculty, Computer
Ms. Protibha Tomar, M.A.	Faculty, English
Mr. Yugal Kishor Yadav, M.A.	Faculty, Hindi
Ms. Ankankhita Sharma, M.A.	Faculty, English

LIBRARY STAFF :

i) **Dr. Sadananda Nath**, M.Sc., BLISc., M.Lib.Sc., Ph.D. DISM — Associate Librarian

ii) **Mr. Deep Boruah** — Lib. Asstt.

OFFICE STAFF :

i)	Mr. Pratap Ranjan Das	Office Asstt.
ii)	Mr. Surya Bahadur Chetri	Office Asstt.
iii)	Mr. Rajesh Thakur	Office Asstt.
iv)	Mr. Uttam Das Teli	Office Asstt.
v)	Mr. Koustob Suvan Deb	Office Asstt.
vi)	Mr. Malin Das	Office Bearer
vii)	Mr. Sambhu Yadav	Night Guard
viii)	Mr. Tez Bahadur Yadav	Night Guard
ix)	Mr. Ramnath Rai	Gate Keeper
x)	Mr. Munu Mala	Cleaner
xi)	Ms. Madhu Das	Cleaner
xii)	Mr. Tufan Manki	Grade-IV

PAYMENT OF COLLEGE DUES :

1. No concession will be granted at the time of admission.
2. For any kind of concession a student has to enroll himself first by paying the following fees.

Classes	Total fees to be paid at the time of admission
HS I (Girls)	3,635.00
HS I (Boys)	4,235.00
HS II (Girls)	3,635.00
HS II (Boys)	4,235.00
BA & B.Com. (1st & 2nd Sem) (General)	4,935.00
B.Com. (1st & 2nd Sem) (Speciality)	5,155.00
BA & B.Com. (3rd & 4th Sem) (General)	4,935.00
B.Com. (3rd & 4th Sem) (Speciality)	5,155.00
BA & B.Com. (5th & 6th Sem) (General)	4,935.00
B.Com. (5th & 6th Sem) (Speciality)	5,155.00

Online Admission Portal

*****STUDENTS HAVE TO READY BEFORE SUBMIT THE ONLINE FORM PHOTOGRAPHS, SIGNATURE,**
MARKSHEET, CASTE CERTIFICATE TO UPLOAD IN "PHOTO & DOCUMENT UPLOAD" SECTION IN ONLINE FORM***

GUIDELINES FOR ONLINE FORM FILL UP 2019

Pls follow below steps to proceed e-form fill up/ e-admission & e-payment Successful :

GUIDELINES FOR ONLICE ADMISSION & RE-ADMISSION 2020

Please read the guidelines before filling up your online application form

Instructions To Applicant

1. Read the prospectus carefully before filling up the application form.
2. A valid Mobile Number of the student for verification OTP.
3. Application fee is to be paid for online application. Fee can be paid using Net Banking / Debit Card / Credit Card / UPI / Paytm Wallet
4. Wrong/False entry of any credentials of the application will attract rejection of the application
5. Upload passport size photo and signature of the applicant without which the application will be summarily rejected.
6. Upload **Pass certificate** of the last examination.
7. Upload **Admit Card** of the last examination.
8. Upload **Mark Sheet** of the last examination.
9. Upload **Caste Certificate** (OBC/MOBC/ST/SC) if applicable
10. A printed copy of the online application form has to be submitted at the time of admission.

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P. G. COURSE OF STUDY

Tinsukia Commerce College is providing the following programmes of study, besides H.S. (Com.), B.Com. & B.A.

A) P. G. DISTANCE EDUCATION , DIBRUGARH UNIVERSITY

i) B.A. / B.Com. / BCA (Distance Education, DU)

ii) M.Com., (Distance Education, DU)

iii) M.Sc. (Math), (Distance Education, DU)

iv) M.A. (History, Assamese, Economics, Political Science), (Distance Education, DU)

v) Certificate / Diploma Courses. Distance Education, D.U.

Chairman : Dr. C. Bora, Principal, Co-ordinator : Dr. Dimpi Chakraborty

Office Assistant : Mr. Rajesh Thakur, Accountant : Mr. U. D. Teli

B) STUDY CENTRE OF KRISHNA KANTA HANDIQUE STATE OPEN UNIVERSITY (KKHSOU), GUWAHATI

Tinsukia Commerce College has become a Study Centre of Krishna Kanta Handique State Open University (vide letter Ref. Reg/study centre/10/2007/PT dt. 9.12.2007 of KKHSOU)

Coordinator : Mr. P.K. Haloi, Asst. Prof. Dept. of Commerce

Office Assistant : Mr. Rajesh Thakur, Accountant : Mr. U. D. Teli

TINSUKIA COMMERCE COLLEGE

ADMISSION AND OTHERS :

The KKHSOU Study Centre Tinsukia Commerce College has been offering the following degree programmes w.e.f. July 2008 :

Degree Programmes :

1) Bachelor of Arts (B.A.)
2) Bachelor of Commerce (B.COM.)
3) Bachelor of Business Administration (BBA)
4) Bachelor of Computer Application (BCA)
5) Bachelor of Mass Communication (BMC)

P.G. Programme :

1. Human Resource Management
2. MBA
3. Admission procedure : As per KKHSOU Guidelines

NON FORMAL SANSKRIT EDUCATION CENTRE UNDER RASHTRYA SANSKRIT SANGSTHAN, MHRD.

The NFSE Study Centre Tinsukia Commerce College has been offering the following courses w.e.f. 2017 :

i. Certificate course in Sanskrit Education 1 year.
ii. Diploma course in Sanskrit Education 1 year.

STUDY CENTRE OF ASSAM STATE OPEN SCHOOL, ASSAM (AHSEC, GHY)

Under Higher Secondary Education Council Guwahati

- Student can appear H.S. Final directly.
- No upper age limit.
- After passing H.S.L.C. two years gap required.
- H.S. dropped out can also appear in Final Examination.
- TOC facility is available.

Chairman : Dr. C. Bora, Principal, Co-ordinator : Dr. Dimpi Chakraborty

Office Assistant : Mr. Rajesh Thakur

Accountant : Mr. U. D. Teli

Admission as per ASOS, AHSEC, Ghy, Guidelines.

TOPPERS LIST : 2018

a) 2019

1.	Pratik Nag	1st Class (ACF)
2.	Jayshree Sengupta	1st Class (ACF)
3.	Arpita Das	1st Class (ACF)
4.	Bornali Dey	1st Class (ACF)
5.	Mamoni Biswas	1st Class (ACF)
6.	Moumita Sengupta	1st Class (MKT)
7.	Sourav Dey	1st Division (GEN)

Admission throughout the year

Principal Speaks

Dear Students,

At the very outset, I welcome you to Tinsukia Commerce College family. Dear newcomers, teaching-learning is a continuous process where both teachers and students are in the same line, though at different end points. Untill and unless we minimise the difference, we cannot make teaching-learning process more effective. In Tinsukia Commerce College, we are always trying to maintain a conducive environment, in order to create a healthy relationship among teachers, students and other members of it.

It is a world, where survival will be possible only for the fittest. Therefore, it is my earnest request and appeal to you all that put your best effort to bring the best out of the best.

Furthermore, Tinsukia Commerce College is a place of common parlance, where all of us are initiating to uplift and upgrade Tinsukia Commerce College not only in state level but also in National level. Hence, you all need to play a pivotal role in this common venture of ours.

With these few words, once more I welcome you to the family of Tinsukia Commerce College. I wish you success and promise to extend evenry possible help in guiding you in the route of success.

Dr. Chaytanya Bora
Principal
Tinsukia Commerce College

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

The Executive Committee of the
National Assessment and Accreditation Council
on the recommendation of the duly appointed
Peer Team is pleased to declare the
Tinsukia Commerce College
Sripuria, Dist. Tinsukia, affiliated to Dibrugarh University, Assam as
Accredited
with CGPA of 2.10 on seven point scale
at B grade
valid up to May 01, 2022

Date : May 02, 2017

Director

EC(SC)/24/A&A/17.2