



OFFICE OF THE PRINCIPAL

# HEMO PROVA BORBORA GIRLS' COLLEGE (AUTONOMOUS)

Affiliated to Dibrugarh University

Accredited by NAAC with 'A' Grade (3.20 CGPA)

Golaghat-785621 (Assam)



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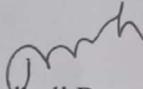
Ref. No. HPBGC/ NOTICE/2025/13

Date : 16 / 08 / 2025

## NOTIFICATION

Dated- 16/08/2025

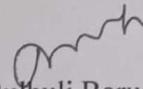
The First Academic Council Meeting held on 25<sup>th</sup> June, 2025 vide resolution no 01 has approved the regulations of Four Year Undergraduate Programme (FYUGP) of H.P.B. Girls' College (Autonomous) w.e.f. , the academic session 2025-26. The regulation is attached herewith.

  
(Dr. Bulbuli Boruah)  
Principal/Chairperson  
Academic Council  
H.P.B. Girls' College (Autonomous)  
Golaghat-785621

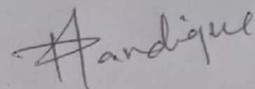
**PRINCIPAL**  
**H.P.B. Girls' College (Autonomous)**

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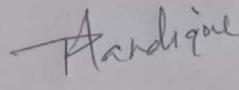
1. Vice Principal
2. Controller of Examinations
3. Head of the Departments
4. College Website
5. Office File for record

  
(Dr. Bulbuli Boruah)  
Principal/Chairperson  
Academic Council  
H.P.B. Girls' College (Autonomous)  
Golaghat-785621

**PRINCIPAL**  
**H.P.B. Girls' College (Autonomous)**

  
(Palash Handique)  
Member Secretary  
Academic Council  
H.P.B. Girls' College (Autonomous)  
Golaghat-785621

**Member Secretary**  
**Academic Council**  
**H.P.B. Girls' College (Autonomous)**  
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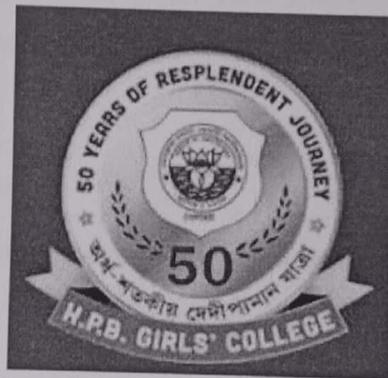
  
(Palash Handique)  
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Academic Council  
H.P.B. Girls' College (Autonomous)  
Golaghat-785621

**Member Secretary**  
**Academic Council**  
**H.P.B. Girls' College (Autonomous)**  
**Golaghat-785621**

**REGULATIONS FOR THE FOUR YEAR UNDERGRADUATE PROGRAMMES  
(FYUGP) IN CHOICE BASED CREDIT SYSTEM (CBCS), 2025**

**HEMO PROVA BORBORA GIRLS' COLLEGE (AUTONOMOUS), GOLAGHAT**

**(As Approved by the meeting of Academic Council held on 25<sup>th</sup> June, 2025)**



ESTD-1969

**HEMO PROVA BORBORA GIRLS' COLLEGE (AUTONOMOUS)**

**BENGENAKHOWA**

**GOLAGHAT-785621**

**ASSAM**

## 1. Short Title, Commencement and Applicability:

These Regulations shall be called the **Hemo Prova Borbora Girls' College (Autonomous) Regulations** for the Four Year Undergraduate Programmes (FYUGP) in Choice Based Credit System(CBCS),2025. These Regulations shall be effective for the Courses of Study leading to a UG Certificate, UG Diploma, Three Year UG Degree, Four Year UG Degree (Honours) and Four Year UG Degree (Honours with Research). Here in after, it will be referred to as Hemo Prova Borbora Girls' College (Autonomous) Regulations for the Four Year Undergraduate Programme in Choice Based Credit System, 2025

The Regulations shall come into effect from the Academic Session, 2025-2026.

The Regulations shall be applicable to the students enrolled in the aforementioned academic programmes conducted by the Departments/Centres of Hemo Prova Borbora Girls' College (Autonomous) from the academic session 2025-26

## 2. Objectives:

The objectives of the regulations are—

- 2.1. To conduct undergraduate programmes-- UG Certificate, UG Diploma, Three Year UG Degree, Four Year UG Degree (Honours) and Four Year UG Degree (Honours with Research) in various fields of Study/Discipline as per the guidelines of UGC's Curriculum and Credit Framework in the light of NEP, 2020.
- 2.2. To provide a multidisciplinary set-up to build vibrant communities of scholars and peers, breakdown harmful silos, enable students to become well rounded across disciplines including artistic, creative, and analytical subjects as well as sports, develop active research communities across disciplines, increase resource efficiency across higher education.
- 2.3 To nurture avenues for developing holistic individuals through an identified set of skills and values.
- 2.4 To provide a student centric, flexible, choice based credit framework with multiple entry and exit options so that students can be facilitated to pursue the trail of career chosen by themselves as per their interest.

### 3. Graduate Attributes;

#### 3.1. Learning outcomes specific to disciplinary/interdisciplinary areas of learning:

Graduates should be able to demonstrate the acquisition of

- i. Comprehensive knowledge and coherent understanding of the chosen disciplinary/interdisciplinary areas of study in a broad multidisciplinary context.
- ii. Practical, professional and procedural knowledge required for carrying out professional or highly skilled work/tasks related to the chosen field of learning.
- iii. Skills in areas related to specialization in the chosen disciplinary/multidisciplinary areas of learning in a broad multidisciplinary context.
- iv. Capacity to extrapolate from what has been learned, translate concepts into real life situations and apply acquired competencies in new/unfamiliar contexts.

- 3.2. **Generic learning Outcomes:** Graduates should be able to demonstrate the capabilities of Complex problem solving, Critical thinking, creativity, communication skills, analytical reasoning, research related skills, coordinating/collaborating with others, leadership readiness/qualities, learning how to learn skills, digital and technological skills, multicultural competence and inclusive spirit, value inculcation, autonomy, responsibility and accountability, environmental awareness and action, community engagement and service and empathy.

### 4. Definitions:

**4.1 Undergraduate Programmes:** Undergraduate programmes will include the following

- (i) **UG Certificate programme:** UG Certificate Programme leads to a UG certificate after completing 1 year (2 semesters) of study in the chosen fields of study. Students on exit shall be awarded UG certificate (in the Field of Study/Discipline) after securing the requisite **40** Credits on completion of Semester II if, in addition, they complete one work based/skill based vocational course/internship of 4 credits within one year from the completion of 2<sup>nd</sup> semester examination. These students

are allowed to re-enter the degree programme within a period of three years and complete the degree within the stipulated maximum period of seven years.

- (ii) **UG Diploma Programme:** UG Diploma Programme leads to a UG diploma after 2 years (4 semesters) of study in the chosen fields of study. Students on exit shall be awarded UG Diploma (in the Field of Study/Discipline) after securing the requisite 80 Credits on completion of Semester IV if, in addition, they complete one work based/skill base vocational course/internship of 4 credits within one year from the completion of 4<sup>th</sup> semester examination. These students are allowed to re-enter the degree programme within a period of three years and complete the degree within the maximum period of seven years.
  - (iii) **Three Year UG Degree Programme (BA, B. Sc, B. Com and Bachelors in other disciplines) with single/double major:** Students who wish to undergo a 3-year (6 semester) UG programme shall be awarded UG degree in the Major discipline after successful completion of three years, securing a minimum of 120 credits. Provision of double Major shall be implemented in due course of time.
  - (iv) **Four Year UG Programme with Honours (BA, B. Sc, B. Com and Bachelors in other disciplines) with single/double major:** Students who wish to undergo a 4-year (8 semester) UG programme shall be awarded UG Honours degree in the Major discipline after successful completion of four years, securing a minimum of 160 credits. Provision of double Major shall be implemented in due course of time.
  - (v) **Four Year UG Programme with Honours with Research (BA, B. Sc, B. Com and Bachelors in other disciplines) with single/double major:** Students who wish to undergo a 4-year (8 semester) UG programme shall be awarded UG Honours and research degree in the Major discipline after successful completion of four years with a rigorous research project, securing a minimum of 160 credits. Provision of double Major shall be implemented in due course of time.
- 4.2. **Programme:** The term 'programme' is used to mean the whole learning experience or combination of courses pursued for a Certificate, Diploma or a Degree.
- 4.3. **Course:** A "Course" means one of the specified units which goes to comprise a programme of study.

- 4.4. **Academic Year:** An 'Academic Year' means a period of twelve months consisting of two semesters.
- 4.5. **Semester:** The word "semester" is used to mean a half-yearly term or term of studies including examinations, vacations and semester breaks.
- 4.6. **Semester Duration:** A semester normally extends over a period of 15 class weeks. Each week has 30 hours of instruction spread over the week.
- 4.7. **In-semester:** The word "in-semester" is used to refer to the continuous evaluation within the half-yearly term.
- 4.8. **End-semester:** The word "end-semester" is used to refer to the terminal processes of examinations and evaluations at the end but within the half-yearly term.
- 4.9. **Credit:** A 'credit' is a unit by which the coursework is measured. It determines the number of hours of instruction required per week over the duration of a semester (minimum 15 weeks). A course may have only a lecture component or a lecture and tutorial component or a lecture and practicum component or a lecture, tutorial and practicum component, or only practicum component. Credit shall be defined as

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

4.10. **Academic Bank of Credits (ABC):** 'Academic Bank of Credits (ABC)' is an academic service mechanism as a digital/virtual/online entity established and

managed by MOE/UGC to facilitate students to become its academic account holders and paving the way of seamless student mobility, between or within degree-granting Higher Education Institutions(HEIs) through a formal system of credit recognition, credit accumulation, credit transfers and credit redemption to promote distributed and flexible teaching learning.

- 4.11. Academic Flexibility:** 'Academic Flexibility' is the provision for innovative and interchangeable curricular structures to enable creative combinations of Courses/Programmes in disciplines of study leading to Certificate/Diploma/Degree of study offering multiple entry and multiple exit facilities removing the rigid curricular boundaries and creating new possibilities of life-long learning
- 4.12. Credit accumulation:** 'Credit Accumulation' means the facility created by ABC in the Academic Bank Account opened by the students across the country in order to transfer and consolidate the 'credits' earned by them by undergoing 'courses' in any of the eligible HEIs.
- 4.13. Credit recognition:** 'Credit Recognition' means the credits earned through eligible/partnering HEIs and transferred directly to the ABC by the concerned HEIs.
- 4.14. Credit redemption:** 'Credit redemption' means the process of commuting the accrued 'credits' in the Academic Bank Account of the students maintained in ABC for the purpose of fulfilling the 'credits requirements' for the award of Certificates/Diplomas/Degrees etc. by the degree awarding HEIs.
- 4.15. Credit transfer:** 'Credit transfer' means the mechanism by which the eligible HEIs registered with ABC are able to receive or provide prescribed 'credits' to individual registered ABC account in adherence to the UGC credit norms for the 'course/s' registered by the desirous students in any HEIs within India.
- 4.16. Course teacher:** A 'Course teacher' is a teacher or any person who is engaged by the College for teaching a Course. He/ she shall perform the following functions:
- (i) Teaching the Course approved by the statutory authorities.
  - (ii) Maintaining attendance and performance records of all the students registered for the Course(s) he/she teaches.

- (iii) Conducting In-semester Assessment (Internal Assessment)
- (iv) Involving himself/herself in preparation and moderation of question papers, evaluation, scrutiny and finalization of results of the course(s) etc. whenever needed.
- (v) Participating in various curricular and co-curricular activities as and when necessary.
- (vi) Preparing syllabus of different Courses whenever necessary.

**4.17. Board of Studies for Four Year Undergraduate Programme (FYUGP) Board for each Department:** There shall be a Departmental Four Year Undergraduate Programme (FYUGP) Board to monitor and supervise the implementation of the Undergraduate academic programmes, i.e. **Board of Studies (BoS)**

**Composition of Board of Studies:**

1. Head of the Department concerned(Chairperson)
2. The entire faculty of the concerned department
3. Two subject experts from outside the parent university to be nominated by the academic council.
4. One expert to be nominated by the Vice Chancellor of the parent university from a panel of six recommended by the college Principal.
5. One representative from industry/ corporate sector/ allied area relating to placement.
6. One post graduate meritorious alumnus to be nominated by the Principal. The Chairperson, Board of Studies, may with the approval of the Principal of the college, co-opt:
  - a. Experts from outside the college whenever special courses of studies are to be formulated.
  - b. Other members of staff of the same faculty.

**Term:** The term of the nominated members shall be three years.

**Meetings:** The Board of Studies shall meet at least twice a year.

**4.18. Hemo Prova Borbora Girls' College (Autonomous)Four Year Undergraduate Programme (FYUGP ) Board:** There shall be a Hemo Prova Borbora Girls'

College (Autonomous) Four Year Undergraduate Programme(FYUGP)  
Board/**Academic Council** to be constituted as below:

1. The Principal(Chairperson)
2. All the Heads of Departments in the college.
3. Four teachers of the college representing different categories of the teaching staff by rotation on the basis of seniority of service in the college.
4. Not less than four experts / academicians from outside the college representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences etc. to be nominated by the governing body.
5. Three nominees of the university not less than professors.
6. A faculty member nominated by the principal (Member Secretary).

**Term:** The term of the nominated members shall be three years

**Meetings:** Academic Council shall meet at least twice a year.

#### 4.19 Semester Duration:

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

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

#### 5 Extent of Application:

The Regulations shall be applicable to the students enrolled for the Courses of Study leading to the UG Certificate, UG Diploma, Three Year UG Degree, Four Year UG Degree (Honours) and Four Year UG Degree (Honours with Research)

#### 6 Academic Schedule:

The Academic Schedule of the UG Certificate, UG Diploma, Three Year UG Degree, Four Year UG Degree (Honours) and Four Year UG Degree (Honours with Research) Programmes shall be administered as per the Academic Calendar of the College published for every academic session.

#### 7 Admission Notice and Criteria:

7.1 Newspaper Notice College websites inviting applications for admission into the different programmes shall be issued by the Registrar of the University/Principals of the colleges/institutes as per the Academic Calendar of the University. The minimum eligibility for admission into the UG programmes shall be as below:

7.2 **Minimum eligibility criteria for admission in Four Year Undergraduate programmes:** Senior Secondary School Leaving Certificate or Higher Secondary (Class 12) Certificate obtained after successful completion of Grade 12 or equivalent stage of education and/or Admission test conducted by College /National Level Testing Agency/ State Level Testing Agency.

7.3 **Minimum eligibility criteria for multiple entry points of the UG programmes**

**1<sup>st</sup> Year:** Senior Secondary School Leaving Certificate or Higher Secondary (Class 12) Certificate obtained after successful completion of Grade 12 or equivalent stage of education and/or Admission test conducted by College/National Level Testing

- i. Agency/State Level Testing Agency.
- ii. **2<sup>nd</sup> Year:** A certificate obtained after successful completion of 1 year (2 semesters) of the undergraduate programme..These students are to take admission in the 2<sup>nd</sup> year within a period of three years from obtaining the UG certificate from Dibrugarh University or any other University/Autonomous College
- iii. **3<sup>rd</sup> Year:** A diploma obtained after successful completion of 2 years (4 semesters) of the undergraduate programme. These students are to take admission in the 3<sup>rd</sup> year UG programme within a period of three years from obtaining the UG diploma from Dibrugarh University or any other University/Autonomous College.
- iv. **4<sup>th</sup> Year (Honours):** A Bachelor's degree after successful completion of three years (6 semesters) of the Undergraduate programme obtained from Dibrugarh University or any other University/Autonomous College. These students are to complete the degree within the stipulated maximum period of seven years.
- v. **4<sup>th</sup> Year (Honours with Research):** A three year Bachelor Degree with a minimum of 7.5 CGPA. The minimum entry requirement for 4<sup>th</sup> year (Honours/Research) UG programme within a period of three years from obtaining 3 year's Bachelor Degree from Dibrugarh University or any other University/Autonomous College. These students are to complete the degree within the stipulated maximum period of seven

year.

- 7.4 The admission or eligibility criteria shall be fixed by the Academic Council from time to time whenever necessary. The University/ colleges/ institutes may also adopt their policy for admission or selection of eligible candidates for admission complying with the eligibility criteria as prescribed.
- 7.5 Statutory reservation policy of the government shall be followed in case of selection of eligible candidates for admission.

8 *Course Structure:*

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

Sl.No	Category of the course	Course	Description
1	<b>Major Discipline:</b> Major discipline provides the opportunity for a student to pursue in-depth study of a particular subject or discipline	Major discipline (Core)	Major discipline is the discipline or subject of Main Focus and the degree will be awarded in that discipline. Students should secure the prescribed number of credits (about 50% of total credits) through core courses of the major discipline.
2	<b>Minor discipline:</b> Students who take a sufficient number of courses in a discipline or an interdisciplinary area of study other than the chosen major will qualify for a minor in that Discipline.	Minor discipline	Minor discipline helps a student to gain a broader understanding beyond the major discipline.
	<b>Multi- Disciplinary Generic Elective:</b> All UG students are required to undergo 3 introductory level courses relating to any of the broad	Multi-Disciplinary Generic Elective-Natural Sciences	Introductory courses on Natural Sciences to be chosen from a basket of courses that would include for example, Biology, Biochemistry, Chemistry, Computer Science, Data Science, Earth and Atmospheric Sciences, Physics, Statistics, etc. Each Department shall offer GEC.

3	<p>disciplines. These courses are intended to broaden the intellectual experiences and form part of liberal arts and science education.</p> <p><i>However, students shall not be allowed to choose or repeat any of these courses already undergone at the Higher Secondary level (12<sup>th</sup> class) and the discipline which he/she has chosen as Major.</i></p>	Multi-Disciplinary Generic Elective-Social Sciences	Introductory Courses on Social Sciences to be chosen from a basket of courses that would include for example, Economics, Education, History, Political Science, Psychology, Sociology, etc. Each Department shall offer GEC.
		Multi-Disciplinary Generic Elective-Humanities	Introductory Courses on Humanities to be chosen from a basket of courses that would include for example, Arts and Creative expressions, Comparative Literature, Creative writing and Literature, etc. Each Department shall offer GEC.
4	<p><b>Ability Enhancement Courses:</b> These courses aim to enabling the students to acquire and demonstrate the core linguistic skills, including critical reading and expository and academic writing skills.</p>	Language (MIL/Regional Language)	Students are required to achieve competency in the use of a MIL or Regional Language. All language disciplines except English shall offer Language Courses
		Language and Communication Skills (English)	Students are required to achieve competency in the use of English language with special emphasis on language and Communication Skills. Department of English shall offer this course.
5	<p><b>Value Added Course 2:</b> The courses aim to enable the students to acquire and demonstrate certain values</p>	Understanding India	The course aims at enabling the students to acquire and demonstrate the knowledge and understanding of contemporary India with its historical perspective, the basic framework of the goals and policies of national development, and the constitutional obligations with special emphasis on constitutional values and fundamental rights and duties. The course would also focus on developing an understanding among student-

			teachers of the Indian knowledge systems, Indian education system and the roles and obligations of teachers to the nation in general and to the school / community / society, specifically.
		Health and Wellness	The Course components relating to Health and Wellness seek to promote an optimal state of physical, emotional, intellectual, social, spiritual and environmental wellbeing of a person
		Environmental Education/ Science	The course seeks to equip students with the ability to apply the acquired knowledge, skills, attitudes, and values required to take appropriate actions for mitigating the effects of environmental degradation, climate change and pollution, effective waste management, conservation of biological diversity, management of biological resources, forest and wildlife conservation, and sustainable development and living. There shall be more emphasis on community- based activities.
		Digital and Technological Solutions/Digital Fluency Environmental Education /Science	Courses in cutting-edge areas that are fast gaining prominence such as Artificial Intelligence (AI), 3-D machining, big data analysis, and machine learning with important applications to health, environment, and sustainable living that will be woven into undergraduate education for enhancing the employability of the youth.
6	<b>Skill Enhancement courses:</b> These courses are aimed at imparting practical skills, hands on training, soft skills etc. to enhance the Employability of the students.		The Departments/ institution may design courses as per the students' needs and available institutional resources subject to approval of the Academic Council.

7	Community engagement (NSS/Adult Education/Student mentoring/NGO/Govt. institutions, etc.):	The curricular component of 'community engagement and service' seeks to expose students to the socio-economic issues in society so that the theoretical learning can be supplemented by actual life experiences to generate solutions to real-life problems. This component will include participation in activities related to National Service Scheme (NSS), National Cadet Corps (NCC), adult education/literacy initiatives and mentoring school students and other community works.
8	Field based learning/project	The field-based learning/project will attempt to provide opportunities for students to understand the different socio-economic contexts. It will aim at giving students exposure to development-related issues in rural and urban settings. It will provide opportunities for students to observe situation in rural and urban contexts, and to observe and study actual field situations regarding issues related to socio-economic development. Students will be given opportunities to gain a first-hand understanding of the policies, regulations, organizational structures, processes, and programmes that guide the development process.

9	Internship	: Students will be provided with opportunities for internships with local industry, businesses, artists, crafts persons, etc. so that they may actively engage with the practical side of their learning and, as a by-product, further improve their employability.
10	Research/ Dissertation	All students pursuing a Four-Year Bachelor's Degree with Honours with Research will be required to take up research oriented advanced courses, research methodology courses and a Dissertation before the completion of the Programme,
11	MOOCs courses from SWAYAM platform, Infosys, Springboard	Students may opt to earn credits from such Courses upto 40% of the total credits required for the award of a certificate/Diploma Degree. These courses shall be under any of The categories of courses mentioned above. NB: In case a student earns extra credit from an online course in lieu of a course which is offered with less credit in offline mode, the SGPA/ CGPA will be calculated on the basis of the credits of the offline course. The remaining extra credit will be reflected in the Grade Sheet
12.	Value added Add on courses	Students may be permitted to take Add on course(s) of their choice offered by the College. The Add on course(s) will be reflected in the grade sheet but will not be taken into account for computation of SGPA and CGPA.

8.2 A Course may also take the form of a Dissertation/ Project work/ Practical training/ Fieldwork/Internship, etc.

8.3. 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.

#### 9. *Course Enrolment:*

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

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

9.3. **Change in Minor:** Students shall be allowed to change Minor courses of his/her areas of interest within the broad discipline at the end of the third semester. If a student pursuing a major obtains a minimum of 12 credits from another course then the student will be awarded Bachelor degree in previous with a minor in later.

#### 10. *Attendance:*

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

10.2 All Course Teachers of college shall intimate the Principal 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 75% of attendance during the total number of class days.

- 10.3 A student who has less than **75%** attendance in average shall not be permitted to sit for the End-semester examination. However, that it shall be open to the College to grant exemption to a student who has attended a minimum of 70% classes but failed to obtain the prescribed **75%** attendance for valid reasons, on recommendation of the Head of the Department on payment of a prescribed fee(s).

The Head of the Departments/ Chairperson of Board of studies of the College shall announce the names of all students who shall not be eligible to take the End-semester Examinations in the various Programmes 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.

- 10.4 A student declared as dis-collegiate shall not be allowed to proceed to the next higher Semester. She shall need to pursue the Semester afresh in which she was declared as dis-collegiate along with the next fresh batch.

#### ***11. Examination and Evaluation:***

- (a) Examination and evaluation shall be done on a continuous basis, at least two times during a Semester including the End Semester Examination.
- (b) There shall be 40% marks for in-semester assessment (Formative) and 60% marks for End-semester examination (Summative) in each course during every semester.
- (c) One credit is equivalent to 25 marks.
- (d) There shall be the provisions for re-evaluation of the answer-scripts as well as re-scrutiny of answer scripts of the End semester examinations. For that a student has to apply within 7(Seven) days of the declaration of the end semester results.
- (e) ***In-semester Assessment:***
  - (i) In in-semester assessment, different tools such as objective tests, written tests, assignments, paper presentation, laboratory work, etc. suitable to the courses may be employed.
  - (ii) The students shall be informed in advance about the nature of assessment. Students shall be required to compulsorily attend in-semester assessment including appearing the sessional tests, failing which they will not be allowed to appear for the End semester examination. In-semester examination may be conducted by the concerned department in consultation with the Principal or may be conducted centrally by the

College without involvement of Office of the Controller of Examination. A Student can repeat In-semester examinations as per the provisions of the concerned departments. The Department may arrange special in-semester examination whenever necessary.

- (iii) There shall be 50% marks for written examination, 40% marks for assignments, paper presentation, laboratory work, group discussion, quiz, essay writing etc. and 10% marks for attendance.

(f) ***End Semester Examination:***

- (i) There shall be one End semester examination carrying 60% Marks in each course of a Semester covering the entire syllabus prescribed for the Course/ syllabus as distributed by concerned department. The End semester examination is normally a written/laboratory-based examination/Project Work/Dissertation as necessary for the course. External Examiner(s) is to be engaged in 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> semester End Semester Practical Examinations. However in case of dissertation/project work of full courses/papers, External Examiners is to be appointed by Controller of examinations.
- (ii) The Controller of Examinations shall make necessary arrangements for notifying the dates of the End semester examinations and other procedures as per the Hemo Prova Borbora Girls' College (Autonomous) Rules (at least 20 days in advance) and the Academic Calendar notified by the College.
- (iii) The time given for End-semester examination for each Course shall be based on the credits/marks of the course.
- (iv) Emphasis needs to be given on problem solving, application level questions as prescribed by National Education Policy, 2020. The question paper should include different forms of question.
- (v) A student shall not be allowed to take more than one full course as project work in a single semester.

(g.) **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 Hemo Prova Borbora Girls' College (Autonomus) Examination Regulation.

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

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 (wherever applicable).

- (i.) The mode of end-semester examination and evaluation of the Course shall be specified in the detailed syllabus of the course concerned.
- (j.) 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 of the theory courses of a single semester after successful completion of 3 year/4 year 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/Eight Semester examination .Students shall have to appear in the betterment examination with the regular batch.
- ii. No betterments shall be allowed in the practical/project/dissertation/internship examinations.

***12. Results and Progression:***

- a. A candidate shall be declared as passed in a Programme, provided she secures-
- i. At least 30% marks in each component of a 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. At least 40% marks or 'P' grade in the 10 point scale combining

both the in semester and End Semester Examinations.

- b. At least 20% marks in the In Semester Assessment.
- c. The marks of In-semester examinations obtained by the candidate shall be carried over for declaring any result.
- d. A candidate who fails or does not appear in one or more Courses of any end semester examinations upto fifth Semester shall be provisionally promoted to the next higher semester with the failed course as carry over course(s). Such candidates will be eligible to appear in the carry over course in the next regular examinations of those courses. If a candidate fails in any of the components (either theory or practical) of a course the candidate shall have to re-appear in the failed component of the examination
- e. If a candidate clears the last semester examination before clearing all the courses of the previous semesters, the result of the last semester examination of that candidate shall be withheld and his/her results shall be announced only after he/she clears the courses of the previous semesters.
- f. A candidate who fails or does not appear in one or more courses of seventh semester examinations shall be provisionally promoted to the eighth semester with the failed course as carry over course(s). If a candidate clears the eight semester examination before clearing all the courses of the seventh semesters, the result of the eight semester examination of that candidate shall be withheld and /her results shall be announced only after she clears the courses of the previous semester.
- g. A student must clear all his/her Semester Examinations within six (6) years for three year undergraduate programme and seven years for four year undergraduate programme (with honours/research) from the dates of admission to the First Semester of any Programme irrespective of the number of examinations appeared by the student.
- h. 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.
- i. A candidate shall be declared to have passed provided he/she has passed all the Semesters and in all the Courses separately for the concerned programme.
- j. The Controller of Examinations shall declare the results of different programmes

and issue Grade-sheets. The merit list shall be prepared only for the regular candidates and it does not include the backlog candidates.

- k. The first rank holder of a programme shall be decided on the basis of the CGPA. However, the Overall Weighted Percentage of Marks (OWPM) of a candidate shall be considered in case of tie in CGPA.
- l. Results of the candidates appeared in the Betterment or Backlog Examinations shall not be counted for the award of Prizes/Medals, Rank or Distinction.
- m. The result of the student will be kept withheld if he/ she fails to produce clearance certificates from accounts, library, department & hostel.
- n. The controller of examination shall declare the result of the End-semester examination with due approval from the Principal of the College.
- o. After the declaration of results of a semester, the Controller of Examinations shall issue a Grade Card to each of the students. The Grade card shall contain the Grades obtained in the different courses registered by her, the SGPA, CGPA and the total credits earned so far.
- p. The End Semester Grade Card shall be signed by both the Principal and the Controller of Examinations.
- q. The Parent University ( Dibrugarh University) shall award the degree to the students evaluated and recommended by Hemo Prova Borbora Girls' College (Autonomous).The degree certificate will be in a common format devised by the University. The name of the college will be mention in the degree certificates.

### **13. Provision of Multiple Exit:**

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

Students who have secured minimum of 80 credits will be awarded a UG Diploma (in the field of study/discipline) if, in addition, they complete one work based/skill based vocational course/internship of 4 credits within one year from the completion of 4<sup>th</sup> Semester examination.

**13.3 Exit 3: Three Year UG Degree Programme (BA, and Bachelor in other discipline)**

**with major:** There is a provision of exit after successful completion of 3 years (six semesters). Students who wish to undergo a 3-year UG programme shall be awarded UG degree in the major discipline after successful completion of three years, securing 120 credits.

**13.4 Four Year UG Programme with Honours (BA, and Bachelor in other discipline)**

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

**13.5 Four Year UG Programme with Honours with Research (BA, and Bachelor in other discipline) with single/double major:**

Students who wish to undergo a 4-year (8 semester) UG programme shall be awarded UG Honours with Research degree in the major discipline after successful completion of four years, with Research Project and Dissertation in 7<sup>th</sup> and 8<sup>th</sup> Semesters, securing 160 credits.

**14. Qualification type and Minimum credit requirement:**

Equivalent National Higher Education Qualification Framework (NHEQF)	Qualification title	Minimum credit requirement
Level 5	Undergraduate Certificate	40+4
Level 6	Undergraduate Diploma	80+4
Level 7	Bachelor's Degree	120
Level 8	Bachelor's Degree (Honours and Honours with Research)	160

**15. Grading System:**

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

- b. The following scale of grading system shall be applied to indicate the performances of students in terms of letter grade and grade points as given below:

Letter Grade with Meaning		Grade Point
<b>O</b>	Outstanding	<b>10</b> (Marks securing 90%-100%)
<b>A+</b>	Excellent	<b>9</b> (Marks securing 80% -90%)
<b>A</b>	Very Good	<b>8</b> ( Marks securing 70% -80%)
<b>B+</b>	Good	<b>7</b> (Marks securing 60% -70%)
<b>B</b>	Above Average	<b>6</b> ( Marks securing 50% -60%)
<b>C</b>	Average	<b>5</b> (Marks securing above 45%- 50%)
<b>P</b>	Pass	<b>4</b> ( Marks securing 40%-45%)
<b>F</b>	Fail	<b>0</b> ( Marks securing less than 40%)
<b>Ab</b>	(absent)	<b>0</b>

Note: *\*Exclusive Class Interval is used here. For example, the class interval 60-70 includes candidates scoring percentage of marks starting from 60 upto any percentage less than 50.*

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

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

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

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

Example for computation of SGPA

Semester	Course	Credit	Letter Grade	Grade Point	Credit Point (Credit Grade)
I	Major(Core)	4	A	8	4X8=32
I	Minor	4	B+	7	4X7=28
I	GEC1	3	B	6	3X6=18
I	AEC(Language)	4	A+	9	4X9=36
I	ValueAddedCourse	2	A	8	2X8=16
I	SEC	3	B+	7	3X7=21
		20			151
	SGPA				151/20=7.55

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

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

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

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

(iii) **Conversion of CGPA in to percentage (%)**: CGPA will be multiplied by 10. Percentage of marks = (CGPA X 10)

(iv.) The Letter grade 'B+' and above shall be considered as First Class and Letter grade 'B' shall be considered as Second Class.

v.) A student is considered to have completed a course successfully and earned the prescribed credits if she secures a letter grade other than F (Failed) or 'Abs' (Absent/Incomplete).

(vi.) If a candidate secures 'F' grade in a Course, she shall have to reappear in the Course in the next legitimate chance.

(vii.) If a student secures 'F' grade in Project Work/ Dissertation/ assignment etc., she shall have to re-submit it after necessary revisions. The Result shall be declared with next regular batch.

(viii.) 'Abs' grade shall be awarded to a candidate if she has not fulfilled the following requirements:

- (a) If a candidate fails to appear in any Course(s) in an end semester examination.
- (b) If a candidate fails to submit the project work/dissertation / assignment of an end semester examination.
- (c) If a candidate is certified as not eligible to appear in any course(s) in an end semester examination by the Course Teacher(s) due to insufficient attendance in lectures, tutorials practical or fieldworks.

(ix.) The candidates not appearing in a Semester Examination shall be considered as an 'Abs' candidate and that will be reflected in the Grade Sheet of the candidate. These candidates shall have to convert the 'Abs' grade by appearing in the next examination on the Course (provided she has legitimate chance to appear the Course) concerned or by submitting project work/dissertation/ assignment etc.

### **16. Transcripts:**

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

### **17. Academic Bank of Credit:**

#### **17.1 Institution Registration:**

##### **17.1.1.1**

The College shall register on NAD/ABC in the concerned portal. The College shall designate a Nodal Officer and set up a dedicated NAD/ABC cell for implementation of NAD/ABC Scheme and reflect their details (Name, Designation, Mobile No. and email id) on its website.

##### **17.1.1.2**

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

##### **17.1.1.3**

The College shall make ABC id a mandatory field in the admission forms, Examination forms or if possible on students Identity card also.

##### **17.1.1.4**

The College shall display the posters and templates and place them on the canteen, Library, Notice Board and around the playground or the place where there is maximum movements of students

##### **17.1.1.5**

The College shall organize Seminar/Workshop for information and publicity about ABC in campus as well as respective affiliated colleges.

#### **17.2. Student Registration:**

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

institution.

**18. Credit Transfer:**

Inter-Institutional transfer of Credits may be considered by Hemo Prova Borbora Girls' College (Autonomous) on reciprocal basis or in compliance with the relevant Guidelines of the UGC. However, a candidate from other university has to fulfill minimum credit requirements as prescribed by Hemo Prova Borbora Girls' College (Autonomous).

**19. Mentor Mentee Forum**

There shall be Mentor Mentee forums in each semester in each of the Department. The forum will be comprised of the Mentor to be appointed by the Head of the department/Chairperson of the board of Studies and assigned mentees. Concerned mentor shall act as Chairperson and a nominated/selected mentee as Coordinator.

**19.1 Functions of Mentor Mentee forum will be—**

- a. Dealing with the issues experienced by the mentees in the classroom, laboratories, internship, fieldwork, project work etc or in any other academic activities.
- b. Orienting the mentees the details of the FYUGP regulation.
- c. Orienting the mentees with the academic schedule including the dates of assessment and the syllabus coverage for each assessment.
- d. Analyzing the performance of the mentees after each of the tests and finding the ways to improve.
- e. Conducting at least one meeting in a month

**19.2. Functions of Mentor will be—**

- a. To act as a link between the Head of the Department/Chairperson of the Centre for Studies and the concerned mentees.
- b. To collect and maintain various records as required by the Department/Chairperson of the Centre for Studies.

- c. Guiding the mentees in various academic functions
- d. To monitor the academic performances of the mentees.
- e. To organize mentor mentee meeting.

**20. General:**

- a. It shall be ensured that the Hemo Prova Borbora Girls' College (Autonomous) shall maintain fundamental code of professional ethics in implementing these Regulations.
- b. The Hemo Prova Borbora Girls' College (Autonomous) FYUGP Board of studies /or the Examination Committee of the college shall remove any difficulty, which may arise in the course of operations relating to execution.
- c. Golaghat District and Sessions Court shall have the jurisdiction of any legal matters of the institution arising from being an Autonomous College.

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**ANNEXURE-I**  
**COURSE STRUCTURE OF FOUR YEAR UNDERGRADUATE PROGRAMMES(FYUGP)**  
**IN HEMO PROVA BOBORA GIRLS' COLLEGE**  
**(AUTONOMOUS), GOLAGHAT**  
*(to be effective from 2025-26 academic sessions)*

Year	Semester	Course	No. of Courses	Credit per Course	Total Credit	
Year 01	1 <sup>st</sup> Semester	Major (Core 1)	1	4	4	
		Minor-1	1	4	4	
		Multidisciplinary Generic Elective Course: GEC-1: Natural Science-I /Social Science-I / Humanities-I	1	3	3	
		AEC1- Language-I ( <i>MIL/Regional Language</i> )	1	4	4	
		VAC 1A- Understanding India OR VAC 1B- Health and Wellness	1	2	2	
		SEC1- ( <i>any one to be chosen from a pool of Courses</i> )	1	3	3	
	<b>TOTAL</b>					<b>20</b>
	2 <sup>nd</sup> Semester	Major (Core 2)	1	4	4	
		Minor 2	1	4	4	
		Multidisciplinary Generic Elective Course: GEC-2: Natural Science-II /Social Science-II / Humanities-II / Commerce-II	1	3	3	
		AEC2-LanguageandCommunicationSkills-II ( <i>English</i> )	1	4	4	
		VAC 2 A-Environmental Education with emphasis on community-based activities( <i>more emphasis on Practicals</i> )	1	2	2	
		SEC2- ( <i>any one to be chosen from a pool of Courses</i> )	1	3	3	
	<b>TOTAL</b>					<b>20</b>
<b>GRANDTOTAL (Sem1+Sem2)</b>					<b>40</b>	
<p>The students on exit shall be awarded Undergraduate Certificate (in the Field of Study/Discipline) after securing the requisite 40 Credits in Semester 1 and2 provided they secure 4credits in work based vocational courses offered during summer term or internship / Apprenticeship in addition to 6 credits from Skill Enhancement Courses earned during 1<sup>st</sup> and 2<sup>nd</sup> Semester</p>						
		Major (Core 3 & Core 4)	2	4	8	
		Minor 3	1	4	4	

Year 02	3 <sup>rd</sup> Semester	Multidisciplinary Generic Elective Course: <b>GEC-3:</b> Natural Science-III / Social Science-III / Humanities-III	1	3	3
		VAC 3 – Digital Fluency	1	2	2
		SEC-3 ( <i>any one to be chosen from a pool of Courses</i> )	1	3	3
	<b>TOTAL</b>				<b>20</b>
	4 <sup>th</sup> Semester	Major ( Core 5 Core 6 ,Core 7 & Core 8)	4	4 credits per Course	16
Minor 4		1	4	4	
<b>TOTAL</b>				<b>20</b>	
<b>GRANDTOTAL(Sem1+Sem2+Sem3+Sem4)</b>				<b>80</b>	

The students on exit shall be awarded Undergraduate Diploma (in the Field of Study/Discipline) after securing the requisite 80 Credits on completion of Semester 4 , provided they secure additional 4credits in skill based vocational courses offered during First Year or Second Year summer term or Internship / Apprenticeship

Year 03	5 <sup>th</sup> Semester	Major (Core 9, Core 10 and Core 11)	3	4X3	12
		Minor 5	1	4	4
		Internship + Community Engagement OR Internship / Community Engagement	1+1 OR 1	2(I) +2 (CE) OR 4 (I) / 4 (CE)	4
	<b>TOTAL</b>				<b>20</b>
	6 <sup>th</sup> Semester	Major (Core 12, Core 13, Core 14 and Core 15)	4	4X4	16
		Mino - 6	1	4	4
<b>TOTAL</b>				<b>20</b>	
<b>GRAND TOTAL(Sem1 + Sem2 + Sem3 + Sem4 + Sem5 + Sem6)</b>				<b>120</b>	

The students on exit shall be awarded Bachelors Degree (in the Field of Study / Discipline) (3years) after securing the requisite 120 Credits on completion of Semester 6

Year04	7 <sup>th</sup> Semester	Major ( Core 16, Core 17 and Core 18)	3	4 X 3	12
		Research Methodology	1	4	4
		Minor - 7	1	4	4
	<b>TOTAL</b>				<b>20</b>
	8 <sup>th</sup> Semester	Major ( Core 19 and Core 20)	2	4 X 2	8
		Minor - 8	1	4	4
		Dissertation (8) OR DSE (2Nos.)	1 OR 2	8 OR 2 x4	8 OR 8
		<b>TOTAL</b>			
	<b>GRANDTOTAL (Sem1 + Sem2 + Sem3 + Sem4 + Sem5 + Sem6 + Sem7 + Sem8)</b>				<b>160</b>

The students on successful exit after 4 years shall be awarded Bachelors Degree in the Field of Study / Discipline (Honours) and (Honours with Research) after securing the requisite 160 Credits on completion of Semester 8

**ABBREVIATIONS USED:**

- GEC = Generic Elective Course
- AEC = Ability Enhancement Course
- SEC = Skill Enhancement Course

- VAC = Value Added Course
- CE = Community Engagement
- I = Internship
- DSE = Discipline Specific Elective

### Annexurell: Semesterwise Distribution of Credits

Semester	Major (Core)	Minor	Multi-Disciplinary Generic Elective course	Ability Enhancement Course (AEC)	Value Added Course (VAC)	Skill Enhancement Course (SEC)	Others	Total Credit	Exit Option (With Certificate / Diploma and Degree) (minimum Credit requirement)
I	04	4	3	4	2	3	--	20	UG Certificate (40+ <sup>*</sup> 4=44)
II	04	4	3	4	2	3	--	20	
III	4x2=08	4	3	-	2	3	--	20	UG Diploma (80+ <sup>*</sup> 4=84)
IV	4X4=16	4	-	--	--	--	-	20	
V	4X3=12	4	-	--	--	--	4 2 (Internship) + 2 Community Engagement <b>OR</b> 4 (Internship)/ 4 (Community Engagement)	20	UG Degree (120)
VI	4X4=16	4	-	--	--	--	-	20	
VII	4X3=12	4	-	--	--	-	4 (Research Methodology)	20	
VIII	4X2=08	4	-	--	--	--	8 (Dissertation) <b>OR</b> 2 Nos.DSE (4+4)	20	UG Degree (Honours with Research) <b>OR</b> UG Degree (Honours)
Total	80	32	9	08	06	09	16	160	

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

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