



PROSPECTUS

Session : 2022-23

TEZPUR COLLEGE, TEZPUR

A premier institution of Higher Education : ESTD-1965

Website : <http://www.tezpurcollege.com>

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From the Desk of the Principal

*"Tell me and I forget. Teach me and I remember.
Involve me and I learn"*

-Benjamin Franklin



I consider it a privilege to welcome you to this esteemed institution, Tezpur College. I feel proud to invite you to enroll in this College which boasts of a farsighted and supportive Governing Body, young, energetic, experienced and dedicated teachers, a very efficient and supportive office staff, a rich library, a rejuvenating ambience. We believe in giving the right encouragement and congenial environment to foster the development and expansion of intelligence and talent, to develop self-esteem and confidence, to inculcate discipline, values and integrity.

Learning is a continuous process. Tezpur College focuses not only on academic excellence but also motivates and empowers its students to be lifelong learners and meaningful contributors to the society. Students from heterogeneous background are groomed to tackle real life challenges and are given a platform to grow, get involved and have a receptive mind to evolve as better individuals and achieve success.

We care for our students and focus on promoting meaningful learning experiences for their holistic development. Our students are involved in a variety of extracurricular activities that allow them the opportunity to nurture their potential in different areas of individual interest- social, cultural, sports, etc.

The achievements of the College stand as epitome of the combined efforts of all its stakeholders.

(Dr. Jyoti Kamal Hazarika)
Principal
Tezpur College, Tezpur

Tezpur College Profile

During the 1960s and owing to the untiring efforts of some far-sighted people, Tezpur College saw the light of day to fulfill the demand of a Higher Educational Institution in Tezpur. Mention must be made here of some prominent citizens of Tezpur like Late Dulal Chandra Bhattacharjee, Late P. Prasad and Late Heramba Sarmah, under the tutelage of whom, Tezpur College made its humble beginning in the premises of Tezpur Academy where classes were held in the evening. Thereafter, the college was shifted to its present location near Central Jail in 1968. Late Dulal Chandra Bhattacharjee was the founder President of the Governing Body of the college in 1965. Late Chandra Mohan Medhi, the Principal of the College who served the college for long 27 years established the college as a premier academic institution and was instrumental in giving the College a prominent status.

Mrs. Achala Borah served as Principal i/c from 01/04/1994 to 28/02/1998. She was succeeded by Sjt. Sailaja Kumar Padmapati as Principal i/c on 01/03/1998 till 10/09/1998 when Late Jongendra Nath Choudhury took over as the permanent Principal on 11/04/1998 till his retirement on 31/08/2004. It was during his tenure that the college was assessed and accredited by NAAC, for the first time. After his retirement Mrs. Jeutikon Choudhury took over as Principal i/c on 01/09/2004 till the appointment of Dr. Charu Saharia Nath as regular Principal of the College on 09/09/2004. The college was re-accredited by NAAC in 2011 during her tenure. The Golden Jubilee of the college was celebrated from 5th August to 7th August 2015. After her retirement, in January 2016, Sjt. Kamal Chandra Upadhyaya took over as Principal i/c on 31/01/2016. He continued in this capacity till the appointment of Dr. Jyoti Kamal Hazarika as permanent Principal on 11/08/2016.

The present Principal, Dr. Jyoti Kamal Hazarika, has initiated many measures to make the College student-friendly. The College now boasts of a fully air-conditioned Student's Reading Room in the library with a sitting capacity of 130. The Teacher's Reading Room is also made air-conditioned. Under his leadership the college was able to upgrade the previous NAAC accreditation and got a B+ Grade. Keeping in view the importance of modern facilities, classrooms are provided with LCD projectors. Other facilities available in the college are - a Class Recording Room, a Language Lab., a Computer Center, a GIS Lab, one Auditorium cum Indoor Stadium, one fully equipped Gymnasium, one Conference Hall, two Seminar Halls. Laboratories and classrooms for the science stream is also completed and is ready for use as and when needed.

The College presently provides Undergraduate (UG) and Higher Secondary (HS) Courses in Arts and Commerce Streams. BBA Course under Gauhati University is also offered as Self Financing Course. The College has a study Centre of IDOL, Gauhati University and a Study Centre of KKHSSOU.

The College has signed MOUs with Gyalpozhing College of Information Technology, Bhutan, Balipara Foundation, Assam, Kanaklata Civil Hospital, Tezpur, LHB Regional Institute of Mental Health, Tezpur, Mission Chariali Girls' School, Tezpur, L.G.B. Girls' College, Tezpur, etc. The College has adopted a village (Rudrapad), an orphanage (Nabaprabhat) and a School (Mission Chariali Girls' School).



VISION

Tezpur College is committed to mould the youth of today into competent citizens of tomorrow by imparting quality, value-based and innovative education emphasizing social sustainability.

MISSION

- ✦ Encouraging creative, critical and rational thinking.
- ✦ Furthering multi-disciplinary learning, research and publication.
- ✦ Demonstrating capacity building to improve organizational, entrepreneurial and leadership skills.
- ✦ Ensuring employment opportunities through scholastic education and varied non-scholastic activities. Emphasizing intellectually effective collaboration to promote curricular, extra-curricular and co-curricular activities.
- ✦ Adopting life oriented and value based teaching to promote solidarity, harmony, self-reliance, social justice and conflict resolution.
- ✦ Developing a spirit of nationalism and patriotism.
- ✦ Preserving a pollution free natural environment.

The College Emblem And Motto



We understand that education is not just a process of transforming information but also tradition to inculcate virtues like truth, fearlessness and self-reliance in a Person. So our motto is

"Attaining Enlightenment through Knowledge and Wisdom."

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2022-23**

SECTION I

ACADEMIC PROGRAMMES

The College is affiliated to Gauhati University for the Graduate Degree Courses in Arts, Commerce and Business Administration. The courses (with or without Honours) covers three years (six semesters) of study. The college also offers Higher Secondary Courses in Arts and Commerce under Assam Higher Secondary Education Council.

COMBINATION OF SUBJECTS (UG COURSE)

UNDER GRADUATE PROGRAMME (HONOURS/REGULAR) IN ARTS (B.A.)

Honours is offered in the following subjects -

1. Assamese
2. Bengali
3. Economics
4. Education
5. English
6. Geography
7. History
8. Political Science
9. Philosophy

Subjects offered as Generic Elective in Honours Course -

Assamese, Bengali, Economics, Education, Geography, Hindi, History, Political Science, Philosophy.

Subjects offered as Core Course in Regular Course -

- In semester 1 and 2 English is compulsory for all Regular students.
- In semester 3 and 4 students can opt for Assamese/ Bengali/ Bodo/ Hindi/ Nepali / Alternative English as their MIL.

Subjects offered as Discipline Specific Core for Regular Course -

Assamese, Bengali, Economics, Education, Geography, Hindi, History, Political Science, Philosophy, Travel and Tourism Management

Ability Enhancement Core Course (for both Honours and Regular) -

- AECC for 1st Semester- Assamese, Bengali, Bodo, English, Hindi, Nepali
- AECC for 2nd Semester- Environmental Studies (Compulsory for all)

Skill Enhancement Course (SEC) (for both Honours and Regular) -

Assamese, Bengali, Bodo, Economics, Education, English, Geography, Hindi, History, Nepali, Political Science, Philosophy, Travel and Tourism Management.

UNDER GRADUATE PROGRAMME (HONOURS/ REGULAR) IN COMMERCE -

Honours is offered in the following subjects -

1. Accountancy
2. Finance
3. Management

Generic Elective (For Honours) -

Semester- I

Micro Economics/ Investing in Stock Market

Semester- II

Micro Economics/ Insurance & Risk Management

Semester- III

Business Statistics

Semester- IV

Indian Economics/ Micro Finance

Generic Elective (For Regular) -

Semester- V

Business Economics

Semester- VI

Micro Finance

Core Papers (for Honours) -

Semester- I

C1- Financial Accounting

C2- Business Law

Semester- II

C3- Corporate Accounting

C4- Corporate Laws

Semester- III

Computer Application in Business

Income Tax Law and Practice

Management Principles and Application

Semester- IV

Cost Accounting

Business Mathematics

Human Resource Management

UNDER GRADUATE PROGRAMME (HONOURS/ REGULAR) IN COMMERCE -

Honours is offered in the following subjects -

1. Accountancy
2. Finance
3. Management

Generic Elective (For Honours) -

Semester- I

Micro Economics/ Investing in Stock Market

Semester- II

Micro Economics/ Insurance & Risk Management

Semester- III

Business Statistics

Semester- IV

Indian Economics/ Micro Finance

Generic Elective (For Regular) -

Semester- V

Business Economics

Semester- VI

Micro Finance

Core Papers (for Honours) -

Semester- I

C1- Financial Accounting

C2- Business Law

Semester- II

C3- Corporate Accounting

C4- Corporate Laws

Semester- III

Computer Application in Business

Income Tax Law and Practice

Management Principles and Application

Semester- IV

Cost Accounting

Business Mathematics

Human Resource Management

Semester- V

Principles of Marketing

Fundamentals of Financial Management

Semester- VI

Auditing and Corporate Governance

Indirect Tax Laws

Discipline Specific Elective (For Honours) -**Semester- V**

Management Accounting

Advertising/ Indian Financial System

Semester- VI

Business Research Methods & Project Works

Adv. Corporate Accounting (For Honours in Accounting)/Fundamentals of Investment
(For Honours in Management & Finance)

Subjects offered (Regular)- Commerce -**Semester- I**

Financial Accounting

Business Organization & Management

Semester- II

Business Law

Business Mathematics & Statistics

Semester- III

Company Law

Income Tax Law and Practice

Semester- IV

Corporate Accounting

Cost Accounting

Discipline Specific Elective (For Regular)

Semester- V

Principles of Marketing/ Indian Financial System

Fundamentals of Financial Management

Semester- VI

Fundamentals of Investment

Banking

Ability Enhancement Course (AECC) (For both Honours and Regular) -

Semester- I

Business Communication (it is offered in Assamese/ Bengali/ Bodo/ English/ Hindi/ Nepali)

Semester- II

Environmental Science (Compulsory for all)

Skill Enhancement Course (SEC) (For Honours Course)

Semester- III - New Venture Planning

Semester- IV - E-Filing of Returns

SEC (for Regular Course)

Semester- III - New Venture Planning/ Computer Application in Business

Semester- IV - E-Filing of Returns

Semester- V - Entrepreneurship

Semester- VI -Retail Management

Language (Only for Regular)

Semester- I & Semester- II - English I & II

Semester- III - MIL (Assamese/ Bengali/ Bodo/ Hindi/ Nepali) / Alternative English)

Semester- IV - Soft Skills for Business.

PROFESSIONAL COURSE

BACHELOR OF BUSINESS ADMINISTRATION (B B A)

The Department of Business Administration, Tezpur College, established in the year 2009, is affiliated to Gauhati University. The BBA Programme is a three year Professional Degree Course which offers a new vision for business education. Based on an interdisciplinary and integrated curriculum, with a team-based, problem solving and hands on learning environment, the BBA programme prepares its students for the corporate world. Students will graduate with practical knowledge and skills that will help them set competitive standards at the work place.

ELIGIBILITY TO APPLY FOR ADMISSION IN BBA

As per the approved regulations of Gauhati University, a candidate who possesses a 10+2 degree in Arts, Science, Commerce or a diploma in Engineering with minimum 45% marks in aggregate from a recognized Board will be eligible for admission into the first Semester BBA Programme.

BACHELOR OF BUSINESS ADMINISTRATION (HONOURS) 3 YEARS' DEGREE COURSE UNDER CBCS PROGRAMME

SEMESTER- I

BBA - AE - 1014 Business Communication (Language : English)	AECC-1
BBA - HC -1026 Principles Of Management	Core Course - 1
BBA - HC -1036 Managerial Economics	Core Course -2
BBA - HC -1046 Mathematical Techniques In Business	GE-1

SEMESTER- II

BBA - AE -2014 Environmental Science	AECC-2
BBA - HC -2026 Financial Accounting	Core Course- 3
BBA - HC -2036 Statistics For Business Decisions	Core Course- 4
BBA - HC -2046 Indian Economic Scenario	Core Course- 5
BBA - HC -2056 Computer Fundamentals	GE-2

SEMESTER-III

BBA - HC -3016 Cost And Management Accounting	Core Course - 6
BBA - HC -3026 Human Resource Management	Core Course- 7
BBA - HC -3036 Personality And Personal Skill Development	Core Course - 8
BBA - HG -3046 Operations Management And Control	GE- 3
BBA - SE -3054 Computer Applications	SEC- 1

SEMESTER IV

BBA - HC -4016 Organizational Behaviour And Industrial	Core Course - 9
BBA - HC -4026 Financial Management	Core Course - 10
BBA - HC -4036 Principles Of Marketing	Core Course- 11
BBA - HG -4046 Business Research	GE- 4

SEMESTER V

BBA - HC -5016 Legal Aspects Of Business	Core Course- 12
BBA - SE -5024 Summer Project	SEC- 2
BBA - HE -5036 A Student Would Be Free To Choose Any Four Papers From One Group. In 5th And 6th Semester They Have To Choose Two Papers In Each Semester From The Group Given Below. The Course Offers Three Groups Namely Finance (DSEI)Marketing (DSE II) And Human Resource (DSEIII)	

SEMESTER VI

BBA - HC -6016 Business Policy And Strategy	Core Course- 13
BBA - HC -6026 Taxation Laws	Core Course- 14
BBA - HC -6036 A Student Would Be Free To Choose Any Four Papers From One Group. In 5th And 6th Semester They Have To Choose Two Papers In Each Semester From The Group Given Below. The Course Offers Three Groups Namely Finance (DSE I),Marketing (DSE II) And Human Resource (DSE III) DSE III & IV.	



DSE I : FINANCE

International Finance

Investment Banking and Financial Services

Investment Analysis and Portfolio Management

Strategic Corporate Finance

Business Analysis & Valuation

DSE II : MARKETING

Consumer Behaviour

Marketing of Services

Advertising and Brand Management

Retail Management

Personal Selling and Sales Force Management

DSE III : HUMAN RESOURCE

Human Resource Development : System and Strategies

Management of Industrial Relations

Talent and Knowledge Management

Training and Management Development

COMBINATION OF SUBJECTS (HIGHER SECONDARY COURSE)

HIGHER SECONDARY (ARTS)

SUBJECTS :

Assamese, Adv. Assamese, Bangali, Adv. Bengali, Hindi, Adv. Hindi, Bodo, Nepali, English, Alt. English, Economics, Education, Political Science, Logic and Philosophy, Geography, History, Environmental Studies.

English and MIL is compulsory for all.

Alternative English can be taken in lieu of MIL (Assamese, Bangali, Bodo, Hindi & Nepali).

A student shall select any three subjects as core subjects and one as additional i.e. 4th subject.

(Each subject shall be of 100 marks.)

COMBINATION NOT ALLOWED

Advanced languages and Logic and Philosophy is not allowed with Geography.

HIGHER SECONDARY (COMMERCE)

SUBJECTS :

Assamese, English, Alt. English, Bengali, Bodo, Hindi, Nepali, Environmental Studies, Business Studies, Accountancy, Economics, Finance, Commercial Mathematics & Statistics.

English, Environmental Studies, Accountancy, Business Studies and MIL is compulsory.

Alternative English can be taken in lieu of MIL (Assamese, Bengali, Bodo, Hindi & Nepali)

THIRD AND FOURTH ELECTIVE SUBJECTS (any two from the following)

- i) Economics
- ii) Finance
- iii) CMS

MARKS DISTRIBUTION

1ST YEAR

All the subjects in H.S. Arts and Commerce contain 100 marks except English (General).

In the English subject marks are divided in to 90 marks (for final exam) +10 marks (for project).

2ND YEAR

In H.S. second year all the subjects contain 100 marks each.

DISTANCE EDUCATION COURSES

K.K. HANDIQUE STATE OPEN UNIVERSITY (STUDY CENTRE)

- ◆ Krishna Kanta Handique State Open University study centre was set up at Tezpur College in 2008.
- ◆ It is a state University established under an Act of Assam Government in 2007 to provide access to higher education (now upto P G level) for those students unable to pursue higher education for various reasons.

COURSE ORRERED IN KKHSOU STUDY CENTRE TEZPUR COLLEGE

B.A., B.Com., BBA (SESSION : July to June)

P.G. COURSES IN

Assamese, English, Economics, Education, Political Science, Sociology
M.Com., MBA

POST-GRADUATE DIPLOMA IN

Yoga, Human Resource Management.

INSTITUTE OF DISTANCE AND OPEN LEARNING (IDOL, G.U)

A contact centre for Institute of Distance and Open Learning (earlier PGCS) under Gauhati University, was introduced in Tezpur College in July 2005. The centre is for P.G. Degree courses of Gauhati University in the following subjects in open and distance mode:

Assamese, Economics, Political Science, English, History, Mathematics

The centre also offers P.G. Diploma courses in Sales and Marketing Management (P.G.D.S.M.) etc.

The Standing Committee of the Academic Council of Gauhati University in its meeting held on 22/10/2011 resolved to introduce B.A. and B.Com. (General Course) in IDOL from the Academic session 2012-2013.

SUBJECTS OFFERED IN IDOL DEGREE COURSE (B.A)

MIL (Assamese, Bengali, Bodo, Nepali, Alternative English)
English
Economics
Education
History
Philosophy
Political Science

SECTION II

ADMISSION PROCEDURE

Application forms for admission to the college should be obtained and submitted with all necessary particulars within the prescribed date as notified by the college. Forms and prospectus are available online at the following website :

www.tezpurcollege.com

- Original documents must be produced on the date of admission alongwith the printed copy of online application form.
- Students seeking admission under ST/SC and OBC quota must produce their own original caste certificates.
- Students seeking free admission must produce income certificate of parents.
- Students seeking free admission under OBC quota must produce non-creamy layer certificate.
- Students seeking admission under EC (extra curricular) quota must produce relevant original certificates.

NUMBER OF SEATS AVAILABLE FOR VARIOUS COURSES

Sl. No.	Course/ Stream	Subjects	No. of Seats	Section	Total No. of Seats
		Honours	No. of Seats		
1.	B.A.	Assamese	80	A	550
		Bengali	30		
		Economics	50		
		Education	65		
		English	70		
		Geography	70		
		History	65		
		Philosophy	50		
		Political	70		
		Science			
2.	B.A.	Regular		B	600
3.	B.Com	Accountancy	85		455
		Finance	85		
		Management	85		
		General	200		
4.	BBA				30
5.	H.S.	Arts		A	200
6.	H.S.	Arts		B	200
7.	H.S.	Commerce			200

ADMISSION PROCESS

PROCESS OF APPLICATION

1. Students need to visit the College website www.tezpuronline.co.in and register themselves for admission by clicking "Apply Online tab" in the home page of the website.
2. After Registration click apply online and follow the following steps :
 - i. Login with enrolled phone number and Password (Given by the candidate at the Registration time)
 - ii. Fill all the Columns of admission forms and follow the option "Save and Next".
 - iii. Candidates can edit all data before clicking "Final submit" option. After Final submission candidates cannot edit any data.
 - iv. Student's can upload all required certificates and other relevant documents in proper way.

PROCESS FOR ADMISSION

1. To check the Merit list and the message received on their registered mobile number for selection.
2. After receiving the message the selected students can login to the online portal by using the USER ID and password sent by the student.
3. After login the students will give the declaration about his/her admission and will proceed.
4. Admission will be strictly on Merit basis.
5. The merit list will be available in the college website.
6. Selected candidate should take their admissions on specified date, failing which their claim will be forfeited
7. A valid phone number of the candidate should be given.
8. All communications will be done through this phone number.
9. A valid e-mail ID should be given.
10. Scanned copy of the candidate's signature, passport size photograph, pass certificate,
11. Registration certificate, caste certificate, break of study certificate, differently abled certificate,
12. scanned copy of candidate's bank passbook front page (must be distinct), migration certificate.
13. [Candidate must submit all the documents whichever are required]
14. Details of bank account of the candidate.
 - a) Name of the Bank account holder.
 - b) Bank account number.
 - c) IFSC number.
 - d) Name of the bank branch.
15. Student must furnish one of the following supporting documents to prove their domicile of
16. Assam – PRC / Voter ID of self or parent / NRC of self or parents / ADHAR card of self or parents
17. / BPL card / birth certificate issued by Registrar of Birth and Death / passport of self or parent.
18. The self financing courses and streams will not be included under Fee Waiver Scheme.
19. Once the bank details are submitted by the students, the same cannot be changed during their tenure in the college otherwise they will be deprived from the govt. beneficiary schemes. The student has to submit necessary undertaking in this regard.
20. Annual income of father, mother and guardian and their contact numbers (income certificate not required)

21. Incomplete form or forms without documents will be rejected.
22. Admission Committee may refuse admission to a candidate whose documents are not genuine.
23. No forms will be accepted after the last date of submission under any circumstances.
24. Subject combinations cannot be changed after admission.
25. A separate form will be issued for students claiming seats against Extra Curricular category. It must be filled up and submitted separately along with necessary certificate and documents at the time of submission of the main application Form for admission. Only state and national level Certificates will be entertained for this category.
26. All admissions are governed by the College admission rules. The decision of the admission committee regarding admissions is final.

DOCUMENTS (ALL IN ORIGINAL) TO BE PRODUCED AT THE TIME OF ADMISSION

- Relevant Marksheet and pass certificate of last qualifying examination.
- Age certificate/ HSLC Admit Card
- Certificate from the Head of the Institution last attended.
- Migration Certificate in case of students migrating from other
- Board/Council
- Certificate for differently abled (if applicable)
- Break of study Certificate (if applicable)
- Caste Certificate (if applicable)
- Income proof (if applicable).
- Photo of self planted sapling must be produced at the time of admission for free admission.

ELIGIBILITY CRITERIA FOR TDC (B.A./B.COM)

A Candidate must pass Higher Secondary (10+2) Level Examination from AHSEC /CBSE or any other Govt./UGC recognized Board/Council.

SECTION III

RULES AND REGULATIONS

GENERAL RULES

- ◆ Students must abide by all the rules and regulations of the college. Students violating the rules and regulations are liable for disciplinary action like suspension and even expulsion from the college.
- ◆ Ragging, misconduct in any form, irregular attendance, adopting unfair means in the examination, are considered as serious offences and will lead to expulsion from the college.
- ◆ The Students' Union shall function under the guidance and control of the college authority.
- ◆ Societies, Associations or Clubs of Tezpur College will be subject to the guidelines and control of the college authority.
- ◆ Any notice desired to be circulated or pasted must be countersigned by the Principal.
- ◆ Bringing identity cards to college is compulsory for all students. Duly filled registration forms should be submitted in the office within the stipulated time as fixed by the college office. No registration forms will be received after the stipulated time.
- ◆ For pass certificate from the college, one has to apply one day ahead and for a transfer certificate, one has to apply at least two days ahead.
- ◆ Use of Mobile Phones, Smoking and Consumption of tobacco, alcohol, gutkha or any other intoxicants inside the college premises is considered a punishable offence.
- ◆ Entering the college premises without uniform is strictly prohibited.
- ◆ Students must maintain cleanliness of the college campus.
- ◆ Students' bicycles, motorcycles etc. must be parked at the allotted parking stands only.

ATTENDANCE RULES

Regular attendance in classes is a must. The minimum attendance in each subject must be 75% of the number of classes held in an academic session. A student having attendance less than 75% shall be declared non-collegiate.

EXAMINATION RULES

- College examinations are held according to the Academic Calendar.
- Internal assessments are conducted by the college.
- Internal assessments in every semester is compulsory for all. Students failing in the internal assessment of any subject or being absent in the same is considered Fail in that particular subject even if they get pass marks in that subject in the end semester examination held by the University.

COLLEGE UNIFORM

It is strictly compulsory for every student to come to the college in full uniform.
For Boys : White Shirt and Black Pant (Black Sweater in Winter)
For Girls : Sky Blue Churidar Kurta with white Pyjama and White Dupatta (Black Sweater in winter/
Sky Blue Blouse, Muga Mekhela with sky Blue Bordered Chadar (Black Sweater in Winter)

APPENDICES - I

TDC SEMESTER SYSTEM (CBCS)

Course Regulation

- There will be six semesters covering 3 years.
- Weightage is given to internal assessment
- Internal assessment/evaluation = 20%
- External (end semester) evaluation = 80 %
- There shall be at least one sessional examination in each semester.
- There is provision for clearance of absent or failed papers.
- There is provision for repeat of any one of the theory papers in 1st, 2nd, 3rd, 4th semester.
- There is provision for 'Betterment of marks in one paper in 5th semester provided the student secures less than 45% in that paper.

Course Pattern (Honours) - Arts

Programme Template: B.A./ B.com. Honours

Semester	Core Course (1)	Ability Enhancement Compulsory Course (AECC) (2)	Skill Enhancement Course (SEC) (3)	Elective: Discipline Specific (DSE) (4)	Elective Generic (GE) (5)
I	C1	English/MIL Communication)			HG-1
	C2				
II	C3	Environmental Science			HG-2
	C4				
III	C5		SEC-1 (English)		
	C6				
	C7				
IV	C8		SEC-2		
	C9				
	C10				
V	C11			HE-1	
	C12			HE-2	
VI	C13			HE-3	
	C14			HE-4	

Combination of Subjects

- In semester 1 and 2 there will be two Honours Core papers (6 credits each) in the specific subject chosen. Students will have to choose one Generic Elective Paper (6 credits). AECC (4 credits) is compulsory for all.
- In Semester 3 and 4 there will be three Honours Core Papers (of 6 credits each), one Generic Elective paper (of 6 credit) and one SEC paper (of 4 credits).
- Semester 5 and 6 will consist of two Honours Core Papers (6 credits each) and two Discipline Specific Elective Papers (6 credits each).

Course Pattern (Regular) - Arts

Programme Template: B.A./ B.com. Regular

Semester	Core Course (1)	Ability Enhancement Compulsory Course (AECC) (2)	Skill Enhancement Course (SEC) (3)	Elective: Discipline Specific (DSE) (4)	Elective Generic (GE) (5)
I	English-I DSC-1 A DSC-2 A	English/MIL Communication)			
II	English-II DSC-1 B DSC-2 B	Environmental Science			
III	MIL/ Alt. English-I DSC-1 C DSC-2 C		SEC-1		
IV	MIL/ Alt. English-II DSC-1 D DSC-2 D		SEC-2		
V			SEC-3	DSE-1A DSE-2 A	GE-1
VI			SEC-4	DSE-3 B DSE-4 B	GE- 2

- Students of Semester 1 and 2 will have English as their Compulsory Core Paper. It will be of 6 credits. They will have to choose any two subjects from the choices given in Generic Elective subjects as their Discipline Specific Core (DSC)- each of 6 credits. AECC (of 4 credits) is compulsory for all.
- 3rd and 4th semester students will have one language paper (MIL/ Alt. English) as compulsory core (6 credits), Two Discipline Specific Core Papers (6 credits each) and one SEC paper (4 credits).
- 5th and 6th semester students will have Two Discipline Specific Elective Papers (6 credits each), one Generic Elective (of 6 credits) and one SEC Paper (4 credits).

Course Pattern (Honours)- Commerce

Semester- I

C1- Financial Accounting

C2- Business Law

GE- Micro Economics/ Investing in Stock Market

AECC- Business Communication (It is available in Assamese, Bengali, Bodo, English, Hindi & Nepali)

Semester- II

C3- Corporate Accounting

C4- Corporate Laws

GE- Micro Economics/ Insurance & Risk Management

AECC- Environmental Science

Semester- III

C5- Computer Application in Business

C6- Income Tax Law and Practice

C7- Management Principles and Application

GE- Business Statistics

SEC- New Venture Planning

Semester- IV

C8- Cost Accounting

C9- Business Mathematics

C10- Human Resource Management

GE- In- Economics/ Micro Finance

SEC- E-Filing of Returns

Semester- V

C11- Principles of Marketing

C12- Fundamentals of Financial Management

DSE I- Management Accounting

DSE II- Advertising/ Indian Financial System

Semester- VI

C13- Auditing and Corporate Governance

C-14- Indirect Tax Laws

DSE I- Business Research Methods & Project Works

Course Pattern (Regular)- Commerce

Semester- I

C1- Financial Accounting

C2- Business Organization & Management

L I- English- I

AECC- Business Communication (It is available in Assamese, Bengali, Bodo, English, Hindi & Nepali)

Semester- II

C3- Business Law

C4- Business Mathematics & Statistics

L II- English- II

AECC- Environmental Science

Semester- III

C5- Company Law

C6- Income Tax Law and Practice

L III- Alternative English, Assamese, Bengali, Bodo, Hindi, Nepali

SEC I- New Venture Planning or Computer Application in Business

Semester- IV

C7- Corporate Accounting

C8- Cost Accounting

L IV- Soft Skill for Business

SEC II- E-Filing of Returns

Semester- V

DSE I- Principles of Marketing or Indian Financial System

DSE II- Fundamentals of Financial Management

GE I- Business Economics

SEC III- Entrepreneurship

Semester- VI

DSE III- Banking

DSE IV- Fundamentals of Investment

GE II- Micro Finance

SEC IV- Retail Management

APPENDICES - II

STUDENT SUPPORT SYSTEM

- The college has a strong student support system which provides financial assistance to the needy & poor meritorious students.
- Best student award is given to the students securing highest marks in the 6th semester final examination from the college.
- ISAN UDAY Scholarship can be availed of by the students as per norms of the Ministry of Human Resource Development , Government of India.
- National and State Merit scholarships can be availed of by the meritorious students of the college as per the Government norms.
- Scholarship for SC and ST students also can be availed of by the students of the respective communities as per norms of the Government.
- Kedermal Charitable Trust scholarship is awarded to 5 meritorious students of Arts and Commerce each in the first semester as per specified norms.
- Book Bank facility is provided to the economically backward students of the college as per specified norms through college library.

CAREER COUNSELLING

The Career Counselling Cell provides regular counselling sessions on Career Opportunities, guidance on pursuit of Higher Studies and trainings on Personality development. This counselling is free of cost for our students.

STUDENTS' TRAVELLING CONCESSION

Bonafide student can avail of travel concession through railway and govt. transport by producing valid documents.

HEALTH CHECK UP FACILITY

The college arranges free health check-up for students by a competent Medical Officer from time to time.

GRIEVANCE REDRESSAL CELL

The Grievance Redressal Cell has been set up with the objective of addressing the grievance and problems of the students in a fair manner.

NSS UNIT

The NSS unit of the college organizes a number of extension activities and community development drives in the different regions of the state including cleanliness drives, awareness programme, adult education programme, afforestation, distribution of aids, provision for drinking water in rural areas. It instils in students values of social responsibilities and students in fair manner.

SPORTS, HEALTH & FITNESS

To cater to the needs of those with a concern for health and fitness, the college provides a fully equipped unisex gym along with the guidance of a trained instructor. Training for sports such as body-building, wrestling, weight lifting etc. is provided here. For those interested in other indoor sports the college has provided an indoor stadium as well within the college premises.

NCC (GIRLS & BOYS)

The NCC Girls' and Boys' wing are an active wings of the college have brought many laurels to the college. They also actively participated as volunteers in different activities of the college.

INFRASTRUCTURAL FACILITIES

CENTRAL LIBRARY

The Chandra Mohan Medhi Library is a modern, well-equipped computerized digital library connected through wi-fi and SOUL Software. The library prides itself on a large collection of more than 39 thousand books, manuscripts and journals, besides being a member of N-List, facilitating access to e-books and e-journals across the globe. The library has initiated Institutional repository for E-Resources which users can access through Cloud. Moreover the various departments also have departmental libraries with a good number of books.

READING ROOM

Fully air-conditioned separate readings rooms with all modern facilities are available in the library for both students and teachers. The sitting capacity in the Reading Room is 130 students at a time.



COMPUTER EDUCATION CENTRE

Free computer education (Basic) is provided to all students.

COLLEGE CANTEEN

The college canteen has separate dining rooms for students as well as teachers and office staff. Here food items are served at a subsidised rate.

LANGUAGE LABORATORY

A Digital Language Laboratory is set up in the college to enhance the language speaking skills of the students with the financial support of the UGC.

GIS LABORATORY

The Department of Geography is facilitated with a well equipped GIS laboratory. ErDAS IMAGINE 13 and Super Map Deskpro version soft ware are available in the laboratory along with a number of Aerial Photographs, Scanner, Satellite Imagery, GPS and Plotter. The department also has smart class room facilities.

CULTURAL MUSEUM

The Cultural Museum of the college has some unique collection of sculptures, idols, handicrafts, coins and cultural items collected from different places of the region.

COMPUTER LAB

The Commerce Department of the college has a Computer Lab with 10 computers.

CONFERENCE HALL & AUDITORIUM

The college has a well equipped Conference Hall with all modern facilities and a seating capacity of 300 people. The college also has an auditorium cum indoor stadium within the campus.



GIRLS' HOSTEL

The girls' hostel of the college is situated within the campus. At present the girls' hostel can accommodate 58 students. The hostel provides modern amenities like 24 hours running water, generator, TV, indoor and outdoor games facilities, news paper, internet etc. Admission into the hostel is strictly on merit basis, seats for reserved categories are allotted as per Govt. norms.

1. The boarders must maintain a decent, dignified and disciplined hostel lifestyle inside and outside the hostel. They must also maintain a decent dress code.
2. They must abide by the rules and regulations of the hostel as may be prescribed to them by the College authority, violation of which will lead to strict disciplinary action amounting to expulsion of the guilty inmate from the hostel, leading also if required, attract to consequent expulsion from the college.
3. Boarders must enter the hostel within the time fixed by the superintendent / warden for summer and winter seasons and must be present in their respective seats at the time of Roll-Call.
4. Entertainment of guests and visitors is not allowed except with prior permission of the authority.
5. Visitors other than Legal/Local guardians are not allowed to meet the inmates of the hostel without the permission of the Principal.
6. Boarders must have to pay their Mess-Dues as may be fixed from month to month by the mess committee within the 10th day of every month.
7. Ill-treatment of co-boarders, cooks and other employees of the hostel is strictly prohibited.
8. The use of electrical equipment such as iron, heater etc. is not permitted.
9. The boarders must attend their classes regularly and must appear in all internal examinations and other academic activities of the college.
10. All the boarders must abide by the Mess-rules prescribed by the Mess-Committee.
11. Ragging is strictly prohibited.



DIGITAL CLASSROOM

The college has few designated digital classrooms equipped with LCD projectors and other hardware to be available to the various departments of the college.

CCTV

The college campus, Library and the buildings are under constant CCTV surveillance.

OTHER FACILITIES

To honour the RTI (Right to Information) Act 2005, the college has constituted an information cell. The College also has an e-content developing and recording room.



COLLEGE BULLETIN

The annual College bulletin 'Heritage' records the academic and co-curricular activities of the different departments as well as endeavors and achievements of the students, teachers and the employees during the current academic year.

EQUAL OPPORTUNITY CENTRE

The Equal Opportunity Centre of Tezpur College is created by a mandate of the UGC specifying the need of a functionary within the college set up to ensure equal opportunity for all within its fold.

COLLEGE MAGAZINE AND WALL MAGAZINE

The college magazine and wall magazine offer opportunities for realizing the creative potential of the students.



ALUMNI ASSOCIATION

The college has an Alumni Association formed with its ex-students as office bearers.

IQAC

The Internal Quality Assurance Cell of the college is an active organization monitoring the all round development of the college, ascertaining continuous progress in different areas, academic and non-academic, sending annual progress reports to NAAC

RESEARCH PROMOTION CELL

The Research Promotion Cell of the college has been established with the aim of aiding and boosting the research activities in the college.

DEPARTMENTAL LIBRARIES

Apart from the central library each department has its own Library with sufficient number of text and reference books for the help of our students.

STUDENTS' UNION

The Tezpur College Students' Union (TCSU) looks after the interests of the students under the guidance of the respective teachers-in-charge. The office bearers of the union are annually elected by the students through direct election.

DEPARTMENTAL ASSOCIATIONS

The different Departments of the college have formed Departmental Associations with a view to take the discipline beyond the confines of the prescribed syllabi, by raising and analyzing issues marginalized by the mainstream, by holding seminars, workshops, discussions, rallies etc.

BICYCLE CLUB

Under the aegis of the Department of English, in association with IQAC, Tezpur college, a Bicycle Club named 'Windbreakers' Bicyclist Club', has been formed with the motto "Pedal to Commute". The Club organizes rallies with the objective of promoting bicycle as a cost - effective means of commuting for a pollution - free environment and a healthy life-style . Club membership is open for all.



PUBLICATIONS

The college also has a few publications to its credit. The publication entitled 'Brahmaputra Review' is a national peer reviewed journal on Social Sciences and Humanities published annually by TCTU (Tezpur College Teachers' Unit). Another publication 'Cherry-Picked Projects of Tezpur College Students' consists of a compilation of the best project-works of the final (6)th semester students of the college.

Besides these, the various departments of the college bring out their respective departmental journals from time to time.



SECTION IV

LIST OF FACULTY MEMBERS AND OFFICE STAFF

PRINCIPAL

Dr Jyoti Kamal Hazarika, M.Sc., Ph.D.

VICE PRINCIPAL

Rita Saikia Dutta, M.A, PGDTE

FACULTY OF ARTS

DEPARTMENT OF ENGLISH

1. Bornali Konwar, M.A, MSW, M.Phil. (HoD)
2. Dr. Dharmendra Baruah, M.A. M. Phil, Ph.D

DEPARTMENT OF ASSAMESE

1. Mitali Saikia, M.A. (Double) (HoD)

DEPARTMENT OF BENGALI

1. Nabanita Chakraborty, M.A. (HoD)
2. Dr. Bapon Das, M.A.
3. Dr. Papri Paul, M.A., Ph.D

DEPARTMENT OF BODO

1. Raisumai Khakhlari, M.A., (HoD)

DEPARTMENT OF HINDI

1. Dr. Bedabrat Sarma, M.A M. Phil, Ph.D (HoD)

DEPARTMENT OF NEPALI

1. Kamal K. Sedal, M.A. (HoD)
2. Milan Subba, M.A., M.Phil

DEPARTMENT OF EDUCATION

1. Trishna Kakoty, M.A. B. Ed. (HoD)
2. Dr. Rajlakshmi Sonowal, M.A., B.Ed. Ph. D

DEPARTMENT OF ECONOMICS

1. Gita Rani Das, M.A. (HoD)
2. Dr. Debajit Dutta, M.A., M. Phil, Ph.D
3. Dr. Arati Bharali, M.A., M. Phil, Ph.D
4. Nayanjyoti Devi, M.A.

DEPARTMENT OF GEOGRAPHY

1. Jayanta Bordoloi, M.Sc, M. Phil (HOD)
2. Dr. Prakash Jyoti Saikia, M.Sc. M. Phil, Ph.D
3. Dr. Chayanika Bhuyan, M.Sc., B.Ed, M Phil, Ph.D
4. Seema Rani Das, M.A.
5. Bonti Borah, M.Sc.

DEPARTMENT OF HISTORY

1. Rupali Daimari, M.A. (HoD)
2. Dr. Kuntal Sarma, M.A. B.ed

DEPARTMENT OF POLITICAL SCIENCE

1. Rahul Bania, M.A. (HoD)
2. Bhanupriya Daimari, M.A., B. Ed, LLB.
3. Dr. Kisholoy Choudhury, M.A., M. Phil, LL.B, Ph.D.

DEPARTMENT OF PHILOSOPHY

1. Chandra Probha Khaund, M.A., B. Ed., PGDMC
2. Monika Goswami, M.A., B.Ed, M, Phil. (HoD)
3. Trishna Rani Deka, M.A., B.Ed, M. Phil.
4. Anjali Sarmah, M.A.

TOURISM AND TRAVEL MANAGEMENT **(VOCATIONAL SUBJECT)**

1. Ganesh Bhattarai, M.A. PGDTHM (HoD)
2. Chandan Jyoti Gohain MTA, M. Phil

FACULTY OF COMMERCE

1. Nutan Patangia, M. Sc., B. Ed., PGDCA (HoD)
2. Utshab Talukdar, M. Com.,M. Phil.
3. Payel Das, M. Com, PGDFM
4. Ram Prabesh Sahani, M. Com.
5. Kangkana Choudhury, M. Com, LLB., M.A. (Sociology)
6. Dr. Suchismita Paul, M. Com, Ph.D
7. Vanita Gupta, M. Com

DEPARTMENT OF BUSINESS ADMINISTRATION

1. Dhanjit Pathak, MBA, M. Com, BPEd
2. Sujala Das, MBA
3. Iman Bora, MBA
4. Priyanka Sharma, MBA, MCom

K.K. HANDIQUE STUDY CENTRE

Co-ordinator - Dr. Kisholoy Choudhury
Asstt. co-ordinator - Dhanjit Pathak

IDOL

Co-ordinator - Rahul Bania

CAREER COUNSELLING CELL

Career Counsellor - Mondeep Das

ENVIRONMENTAL STUDIES

Co-ordinator - Dr. Debajit Dutta

GIRLS' HOSTEL

Superintendent - Suchismita Paul

LIBRARY

1. Mitali Goswami Sarma, Librarian, MLISc., MMC, Ph.D
2. Pranjal Das, Library Asstt., M.A.

ART & MUSIC

1. Binapani Devi, M. Mus

GYMNASIUM

1. Tridip Borah

OFFICE STAFF

1. Khanindra Kr. Deka, SA
2. Lolit Ch. Kataki, L.D.A.
3. Ranjan Borah, L.D.A.
4. Pranjal Bharali, Office Assistant
5. Lalit Nath, Office Assistant
6. Juri Kakati, Office Assistant
7. Biswajit Minj, Office Assistant

GRADE-IV EMPLOYEES

1. Shamila Kalita, Lab Bearer, Geography
2. Ram Das, Chowkidar
3. Ramesh Saikia, Night Chowkidar
4. Hemanta Kr. Adhikary, Lab Bearer, Education
5. Moon Borah, Bearer Library
6. Gangadhar Bezbaruah, Bearer
7. Tapan Debnath
8. Prafulla Saikia, Night Chowkidar
9. Dipjyoti Saikia
10. Ashok Barman
11. Rajkamal Hazarika
12. Dhanti Borah
13. Anupam Sharma
14. Ajit Barman (Campus Cleaner)
15. Pradip Bora
16. Lakhi Basfor (Cleaner)
17. Sahera Begum (Cleaner)

TEZPUR COLLEGE, TEZPUR

Sonitpur (Assam)

NAAC ACCREDITED ' B + ' GRADE

Admission Notice for the session 2022-2023

Issue of Admission form:- 01-07-2022

Classes	Last Date of Submission of Forms	Date of Admission
B.A. 1st Semester (Arts)	12-07-2022	14th, 15th 16th and 19th July, 2022
B.Com. 1st Semester	17-07-2022	20th and 21st July, 2022
B.B.A. 1st Semester	17-07-2022	18th July, 2022

1. Online form and prospectus for admission into different courses of Tezpur College, Tezpur are available in the College website: www.tezpurcollege.com and <http://tezpuronline.co.in>. Willing students are advised to go through the college website for access to online forms and prospectus and other information.
2. Admission will be held on the basis of government notification for admission fee/free admission.
3. Only digital payment is acceptable.
4. Admission will be held on the basis of povisional marksheets/certificates. Original marksheets/ certificates must be produced in due course.
5. Admission will be strictly on merit basis and the reservation will be made as per Govt. rule.
6. Candidates seeking admission in E.C. Quota will have to submit a separate form along with relevant documents.
7. All admission procedure will be held on scheduled date.
8. There is no provision for offline form fill up and admission.



Sd/-Dr. Jyoti Kamal Hazarika

Principal
Tezpur College, Tezpur

SCHEME FOR WAIVER OF ADMISSION FEES FOR POOR STUDENTS

Applicable for the students seeking free admission , whose parental income is less than, Rs. 2.00 lakh (Two Lakh) from all sources as per Govt. Notification dated 13th Sep 2021.

APPLICABILITY

CATEGORY OF STUDENTS ELIGIBLE UNDER THE SCHEME :

1. Students whose parental annual income is less than Rs. 2.00 Lakh from all sources will be eligible to avail this scheme.
2. If either of the parent (mother or father) of the student is working in the state Govt./Central Govt./State or Central Govt. Undertakings, such students shall not be eligible under this scheme.

PROOF OF INCOME/DOCUMENT REQUIRED :

- i) An income certificate from the local Revenue Circle Office/and any other authority as per government notification..
- ii) A declaration from the students that neither of the parent (father or mother) of the student is an employee of State/Central Govt. Department. Such forms shall be devised by the concerned Registrars/ Principals. If such a declaration is found to be false, the admission shall be cancelled and shall be realised from such students.

POWER OF ADMISSION COMMITTEES :

The Admission Committees of the concerned College and Universities shall have the power to enquire into the income of the family in case of doubt with regard to students and if the committee is of the view that the income of the parent exceeds Rs. 2.00 Lakh, the committee may recommend cancellation of admission notwithstanding documents submitted by the student. Such enquiry may commence suo moto by the institutes coming under the purview of the scheme.

FEE TO BE WAIVED UNDER SCHEME DURING 1st YEAR AND 2nd YEAR ADMISSIONS

Year	Category of Admission	Nature of Fees to be Waived
1st Year/ New admission	Higher Scondary 1st Year B.A/B.Sc/B.com 1st Year Session Starting from 1st July 2017	All fees that a college or University realize from Students in normal Course Rate not to exceed the fee realized last year, 2016-17 session.
2nd Year	For those admitted with no Fee during the session 2016-17.	Colleges will realize only Magazine fees, Games & Sports fees and College week fees. All other fee will be exempted in the Second Year. This benifit will accrue to those students who have been admitted under this scheme last year, i.e. 2016-17 session.
M.A/M.Sc/M.Com	1st year admission in the session 2017-18.	All fees realized by Universities against admission in the 1st (Previous Semester) Year will not be applicable during admission for students studying in 3rd Semester, (second year).

Duties and Responsibilities of Students availing the Sheme : Students seeking admission into first year will plant sapling at his/her home and shall submit photograph of the same to the college. The students will have to nurse the sapling and when seeking admission into second year shall submit photograph of the same tree that was planted the previous year. A scrutiny committee shall be constituted comprising teachers from Biology background who shall examine the photographs and will assess the genuineness of the photographs and growth of the plant. If the college does not have science stream, teachers from nearby colleges will be deputed for such purpose by the Director of Higher Education. Only on receipt of the recommendation from the committee, the student can avail 2nd year fee waiver. This is effective from the session 2018 (applicable to those who beniffited under the schemes during 2017 session. Students availing the Second year fee waiver benefit during the Current Year will also plant a tree and will nourish it and submit photograph of the same while availing fee waiver benefit subsequently.

Responsibility of Colleges and Universities : All colleges and Universities are required to upload the names of students availing fee waiver benefit. This is done from the Aademic year 2016-17.