

## ESSENTIAL INFORMATION

### 1. NUMBER OF SEATS

The University at present offers M.A., M.Sc., M.C.A., M.B.A., M.Com., M.Phil., PhD, and Diploma as well as Certificate courses. The subjects / disciplines with intake capacity are shown below for the Academic Session 2020-2021.

Sl. no.	Schools	Courses	Intake capacity
<b>1.</b>	<b>School of Commerce &amp; Management</b>		
	Commerce	M.Com.	50
	Management Studies	M.B.A.	30
<b>2.</b>	<b>School of Languages</b>		
	Assamese	M.A.	65
	Bodo	M.A.	75
	English	M.A.	55
<b>3.</b>	<b>School of Science &amp; Technology</b>		
	Biotechnology	M.Sc.	25
	Botany	M.Sc.	25
	Chemistry	M.Sc.	25
	Computer Science and Technology	M.Sc.	30
		M.C.A.	30
	Geography	M.A./M.Sc.	40
	Mathematical Sciences	M.Sc.	60
	Physics	M.Sc.	25
	Zoology	M.Sc.	25
	Centre for Bamboo Studies	DBT	20
<b>4.</b>	<b>School of Social Sciences</b>		
	Economics	M.A.	65
	Education	M.A.	65
	History	M.A.	65
	Political Science	M.A.	65
		PGDHRE	20
<b>5.</b>	<b>Centre for Bodo Studies</b>	Certificate Course in Bodo	20
<b>6.</b>	<b>M.Ed.</b>		
	GCTE, Kokrajhar*		50
<b>7.</b>	<b>B.Ed.</b>		
	GCTE, Kokrajhar**		100
	Raimale Academy College (B.Ed.)***		100
	Gossaigaon B.Ed. College***		100
	DIET, Morigaon***		100

DIET, Nalbari***	50
DIET, Barpeta, Howly***	50
DIET, Bongaigaon***	50

\*20% seats reserved for deputation in M.Ed.

\*\*50% seats reserved for deputation in B.Ed.

\*\*\*20% seats reserved for deputation in B.Ed.

## 2. ELIGIBILITY CRITERIA

### I. ELIGIBILITY FOR M.A. / M.Sc. / M.Com.

- B.A. / B.Sc. / B.Com. (10+2+3 pattern) with Major / Honours course in the concerned subject with 50% marks.
- Relaxation of Marks: Candidates for reserved quota (SC / ST) shall be given relaxation up to 5% of the marks. The relaxation will not be applicable to candidates seeking admission in any other reserved quota.

### II. ELIGIBILITY FOR M.Sc. COMPUTER SCIENCE & INFORMATION TECHNOLOGY

- B.Sc. (10+2+3 pattern) with Major / Honours course in the concerned subject.
- B.C.A / B.Sc. (IT) (10+2+3 pattern) with Mathematical Science in 10+2 level.
- B.Sc. (in the 10+2+3 pattern) with Computer Science / Information Technology as a pass course / elective subject.
- B.Sc. (10+2+3 pattern) with General Pass course with one year Computer Diploma (Post-Graduate) from recognized institute and Mathematical Sciences in (10+2) level.
- B.E. / B.Tech. (CSE or IT)
- Relaxation of Marks: Candidates for reserved quota (SC/ST) shall be given relaxation up to 5% of the marks. The relaxation will not be applicable to candidates seeking admission in any other reserved quota.

### III. ELIGIBILITY FOR M.Sc. BIOTECHNOLOGY

- Science Graduate having Honours in any of the Biological Sciences with 50% marks or equivalent Grade.
- Pass course students with minimum of 50% marks or equivalent grade having at least one biological subject in their course combination.
- Relaxation of Marks: Candidates for reserved quota (SC/ST) shall be given relaxation up to 5% of the marks. The relaxation will not be applicable to candidates seeking admission in any other reserved quota.

### IV. ELIGIBILITY FOR DBT (DIPLOMA IN BAMBOO TECHNOLOGY)

H.S. passed (any stream).

### V. ELIGIBILITY FOR M.B.A.

- A Bachelor Degree of 10+2+3 pattern with a minimum of 50% marks or equivalent grade in aggregate or in Major/Honours subject (if any) from any recognized University.
- Relaxation of Marks: Candidates for reserved quota (SC/ST) shall be given relaxation up to 5% of the marks. The relaxation will not be applicable to candidates seeking admission in any other reserved quota.

#### **VI. ELIGIBILITY FOR M.C.A.**

- (a) Candidates having BCA / B.Sc. / B.Com. / B.A. with mathematics at 10+2 level or at Graduation Level obtained at least 50% marks.
- (b) Relaxation of Marks: Candidates for reserved quota (SC/ST) shall be given relaxation up to 5% of the marks. The relaxation will not be applicable to candidates seeking admission in any other reserved quota.

#### **VII. ELIGIBILITY FOR PGDHRE**

- (a) Graduate in any discipline with 45% marks or equivalent grade.
- (b) Relaxation of Marks: Candidates for reserved quota (SC/ST) shall be given relaxation up to 5% of the marks. The relaxation will not be applicable to candidates seeking admission in any other reserved quota.

#### **VIII. ELIGIBILITY FOR B.Ed.**

- (a) Graduate or equivalent from any recognized university with at least 50% mark in aggregate.
- (b) In case of an applicant failed to secure 50% in UG course, then candidates must secure 55% in PG course.
- (c) Relaxation of Marks: Candidates for reserved quota (SC / ST) shall be given relaxation up to 5% of the marks. The relaxation will not be applicable to candidates seeking admission in any other reserved quota.
- (d) Teachers deputed by the Govt. of Assam for the course must submit study leave certificate / No Objection Certificate from their concern employers along with the application.

#### **IX. ELIGIBILITY FOR M.Ed.**

- (a) B.Ed. / B.T. of Bodoland University or any other university recognised by this university with at least 55% marks in aggregate as per latest NCTE norms.
- (b) Relaxation of Marks: Candidates for reserved quota (SC / ST) shall be given relaxation up to 5% of the marks. The relaxation will not be applicable to candidates seeking admission in any other reserved quota.
- (c) Teachers deputed by the Govt. of Assam for the course must submit study leave certificate / No Objection Certificate from their concern employers along with the application.

#### **X. CERTIFICATE COURSE IN BODO**

- (a) Graduate in any discipline with 45% marks or equivalent grade.
- (b) Relaxation of Marks: Candidates for reserved quota (SC/ST) shall be given relaxation up to 5% of the marks. The relaxation will not be applicable to candidates seeking admission in any other reserved quota.

#### **XI. ELIGIBILITY FOR M.Phil.**

Admission to the M.Phil. Programme shall be done as per vacancies. Any person with at least 55% marks or equivalent Grade (50% marks or equivalent Grade in case of SC/ST candidates) in a Master's Degree of any University / Institution recognized by the UGC (Recognised Statutory Body for Foreign Students) in concerned and allied subjects. All candidates shall have to appear in the admission test followed by personal interview to be conducted by the concerned Department.



## **XII. ELIGIBILITY FOR PhD**

Admission to the PhD Programme shall be done preferably in the beginning of academic year. Any person with at least 55% marks or equivalent Grade (50% mark equivalent Grade in case of SC/ST candidates) in a Master's Degree of any University / Institution recognized by the UGC (Recognised Statutory Body for Foreign Students) in concerned and allied subjects. All candidates shall have to appear in the admission test followed by personal interview to be conducted by the concerned Department.

## **3. RESERVATION QUOTA**

- (a) 80% seats will be reserved for the students of affiliated colleges of Bodoland University and remaining 20% is open for admission on merit basis to the students of all recognised university including Bodoland University.
- (b) Reservation of seats for the students belonging in different categories will be as per the Government Rules mentioned below.

Sl. no.	Category	Percentage (of total intake capacity per Department)
1	Schedule Caste	7
2	Schedule Tribes (Plains)	10
3	Schedule Tribes (Hills)	5
4	OBC & MOBC (Non-creamy layer)	15
5	Person with disability (PWD)	3
6	Economically Weaker Section (EWS)	10

### **Note:**

- 1. BU Employee's son, daughter, and spouse: 2 (two) seats in each department (in addition to intake capacity).
- 2. Fringe village (within the radius of two kilometres): 5 (five) seats for the University (within intake capacity; maximum 2 seats per Department).

## **ADMISSION ON THE BASIS OF SPORTS / EXTRA-CURRICULAR ACTIVITIES**

For admission against the quota allotted for extra-curricular activities like Cultural, Sports, NCC, Scouts & Guides, the candidates will have to furnish the requisite documents.

A few seats (not more than two) may be offered by the concerned Department for admission to M.A. / M.Sc. /M.B.A. / M.C.A. / M.Com. / M.Ed. / B.Ed. courses to students within intake capacity who have shown extraordinary proficiency in extracurricular activities in the last three years preceding graduation. Any sport / event

organized by an association must be recognized by and affiliated to the national body for that sport / event and by Indian Olympic Association.

Preference will be given to candidates in the following order:

- a) Those who have represented the country in the International events;
- b) Those who have represented their states in the National/International events;
- c) Those who have represented their institutions in International/National events;
- d) Those who have won prizes at recognized International/National level events;
- e) Those who have won prizes at recognized State level competitions;
- f) Those who have represented the University in N.S.S. Camp at the National level; and
- g) Those who have obtained NCC 'C' Certificates or participated in the Republic Day Parade at National level under NCC.

#### 4. COURSE DURATION

I) <a href="#">M.A. / M.Sc. / M.B.A / M.Com.</a>	: 4 Semesters
II) <a href="#">M.C.A.</a>	: 4 Semesters
III) <a href="#">M.Ed.</a>	: 4 semester
IV) <a href="#">B.Ed.</a>	: 4 semesters
V) <a href="#">D.B.T.</a>	: 2 Semesters
VI) <a href="#">PGDHRE</a>	: 2 Semesters
VII) <a href="#">Certificate Course in Bodo</a>	: 1 Semester
VIII) <a href="#">M.Phil.</a>	: 3 Semesters
IX) <a href="#">PhD</a>	: As per the BU PhD regulation

#### 5. HOW TO APPLY

1. The candidate is required to go through the online prospectus carefully and acquaint with all the requirements before filling the online Application Form.
2. A candidate is allowed to submit separate applications for separate Departments.
3. Scanned copy (PDF format) of the original certificates / documents should be uploaded:
  - i) Degree mark-sheets (as indicated in the online Application Form)
    - (a) *For Three-year UG course*: Candidates who have cleared 5th semester examination need to upload all the mark-sheets up to 5th semester.
    - (b) *For Four-year UG course (BE, B.Tech, etc)*: Candidates who have cleared 7th semester examination need to upload all the mark-sheets up to 7th semester.
    - (c) Candidates who have passed UG Final semester Examination including B.Ed. / B.T. need to upload only the Final semester mark-sheet.
    - (d) *Applicants having more than one mark-sheet / grade-sheet in a particular semester (repeaters/betterment) need to upload all the mark-sheet / grade-sheet in a single PDF file.*
  - ii) Relevant document (e.g., 10<sup>th</sup> standard pass certificate/admit card/birth certificate) for verification of age.

- iii) Relevant certificate(s) from the concerned authority in case of applying for admission under any category of reservation.
- iv) 10<sup>th</sup> and 12<sup>th</sup> standard mark-sheets and pass certificates.
- v) In case of B.Ed. and M.Ed. programme applicants deputed by Govt. of Assam must submit study leave certificate / No Objection Certificate from their concerned employers.
- vi) The applicants who passed the qualifying examination earlier than the current year will have to submit a gap certificate from any of the following:
  - a) The Head of the Institution last attended.
  - b) Officer-in-charge of the nearest Police Station.
  - c) Govt. Gazetted Officer testifying his/her activities during the interim period.
  - d) Medical Certificate from the Govt. Medical Officer on genuine medical ground(s).

## 6. SELECTION AND ADMISSION PROCEDURE

- a) Admission in B.Ed., M.Ed., and all PG, Diploma and Certificate courses will be purely on merit basis.
- b) The entrance test for admission in M.Phil. and PhD programme will be separately notified by the University.
- c) The in-service candidates admitted for M.Phil. / PhD will have to submit *No Objection Certificate* from the Head of the Institution at the time of application. The Departmental Research Committee (DRC) will decide the number of M.Phil. / PhD scholars to be guided by a supervisor in accordance with Bodoland University M.Phil. / PhD regulations.
- d) If a forged document submitted by a candidate is detected even after admission, the admission will stand cancelled.
- e) The Admission Committee has every right to refuse admission if the candidate fails to produce the original documents when asked for.
- f) The decision of the Admission Committee regarding admission is final.

## 7. CANCELLATION OF SEATS

A student failing to attend classes for seven days at a stretch from the date of commencement of classes shall forfeit his / her seat.

## 8. ATTENDANCE

75% class attendance is compulsory to appear in all end semester examinations.

## 9. SUPREME COURT RULES REGARDING ANTI RAGGING

- a. As per the direction of the Hon'ble Supreme Court of India, the Government has banned ragging completely in any form inside and outside the campus. Accordingly, Bodoland University authority is determined not to allow any form of ragging. Whosoever directly or indirectly commits, participates in, abets, or instigates ragging within or outside the University shall have an FIR lodged against him / her and he / she will be suspended or rusticated from the institution and shall also be liable to be fined which may extend to Rs. 10,000/-. In case the applicant for admission is found to have indulged in ragging in the past or if it is noticed later that he/she has indulged in ragging, admission can be refused or he/she shall be expelled from the institution. The punishment may also include suspension from attending the classes, withholding / withdrawing fellowship / scholarship, and other financial benefits or withholding the result.
- b. The candidate as well as his / her parents, during the admission will be required to furnish an undertaking in the form of an affidavit that the candidate will not indulge in any form of ragging.
- c. **Submission of Affidavits on Ragging**  
All admitted students will have to submit two duly-filled Affidavits on Ragging to the concerned Head of Department as and when asked for. Students admitted to hostels will have to submit a second set of the two Affidavits to the Warden of the concerned hostel as and when asked for.

## 10. FEES STRUCTURE FOR PG/DIPLOMA/CERTIFICATE COURSES

The admission is free for this academic session (2020-2021) as all admission fees have been waived as per the notification by Govt. of Assam. However, each admitted student must have to plant a sapling in his / her custody and look after for its survival. Student has to submit a photograph of the same to the University.

**“The roots of education are bitter, but the fruit is sweet”**

**-Aristotle**



### FEES STRUCTURE FOR ADMISSION (PG/DIPLOMA/CERTIFICATE COURSES)

Sl. No.	Particulars of Annual Fees	Economic s/ Political Science/ History	Assamese/ Bodo/ English	Mathematic al Science	Biotechnolog y/ Computer Science/ M.C.A.	M.B.A.	DBT	Bodo Certificate Course	Botany/ Chemistry/ Physics/ Zoology	Education/ Geography	Commerce
1	Admission fee	1,150/-	1,150/-	3,225/-	3,225/-	3,225/-	500/-	300/-	3,625/-	3,625/-	3,625/-
2	Course Fee/ tuition fee	3,960/-	3,960/-	3,960/-	10,710/-	12,750/-	300/-	150/-	4,505/-	3,960/-	3,960/-
	Additional fee (1 <sup>st</sup> & 2 <sup>nd</sup> Sem)	-	-	-	-	12,000/-	-	-	-	-	-
3	Library Fee	330/-	330/-	330/-	330/-	330/-	330/-	330/-	330/-	330/-	330/-
4	Library Caution Fee (Max. 80% refundable)	300/-	300/-	300/-	300/-	300/-	300/-	300/-	300/-	300/-	300/-
5	Student's Union Fee	300/-	300/-	300/-	300/-	300/-	300/-	300/-	300/-	300/-	300/-
6	Magazine Fee	200/-	200/-	200/-	200/-	200/-	200/-	300/-	200/-	200/-	200/-
7	Library Card Fee	100/-	100/-	100/-	100/-	100/-	100/-	300/-	100/-	100/-	100/-
8	Identity Card Fee	100/-	100/-	100/-	100/-	100/-	100/-	300/-	100/-	100/-	100/-
9	Poor Students Aid Fund Fee	110/-	110/-	110/-	110/-	110/-	110/-	110/-	110/-	110/-	110/-
10	Laboratory Fee	NIL	1,100/-	8,000/-	8,000/-	8,000/-	1,100/-	NIL	8,000/-	5,000/-	NIL
11	Science Caution Fee (Max. 80% refundable)	NIL	NIL	NIL	300/-	NIL	NIL	NIL	3,00/-	NIL	NIL
12	Sports & Culture Fee	300/-	300/-	300/-	300/-	300/-	300/-	300/-	300/-	300/-	300/-
13	NSS Fee	200/-	200/-	200/-	200/-	200/-	200/-	200/-	200/-	200/-	200/-
14	Medical Emergency Fee	50/-	50/-	50/-	50/-	50/-	50/-	50/-	50/-	50/-	50/-
15	Bus Service Fee	1,200/-	1,200/-	1,200/-	1,200/-	1,200/-	1,200/-	600/-	1,200/-	1,200/-	1,200/-
16	Students Welfare Fund Fee	400/-	400/-	400/-	400/-	400/-	400/-	200/-	400/-	400/-	400/-
17	Festival Fee	20/-	20/-	20/-	20/-	20/-	20/-	20/-	20/-	20/-	20/-
18	Calendar Fee	20/-	20/-	20/-	20/-	20/-	20/-	20/-	20/-	20/-	20/-
19	<b>Grand Total</b>	<b>8,740/-</b>	<b>9,840/-</b>	<b>18,815/-</b>	<b>25,865/-</b>	<b>39,605/-</b>	<b>5,530/-</b>	<b>3,780/-</b>	<b>20,060/-</b>	<b>16,215/-</b>	<b>11,215/-</b>



## 11. M.Phil. and PhD PROGRAMME

Currently both the M.Phil. and PhD programmes are offered by all the PG Departments under Bodoland University except the Department of Management Studies.

### (a) Fees structure for PhD Programme

Sl. No.	Particulars of Annual Fees	Amount in Rs.
1	Fee for admission without laboratory	10,000/-
2	Fee for admission with laboratory	20,000/-
3	Course-work fee	8,000/-
4	Registration fee	3,000/-
5	Identity card fee	300/-
6	Library card fee	300/-
7	Library fee, e-resources, Wi-Fi, Plagiarism	5,000/-
8	Monthly fee*	500/-
9	Thesis examination fee	4,500/-
10	Viva voce fee	10,000/-
11	Caution money without laboratory (Max. 80% refundable)	1,000/-
12	Caution money with laboratory (Max. 80% refundable)	2,000/-
13	Late fine for final registration (per month)	1,500/-
14	Library caution fee (maximum 80% refundable)	1,200/-

**\*Note:** A PhD scholar once admitted in the course shall pay monthly fee of Rs. 500/- till the date of submission of the PhD thesis. The fee shall be paid quarterly.

### (b) Fees structure for M.Phil. Programme

Sl. No.	Particulars of Annual Fees	Amount in Rs.
1	Fee for admission without laboratory	2,000/-
2	Fee for admission with laboratory	4,000/-
3	Course-work fee	8,000/-
4	Registration fee	3,000/-
5	Identity card fee	300/-
6	Library card fee	300/-
7	Library fee, e-resources, Wi-Fi, Plagiarism	2,500/-
8	Monthly fee*	500/-
9	Thesis examination fee (Rs. 1500/- per examiner)	4,500/-
10	Viva voce fee	10,000/-
11	Caution money without laboratory (Max. 80% refundable)	1,000/-
12	Caution money with laboratory (Max. 80% refundable)	2,000/-
13	Late fine for final registration (per month)	1,500/-
14	Library caution fee (maximum 80% refundable)	600/-

**\*Note:** M.Phil. Scholar once admitted in the course shall pay monthly fee of Rs. 500/- till the date of submission of the M.Phil. thesis. The fee shall be paid quarterly.

## 12. HOSTEL FEES STRUCTURE

Sl. No.	Particulars of Head	Fee	Renewal fee
1	Hostel admission fee	1,000/-	1000/-
2	Seat rent fee	4,200/-	4,200/-
3	Establishment fee	1,500/-	-
4	Electricity fee	1,000/-	1000/-
5	Games and sports fee	100/-	-
6	Emergency medical fee	150/-	150/-
7	Identity card fee	100/-	100/-
8	Hostel caution money (max. 80% refundable) for 1 <sup>st</sup> year only	2,000/-	-
9	Newspaper fee	100/-	100/-
10	<b>Total (Rs.)</b>	<b>10,150/-</b>	<b>6,550/-</b>

“Learn as much as you can while you are young, since life becomes too busy later”

- Dana Stewart Scott

“Education is not the learning of facts, but the training of the mind to think”

- Albert Einstein

## ACADEMIC DEPARTMENTS

### SCHOOL OF COMMERCE AND MANAGEMENT

#### DEPARTMENT OF COMMERCE

Established in 2016, the Department of Commerce is under the School of Commerce & Management. The Department has one computer laboratory with high speed broadband internet connection. The Department regularly conducts seminars and workshop for the benefit of the students. The Department also organizes discussions on contemporary / burning issues to keep the students abreast of the latest happening. The faculties are beset with vast academic and research experience and also knowledge of teaching.

#### VISION

To develop a holistic education system and excellence in Commerce with sustainable development.

#### MISSION

- ❖ To provide academic excellence for quality teaching and learning environment.
- ❖ To guide the students for UGC-NET, SLET, banking and other Civil Service Competitive Examinations.

#### PROGRAMMES OFFERED



1. M.Com.
2. M.Phil.
3. PhD

#### SPECIALIZATION OFFERED

1. Accountancy
2. Finance
3. Management

#### LIST OF FACULTY MEMBERS

	Name	Designation	Contact details
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	Name	Designation	Contact details
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	Mr. Ringsar Basumatary	Assistant Professor	+91 69006 53933 ringsarg@gmail.com

### NON-TEACHING STAFF

Mrs. Bina Saha

### RESEARCH SUPERVISORS

Research Guide	Research Areas
Dr. Arabinda Debnath	Human Resource Management and Marketing Management.
Dr. Rajesh Deb Barman	Accounts & Finance, Commerce & Management.

### DEPARTMENTAL ACHIEVEMENTS

1. UGC NET JRF : 01
2. UGC NET : 03

### DEPARTMENTAL ACTIVITIES

1. Organized a Career Awareness Programme in Banking Sector in association with State Bank of India on 23<sup>rd</sup> January 2020.
2. Organized a Campus Recruitment Training Programme in Collaboration with “Educative” on 28<sup>th</sup> August 2019.
3. Organized a Campus Recruitment drive in Association with Alongbar Hospitality and Smart Accounting Solutions on 10<sup>th</sup> July, 2019.



## CONTACT DETAILS

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