

GENERAL RULES

D. General Information

There are various committees' viz. Admission committee, Examination committee etc. headed by conveners to advise the Principal in the matter of admission, examination etc. respectively in the college.

(i) ATTENDANCE

- HS 1st Year** : Students who do not attend at least 75% of the total number of classes held in 1st year will not be allowed to appear in the annual examination held by AHSEC.
- HS 2nd Year** : Students who do not attend at least 75% of the total number of classes held in 2nd year will not be allowed to fill up the forms for HS Final Examination held by AHSEC. The attendance in the HS 1st Year classes will not be taken into account.
- TDC 1st Year** : Students who do not attend at least 75% of the total number of classes held in 1st year will not be allowed to appear in the selection test held by the College. This applies to all the subjects (major and subsidiary).
- TDC 2nd Year** : Students who do not attend at least 75% of the total number of classes held in 2nd year classes will not be allowed to appear in the selection test of the College. This applies to all the subjects (compulsory, major and subsidiary).
- TDC 3rd Year** : Students who do not attend at least 75% of the total number of classes held in the 3rd year will not be allowed to appear in selection test of the College. Attendance of the TDC 1st Year and 2nd Year classes will not be taken into account.
- PG COURSE** : Students who do not attend at least 75% of the total number of classes held in Semester I, Semester II, Semester III and Semester IV will not be sent up for appearing in the corresponding University Examination. Attendance in a particular semester will not be taken into account in the subsequent semester.

- The 75% class attendance is also applicable to all the self financing and/or add-on courses mentioned in the Prospectus.
- Students who fail to attend their classes for a certain period of time at a stretch on genuine, reasonable, and acceptable grounds such as serious diseases or accidents and related treatment involving themselves and members of their family, death of near and dear ones, academic/ sports/ cultural activities approved by the College etc. must apply, in writing to the Head of the Department concerned for consideration of exemption of the absence for the period, immediately after such absence. Application must be supported with testimonials/documents wherever necessary. However, such applications will be considered if and only if the student has the requisite 75% class attendance till the last date he/she has attended classes. Even for such cases the actual attendance must not fall short of 50%.

(ii) CANCELLATION OF SEATS

- a. Students failing to attend classes for 15 (fifteen) days at a stretch in the first month of commencement of classes will forfeit their seats.

(iii) EXAMINATION RULES:

The College Examination Branch Conducts all the College Examinations.

1. All students must appear in all the examinations conducted by the College during an academic year and attend their classes regularly - the minimum attendance must be 75% of the classes held. Sick bed will be provided to the sick students during all college examinations.
2. The following examinations will be conducted by the College during an academic year:

Class	Examination
a) H.S. 1st Year	Test Examination.
b) H.S. 2nd Year	Test Examination.
c) T.D.C. 1st Year	Unit Test and Selection Test Examination.
d) T.D.C. 2nd Year	Unit Test and Selection Test Examination.
e) T.D.C. 3rd Year	Unit Test and Selection Test Examination.
f) P.G. Classes	One/Two Sessional Examinations per Semester

3. (a) The suitability of the students to appear at the final examination with subject(s) having practical will be decided on the basis of their regularity and performance in the laboratory work. Those found below standard will not be allowed to appear in the final examination.
(b) Marks in the "Internal Assessment" for practical papers of Three year degree course student will be decided on the basis of their regularity and performance in the laboratory work and test conducted by the concerned departments at least one month before the final examination.
4. For all the College examinations, pass marks as laid down by AHSEC/Gauhati University will be taken as standard for selection test. Relaxations, if any, will be decided by the "Committee for finalization of results of selection test examination".
5. A student not appearing in any subject in any examination shall be deemed to have secured "ZERO" in that particular examination.
6. Absence from the selection test examination shall mean detention but under special circumstances may be considered on the merit of the periodical examination. No such consideration will be made in case of students attending below 75% classes in respect of both Higher Secondary and Three Year Degree Course students. Students declared as discollegiate are debarred from appearing in the test examination.
7. If a TDC student desires to discontinue Major course, he/she must take transfer certificate from the College.
8. Result of defaulters on account of College, Hostel, N.C.C., Sports, Students' Union, Library matters will be kept withheld.
9. Re-admission of unsuccessful students will be governed by "College Admission Rules".
10. Expulsion from any examination will lead to the expulsion from the College.

(iv) MAINTENANCE OF DISCIPLINE AMONG STUDENTS:

- A. Great emphasis is laid on discipline and character building of students and they are expected to maintain a high standard of discipline. They are subject to the rules and regulations of the College and Hostel.
- B. The student admitted to the College must abide by all rules and regulations as prescribed by the College Authority. Violation of rules, unsatisfactory progress, irregular attendance, irregular clearance of college and hostel fees, showing discourtesy to the teachers and staff members in any form, adoption of unfair means during examination etc. are some of the offences which may make students liable for disciplinary action like termination of scholarship, non-awards of college diploma, forced transfer and even expulsion from the College and hostel.
- C. As per the UGC Guideline [no. F 1-16/2007 (CPP-II), April, 2009], all forms of ragging in hostels and the college campus are prohibited. Ragging is considered as a cognizable offence under the law of the land and ragging in all its forms is totally banned in the entire institution, including its departments, constituent units, all its premises (academic, residential, sports, canteen etc.) whether located within the campus or outside and in all means of transportation of students whether public or private. Punishable ingredients of Ragging are (1) Abetment of ragging; (2) Criminal conspiracy to rag; (3) Unlawful assembly and rioting while ragging; (4) Public nuisance created during ragging; (5) Violation of decency and morals through ragging; (6) Injury to body, causing hurt or grievous hurt; (7) Wrongful restraint; (8) Wrongful confinement; (9) Use of criminal force; (10) Assault as well as sexual offences or unnatural offences; (11) Extortion; (12) Criminal trespass; (13) Offences against property; (14) Criminal intimidation; (15) Attempts to commit any or all of the above mentioned offences against the victim(s); (16) Physical or psychological humiliation; (17) All other offences following from the definition of "Ragging".

The college authority has set up an empowered 'Anti-Ragging Committee'.

Following Strong disciplinary action may be taken if any one is found to be involved directly or indirectly in ragging:

- Suspension from attending classes and academic privileges
- Withholding/withdrawing scholarship/fellowship and other benefits
- Debarring from appearing in any test/examination or other evaluation process
- withholding results
- Debarring from representing the institution in any regional, national or international meet, tournament, youth festival etc.
- Suspension/expulsion from the hostel
- Cancellation of admission
- Rustication from the institution for period ranging from 1 to 2 years
- Expulsion from the institution and consequent debarring from admission to any other institution for a specified period
- Fine ranging between Rs. 25,000/- and Rs. 1,00,000/-
- Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the authority will resort to collective punishment.

- D. Any form of sexual harassment may be reported to the College Authority by means of written complaints to be filed in the 'Sexual Harassment Complaint Box', fitted near the cash counter of the College.
- E. The courses of studies in Cotton College are full time courses. No student can take any other full time course simultaneously.

- F. Student Societies and Associations shall be subject to such rules and regulations as the College Authority may prescribe from time to time.
- G. Only those Societies and Associations recognized by the College Authority shall have the facilities of the College premises.
- H. Any notice desired to be pasted or circulated by the students anywhere in the College and hostel premises will need the prior approval of the College Authority.
- I. All powers of maintenance of discipline are vested with the Principal and his/her decision shall be final in all such matters.
- J. Departmental get together will be held in respective department on the same day instead of separate Freshers' meet. Date of the get together will be fixed by the Principal.

(v) CODE OF CONDUCT FOR STUDENTS:

- ☞ The guide line for Dress Code of Students in the College Campus :
 - Formal Salwar Kamiz with Dopatta or Mekhala Chadar or Saree or Formal Tribal Traditional Dress for girl students.
 - Formal Trouser with Shirt or T-Shirt for boy students.
- ☞ Mobile phone must be switched off over the plinth area of the College except in the Hostels and the Canteen.
- ☞ Gossiping and loitering on the plinth area of the College is strictly prohibited.
- ☞ Students must carry their Identity Cards on person while inside the College Campus. Any violation of the Code of Conduct will invite strict disciplinary action extending upto expulsion from the College.

(vi) OTHERS:

A. Students' Travel Concession:

Students are entitled to Travel concession by rail or air on their way home from the institution and back during vacation only.

B. Renewal of College Identity Card:

College Identity Cards are issued annually. Old identity cards are to be surrendered at the end of each academic session for renewal.

C. Renewal of Admission:

- Students promoted to HS 2nd year, TDC 2nd year and TDC 3rd year classes on the basis of results declared by AHSEC/GU shall have to deposit college fees at the counter within two weeks of the declaration of results-the exact dates will be notified by the Principal. All the above categories of students must get their college identity cards revalidated.
- Students who are found eligible to attend M.A./M.Sc. (3rd and 4th Semester) class shall have to deposit college fees for the course within two weeks of commencement of classes. The exact date will be notified by the Principal. All the above categories of students must get their college identity cards revalidated.

D. Admission of Unsuccessful Students:

- HS 1st year and TDC 1st year students detained in Pre-final/Test Examination or declared as discollegiate, are to apply for admission along with the fresh applicants. However, they will not get any preference in respect of admission to the College or to a hostel. Students

detained in the same class for two consecutive years will not be admitted to the regular classes of the College.

- Students detained at the Pre-final / test Examination of HS 2nd year and TDC 2nd and 3rd year classes or declared as discollegiate, will be re-admitted to the respective classes as regular students. They must attend regular classes and appear in the pre-final test.
- Unsuccessful candidates of HS (Sc.) final examination who appear from this College shall have to attend requisite number of practical classes. The same rule will apply to unsuccessful candidates of HS (Arts) final examination, if they have Geography or Anthropology as a subject. Other unsuccessful candidates of HS (Arts) final examination shall have to get their name enrolled as casual students and such candidates need not appear in the pre-final / test examination.
- The unsuccessful students of HS 1st year Examination of AHSEC can take admission as casual students just after the completion of regular admission in HS 1st Year. This facility will not be extended to the same candidate who fails to clear the 1st year HS examination in the subsequent year.
- Unsuccessful candidates of TDC Part (I) & (II) Examinations of Gauhati University appearing from this College shall have to enroll their names as regular students of TDC 2nd year and 3rd year classes respectively as notified by the College Authority.
- Unsuccessful candidates of HS Final Examinations of AHSEC and TDC Part III Examination of Gauhati University appearing from this College shall have to enroll their names as casual students of HS 2nd year and TDC 3rd year class respectively as notified by the College Authority.

E. College Diploma Certificate:

College Diploma Certificates are awarded to HS (1st year and 2nd year) and TDC (1st year, 2nd year and 3rd year) students who secure 70% aggregate marks or above in the selection test examination and pass in every subject in all the examinations. In the case of those offering Major, the requirement will be limited to 70% marks in the Major and pass marks in every other subject of the course in all the examinations. In case of HS students, 70% of aggregate marks is calculated on the basis of their performance in all the subjects including the 4th elective subject.

No student will be qualified for a certificate if he or she has not regularly attended the classes and appeared in all the examinations of the College.

F. Hostel Facilities and Hostel Rules:

- The College has three Girls' Hostels and seven Boys' Hostels. These are all situated within and around the College campus. Hostel seats are allotted at the time of admission on the basis of merit. Conduct in the hostel is governed by the '**Cotton College Hostel Rules**', copies of which are available in the College Office free of charge. Hostels remain closed during summer and Puja Vacations. Students of both Under-Graduate and Post-Graduate classes are allowed to stay in the Hostel for one session only. Hostel seats are limited. The number of seats in different hostels are :

Name of the Hostel	Total Number of Seats
❖ Krishna Kanta Handique PG Boys' Hostel	75
❖ Anundo Ram Barooah Boys' Hostel	45
❖ Mohendra Nath Deka Phukan Boys' Hostel	110
❖ Rajani Kanta Bordoloi & Ambikagiri Roychoudhury Boys' Hostel	80
❖ Seeta Nath Brahma Choudhury Boys' Hostel	90
❖ Swahid Mozammil Haque Boys' Hostel	64
❖ Swahid Ranjit Borpujari Boys' Hostel	45

❖ Padmashree Nalini Bala Devi Girls' Hostel	112
❖ Swahid Kanaklata Girls' Hostel	105
❖ Dr. Kamala Roy Girls Hostel	60

- Hostel seats are allotted on merit basis and stream wise. Students can not show preference for any particular hostel. Hostel seats are generally allotted to HS (Day shift) students. However, after allotment of seats to HS (Day shift) students the vacant seats, if any, will be allotted to HS (Evening shift) students on merit basis.
- All boarders are to maintain strict discipline as per the Hostel rules. Violation will invite punitive action even to the extent of expulsion from the hostel and the College.

G. Library Facility:

Dr. Surya Kumar Bhuyan Library of Cotton College, founded at the time of the inception of the college itself, is one of the oldest libraries in entire NE region. Presently it has got a collection of 1, 24,259 (updated upto May, 2010) books, journals, periodicals, reports and other documents. The library caters the needs of both Undergraduate and Post-Graduate students.

Library remains open:	Monday to Friday	10-00 AM to 7-00 PM
	Saturday	10-00 AM to 3-00 PM
Book Issue Hours	: Monday to Friday	11-00 AM to 1-30 PM
	Saturday	11-00 AM to 2-00 PM
Number of Cards issued	: HS classes	2 each
	TDC classes	2 + 2 each
	PG classes	2each.

- Two extra cards are issued to the student of TDC & PG of some subjects where the number of students is limited. A student can borrow books for a maximum period of 15 days from the date of issue. If he/she fails to return the same within that stipulated period, a fine of 10 paisa per day to the next 15 days and Rs. 1.00 per day thereafter will be imposed.
- Photostat facility is available at the college library. Rs. 1/- is charged per photocopy. Internet facility is also available in the library.
- The automation work of the library is on progress. A computerized database of all the library books and other documents has been created. A database of the faculty members and Post-Graduate students has also been created. Computerized transaction of books by all the faculty members and students of the college is available in this library. Library database can now be accessed by all within the College campus. Very recently, the UGC INFLIBNET-NLIST e-journal browsing facility to all the faculty members and research scholars of the College has been extended to this library by the UGC.

H. Hospital Facility:

Cotton College has hospital facility for all the students, particularly for those residing in hostels under the supervision of one Medical & Health Officer and one Pharmacist. The old hospital building has been dismantled and a new building is being constructed in that place. However, as a stop gap arrangement, the hospital facility is being provided in a few rooms of the SRB Boys' Hostel.

Scholarship:

There is a scholarship section in the College Office, which is responsible for all matters relating to various scholarships. Generally the following categories of scholarship are available to the meritorious students:

1. National Scholarship
2. State Merit Scholarship
3. SC /ST Scholarship
4. OBC/MOBC/Tea-garden Labour Scholarship
5. Hindi Scholarship for Non-Hindi Speaking States
6. Scholarship awarded by *Rastriya Sanskrit Samsthan*, New Delhi for students of Sanskrit

7. Special Scholarship for students other than OBC/SC/ST
8. Special Scholarship for the Children of Political Sufferers
9. National Merit Scholarship for the children of School Teachers
10. Other State Scholarships
11. Scholarship for Char area students / Minorities

**SCHOLARSHIP MONEY IS PAID TO THE STUDENTS THROUGH A/C PAYEE
CHEQUES ONLY**

J. College Transfer Certificate:

Any student seeking transfer from the college will have to apply to the Principal for transfer certificate. The following documents must accompany the application.

1. Clearance certificate from the College Office.
2. Clearance certificate from the Librarian.
3. Clearance certificate from the Superintendent of the Hostel concerned (*in case of boarder*).
4. Clearance certificates from the Vice-President, Athletic/Cultural Section, Cotton College Union Society (CCUS) [*in case of office-bearer of the CCUS*].
5. Clearance certificate from the Treasurer, Students Aid Fund.
6. Records of percentage of attendance duly signed by the Heads of the concerned Departments.
7. Certificate of the Convener of the Admission Committee regarding the surrender of the College Identity Card.
8. Clearance certificate from the Head of the Department concerned in case of a Major / PG student.