



#### CHANGE OF SUBJECT:

Any student intending to change subject must apply for such change within 10 (Ten) days, from the date of admission and must be settled within 15 (Fifteen) days for both H.S. and B.A. first semester. No further date shall be extended. Acceptance of change wholly depended upon the department concern.

#### TEACHING PLAN:

Based on the Academic Calendar, Teaching Plans for all the classes of H.S. and T.D.C. are prepared by the Academic Committee of the College at the beginning of every Academic Session. The teaching plans include remedial classes for the weak students and special care is taken of the brilliant students. The emphasis is given on timely completion of courses and other activities so as to enable the students to prepare for examinations in right earnest. Teaching methods comprises of varied activities - lecture method, tutorials, group discussion, assignments, seminars, workshops, library work, field work, project and presentations by the students. The overall progress of the student(s) is individually monitored throughout.

#### RESERVATION:

- I) There is provision for reservation of seats for students belonging to SC, ST (Plains), ST (Hills), OBC, M.OBC, and specially abled students as per Govt. rules.
- II) Seats may be allotted to student(s) having outstanding performance records in the field of -- Sports, Culture, NCC and other extracurricular activities.

#### DISTANCE EDUCATION CENTRE :

Distance Education Contact Centre of Digboi Mahila Mahavidyalaya was started from the session 2003-2004. The subjects introduced are Assamese, Political Science, Economics Sociology. The last date of admission into PG previous year classes alongwith deposit of admission fee is as directed by the University. The final examination is held in the month of December every year. Study materials are issued to the students and student counseling is held from time to time with prior notice.

#### Career Oriented Course:

The College has introduced the UGC Sponsored Career Oriented Baking Course. There are additional courses meant primarily to teach techniques and skill in certain trades considered to be helpful for a student to be self-reliant, on the completion of such course, certificates will be granted.

#### SELF-FINANCING COURSES:

The college has introduced the following self-financing short-duration courses. There are additional courses meant primarily to teach techniques and skill in certain trades considered to be helpful for a student to be self-reliant. These courses may be pursued by students enrolled for either H.S. or Degree courses. On the completion of such courses, certificates will be granted:

The courses are: a) Beautician's Course b) Computer Application c) Spoken English

#### AWARENESS PROGRAMMES / TRAINING:

APSC / UPSC / Defence / Banking / Paramedical / Police / Staff Selection Programmes will be organized in this year for benefit of the students.

#### PROCEDURE FOR ADMISSION

- (a) Online Admission is admissible for which students should go through the college website [www.digboimahilamahavidyalaya.com](http://www.digboimahilamahavidyalaya.com)
- (b) Admission into the college is made strictly in order of merit and is governed by the college Admission Committee. Cut off marks 40%.

SNo.144(C1)

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BY SPEED POST

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F.No.21-2/2015 (CU)

March, 2016

The Registrar  
All Central Universities and  
Principal, UCMS.

23 MAR 2016


**Subject: Revised Budget Estimates for 2015-2016 under Non-Plan of Central Universities – regarding point wise reservation roaster.**

Sir,

This is in reference to the discussion on Revised Budget Estimates for 2015-2016 held on 1<sup>st</sup> March, 2016 to 3<sup>rd</sup> March, 2016 in the UGC office. In this regard, I am directed to inform you that it has been observed that some of the Central Universities has not maintained the point wise reservation roaster. Therefore, it is to inform you to frame the point wise reservation roaster as per rules framed by the Govt. of India. Further, it is also to inform you that as per instructions of Govt. of India/UGC, the educational institutions receiving grant-in-aid from Central Government have to follow the *prescribed percentage of Reservation i.e. 15% for SCs, 7% for STs and 27% in OBCs in the matter of teaching and non-teaching posts as well as in admissions to various courses except Minority educational institutions under Article 30(1) of the Constitution. The Central Universities are receiving 100% grant from the Central Government/UGC and they have to follow the Reservation Policy of the Government of India for SCs/STs in toto i.e. 15% for SCs, 7% for STs and 27% for OBCs in the matter of teaching and non-teaching posts as well as in admissions to various courses/degrees.*

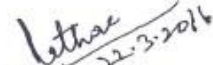
As per instructions of UGC, all the Central Universities have to maintain/provide the reservation for SCs/STs in teaching positions at all levels i.e. Assistant Professor, Associate Professor and Professor and OBC reservation at Assistant Professor only.

Yours faithfully,

  
(Sushma Rathore)  
Under Secretary

Copy to:-  
The Finance Officer  
All Central Universities and  
Principal, UCMS.



  
(Sushma Rathore)  
Under Secretary

etc  
Karyade  
22/3/16

etc  
Karyade  
22/3/16