

PROSPECTUS

Master of Business Administration Programme
2009-10



ASSAM UNIVERSITY : SILCHAR
(A Central University established by an Act of Parliament)

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Master of Business Administration Programme
2009 - 10

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Her Excellency, The President of India

- **CHIEF REACTOR**

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The Governor of Assam

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THE UNIVERSITY



Assam University, Silchar was established in 1994 as a Central University by an Act of Parliament (Act 13 of 1989) enforced through Notification of the Government of India.

The University over the years has made impressive strides in establishing itself as a premier institution of learning in North East India where emphasis persistently has been on the blending of quality education, socially relevant endeavours and scientific pursuits with mission-orientation and tireless striving for excellence.

The sprawling University Campus is spread over an area of about 600 acres where 29 Post Graduate Departments under nine Schools of Studies of the University function. The institution provides state-of-the-art facilities to students who come from different parts of the country and abroad. The current roll strength is around 2000 which includes students at the Post Graduate and Integrated Courses and the students and researchers at M.Phil. and Ph.D. levels.

The Campus is 23 km off Silchar city. Silchar being gateway to the southern part of North East India is the hub of commercial activities and known for its history as the Tea Capital of South Assam.

Away from the humdrum of the busy city-life of Silchar and set amidst its sylvan surroundings, the University community engages itself in academic pursuits.

With the mystique Bhuban and Barail ranges of hills at the backdrop, Assam University Campus is surrounded by lush green hillocks, natural lakes and picturesque tea gardens of South Assam. The serene setting together with exquisite natural beauty in and around the Campus adds



THE DEPARTMENT



The Department of Business Administration under the School of Management Studies (DBA-SMS), Assam University started functioning in July 1997. The Department today is the leading institution of Management education in North East India.

The mission of the Department is to contribute – through pursuit of excellence in teaching and other creative and innovative endeavours pertaining to management education, research, consultancy and training – to the process of developing capable human and managerial resources and thereby to the corporate, industrial, entrepreneurial, economic, social, intellectual and cultural development of the nation.

To accomplish its mission, DBA-SMS offers AICTE - approved full-time Master of Business Administration (MBA) programme and also research programme in Management leading to the Degree of Doctor of Philosophy (Ph.D.).

Alongside its normal academic activities, the Department organises discussions, seminars, symposia, workshops, study tours, training programmes and industry - interfaces, among others. The focus is clearly on developing among the students awareness and in-depth understanding of the issues that are of contemporary professional and corporate relevance in India and around the globe.

Academic programmes in DBA-SMS are handled by a competent Faculty whose members have been drawn from different parts of the country through the process of national-level selection.

The Faculty in DBA-SMS has developed over the years core competency in select areas of Business Administration. These range from conventional functional areas like Financial Management, Marketing Management and HRM to such specific areas as Information Technology Management and Management of Retail

The strength of DBA-SMS has been built over years around its enabling teaching learning ambience, dedication of core Faculty, close industry-linkage maintained through the DBA-SMS Corporate Relation Cell and the local chapter of All India Management Association, global orientation of students (developed and nurtured through involvement of the Centre for East Asian Business Studies), a vibrant Learning Resource Centre, and finally the Department's excellent record of campus placement.



FACULTY

Name	Designation	Area of Specialization
Prof. A . Mazumdar <i>M. Com, Ph.D.</i>	Professor	Industry Analysis & Strategic Management
Prof. R.K. Raul <i>M. Com, Ph.D.</i>	Professor	Finance & Strategic Management
Dr. A.L. Ghosh <i>M. Com, PGDBIO, ICWA, LL.B., Ph.D.</i>	Associate Professor	Accountancy, Costing, Business & Industrial Law
Dr. H. Ramananda Singh <i>M.Sc. (Maths), MBA, PGDCA, Ph.D.</i>	Associate Professor	Marketing, General Management & Quantitative Techniques.
Dr. D. Bhattacharjee <i>M.Sc. (Stat), M.Sc. (Comp. Sc.), M. Phil., Ph.D.</i>	Reader	Quantitative Techniques, DBMS & E-Commerce
Dr. Arup Barman <i>M. Com(G.U), PGDipTD, Ph.D(HRM)</i>	Assistant Professor	HRD & Managerial Economics
Mr. Debomalya Ghose <i>BE, MBA</i>	Assistant Professor	Operations Management & IT Management
Dr. Anurag Singh, <i>MBA, Ph.D</i>	Assistant Professor	Marketing & Retail Management
Mr. Nigamananda Biswas <i>M. Sc. MBA, DCA</i>	Assistant Professor	OB, HRM & Marketing
Mr. H. R. Laskar <i>MBA</i>	Assistant Professor	Enterprenuership, Retail Management
Dr. Ranjit Singh <i>M. Com, FDP(M(IIMA), Company Secretary(Inter) Ph.D</i>	Assistant Professor	Finance & Accounting
Ms. Juthika Konwar <i>MBA</i>	Assistant Professor	HRM & Entrepreneuship



The Master of Business Administration (MBA) is a two year full-time programme. The programme aims at equipping the students with a comprehensive set of skills and in-depth understanding of the theory and practice of real-life-management within the framework of a multi-disciplinary and multi-cultural setting.

The specific objective of MBA programme is to enable the graduates to —

- a] understand and be able to analyse the socio-economic, political, technological and ecological environment of businesses and their interfaces with the society;
- b] acquire state-of-the-art knowledge and skills in the basic disciplines and functional areas of management;
- c] develop positive, dynamic and innovative attitudes so as to be able to manage change and contribute meaningfully to organisational growth in a fast-changing borderless world, and also
- d] develop values and sensitivity towards societal problems and the urge to promote human well-being.

The course-structure for the programme has been designed keeping in view the immediate on-the-job requirements as well as the long-term career-needs of the young professionals. Proper balance is maintained between the general foundation component of the course and its specialised components.

DBA offers to its students the opportunity to specialise in two selected areas of their interest under the scheme of **dual specialisation**.

The five specialisation / optional areas open to MBA Students are—

- Marketing
- Finance
- Human Resource Management
- Information Technology Management, and
- Retail Management

The important features of the MBA programme are the following:

1. Balanced Mix of Theory and Practice:

The MBA course structure, which is regularly revised and updated (the latest updated syllabi came into effect in July 2005) maintains within it a perfect balance between the theory and the practical aspects of business management, with the theoretical inputs being adequately supplemented by such practical components as case studies, field works, industry visits, interaction with professionals and project study, among others.



2. Extensive coverage of the core-courses:

The core-courses offered to the students have extensive coverage and have been designed in such a way as would facilitate the exposure of students to the growing and diverse areas of Business Management.

3. Compulsory Summer Training :

At the end of second semester, all students have to undergo summer training of a minimum 8 (eight) weeks duration with an industrial, business or service organization. The conditions of successfully completing the programme remain unfulfilled till a student undergoes summer training in organizations as approved by the Department. Each student is required to submit his / her Summer Training project report to the Department during the third semester for the purpose of evaluation.

4. Technology focus :

Keeping in view the need for orienting the executives-of-tomorrow towards the rapidly changing technological environment, the MBA programme lays emphasis on aspects relating to management of technology. While the core-courses include areas like Information Technology Management, Operations Management, and other related courses, IT Management is offered also as a distinct specialisation area. The system of teaching-learning is backed by **audio-visual teaching aids** and a **Computer Lab** designed specially to cater to the specific needs of the MBA Students.

5. Environmental and Ethical Concerns :

One of the important objectives of the MBA programme is to develop within the budding executives a sense of commitment to values and ethics and a pro-active attitude towards environmental and societal problems and human well being. The programme arranges for the purpose relevant academic inputs. Students are also encouraged to participate in various awareness camps and voluntary activities through the initiative of the Management Club.

6. Emphasis on Communication Skill :

The provision of core papers like Communication for Management enable MBA students improve their communication and presentation skills. The overall emphasis of the programme however is on personality development. The programme makes it imperative for students to regularly attend grooming sessions and workshops specially designed for their personality development. The Faculty in DBA-SMS is now engaged in preparing a detailed programme covering even such aspects as Yoga sessions and Body Language workshops to facilitate the all-round development of students' personality.

7. Continuous Evaluation :

The scheme of continuous evaluation of students is now in force. Progress of each student is closely monitored, feedbacks are arranged to enable the students understand their weaknesses, and counselling sessions are organised whenever necessary.



8. Internal Assessment :

As per the MBA course curriculum, in each theory paper 30 per cent of the weightage is assigned to internal assessment of students based on his / her performance in :

- seminars, discussions & group work activities;
- individual and group oral presentations and class tests;
- written assignments, term papers & viva-voce; and
- class-room participation, attendance and discipline

9. Compulsory Project Study:

In the 4th Semester, each student is required to undertake an independent project work. The purpose of the project study is to enable the students to study, analyse, interpret and report on one or more management problems and situations. The study is conducted following standard methodology of Management Research under the supervision of a faculty member or an external supervisor appointed by the Department.

10. Coping with the challenges of Globalisation :

The MBA programme attaches due weightage to equipping the students with state-of-the-art knowledge and skills so that they can successfully handle the decision -situations that are being faced in the context of globalisation of business operations. Apart from the optional and core courses offered in the area, other inputs in the form of seminars, discussions and face-to-face interaction with industry executives are also regularly arranged to enhance global orientation of the students.



PROGRAMME STRUCTURE



The Master of Business Administration (MBA) is a two year full-time programme. The programme is organized in two years-First Year and Second Year, each year comprising two semesters. The list of papers offered during First Year and Second Year of the programme are as follows:

FIRST YEAR

Semester-I

- CP-101 Management Process and Principles.
- CP-102 Managerial Economics.
- CP-103 Accounting for Managers.
- CP-104 Organization Behaviour.
- CP-105 Environment Management and Business Ethics.
- CP-106 Quantitative Techniques for Management – I
- CP-107 Information Technology for Management
- CP-108 Communication for Management.

Semester-II

- CP-201 Quantitative Techniques for Management – II
- CP-202 Management Information System
- CP-203 Business Environment in India
- CP-204 Research Methods in Management
- CP-205 Financial Management.
- CP-206 Human Resource Management.
- CP-207 Marketing Management.
- CP-208 Operations Management – I.

SUMMER TRAINING

At the end of second semester, all students are to undergo summer training of a minimum 8 (eight) weeks duration with an industrial, business or service organization by taking up a project study.

SECOND YEAR

During Second Year, in addition to compulsory papers and project studies, a student shall have to choose four optional papers in third semester and four optional papers in fourth semester from the list of optional papers announced at the beginning of each semester. Under the scheme of Dual Specialisation, of the eight optional papers a student selects five papers (**two** in 3rd semester and **three** in 4th semester) from any one of the optional groups (to be called Major Group) and three papers (**two** in 3rd semester and **one** in 4th semester) from any of the remaining optional groups (to be called the Minor Group).

Semester-III

- CP-301 Strategic Management.
 - CP-302 Operations Management II.
 - CP-303 International Business Environment
 - CP-304 Summer Training Project.
- (plus 4 Optional Papers)*

Semester-IV

- CP-401 Business Law.
 - CP-402 Entrepreneurship and Small Business Management.
 - CP-403 Project Study (equivalent to two papers).
- (plus 4 Optional Papers)*

LIST OF OPTIONAL PAPERS

Finance

- FM-3101 Management of Financial Institutions.
- FM-3102 Security Analysis and Investment Management.
- FM-3103 Financial Services.
- FM-3104 Portfolio Management.
- FM-3105 International Financial Management.
- FM-3106 Working Capital Management

Marketing

- MM-3201 Consumer Behaviour.
- MM-3202 Advertising Management.
- MM-3203 Sales and Distribution Management.
- MM-3204 International Marketing.
- MM-3205 Marketing of Services.
- MM-3206 Product Policy & Brand Management.



Human Resource Management

- HR-3301 Management of Industrial Relations.
- HR-3302 Human Resource Development - strategies and systems.
- HR-3303 Labour Legislation.
- HR-3304 Counselling Skill for Managers
- HR-3305 Management Development.
- HR-3306 Cross Cultural and Global Management.

Information Technology Management

- IT-3401 System Analysis and Design.
- IT-3402 Database Management System.
- IT-3403 Business Process Re-Engineering
- IT-3404 Internet Programme for E-Commerce.
- IT-3405 Security and Control Information System.
- IT-3406 Enterprise Resource Planning.

Retail Management

- RM-3501 Retail Management Fundamentals
- RM-3502 Management of Retail Operations
- RM-3503 Consumer Behaviour in Retail Sector
- RM-3504 Merchandise Planning & Marketing
- RM-3505 Supply Chain Management in Retail Sector.





ADMISSION



Graduate in any discipline from a recognised University with minimum of 50% marks in aggregate in either honours or pass course or graduate in Engineering, Technology, Pharmacy or Agriculture with at least 60% marks in aggregate is eligible for the Master of Business Administration Programme.

Admission to the programme is through the MAT conducted by All India Management Association (AIMA).

The Selection Procedure, besides taking into account academic achievement of the applicant, also aims at assessing his / her potential for a management career. Consequently, a multi criteria selection model is used. The final selection is made on the basis of MAT score, past academic records, group discussion and personal interview..

Candidates appearing for Degree (Final Year) Examination are also eligible to apply for admission. Their admission, if selected, will be subject to submission of their result latest by September 29, 2007 failing which their provisional admission shall stand cancelled automatically.

The approved intake in the MBA Programme is 92 (ninety two).

Reservation of seats will be as follows: Scheduled Caste category (SC) : 15%; Scheduled Tribe category (ST) : 7.5%; Physically Challenged (PC) : 3%. A relaxation of upto 5% marks in the qualifying examination is permissible in case of candidates coming from the reserved categories.

Reservation of seats for other backward categories (OBC) will be made as per Central Government Rules.

- Last Date of submission of Application : 19th June, 2009.
- Group Discussion & Personal Interview on : 26th and 27th June, 2009.
- Display of list of Selected Candidates : 30th June, 2009
- Classes to start on : 17th July, 2009.

FEES PAYABLE BY MBA STUDENTS

Sl. No.	Particulars	Amount(Rs.)
01	Admission Fee (one time)	1,200.00
02	Tuition Fee (monthly)	85.00
03	Course Fee (per semester)	12,500.00
04	Registration Fee (one time)	100.00
05	University Development Fund (annual)	100.00
06	Library Caution Deposit (one time, refundable)***	600.00
07	Placement Information & Brochure Fee (including Students' Profile for Summer Training) (annual)	1,500.00
08	Identity Card Fee (one time)	50.00
09	Library Fee (annual)	200.00
10	Sports Fee (annual)	50.00
11	Medical Fee (annual)	50.00
12	Students Co-curricular Fund (annual)	100.00
13	Students Aid Fund (annual)	50.00
14	Examination Fee (per semester)	800.00
15	Magazine Fee (annual)	60.00
16	Management Bulletin / Journal Fee (per semester)	150.00
17	Departmental Library / Knowledge Centre (per semester)	300.00
18	Computer Lab. Caution Deposit (refundable)***	1,000.00
19	Computer Lab & Internet Fee (per semester)	600.00
20	Management Alumni Fee (annual)	300.00
21	Management-Fest & Industry Interface Fee (per semester)	500.00
22	Teaching Materials (per semester)	600.00

- *Subject to notifications issued by the University / Department from time to time, fees payable for 2009 - 10 are to be paid at the time of admission and fees payable for 2010 - 11 at the time of enrollment in 2nd year classes.*
- *Fees shall be payable in cash or by a crossed bank draft drawn in favour of Assam University, payable at Silchar.*
- *A student who after taking admission desires to withdraw his / her name from the roll of University can not claim any return of fees except the amount paid by him / her as caution deposit.*

ACADEMIC CALENDAR FOR MBA STUDENTS 2009 - 2011

Item	For Students of 2009-11 batch	For Students of 2008-10 batch
Admission of new students	July 01–03, 2009	-
Enrolment of existing students based on eligibility (without late fees)	-	July 06, 2009
Admission / Enrolment (with late fees) upto	-	July 31, 2009

ODD SEMESTER

Classes start	July 17, 2009	July 06, 2009
* First Sessional Tests	August 17-20, 2009	August 17-20, 2009
* Second Sessional Tests	Sept. 22-25, 2009	Sept. 22-25, 2009
Autumn Break	Sep 24 - Oct 18, 2009	Sep 24 - Oct 18, 2009
* Third Sessional tests	Nov 10-16, 2009	Nov10-16,2009
Preparatory leave	Nov 23–Dec 01, 2009	Nov 23–Dec 01, 2009
Odd semester exams**	Dec 2-14, 2009	Dec 2-14, 2009
Management Fest & Alumni Meet	Dec 26-28, 2009	Dec 26-28, 2009
Declaration of result (Odd Semesters)	Dec 29, 2009	Dec 29, 2009

EVEN SEMESTER

Classes start	Jan 04, 2010	Jan 04, 2010
University Foundation Day	Jan 21, 2010	Jan 21, 2010
* First Sessional Tests	Jan 28-Feb 03, 2010	Jan 28-Feb 03, 2010
All India Management Day	February 21, 2010	February 21, 2010
* Second Sessional tests	Feb 24-March 02, 2010	Feb 24- March 02, 2010
* Third Sessional tests	March 23-26, 2010	March 23-26, 2010
Preparatory leave	April 05-12,2010	April 05-12, 2010
Even semester exam	April 13-27, 2010	April 13-27, 2010
Declaration of result (Even Semesters)	May 15, 2010	May 15, 2010
Summer Break [@]	May 20-June 30, 2010	

* indicates tests along with regular classes.

** Examination dates are tentative. The final dates and schedule will be notified at an appropriate time by the Controller of Examination, Assam University.

@ At the end of second semester, all students will have to undergo summer training of 8 (eight) weeks duration with an industrial, business or service organization by taking up a project study. The summer training will be arranged in the months of May and June, 2010 and the process has to be completed within 1st July 2010.

N.B.: The dates mentioned in the Calendar may be revised by the University / Department, whenever necessary.



PLACEMENT

The Placement Cell in the Department of Business Administration (DBA) extends counselling services to all placement aspirants. The Cell's activities include organisation of workshops and lectures by corporate professionals and placement consultants and preparation of students' resume/ bio-data / curriculum vitae and placement brochure. The Cell is also developing a detailed Employers' Database that would help the students to trace out employment opportunities in India and abroad.

The alumni of the Department Business Administration of Assam University are now to be found in some of the country's best-managed companies which include Tata Chemicals Ltd., HCL Info Systems, Tata AIG, Cadbury India, Zenith Computers Ltd., ONGC, Philips India, Cadila, LICI, VSNL, Standard Chartered Bank, Reliance Infocom, Infosys, Airtel, Aircel, IOC, Cipla, Eagle Flux, HDFC Bank, Lupin Ltd., IBM Dutch, among others.

A number of companies like Tata Chemicals Ltd. and HCL Info Systems visited the Department for the purpose of campus recruitment of MBA students. A number of other leading companies in India absorbed the MBA students of this Department as summer internees.

COMPANIES PARTICIPATING IN THE PLACEMENT PROGRAMME (FINAL / SUMMER) IN 2008

- IDBI Bank
- Pradan
- TCS
- HSBC Global Outsourcing
- J.K. Cements Ltd.
- Pradan
- Havells
- HDFC Bank
- NEDFi
- Reserve Bank of India
- Merino Industries Ltd.
- Reliance Communications Ltd.
- Kotak Mahindra Life Insurance Co. Ltd.
- ONGC
- Mahindra and Mahindra Ltd.
- IOCL
- Hindalco
- ICICI Bank
- Wipro BPO
- Tata Motors Finance
- CAPART
- BRPL
- HPC
- Saint Gobain
- NEEPCO
- Bharti Tele Soft
- Stock Holding Corporation of India Ltd.
- Vodafone
- Arier Ltd.
- ICICI Prudential Life Insurance Co. Ltd.
- Bajaj Allianz Life Insurance Co. Ltd.
- Max New York Life Insurance Co. Ltd.
- NTPC Ltd.



STUDENT ACTIVITIES



The inputs provided through the curriculum are complemented by the diverse range of activities that the MBA students undertake outside their class rooms. Students are encouraged to voluntarily associate themselves and participate in both co-curricular and extra-curricular activities.

Management Club which serves as the vibrant and active body of the MBA students is seen as an integral part of the Department of Business Administration. The declared objectives of the Club are: to create for the executives-of-tomorrow a right platform for promoting and nurturing their own creative talent and endeavour, and thereby generate an enabling ambience which would permit the members of the Club to inculcate in themselves the ‘Corporate Spirit’ and a sense of responsibility and dedication. The club has made great strides and is currently organising its activities through the following six interdependent divisions :

- *PARYABARAN* – the Nature Lover’s Wing;
- *SAMEEKSHA* – the Analysis Wing;
- *EXPLORER* – the Adventure Wing;
- *SYMPHONY* – the Cultural Wing;
- *EXPRESSION* – the Magazine Wing; and
- *ANWESHA* – the Information and Library Wing;

The MBA students through the Management Club are called upon to appreciate their forthcoming roles as the architects of the corporate future of the nation. The 2-year MBA programme is the stage when the students must develop their skills of articulation and communication and at the same time prepare themselves for taking up challenging assignments in future. Keeping this in view, Management Club through a variety of events and programmes endeavours to develop in the budding future-executives corporate spirit as well



ACADEMIC AND STUDENT SERVICES



- **ASSAM UNIVERSITY CENTRAL LIBRARY**

The University Central Library has a collection of more than 60,000 books and it subscribes to about 200 Indian and foreign journals. Facilities provided by the Library include reading / lending services, reference service, reprint service, literature search, photocopying, CD-ROM search, internet-services and on line search facility, access to IFLIBNET Database service, access to DELNET Database and Services and OPAC.

- **DBA-SMS KNOWLEDGE CENTRE**

With financial support received from UGC, the Department of Business Administration under the School of Management Studies (DBA-SMS) has set up the DBA-SMS Knowledge Centre. The Centre has been so designed as would provide to the MBA students state of the art facilities with regard to library access and also access to a sizeable collection of diverse learning resources covering particularly the following:

(i) Books (ii) Journals & Magazines; (iii) Case Study CDs; & (iv) Online learning resources.

The Knowledge centre practically operates as the academic nerve centre of the Department of Business Administration.

- **DBA-SMS COMPUTER LAB**

The System of teaching-learning in the Department of Business Administration is backed by a Computer Lab designed specially to cater to the specific need of the MBA students. Built in strict accordance with AICTE's specification, the Lab provides to the students state-of-the-art computational environment and also facilities for instance access to Information highways through Internet.

- **DBA-SMS CAFETERIA**

Set amidst a sylvan landscape, the DBA-SMS Cafeteria not only takes care of the food and nutritional requirements of the MBA students and faculty, but also provides them with some moments of relief within the frame-work of their day-long hectic day-schedules. The Cafeteria is managed by the students themselves through the Cafeteria Cell of the Management Club.





• **DBA-SMS CORPORATE RELATION CELL**

The DBA-SMS Corporate Cell is a vibrant body of the MBA faculty, Research associates and Students, where the prime focus is on developing close linkages with the industries and the Corporate Sector. The Cell's activities are coordinated by the RA(Corporate Relations) apart from looking after the Placement related affairs, the cell also arranges industry visits, professionals meet and institute-industry interfaces.

• **HOSTEL ACCOMMODATION**

There are at present three hostels in the University campus. The three hostels are : *Iswarchandra Vidyasagar Chhatrawas* having single-room accommodation for 120 boys, *Saheed Kamala Chhatriniwas* having single-room accommodation for 120 girls and *Ambedkar Chhatriniwas* capable of providing accommodation (on twin-sharing basis) to 100 girl students. The Hostels are well-furnished with common room, recreation facilities, provisions for indoor and outdoor games, PCO, Internet and First Aid arrangements.

• **HEALTH CARE**

The University Health Centre, managed by a doctor and supported by para-medical staff, caters to the medical needs of the University-community. Expenses related to medical emergencies and hospitalization shall be borne by the parents/guardians of the student concerned.

• **NSS ACTIVITY**

Students are encouraged in participating in NSS (National Service Scheme) activities organised by the Programme Officer and Coordinator, NSS Unit of Assam University. NSS is sponsored by the Ministry of Human Resource Development (MHRD) to train the youths in community services.

• **NCC TRAINING**

The NCC Units in Assam University arrange NCC training for the students of the University - both boys and girls. For enlisting names for NCC training, contacts may be made with the Dean, Students' Welfare, Assam University.

• **GAMES AND SPORTS**

Since its inception in 1994, games and sports have been one of the important foci of Assam University's endeavour to facilitate all-round development of students' physical and mental abilities. Every year, an Annual Social Meet is organized in the University where along with cultural activities indoor and outdoor sports are organized.

The University is currently a member of the Inter-University Sports Board of India and its teams participate in Zonal and all-India University tournaments bringing laurels and prizes and medals for the University.



The Central Sports-complex which is in the process of coming up is expected to give a major boost to games and sports and to related extra curricular activities of the students in Assam University.

● STUDENTS WELFARE

The office of the Dean of Students Welfare looks after the welfare of the students with active support of the representatives of the students, faculty and administration.

For benefit of the needy and deserving students, the University maintains and operates a Fund called the Assam University Students' Aid Fund which is instituted out of the contribution from the students of the University and collections from other sources. The main objective of the Fund is to render financial assistance to poor and deserving students for payment of tuition fees, examination fees, purchase of text books, stationery etc. A student requiring financial assistance from the Fund shall have to apply in the prescribed form through the concerned Head of the Department.

There is a Students' Council in the University which caters to the students' interests and contributes towards the promotion of students' extra-curricular activities.

● THE UNIVERSITY MAGAZINE

The Assam University Magazine – *Prachi Prangan* is published annually. The Magazine offers to the University Students a medium to give expression to their literary and intellectual endeavours.

● STUDENTS' DISCIPLINE

Each student with respect to his/her work in the course (P.G./Integrated course/ M.Phil/Ph.D./ Certificate/Diploma) as well as his/her general conduct in the University, shall remain under the control of the respective School and the Department and shall be guided by the disciplinary code of the University.

A student must have attended a minimum of 75% of the lectures, seminars and tutorials organized by the Department during a semester to be eligible to appear at the end-semester examination.

It is mandatory for the students to keep their respective photo identity card with them while moving within the university campus.

There is complete ban on ragging in the campus.

● COMPUTER CENTRE

The Computer Centre in Assam University functions as a central facility to facilitate, foster and support the essential teaching and research goals of the University by arranging computing and communication services for the University's faculty, students, officers and staff. Students have access to the computers for their course or project work. To assist research, there is a range of computing environment available, backed by staff with considerable expertise.



IMPORTANT RULES FOR GUIDANCE OF STUDENTS



Conduct, Discipline, Attendance and Evaluation of students of PG/ Integrated courses

- Each student, with respect to his/her work in the Course as well as his/her general conduct in the University, shall remain under the control of the respective School and the Department and shall be guided by the disciplinary code of the University.
- A student must have attended a minimum of 75% of the lectures, seminars, and tutorials organized by the Department during a semester to be eligible to appear at the end-semester examination.
- There shall be an end–semester examination and also continuous sessional evaluation for each course of study. Unless otherwise notified by the University / Department, 70% of the total weightage of marks in each course will be assigned to end–semester examination and 30% will be reserved for continuous sessional assessments during the semester. A student shall be required to qualify himself / herself in terms of the sessional assessment criterion to be eligible for end–semester examination in each subject.
- The marks awarded for sessional test as moderated and approved by the Departmental Examination Committee, shall be made known to the students within 10 days of the conduct of the test. Students may discuss and seek clarification, if any, about their performance in Sessional Tests from the Head of the Department, who shall be the ex-officio Chairman of the Departmental Examination Committee, after the declaration of the test results.
- A student, who does not clear a course, owing to failure to pass or to appear in sessional work and/or end-semester examination, will have to clear the Course in the immediate next opportunity. Under no circumstances will a student be allowed to carry more than three backlog courses to the next opportunity. A student has to get minimum of 35% of sessional marks in each course to be eligible for appearing in the end-semester examination.
- Ordinarily a Post-Graduate student should complete all courses during the period of four semesters. However, a student may be allowed to participate in the academic programme up to a maximum of eight semesters.
- No candidate shall normally be allowed to appear in any course examination more than twice and no candidate shall be allowed to appear in any course examination beyond the permitted number of semesters, stated hereinbefore, counted from his/her first admission to the programme.
- In order to qualify for the Master’s degree, a candidate must have secured at least 35% marks or equivalent grade in each course and 40% marks or equivalent grade in the aggregate of all courses.
- A successful candidate shall be placed in First Division, if he/she obtains at least 60% marks and shall be placed in Second Division if he/she obtains 50% or more but less than 60% marks in the aggregate calculated on the basis of all examinations and sessional tests pertaining to the course.

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