



Assam University:: Silchar NOTICE

It is for information of all Three Year Degree Course Affiliating Colleges of Assam University that the Criteria for allotment of TDC Examination Centre and the Form for Allotment of TDC Examination Centres has been uploaded in Assam University website. Colleges interested in seeking TDC Examination Centre of the University may fill up the form and submit the same to Controller of Examinations in a sealed envelope. A separate application be also submitted to Controller of Examinations by the Governing Body of your College within the stipulated time mentioned above expressing willingness (if any) to have a TDC Examination Centre. On receipt of the application form from your end and from Governing Body of your College, the Centre Review Committee will evaluate the application form for allotment of Centre to the College as per the set criteria of the University and if found eligible will visit the college to evaluate the on-ground facility and thereby recommend accordingly.

AUEC/TDC-70/2010/1

Copy to:

1. Vice-Chancellor, Assam University for information.
2. Registrar, Assam University for information
3. Director, CDC Assam University for information
4. Chairman, Centre Review Committee for information.
5. Principal of all affiliating colleges for information.

Sd/-
Controller of Examinations
Assam University, Silchar
01.03.2016

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Controller of Examinations
Assam University, Silchar



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Criteria for allotment of TDC Examination Centre

For awarding Examination Centre to any Colleges, following criteria needs to be fulfilled:

1. The centre will be for the theory examinations only.
2. Principal should have the teaching experience in general degree college for atleast 10 years.
3. The College should have the record of conducting TDC classes and TDC Examination for atleast 10 successive academic sessions (year) on the date of application.
4. The College should have temporary affiliation atleast for last five years on the date of application.
5. Minimum number of Examinees from the College should be 200 and faculty members should be 15 excluding Principal. In no case, the ratio of teachers is to examinees be less than 1:20.
6. The examination centres shall be fixed only in such colleges which have boundary walls or permanent fencing in all sides where public trespassing is not possible.
7. The examination centre should have sufficient furniture for conducting the Exam.
8. The College should have well structured building(s) and a strong room for safe custody of answer scripts in case of non-despatch of scripts to zone on any eventualities.
9. The College should have all weather motorable road up to the College. It should have adequate electricity facilities in examination halls/rooms with a stand by generator/inverter facility so that in bad weather condition, light does not be a problem for conducting exam.
10. The College should also have safe drinking water facilities. Further, there should be separate toilet facilities for male and female candidates.
11. The College should have internal security facility. The nearest police station should be preferably within a distance of 5 km from the college.
12. The nearest post office with speed post facility should be within 3 kms from college.
13. The College should have telephone (land line & mobile), fax & internet facilities with official email ID for contact.
14. The Governing Body of the College should be registered under the Societies Registration Act of 1960 or by the Government of Assam.
15. The College should atleast attain the University average of pass percentage in each stream in atleast three of the last five final semester/annual examinations on the date of application.
16. The Reported Against cases of the College seeking Exam centre should not exceed 2% of its examinees strength for last three semester examinations on the date of application.
17. An application for opening examination centre with duly filled in Form for allotment of Centre has to be submitted by the Principal. A seperate application seeking Examination Centre should also be submitted by the Governing Body of the concerned College. A College may apply for allotting Centre once in three years only.
18. The existing examination centres may also be reviewed by the Committee or through mobile team appointed by the University to ensure their regular upgradation and compliance to the standard as desired by Assam University.
19. The University authority shall have every right to permit new centre and withdraw any existing centre or show cause or issue letter to Officer-in-charge if the the performance of the Centre is not as per the set guidelines.
20. The Centre Review Committee will evaluate the filled in application Form for allotment of Centre to the College and if found eligible will visit the college to evaluate the on-ground facility and thereby recommend accordingly. On approval of the recommendation of Centre Review Committee by Vice-Chancellor, the College shall be awarded Examination Centre.

Sd/-

Controller of Examinations
Assam University, Silchar



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Form for allotment of TDC Examination Centre

Please provide the following information (attach additional page wherever necessary):

1. Name of the College :
2. Postal address of the College :

3. Contact & Fax no., E-mail address:
(land line and mobile no.)

4. Name of the Principal :
5. Status of the Principal :
(incharge/permanent/temporary)

6. Qualification of Principal :
7. Teaching experience and experience as
Principal in general degree college:

8. Date and Year of Establishment of College and
permission accorded by Assam University:

9. Courses taught in the College :

10. Subjects taught in the College :
(Pass/Hons/MIL/Others)

11. Existing Student strength :

	TDC Sem I/II		TDC Sem III/IV		TDC Sem V/VI	
	Male	Female	Male	Female	Male	Female
Science						
Arts						
Commerce						
Any other stream						
Scheduled caste						
Scheduled tribe						
OBC						
MOBC						

Signature of the Principal

12. What is the existing faculty strength of the College? Provide a list of faculties with their academic qualification and date of joining in your College & mentioning whether their service is on contractual basis or with scale (permanent).

13. Whether Temporary affiliated/ Permanent affiliated College under Assam University? Mention the date and reference of the letter obtained from Assam University.

14. Demographic composition of the locality in which the College is situated.
 - i. Total population:
 - ii. Rural/Urban composition:
 - iii. SC/ST/OBC/MOBC/Gen composition:
 - iv. Economic status:

15. What is the distance of nearest Police station and Post office with speed post facility from your College?

16. Does the college have boundary wall or permanent fencing in all sides? Please mention the type of fencing the college is having, if any?

17. Whether the College has cemented (pucca) buildings? If so how many such rooms are there and what is the total floor area of such building(s)?

18. Does the College have provision for storing confidential materials in case of necessity?

19. Does the College have adequate electricity connection to conduct Exam in its centre, if provided? Whether there is any back up facility to provide electricity in class rooms?

20. Does the College have internal security arrangement? Please elaborate.

Signature of the Principal

21. Whether the Governing Body of the College is registered under the Societies Registration Act, 1960 or by the Government of Assam?
22. Provide the name of the G.B President and members of G.B of your College with mobile no. and e-mail ID
23. What is the total sitting capacity of rooms in your College? Are there adequate furnitures? Please provide the no. of desk, benches, chairs, tables etc along with the size of each one.
24. Which is the nearest examination centre of your College? How far is it?

25. Please provide pass percentage of final year/semester students of your College in last five years in each courses.

	Year#	Year#	Year#	Year#	Year#
Arts					
Science					
Commerce					
Any Other					

Please mention the year of final examination serially in blank space

26. Please provide the number of Reported Against cases of your College in last three semester examinations.

	Odd/Even*	Odd/Even*	Odd/Even*
Total Examinees (including all sem)			
Reported Against (including all sem)			

*Please mention the year of examination in blank space and tick Odd or even which is applicable.

27. Any other relevant information.

Signature of the Principal