

**Regulations on Academic Matters
of
Assam Agricultural University, 2016 (Amended)**

**FOR
POST-GRADUATE DEGREE
PROGRAMMES
(Under Section 43 of AAU Act, 1968)**



**Assam Agricultural University
Jorhat 785 013, Assam**

CONTENTS

CHAPTER I

INTRODUCTORY

	Page
General: Title, Date of enforcement, Extent of application, Interpretation, Regulation for extra-ordinary situation, Last date, Provision of guidelines and forms.	6
Definition: Academic year, Semester, Minimum working days in a semester, Credit hour(s), Major discipline , Minor discipline, Supporting discipline, Course(s), Core course(s), Optional course(s), Non-credit compulsory course(s), Pre-requisite course(s), Deficiency course(s), Elective Course(s), Bridge Course(s), Grade, Grade point, Grade point average (GPA), Cumulative grade point average (CGPA), Course Teacher, Course Leader, Major Adviser, Advisory Committee Member,	6-9
Academic Calendar: Calendar, Semester break,	9-10
Award of Degree: Requirement of courses, Requirement for award of degree.	10-11

CHAPTER II

REGULATIONS ON ADMISSION, ENROLMENT AND CONTINUANCE OF STUDIES

Admission: Admission notice, Admission procedure, Minimum admission requirement for various degrees, Gap Period Certificate	12-18
Permanent Residence Certificate:	18-19
Admission capacity: Maximum number of seats, Reservation of seats, Filling up of reserved seats remaining vacant,	19
Screening and selection of students for admission to different degree programmes:	19
Admission /Enrolment:	19-21
Admission/ Enrolment of newly selected candidates into a degree programme, Medical fitness, Fees, Students' Roll Number, Admission of continuing students,	

Registration :	21
Registration of student into the University, Procedure for transfer with migration,	
Post-Graduate students' study programme:	
	21-24
Constitution of the Advisory Committee, Qualifications of teachers for recognition as Major Adviser: a) Master's degree programme, b) Ph. D. degree programme, Post-Graduate students' Programme of Work (PPW), Post-Graduate Semester course registration, Withdrawal/addition of course,	
Credit load in a semester:	24-25
Maximum credit load, Students' Scholastic Committee, Transfer of credit from other Universities, Post-Graduate Committee, Duties and responsibilities,	
Course programme(s):	25
Course credits and syllabi, Approval of syllabus,	
Class attendance:	25-26
Maintenance of record, Minimum attendance requirement, Condonation of attendance, Notification regarding class attendance,	
Departmental attendance for Post-Graduate students:	27
	27
Release of student from a college:	27
Re-admission of student:	27
Refund of caution money:	27

CHAPTER III

CONDUCT OF EXAMINATION, EVALUATION AND GRADING OF STUDENTS

Coverage of syllabus:	28
Teaching, (a) Departmental Academic Co-ordination committee, (b) Faculty Academic Co-ordination Committee, Duties and responsibilities,	
Conduct of examinations:	28-29
Number of examinations in a semester, Distribution of marks, Mid-term examination, End-term examination, Suspension of classes during examination, Re-examination	
Question paper:	29-30
Evaluation:	30
a) Evaluation of Mid-term and End-term examination, b) Evaluation of End-term practical examination, Grace marks,	

Submission of evaluated assignment, answer scripts and mark sheet:	30-31
Mid-term examination, Practical examination, Submission of assignment, End-term examination, Minimum qualifying marks, Custody of answer scripts,	
Absence from examination:	31-32
Permission of Absence from examination, Procedure for holding Make-up examination	
Procedure for holding Repeat/Grade Improvement Examination:	32
Grade points:	32-33
Award of grade points, System of grading	
Scrutiny of examination related issues/matters:	33
Enrolment in next higher semester/class:	33-34
Provisional admission, Academic Probation, Removal of Academic Probation, Examination for removal of 'F'/'US', Manner of holding Repeat/Grade Improvement Examination	
Grade Card:	34
Students' record:	34
Post- Graduate students' progress report:	34-35
Requirement of minimum CGPA to qualify for a degree:	35
Award of 'Distinction':	35
Comprehensive examination on Post-Graduate programme:	35
Thesis for post-graduate degree programme:	35
Research work for the thesis:	35-38
Selection of topic of research, Thesis Seminar, Procedure for writing thesis, Submission of thesis, Procedure for evaluation of thesis, Thesis viva-voce: Master's degree programme, Ph. D. degree programme, Non- acceptance of thesis, Final submission of thesis, Permission to submit thesis after specified date, Thesis examination fee,	
Declaration of results:	38
Examination Committee, Transcript,	
Award of degree certificate:	38
Duplicate certificate/ transcript:	38
Maintenance of confidentiality:	38

CHAPTER IV

STUDENTS' DISCIPLINE

General:	39
Responsibility for maintenance of discipline and good behaviour of students:	39
Discipline in general:	39-40

Discipline in class room/department/farm:	40
Discipline in examination:	40
Identification of examinee, Late Comer, Adoption of unfair means etc.,	
Disciplines in Hostel and elsewhere within the campus or outside:	40-41
Disciplinary action:	41-45
Discipline in general, In Class room, In Examination Hall, In Hostels,	
Disciplinary Committee:	45-46
Composition, Placement on Conduct Probation, Rustication/Expulsion,	
Procedure for rustication/expulsion from the college:	47
Procedure to be observed before a student is rusticated/expelled, Other provision relating to rustication/expulsion,	
Recording of punishment:	47
Dress:	47
Use of mobile phones:	48
Special powers of the Vice-Chancellor:	48

CHAPTER-V

AWARD OF SCHOLARSHIPS, FELLOWSHIPS, CASH PRIZES, MEDALS ETC.

Merit scholarship/Fellowship:	49-51
Types of scholarship/Fellowship: (a) The State Merit Scholarship, (b) ICAR/VCI Fellowship, Minimum academic requirements, Submission of documents by scholarship holders, Selection Committee for scholarship, Procedure for scholarship, Award of Merit Scholarship, Tenure of scholarship, Continuation of scholarship, Discontinuation of scholarship, Bar on award of more than one scholarship, Non-eligibility for scholarship, Award of vacant scholarship,	
Medals/Cash Prizes and other awards:	51

CHAPTER I

INTRODUCTORY

1.01 General

1.01.01 Title: These Regulations shall be called the "Regulations on Academic Matters of Assam Agricultural University, 2016 (Amended) for Post Graduate Degree Programmes", hereinafter referred to as Regulations. These embody Regulations relating to the various post-graduate degree programmes offered under semester system in the different Faculties of the Assam Agricultural University and amended from time to time.

1.01.02 Date of enforcement: These Regulations shall come into force with effect from the academic session 2016-17

1.01.03 Extent of application: These Regulations shall apply to students seeking admission to and admitted in the University.

1.01.04 Interpretation: Subject to such advice as may be given by the Board of Management or the Academic Council, the decision of the Vice-Chancellor shall be final and no suit, application, petition, revision or appeal shall lie in any authority outside the University in respect of interpretation of these Regulations and any other matter not covered within these Regulations.

1.01.05 Regulations for extra-ordinary situation: Any matter which are not covered by the provisions of the clauses of the Regulations or are beyond the purview of the Regulations, the Academic Council may consider depending on the merit of the cases and for any case which may be referred to Academic Council by the Registrar/DPGS/Dean.

1.01.06 Last date: Normally the last date for any purpose shall be the date as declared to be so. However, in the event of the declared last date turning out to be a non-working day for any unforeseen reason, the immediate next working day shall be treated as the last date.

1.01.07 Provision of guidelines and forms: In order to specify modalities of implementing these Regulations, a set of guidelines shall be enacted specifying the clause of the Regulations for which it is applicable. The set of guidelines shall form a part of these Regulations.

1.02 Definition:

1.02.01 Academic year: The Academic Year of the University shall ordinarily be from August to July and shall consist of two semesters. It may, however, be modified by the Academic Council from time to time.

1.02.02 Semester: A semester shall be of minimum 110 working days consisting of 95 instructional days and 15 examination days. The first semester of an academic year shall ordinarily extend from the month of August to January and the second semester shall extend from the month of February to July each year.

1.02.03 Minimum working days in a semester: In case the required number of working days falls short of the above, the same shall be extended by the Dean provided that the minimum number of classes (for theory and practical components separately) for the different credit load of course (s) shall not fall short as noted hereunder :

1 (One) Credit hour course	14 Classes (minimum)
2 (Two) Credit hour course	26 Classes (minimum)
3 (Three) Credit hour course	39 Classes (minimum)
4 (Four) Credit hour course	52 Classes (minimum)
5 (Five) Credit hour course	65 Classes (minimum)
6 (Six) Credit hour course	78 Classes (minimum)

1.02.04 Credit hour(s): A credit shall signify the quantum of work done corresponding to minimum of 1 hour of theory class or minimum of 2 hours of laboratory or 3 hours of field practical every week during a semester in respect of a particular course.

1.02.05 Major discipline: Major discipline is the particular discipline in which a student is enrolled for the PG Degree Programme.

1.02.06 Minor discipline: Minor discipline is the particular discipline closely related to a student's major discipline.

1.02.07 Supporting discipline: Supporting discipline(s) are those in which a student shall take courses besides the courses from the major/minor discipline as recommended by the Advisory Committee. It could be any subject considered relevant for the student's research work or necessary for building her/his overall competence. However, a minimum of 3 credits in Statistics must be completed by those students (Both at Master's and PhD level) whose major or minor discipline is other than Statistics, as compulsory supporting course. For MBA (Agri Business) and MSc (Food Technology), the ICAR guidelines shall be followed.

1.02.08 Course(s): A course is a unit of instruction or segment of a subject matter under any discipline carrying a specific number of credit hour(s).

1.02.09 Core course(s): Core courses shall consist of those courses which a student must take as compulsory requirements for a particular degree programme in which the student is enrolled.

1.02.10 Optional course(s): Optional courses are those courses which the students may select over and above the core courses in the major discipline.

1.02.11 Non-credit compulsory course(s): Six courses are of general nature and are compulsory for Master's Degree Programme. Ph. D. students may be exempted from taking these courses if already studied during Master's degree.

1.02.12 Pre-requisite course(s): It is the course which is specified for equipping the background knowledge of a student in a major course. Normally a student will earn credit for such a course, but if a post-graduate student is to undergo any undergraduate course as a pre-requisite, the student shall have to earn 'S' (satisfactory) grade *vide* clause 3.08.02 of these Regulations.

1.02.13 Deficiency course(s): The deficiency courses are those in which a student is considered deficient for a P.G. degree programme as decided by the concerned Advisory Committee. The student shall take such course(s) over and above the scheduled course(s) of major, minor and supporting disciplines as part of the degree

programme. After successful completion of such course(s), the student shall have to earn 'S' (satisfactory) grade *vide* clause 3.08.02

1.02.14 Elective Course(s): Elective courses are the specialized courses from the major discipline that the student may select besides the core and optional courses. Elective courses are presently recommended for MBA (Agri Business) degree programme only.

1.02.15 Bridge Course(s): Bridge courses are the courses which the students from non-agricultural streams getting admission into PG degree programmes of the University must take, in addition to the scheduled Major, Minor and Supporting courses.

1.02.16 Grade: Grade signifies the level of standard of qualitative/quantitative academic achievement, which a student attains in a particular course and is expressed in numerical value in 10.00 point scale [Illustration at Clause No. 3.08.02].

1.02.17 Grade point: It represents the product of the grade (*vide* Clause No. 3.08.02) obtained in a course and the corresponding credit hours. Thus, in a course of 3 credit hours, if a student earns a grade of 7.500, her/his grade point will be $(7.500 \times 3) = 22.500$.

1.02.18 Grade point average (GPA): It determines the overall performance of a student in all courses taken together in a semester. It is the average of grade points of a student which is worked out by dividing the total Grade Points earned in all the courses taken in a semester by the total credits of the courses, excluding those of non credit courses in a semester. GPA shall be worked out upto three decimal places. An example:

Course no.	Credit hours	Grade earned	Grade points
Agron. 503 (2+1)	3	7.500	22.500
Soil 506 (2+1)	3	8.200	24.600
CP 509 (2+0)	2	7.900	15.800
PBG 510 (2+1)	3	8.000	24.000
PP 501 (2+1)	3	7.600	22.800
ABT 503 (3+0)	3	8.500	25.500
	17		135.200

So the GPA will be 135.200 divided by 17 = 7.95294 and shall be recorded as 7.952 but not 7.953 as no rounding up is allowed at this stage.

1.02.19 Cumulative grade point average (CGPA): It is the average of accumulated grade points of a student, which is worked out by dividing the cumulative total of grade points by the cumulative total of credit hours of all the courses taken (excluding those courses for which 'S' or 'US' grade is awarded) and completed by a student from the entry in a degree programme of the University at a specified time. For the first semester of a degree programme, the GPA and CGPA shall be the same.

The CGPA shall be worked out upto three places of decimals as in the case of GPA and at the end of the degree programme, the same will be rounded up to two decimal places. In case of rounding up, adding of '1' has to be undertaken in the 2nd place of decimal only when the 3rd decimal is 5 or above. But in no case the CGPA should be rounded up to 6.00 or 7.00 or 8.00 or 9.00 or 10.00.

1.02.20 Course Teacher: Course Teacher is a faculty who is assigned by the HoD to teach a course/ part of a course based on her/his specialization/capabilities. There

may be one or more Course Teachers for a particular course. The Course Teacher, besides conducting classes is also responsible to the HoD for ensuring the coverage of the prescribed syllabi, fulfilling the prescribed requirements mentioned in clause 1.02.03, evaluation of students' performance in the concerned course and preparation of grade sheets.

- 1.02.21 **Course Leader:** Course Leader is the Course Teacher who coordinates the teaching programme of the concerned course. The Course Leader, besides conducting classes is also responsible to the HoD for ensuring the coverage of the prescribed syllabi, fulfilling the prescribed requirements as mentioned in clause 1.02.03, evaluation of students' performance in the concerned course, preparation of grade sheets and submission of grade sheets and attendance records to the DPGS, through the HoD.
- 1.02.22 **Major Adviser:** Major Adviser is a faculty from the Major Discipline who acts as a mentor for the student by guiding her/him in studies/research work in consultation with the other members of the Advisory Committee. He is also responsible for assigning the topic of research to the student, constituting the Advisory Committee, helping the student in preparing the synopsis of research, filling up and submitting the Programme of Work, Registration Card, Progress Report and research grades of the student at the end of each semester, and getting done by the student all such corrections/modifications *etc.* as may be suggested by the faculty members in the thesis seminar, by the external examiner of the thesis and by the examiners in the thesis *viva-voce* of the student.
- 1.02.23 **Advisory Committee Member:** Advisory Committee Member is a faculty from the Major, Minor and/or Supporting discipline(s) of the student who advises the student in her/his field of expertise, as and when needed by the student for carrying out the academic activities, more particularly the research. In special cases, the concerned HoD may induct member(s) from other disciplines/Faculties as well, if situations warrant, subject to endorsement by the Post Graduate (PG) Committee

1.03 Academic calendar:

- 10.03.01 **Calendar:** The Academic Calendar specifying the schedule of academic activities such as registration, advisement of students, commencement of instructions *etc.* and indicating the duration of semester shall be prepared by the Academic Cells of the respective Faculties. To the extent possible there should be a uniform Academic Calendar across the Faculties and the Registrar will work out the same in consultation and co-operation with the Academic Cell In-charges and the Director of Students' Welfare. The Academic Calendar thus prepared may be placed in the Academic Council for finalization. The same shall be notified by the Registrar well ahead of the beginning of each Academic Year. The Academic Calendar shall also include co-curricular and extra-curricular activities of the students as determined by the Academic Council. Students' holidays also shall be indicated in the Academic Calendar. Schedule of holding the Annual College Meet, Inter College meet may be included in the Academic Calendar.

The Academic Calendar should be strictly adhered to by all concerned, and any activity in the Faculty other than those listed in the calendar should be accommodated in a manner not to cause any disruption to the scheduled critical activities like examination, admission *etc.*

1.03.02 Semester break: There shall be a break at the end of each semester as specified in the Academic Calendar.

1.04 Award of Degree:

1.04.01 Requirement of courses: The requirements of courses for the award of different degrees by the University shall be as recommended by the Academic Council from time to time.

1.04.02 Requirement for award of degree: A student, enrolled for a particular degree programme must fulfill the minimum requirements as given below, subject to the provision of clause 1.04.01, in order to be eligible for conferment of degree by the University.

Degree		Residence	
		Minimum required *	Maximum allowed**
(i)	Master's Degree	4 Semesters	8 Semesters
(ii)	Ph. D.	6 Semesters	10 Semesters

* The minimum residential requirements for Master's and Ph. D. programme for the candidates serving as JRF/SRF/RA in AAU shall be relaxed at 6 and 8 semesters, respectively and the credit load for such candidates shall initially be decided by the HoD concerned and the PI under whom she/he is serving in the project.

** The maximum residential requirement will be counted with effect from the date of registration into the 1st year 1st Semester including the dropped Semester, if any.

The total credit hours requirement for the Post Graduate degree programme of a student shall be determined by the Advisory Committee on the basis of the academic back-ground. The minimum credit requirements for Master's and Ph. D. programmes are indicated below:

Minimum Credit Requirement for Faculties of Agriculture, Home Science and Fisheries

Courses	Master's Degree other than MBA(Agri-business) and MSc (Food Technology)	MBA(Agri-business) Degree	MSc (Food Technology)	Ph.D. Degree
Major discipline courses (Core+Optional)	20	28	19-24 {Core (9) +Optional (10-15)}	15
Minor discipline courses	9	-	-	8
Elective courses	-	10	-	-
Supporting discipline courses	5	6	10-15	5
Sub-total	34	44	34	28
Non Credit	6	6	6	6*

Compulsory Courses				
Seminar (Major)	1	1	1	1
Seminar (Minor)	-	-	-	1
Seminar (Thesis/Project)	1	1	1	1
Research	20 (17 Non-Credit+3 Credit)	10(7 Non-Credit+3 Credit)	20 (17 Non-Credit+3 Credit)	45 (40 Non-Credit+5 Credit)
Comprehensive	Non-Credit	Non-Credit	Non-Credit	Non-Credit
Total	62	62	62	82**

**Exempted if the student had already completed these Non-Credit courses in Master's programme*

***The total credit requirement is 76 for those students who had already completed the 6 credits of Non-Credit Compulsory courses in Master's programme*

Minimum Credit Requirement for Faculty of Veterinary Science

Courses	Master's Degree		Ph.D. Degree	
Major discipline courses (Core+Optional)	28		17*	
Minor discipline courses	6-8	11	6-8	11
Supporting discipline courses	3-5		3-5	
Sub-total	39		28	
Non Credit Compulsory Courses	6		6**	
Seminar (Major)	1		1	
Seminar (Minor)	-		1	
Seminar (Thesis)	1		1	
Research	20 (17 Non-Credit+3 Credit)		45 (40 Non-Credit+5 Credit)	
Comprehensive	Non-Credit		Non-Credit	
Total	67		82***	

**15 for Animal Biotechnology. Accordingly, the total credit requirement will be 80 for Animal Biotechnology*

***Exempted if the student had already completed these Non-Credit courses in Master's programme*

****The total credit requirement is 76 for those students who had already completed the 6 credits of Non-Credit Compulsory courses in Master's programme*

CHAPTER II

REGULATIONS ON ADMISSION, ENROLMENT AND CONTINUANCE OF STUDIES

2.01 Admission

2.01.01 Admission notice: Notice for admission into various degree programmes of the University shall be issued by the Registrar through news papers well ahead of the date fixed for the commencement of the academic year. The same shall also be put up in the official website: www.aau.ac.in

2.01.02 Admission procedure: The candidate must apply online for admission, by registering and logging on to University's website www.aau.ac.in. The Information Bulletin of the University is to be downloaded and read carefully before filling up the online application form. Application submitted online within the prescribed date shall be screened by a Screening-cum-Verification Committee at the time of Counseling.

Candidates will have to appear personally before the Selection Committee at their own expenses, as per scheduled date(s) to be notified in the web in due course. Selection and admission of the candidates is strictly on merit basis as per Regulations in force.

In-service candidates must submit their Release Order/No Objection Certificate from the competent authority to prosecute higher studies in AAU. Admission of In-service candidates from AAU shall be governed by the revised guidelines in force as notified from time to time. One seat in each of the disciplines in all the Faculties shall be reserved for In-service candidates.

2.01.03 Minimum admission requirement for various degrees: A student must have passed the qualifying examination as detailed below for admission into a particular degree programme of the University.

Degree Programme	Minimum requirement
1. M. Sc. (Agri.)	<ul style="list-style-type: none">Passed B. Sc. (Agri)/ B. Sc. (Hort.)/ B. Sc. (Agri. Biotech)/B. Sc (Seri)/ B.Sc. (Hons) in Agriculture/ Horticulture/ Forestry from AAU or any other university recognized by AAU, securing a Minimum CGPA of 6.60/10 or 3.25/5 or 2.60/4 for Gen./OBC/UPS category and 5.60/10 or 2.75/5 or 2.20/4 for SC/ST/PH. In case where Grade Points are not awarded but only marks are awarded, the candidate must have secured at least 60.00% marks for Gen./OBC/UPS categories and 50.00% and above marks for SC/ST/PH categories. This shall be relaxable for candidates having 5 years of service experience and deputed by the Govt. of Assam /AAU to a CGPA of 2.30 in 4.00 scale or 5.70 in 10.00 scale or 45.00% of marks in traditional system.

2. M. V. Sc.	<ul style="list-style-type: none"> Passed B. V. Sc. & A. H. from AAU or any other university recognized by AAU, securing a Minimum CGPA of 6.60/10 or 3.25/5 or 2.60/4 for Gen./OBC/UPS category and 5.60/10 or 2.75/5 or 2.20/4 for SC/ST/PH. In case where Grade Points are not awarded but only marks are awarded, the candidate must have secured at least 60.00% marks for Gen./OBC/UPS categories and 50.00% and above marks for SC/ST/PH categories. This shall be relaxable for candidates having 5 years of service experience and deputed by the Govt. of Assam /AAU to a CGPA of 2.30 in 4.00 scale or 5.70 in 10.00 scale or 45.00% of marks in traditional system.
3. M. Sc. (Community Science)	<ul style="list-style-type: none"> Passed B. Sc. (H. Sc.)/B.Sc.(Hons.) Home Science from AAU or any other university recognized by AAU, securing a Minimum CGPA of 6.60/10 or 3.25/5 or 2.60/4 for Gen./OBC/UPS category and 5.60/10 or 2.75/5 or 2.20/4 for SC/ST/PH. In case where Grade Points are not awarded but only marks are awarded, the candidate must have secured at least 60.00% marks for Gen./OBC/UPS categories and 50.00% and above marks for SC/ST/PH categories. This shall be relaxable for candidates having 5 years of service experience and deputed by the Govt. of Assam /AAU to a CGPA of 2.30 in 4.00 scale or 5.70 in 10.00 scale or 45.00% of marks in traditional system. B. Tech. (Food Technology)/ B.Sc. Food Science & Technology/ Horticulture/ Biochemistry with the above CGPA/Percentage of Marks may also apply for M.Sc.(H.Sc.) in Food Science & Nutrition B.Sc.(Agri) with the above CGPA/Percentage of Marks may also apply for M.Sc.(H.Sc.) in Home Science Extension & Communication Management

<p>4. M. Sc. (Agri.) in Sericulture</p>	<ul style="list-style-type: none"> • Passed B.Sc.(Seri)/B.Sc. (Agri)/ B.Sc.(Hort)/ B.Sc.(Agri. Biotech)/ B.Sc.(Hons) in Agri/ Horti/ Seri/ Forestry from AAU or any other university recognized by AAU, securing a Minimum CGPA of 6.60/10 or 3.25/5 or 2.60/4 for Gen./OBC/UPS category and 5.60/10 or 2.75/5 or 2.20/4 for SC/ST/PH. In case where Grade Points are not awarded but only marks are awarded, the candidate must have secured at least 60.00% marks for Gen./OBC/UPS categories and 50.00% and above marks for SC/ST/PH categories. This shall be relaxable for candidates having 5 years of service experience and deputed by the Govt. of Assam /AAU to a CGPA of 2.30 in 4.00 scale or 5.70 in 10.00 scale or 45.00% of marks in traditional system. • B.Sc. (Seri) and B.Sc.(Hons.) Sericulture with the above CGPA/Percentage Marks may also apply. • B.Sc. with Zoology, Chemistry and Botany preferably with honours in Zoology securing at least 45 % marks and having at least 3 years of service experience and sponsored by Govt. of Assam or the Central Silk Board may also apply.
<p>5. M.B.A. (Agri Business)</p>	<ul style="list-style-type: none"> • B.Sc. (Agri)/ B. V. Sc. & A. H./ B.V.Sc./ B. E. (Agric. Engineering)/ B. Sc. (Dairy Science)/ B. Sc. (H. Sc.)/ B. F. Sc./ B. Sc. (Forestry)/ B.Sc. (Hons) (in Agri/ Horti/ Seri/ Home Science/ Forestry)/ Biotechnology/ B.Tech. (Agri. Engineering) of AAU or any other University recognized by AAU, securing a Minimum CGPA of 6.60/10 or 3.25/5 or 2.60/4 for Gen./OBC/UPS category and 5.60/10 or 2.75/5 or 2.20/4 for SC/ST/PH. In case where Grade Points are not awarded but only marks are awarded, the candidate must have secured at least 60.00% marks for Gen./OBC/UPS categories and 50.00% and above marks for SC/ST/PH categories. This shall be relaxable for candidates having 5 years of service experience and deputed by the Govt. of Assam /AAU to a CGPA of 2.30 in 4.00 scale or 5.70 in 10.00 scale or 45.00% of marks in traditional system.

6. M.F.Sc.	<ul style="list-style-type: none"> Passed B.F.Sc./ B.Tech.(Fisheries Science) from AAU or any other university recognized by AAU, securing a Minimum CGPA of 6.60/10 or 3.25/5 or 2.60/4 for Gen./OBC/UPS category and 5.60/10 or 2.75/5 or 2.20/4 for SC/ST/PH. In case where Grade Points are not awarded but only marks are awarded, the candidate must have secured at least 60.00% marks for Gen./OBC/UPS categories and 50.00% and above marks for SC/ST/PH categories. This shall be relaxable for candidates having 5 years of service experience and deputed by the Govt. of Assam /AAU to a CGPA of 2.30 in 4.00 scale or 5.70 in 10.00 scale or 45.00% of marks in traditional system.
7. M.Sc. (Agri) in Biotechnology	<ul style="list-style-type: none"> Passed B. Sc. (Agri)/ B. Sc. (Hort.)/ B. Sc (Agric. Biotech) /B.Sc. (Hons.) Agriculture/ Horticulture/Fisheries/Forestry/Sericulture/ Home Science, from AAU or any other university recognized by AAU, securing a Minimum CGPA of 6.60/10 or 3.25/5 or 2.60/4 for Gen./OBC/UPS category and 5.60/10 or 2.75/5 or 2.20/4 for SC/ST/PH. In case where Grade Points are not awarded but only marks are awarded, the candidate must have secured at least 60.00% marks for Gen./OBC/UPS categories and 50.00% and above marks for SC/ST/PH categories. This shall be relaxable for candidates having 5 years of service experience and deputed by the Govt. of Assam /AAU to a CGPA of 2.30 in 4.00 scale or 5.70 in 10.00 scale or 45.00% of marks in traditional system. <p><i>Selection is based on academic records (50% weightage) and performance in the entrance test (50% weightage).</i></p> <p><i>Fifty per cent of the total intake will be considered for admission in this programme through Combined Biotechnology Entrance Test conducted by the Jawaharlal Nehru University, New Delhi with preference to basic degree in Agriculture.</i></p>

<p>8. M.Sc. (Food Technology)</p>	<ul style="list-style-type: none"> • Passed B.Sc./ B. Sc. (Agri)/ B. Sc. (Hort.)/ B.V.Sc. & A.H./ B.V.Sc./ B. Sc (H. Sc.)/ B.Sc. (Food Science)/B. Sc (Seri)/ B.E. or other equivalent degree (as the case may be)/ B.F.Sc./B.Sc.(Hons.)(Agriculture/ Horticulture / Home Science) of AAU or any other university recognized by AAU, securing a Minimum CGPA of 6.60/10 or 3.25/5 or 2.60/4 for Gen./OBC/UPS category and 5.60/10 or 2.75/5 or 2.20/4 for SC/ST/PH. In case where Grade Points are not awarded but only marks are awarded, the candidate must have secured at least 60.00% marks for Gen./OBC/UPS categories and 50.00% and above marks for SC/ST/PH categories. This shall be relaxable for candidates having 5 years of service experience and deputed by the Govt. of Assam /AAU to a CGPA of 2.30 in 4.00 scale or 5.70 in 10.00 scale or 45.00% of marks in traditional system. <p><i>Selection is based on entrance test to be conducted by the Department.</i></p>
<p>9. M. V. Sc. in Animal Biotechnology</p>	<ul style="list-style-type: none"> • Passed B.V.Sc. & A.H. of AAU or any other university recognized by AAU, securing a Minimum CGPA of 6.60/10 or 3.25/5 or 2.60/4 for Gen./OBC/UPS category and 5.60/10 or 2.75/5 or 2.20/4 for SC/ST/PH. In case where Grade Points are not awarded but only marks are awarded, the candidate must have secured at least 60.00% marks for Gen./OBC/UPS categories and 50.00% and above marks for SC/ST/PH categories. This shall be relaxable for candidates having 5 years of service experience and deputed by the Govt. of Assam /AAU to a CGPA of 2.30 in 4.00 scale or 5.70 in 10.00 scale or 45.00% of marks in traditional system. <p><i>Selection is based on entrance test to be conducted by the Department.</i></p> <p><i>Fifty per cent of the total intake will be considered for admission in this programme through Combined Biotechnology Entrance Test conducted by the Jawaharlal Nehru University, New Delhi.</i></p>

<p>10. M.Sc. (Animal Biotechnology)</p>	<ul style="list-style-type: none"> Passed B.V.Sc. & A.H./ B.V.Sc./ B.Sc. (Biology, Microbiology, Life Science)/ Biotechnology, B.F.Sc. (Biotechnology) of AAU or any other university recognized by AAU, securing a Minimum CGPA of 6.60/10 or 3.25/5 or 2.60/4 for Gen./OBC/UPS category and 5.60/10 or 2.75/5 or 2.20/4 for SC/ST/PH. In case where Grade Points are not awarded but only marks are awarded, the candidate must have secured at least 60.00% marks for Gen./OBC/UPS categories and 50.00% and above marks for SC/ST/PH categories. This shall be relaxable for candidates having 5 years of service experience and deputed by the Govt. of Assam /AAU to a CGPA of 2.30 in 4.00 scale or 5.70 in 10.00 scale or 45.00% of marks in traditional system.
<p>11. Ph. D. in Agricultural Science</p>	<ul style="list-style-type: none"> Passed M. Sc. (Agri.) degree examination in the concerned discipline of AAU or any other university recognized by AAU with basic degree in Agriculture with a minimum CGPA of 3.00 in 4.00 scale or 7.00 in 10.00 scale or 58% of marks in the traditional system, relaxable for deputed candidates having 5 years of service experience to a CGPA of 2.85 in 4.00 scale or 6.70 in 10.00 scale or 55% of marks in the traditional system. <p>(30% of the total intake of Ph.D. programme in the Department of Agricultural Biotechnology shall be made open to non-agri students completing 10+2+3 pattern majoring in Biochemistry/ Bioinformatics/ Biotechnology/ Botany/ Microbiology with 55% marks. Such students shall have to undergo bridge course.)</p>

12. Ph. D. in Veterinary Science	<p>Passed M. V. Sc., examination of AAU in concerned discipline or any other university recognized by AAU with basic degree in Veterinary Science with a minimum CGPA of 3.00 in 4.00 scale or 7.00 in 10.00 scale or 58% of marks in the traditional system. It is relaxable for deputed candidates having 5 years of service experience to a CGPA of 2.85 in 4.00 scale or 6.70 in 10.00 scale or 55% of marks in the traditional system.</p> <p>Admission into Ph. D. programme in Animal Biotechnology shall be on the basis of written test to be conducted by the College. The students completing M.V.Sc. in Animal Biotechnology/ Veterinary Microbiology/ Veterinary Biochemistry/ Veterinary Physiology/ Animal Genetics & Breeding/ Animal Reproduction, Gynecology & Obstetrics/ Animal Nutrition/ Veterinary Pathology/ Veterinary Parasitology with a minimum CGPA of 7.00 in 10.00 point scale will be eligible for the programme.</p>
13. Ph. D. in Community Science (Erstwhile Home Science)	<p>Passed M. Sc. (H.Sc.) degree examination in the concerned discipline of AAU or any other university recognized by AAU with basic degree in Home Science with a minimum CGPA of 3.00 in 4.00 scale or 7.00 in 10.00 scale or 58% of marks in the traditional system, relaxable for deputed candidates having 5 years of service experience to a CGPA of 2.85 in 4.00 scale or 6.70 in 10.00 scale or 55% of marks in the traditional system</p>

(Candidates serving as JRF/SRF/RA at AAU are eligible to apply for admission into the PG programmes subject to fulfillment of other eligibility criteria.)

The Academic Council shall determine from time to time the percentage of marks/CGPA and other requirements for admission and the same shall be incorporated in the Information Bulletin to be published every year for admission into different degree programmes of the University.

2.01.04 Gap period certificate: In case of a candidate having a break in programme of studies at various levels, a Gap Period Certificate (format given in the *Information Bulletin* as Annexure I) from the Local Police Authorities must be produced at the time of counseling.

2.01.05 Permanent Residence Certificate: All candidates belonging to the state of Assam and the candidates under Higher Fee Category must submit the Permanent Residence Certificate issued by the Competent Authority (Deputy Commissioner/ District Magistrate / SDO, Civil) of the Government concerned. However, it is exempted for the candidates belonging to the following categories:

- (a) Sponsored by ICAR/VCI
- (b) Nominated/sponsored by NEC

- (c) Children of defense personnel, paramilitary force personnel, ex-service and serving armed force personnel
- (d) Wards of Kashmiri migrants
- (e) Belonging to the states/union territories other than Assam for specializing in Tea Husbandry & Technology
- (f) In-service candidates deputed by the Govt. of Assam
- (g) Foreign, NRI & NRI-sponsored candidates

2.02 Admission capacity:

2.02.01 Maximum number of seats: The maximum number of students to be admitted to the various degree programmes each year shall be decided by the Academic Council as per provision of the AAU Act.

2.02.02 Reservation of seats: Subject to revision from time to time, the Board of Management, on the recommendation of the Academic Council, shall determine and prescribe reservation of seats, including the number, in various degree programmes of the University, which are given hereunder and notified through the Information Bulletin for admission into different degree programmes of the University.

- (a) Reservation under different categories will be as per university norms & guidelines.
- (b) 25 per cent seats in a Faculty shall be reserved for the candidates sponsored by the ICAR.
- (c) 3% of total seats in a Faculty shall be reserved for Differently Able Persons as per 'The Person with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995'.

Subject to availability of seats, any Indian national can seek admission directly into various P.G. degree programmes of the University on payment of higher fee provided the essential eligibility requirements are fulfilled.

2.02.03 Filling up of reserved seats remaining vacant: The reserved seats left unfilled under any category shall be filled up from general merit list.

2.03 Screening and selection of students for admission to different degree programmes:

The Registrar with the approval of the Vice-Chancellor shall constitute the Screening-cum Verification Committee to screen/verify the applications on the date of Counseling, based on the prescribed qualifications and criteria. The applicants must be present in person at the time of counseling and admission. On endorsement of the duly constituted Selection Committee, the eligible applicants are admitted in order of merit on the date of counseling itself. All students must submit their original certificates/mark sheets at the time of admission.

2.04 Admission/Enrolment:

2.04.01 Admission of newly selected candidates into a degree programme:

a) A candidate selected for admission into a degree programme shall have to get admitted/ enrolled by paying the requisite fees and other dues on the date of admission. In the event of failure to pay dues on the specified date(s) the student shall forfeit the seat and the seat so vacated shall be filled up by the next candidate in the merit list. The seats remaining vacant after the 1st counseling shall be filled up in order of merit, at the 2nd counseling, normally on the 7th working day after the 1st counseling. The student must be present in person at the College for necessary advice and orientation on the specified date(s) as may be notified.

b) The date of joining the classes may be extended by the DPGS by 5 days from the scheduled date of orientation. However, such students should bring it to the notice of the DPGS in writing on the first day of orientation. Failing to do so will forfeit the seat and the same will be offered to the next candidate(s) in order of merit on the 7th day.

c) A student may be allowed by the DPGS on the recommendation of the Head of Department to transfer his registration from one P.G. Department to another within 15 (fifteen) days from the date of commencement of the first semester, provided that vacant seat is available in the Department to which the student wants to get transferred.

2.04.02 Medical fitness: Admission into any of the degree programmes of the University shall be subject to the candidates being declared medically fit by the University Medical Officer or a Medical Board constituted by the University for the purpose. The candidate shall have to submit a duly filled in prescribed format given in the Information Bulletin and present herself/himself for medical examination on the date of interview/admission as specified. Necessary fees as prescribed by the Academic Council shall have to be paid by the candidates for such test.

2.04.03 Fees: The fees and other charges *etc.* to be paid by the students shall be determined by the Academic Council from time to time and the same will be incorporated in the Information Bulletin.

2.04.04 Students' Roll Number: A student admitted into a degree programme shall be allotted a Roll Number, which will be used for her/his entire degree programme. In the Roll No., the year of admission is followed by the name of the Faculty (by mentioning only the first letter in upper case) suffixed by M (for Master's Degree) or D (for Doctorate Degree) and the name of the Campus (by mentioning the first letter in upper case) and then the student's serial number allotted at the time of admission. For instance, a student who has taken admission into Master's Degree programme in the Faculty of Agriculture at Jorhat Campus in 2010 and gets 25 as serial number will have Roll Number 2010-AMJ-25.

[Besides, 1st and 2nd semester in an academic year shall be suffixed by (i) or (ii) respectively at the end of the Roll No., if and when necessary]

2.04.05 Admission of continuing students: A continuing student shall get admitted into each semester by paying the prescribed fee for the purpose in person on the date(s) specified along with the necessary Admission Slip cum Clearance Certificate (**Form No. PG-01**). The date of admission can be extended by the DPGS for a period not

exceeding 7 days with a late fine. However, under extraordinary circumstances arising due to serious illness, natural calamities, *bandhs* resulting in restriction of movement of the students, the DPGS may allow such student to take admission *in absentia* within the prescribed period. However, in case of serious illness, certificate from District Medical Officer and in case of natural calamities/ *bandhs*, certificate from the Deputy Commissioner/ Sub-Divisional Officer (Civil) must be produced. No further extension of time can be allowed under any circumstances.

2.05 Registration:

2.05.01 Registration of student into the University : A student shall have to register her/his name as student of the University on payment of prescribed fees at the time of admission by submitting duly filled-in prescribed Application form for Registration of Students (**Form No. PG-02**), which shall reach the Registrar within one month from the date of admission through the DPGS. The Registrar shall issue Registration Receipt (**Form No. PG-03**) to the student. Her/his registration shall continue until she/he migrates from the University. No student shall be awarded degree unless she/he is duly registered.

2.05.02 Procedure for transfer with migration: For transfer of a student from the University, she/he shall have to apply (**Form No. PG-04**) along with Clearance Certificate (**Form No. PG-05B**), deposit necessary fees, return the Registration Card issued to her/him for obtaining the Migration Certificate (**Form No. PG-06**). A candidate from corresponding Faculties of other Universities of India recognized by this University may be considered for admission into a degree programme of this University subject to fulfilment of minimum requirements for admission and on production of proper credentials from the University/Board/ Council last attended in the form of a Migration Certificate. The Students' Scholastic Committee shall decide about the transfer of credits of such students.

2.06 Post-Graduate students' study programme:

2.06.01 Constitution of the Advisory Committee:

- (a) For every student admitted to a post-graduate degree programme there shall be an Advisory Committee. The concerned HoD shall, within 25 days from admission into the first semester select a teacher of the discipline as Major Advisor. To the extent possible, equal opportunity be given to all the teachers/scientists/extension specialists of the discipline for guiding the post-graduate students. However, preference may be given to those faculty members who have handled or are handling research projects on competitive mode. PhD guide-ship may also be offered to the scientists of the Indian Council of Agricultural Research subject to fulfilment of the eligibility criteria *vide* Clause No. 2.06.02(b) below. An MOU to this effect shall have to be signed between such Institute(s) and AAU, clearly indicating the composition of the Advisory Committee (if already constituted), conduct of meetings, mobility of the Scholar/Major Adviser, financial implications, research ownership/outcome, patent rights and other relevant issues.
- (b) The Major Adviser in turn shall constitute an Advisory Committee as per provisions of clause 3.17.02 consisting of at least one member from the major discipline and one each from the minor and supporting discipline(s) of studies apart from herself/himself for Master's degree programme. For Ph.D. degree programme, at least two members from the Major discipline, one being the Head of the Department (in case the Head of the Department declines or otherwise becomes ineligible *vide* sub-

- clause (d) below to be the member) and one each from the minor/supporting discipline(s) of studies shall be included. The Advisory Committee (**Form No. PG-07A & 07B**) thus constituted shall be sent to the Director, Post-Graduate Studies within 20 days from selection of Major Adviser for his approval. In case the Major Adviser is from out campus, one of the members of the Advisory Committee from the major discipline shall act as Co-Major Adviser on advice of the Major Adviser. If a scientist from any collaborating Institute/Organization, on the recommendation of the Board of Studies (BoS) of the concerned Faculty is included in the Advisory Committee, she/he shall act either as Co-Major Adviser (if from the concerned major discipline) or as member in addition to the above members.
- (c) In case the Major Adviser leaves the University for a period exceeding six months on training/higher studies etc. or a permanent vacancy is created due to any unforeseen reason, the Head of the Department shall select another member preferably from within the Advisory Committee in the major field to act as the Major Adviser with the approval of the DPGS subject to fulfilment of eligibility criteria. In case of temporary absence, not exceeding six months, of the Major Adviser, the other senior member of the Advisory Committee for the major field shall act as the Major Adviser till she/he returns. However, if the Major Adviser retires from service during the period of post graduate degree programme of the student, and if by then the student had completed a fair amount of research work as endorsed by the Advisory Committee, she/ he may continue to be the Major Advisor with prior intimation to the DPGS. Any vacancy caused in the Advisory Committee shall be filled up by the Major Adviser with the approval of DPGS. In case a member of the Advisory Committee is absent for more than 2 months, the Major Adviser will nominate another teacher as member for that period, if necessary, with the approval of the DPGS.
 - (d) A faculty member shall not act as Major Adviser of more than six students simultaneously of which Ph.D. students should not be more than three, and shall not act as member for more than ten Advisory Committees. However, this rule is relaxable in case of discipline(s) like Agricultural Statistics which is to be registered as Supporting Discipline as per requirement by large many students. The Head of the concerned discipline shall intimate the DPGS on time, seeking such relaxation.
 - (e) The Advisory Committee should meet at least once in a semester to assess the academic progress of the student and send the Progress Report (Form No. PG-08) through the Head of the Department to the DPGS within the semester.

2.06.02 Qualifications of teachers for recognition as Major Adviser

a. Master's degree programme:

(i) A teacher in the rank of Assistant Professor and above with Master's Degree having professional experience for at least three years or with Ph.D. degree be recognized as Major Adviser for the Master's Degree programme.

Or

(ii) An Assistant Professor having to her/his credit a minimum of 3 (three) NAAS rated research papers each with score 6.00 or more than 6.00 and has successfully put in at least 1 (one) year of service after the probation period.

b. Ph.D. degree programme :

- (i) A teacher not below the rank of Associate Professor with Ph.D. degree who has completed at least 3 years of service after Ph.D. degree and has successfully acted as Major Adviser of at least 3(three) Master's degree students (after declaration to have qualified for the degree) of AAU or in any University/Institution recognized by the AAU.

or

- (ii) A teacher not below the rank of Associate Professor with Ph.D. degree who has completed at least 3 years of service after Ph.D. degree and published minimum 5(five) research paper in standard Journals (with NAAS Rating / Thomson Reuter's Impact Factor). A Scrutiny Committee constituted by the DPGS shall evaluate and decide the papers that are neither rated by NAAS nor assigned any Impact Factor by Thomson Reuters.

or

- (iii) A teacher of the AAU in the rank of Associate Professor and above with a Master's Degree and with minimum 10(ten) years of service in the University in the rank of Associate Professor or above and has successfully acted as Major Adviser of at least 5(five) Master's Degree students and published at least 5(five) research papers in standard journals (with NAAS Rating / Thomson Reuter's Impact Factor)". A Scrutiny Committee constituted by the DPGS shall evaluate and decide the papers that are neither rated by NAAS nor assigned any Impact Factor by Thomson Reuters.

or

- (iv) An Assistant Professor or equivalent with Ph.D. degree who has completed five years of service in the rank and have successfully acted as Major Adviser of at least 3 Master's degree students of AAU or any University/Institute recognized by the AAU (after declaration to have qualified for the degree) and published at least 5 (five) research papers in standard journals (with NAAS Rating / Thomson Reuter's Impact Factor)". A Scrutiny Committee constituted by the DPGS shall evaluate and decide the papers that are neither rated by NAAS nor assigned any Impact Factor by Thomson Reuters.

Or

- (v) An Assistant Professor having to her/his credit a minimum of 6 (six) NAAS rated research papers each with score 6.00 or more than 6.00 and has successfully put in at least 1 (one) year of service after the probation period.

The teachers/scientists shall apply with detailed particulars in prescribed proforma (**Form No. PG-9**) to the DPGS through the HOD, for her/his approval to be recognized as Major Adviser. The DPGS shall place the proposal before the Post Graduate (PG) Committee for recommendation.

2.06.03 Post-Graduate students' Programme of Work (PPW) : After due consultation with the Major Adviser the student shall draw up the total programme of work (PPW) required for the Post- graduate programme which shall be finalized by the Advisory Committee and submitted for approval to the DPGS in prescribed form (**Form No. PG-10**), through the HoD, within 90 days from the date of admission into the programme. The last date of submission of PPW shall be mentioned in the Academic Calendar. Copies of the approved programme shall be sent to the Dean, HoD, Major Adviser, Registrar and the student concerned. Any subsequent change(s) in the

programme shall have to be approved by the Director, Post-Graduate Studies on the recommendation of the Advisory Committee and shall be intimated to all concerned.

2.06.04 Post-Graduate semester course registration: At the time of enrolment in a semester the student shall register for courses/research work of that semester as determined in consultation with the Major Adviser, subject to the provision of clause 2.06.03. Five copies of the programme (Semester Course Registration Card) in the prescribed form (**Form No. PG-11**) duly signed by the concerned persons shall be submitted to the DPGS who in turn shall send one copy each to the Registrar, Head of the Department, Major Adviser and the student concerned.

2.06.05 Withdrawal/ addition of course : A Post-Graduate student on the recommendation of the Major Adviser may withdraw a course(s) or take new course but not later than 15 days after the commencement of the semester subject to the minimum and maximum study load prescribed, as per clause 2.06.03 and 2.07.01. Request for such withdrawals or additions of course(s), if any, must be made in the prescribed forms (**Form No. PG-12**). In case of withdrawal, 'W' should be marked in the appropriate column of the Semester Course Registration Card.

2.07 Credit load in semester:

2.07.01 Maximum credit load: A Post-Graduate student shall not take more than 20 credits in a semester including research work.

2.07.02 Students' Scholastic Committee: There shall be a Students' Scholastic Committee for Post Graduate students for each Faculty. The Committee shall recommend transfer of credit for students migrating from other Universities/ institutions recognized by this University. The Committee shall consist of:

(i)	DPGS	Chairman
(ii)	Registrar/Joint Registrar (Academic)	Member
(iii)	One faculty member nominated by the Chairman	-do-
(iv)	Two Heads of the Department nominated by the Chairman	-do-
(v)	In-Charge Academic Cell (PG)	Convenor

The chairman shall constitute the committee with the approval of the Vice-Chancellor. The term of office of the nominated members shall be for 2 (two) years on rotational basis. The Chairman may co-opt another teacher as and when necessary.

2.07.03 Transfer of credit from other Universities:

- (a) On recommendation of the Students' Scholastic Committee, transfer of the credit from other recognized University or other Institutions recognized by the Assam Agricultural University may be allowed.
- (b) The Scholastic Committee shall scrutinize the course credit of a student migrating from other Universities to this University for transfer of credit already earned in other Universities in relevant courses as per requirement of this University. The Committee shall determine her/his total credit requirements and course programme at this University. If need be, the Committee may conduct comprehensive test to ascertain the proficiency of the candidate in such course(s). The Committee may decide as to how many credits equivalent may be transferred towards calculating the CGPA of the

candidate. The Advisory Committee shall accordingly determine the course programme for such student(s).

2.07.04 Post-Graduate Committee: There shall be a Post Graduate Committee for each Faculty consisting of the following members:

Director of Post-Graduate Studies	Chairman
Dean/ Assoc. Dean	Member
Director of Research	-do-
Joint Registrar (Academic)	-do-
All Heads of P.G. Departments	-do-

Presence of 2/3rd members shall form the quorum.

Duties and responsibilities:

The Post Graduate Committee of a Faculty shall have the general jurisdiction over all matters relating to Post Graduate education including academic standard. But matters pertaining to introduction, alteration, addition and modification of Post Graduate curriculum shall be routed through the Board of Studies to the Academic Council for consideration. The P.G. Committee shall recommend the names of teacher to be recognized as Major Advisers of Master's and Ph. D. Degree Programmes. The Committee shall normally meet once in a semester.

2.08 Course programme(s):

2.08.01 Course credits and syllabi: The details of the course credits and syllabi for different degree programmes shall be as approved by the Academic Council from time to time, on the recommendation of the Board of Studies (BoS). Proposal for introduction or changes in any course to be offered in any of the degree programme of the University shall be routed through the BoS for approval of the Academic Council. Any subsequent changes, felt necessary, of the approved course contents may be made by the BoS without changing the course title and credit hours. Such changes shall have to be communicated to the Registrar.

2.08.02 Approval of syllabus: There shall be an approved syllabus for each course offered by a Department in a degree programme. The syllabus shall be approved by the Academic Council on the recommendation of the BoS. A syllabus will consist of topics for theory and/or practical. The broad syllabus must be followed by a detailed lesson plan worked out for the purpose, by the course teacher(s) in consultation with HoD.

2.09 Class attendance:

2.09.01 Maintenance of record: The concerned course teacher(s) shall maintain a record of the students' attendance in the prescribed Attendance Register and submit the record to the concerned Academic Cell through the HoD along with the grade sheet within ten days after the end term examination of the course. The HoD shall monitor the attendance of all the courses offered by the Department. The concerned course leader shall have the attendance register scrutinized by the HoD before the mid-term and end term examination and report the matter to the DPGS in case of any adverse situation.

2.09.02 Minimum attendance requirement: A student shall be required to maintain a minimum of 75 (seventy-five) per cent attendance separately for theory and practical in each course failing which she/he shall not be allowed to appear at the End-term examination and be awarded 'P' grade in that course. Such a student shall not be allowed admission in the next semester, and shall have to repeat the course when offered. Her/his GPA/CGPA shall be calculated only after successful completion of the course(s). It shall be the responsibility of a student to ensure that her/his attendance requirement does not fall short of the minimum fixed.

2.09.03 Condonation of attendance: The DPGS may on the recommendation of the Major Adviser concerned, condone shortage in attendance up to 15 (fifteen) per cent in a course(s) in exceptional circumstances as given below (a,b,c) and allow students with an attendance of 60 (sixty) per cent or more to appear at the End-term examination. No condonation under any circumstances shall be granted below 60 per cent of attendance in any course(s).

- (a) *Authorized absence under official directives:* The Director of Post Graduate Studies (DPGS) on the recommendation of the Director of Students' Welfare may permit a student to represent the University/Faculty in the Inter University or Inter College important event(s) or selected events in the State and the National level and also in student union activities. The period for which the student is deputed for the above shall be treated as authorized absence under official directive and be treated as leave. The Director of Students' Welfare as well as the student concerned shall, however, ensure first that minimum attendance requirement shall not fall short of 60 (sixty) per cent. The DPGS shall notify the name(s) of such student(s) to the HoD(s) for conveying the information to the teacher concerned for record with a copy to the Major Adviser.
- (b) *Serious illness:* Relaxation in minimum attendance requirement should be given up to 15 per cent only in case of indoor hospitalization or for suffering from contagious diseases, viz., chicken pox, jaundice, tuberculosis and hepatitis or for the surgical cases like fractures. If a student is prevented from attending classes owing to serious illness, the student concerned/guardian shall submit an application along with a Medical Certificate from the University Medical Officer and recommendation from the Hostel Warden (in case of a hosteller) or from a Registered Medical Practitioner (in case of a day scholar) within 3 days from the date of reporting to the DPGS after illness stating clearly in the Medical Certificate, the period for which the student was advised treatment and rest. Such application shall be addressed to the DPGS, who may grant leave for those days of absence and inform the Heads of the Departments.
- (c) If a student fails to attend classes due to death of parent/guardian, brothers, sisters, spouse or children she/he shall intimate the DPGS within 7 (seven) days.
- (d) If a student fails to attend classes due to serious illness of parent/guardian, brothers, sisters, spouse or children which requires her/him to accompany any such ailing member for specialized treatment outside the state, she/he shall intimate the DPGS within 7 (seven) days

2.09.04 Notification regarding class attendance : The record of class attendance of all students in every courses shall be maintained by the course teacher(s) concerned till 3 days prior to the date of commencement of the end-term examination and the names of the students whose percentage of attendance falls short of the prescribed minimum shall be notified two days prior to the commencement of the end-term

examination/annual composite examination with intimation to the HoD and the DPGS for their information. As warning to the students, the teacher concerned shall notify in the middle of the semester the name(s) of the student(s) whose attendance in the class(s) falls short of 75 percent with intimation to the DPGS.

2.10 Departmental attendance for Post-Graduate students:

The Heads of the Departments shall maintain an Attendance Register for Post-Graduate students of each department. All PG students of the department shall sign twice in the Attendance Register at 10 a.m. and 4 p.m. on every instructional day. A minimum of 75 (seventy five) per cent attendance shall have to be maintained by all students. Condonation of attendance shall be given as per clause 2.09.03. Failure to maintain departmental attendance as prescribed shall result in cancellation of admission into the semester and such student shall have to get re-admitted in the semester during the next academic year. The HoD shall send a monthly attendance sheet of the students to the DPGS.

2.11 Release of student from a college:

A student who wants to leave the college during or after a semester or on completion of the degree programme shall apply in the prescribed format (**Form No. PG-05A**) and must officially be released by the Registrar on recommendation of the DPGS on obtaining a clearance certificate in a prescribed form (**Form No. PG-05B**). The application must be routed through the Major Adviser and Head of the concerned (Major) Department. The copy of the release order shall be sent to the DPGS and the HoD concerned. The student shall return the identity card along with the application form to the DPGS.

2.12 Re-admission of student:

A student who leaves the College with permission from the Registrar (**Form No. PG-05 A & PG-05 B**) after completion of the requirements of at least 1 (one) semester may be re-admitted after a break of not more than 2 (two) consecutive semesters on payment of prescribed re-admission fee. Such a student shall apply through the Major Adviser and Head of the Department to the DPGS for readmission at an appropriate time. The previous semester(s) completed by such a student shall be counted towards the total residential requirements and credits earned along with grades for the degree. This provision of permitted break and re-admission can be availed by a student only once during her/his entire Academic Programme.

2.13 Refund of caution money:

Refund of caution money shall not be made to a student within one month from the date of release from the College concerned. The claim for refund of caution money shall not be entertained after a period of one year from the date of release of the student from the College. The caution money shall not be refunded if a student leaves the College without permission and/or does not join and attend any class after the admission. Refund of caution money shall be made against application in prescribed form (**Form No. PG-13**) and on production of Clearance Certificate (**Form No. PG-05B**).

CHAPTER III

CONDUCT OF EXAMINATION, EVALUATION AND GRADING OF STUDENTS

3.01 Coverage of syllabus:

3.01.01 Teaching: The teacher(s) assigned with responsibility by the HoD for a course shall be called Course Teacher(s). Ordinarily not more than two teachers shall be given such responsibility for a single course. However, under special circumstance(s) more than two teachers may also be assigned such responsibility. One of the Course Teachers shall act as the course leader and will co-ordinate the teaching programme of the course. The Course Teacher(s) shall be responsible to the Head of the Department for ensuring the coverage of the prescribed syllabi of the courses including fulfilment of the prescribed requirements as mentioned in clause 1.02.03 and proper training of the students both in theory & practical. The Director of Post-Graduate Studies shall co-ordinate the teaching programme and exercise supervision, through HoD.

3.01.02 (a) Departmental Academic Co-ordination Committee: There shall be a Departmental Academic Co-ordination Committee (DACC) with the Head of the Department as Chairman and minimum two to maximum five other teachers as members for a period of 2 (two) years. The members shall be nominated by the Chairman from amongst the faculty members in the discipline. In those departments, where sufficient numbers of teachers are not available in the discipline, the Chairman will nominate any teacher from within the Faculty.

(b) Faculty Academic Co-ordination Committee: There shall be a Faculty Academic Co-ordination Committee (FACC) with the Dean as Chairman and two HoDs, five other teachers as members for a period of 2 (two) years. The members shall be nominated by the Chairman from amongst the faculty members in the discipline.

Duties and responsibilities

- i. To verify coverage of syllabus prescribed for a course by the course teacher(s).
- ii. To verify for compliance of guidelines for evaluation and marking of answer-scripts etc.
- iii. Any other matter as may be referred to it within these Regulations and also by the DPGS from time to time.

The Committee shall meet twice in a semester at least 10 days ahead of the mid-term and end-term examinations and submit its report to the Dean. In case of Veterinary Faculty, the report will be submitted 10 days ahead of the terminal/annual composite examination.

3.02 Conduct of examinations:

3.02.01 Number of examinations in a semester: There shall be two examinations viz., mid-term and end-term examination. The end-term examination shall consist of both theory and practical components wherever necessary.

3.02.02 Distribution of marks: The distribution of pattern of questions, duration and marks in theoretical and practical examinations shall be well-defined. The concerned course teacher(s) and one teacher nominated by the HoD shall conduct practical examinations. Normally, the distribution of marks shall be as under:

Examination	Pattern of question	Marks	Duration
i. Mid-term	Comprehensive and objective type questions	30	1 hour
ii. End-term	Comprehensive and objective type questions	70	2 and a half hour
iii. Practical	a) Class works, Class records and Assignments	30	3 hours
	b) Practical examination	50	
	c) <i>Viva-voce</i>	20	

3.02.03 Mid-term examination:

- (a) Mid-term examination shall be conducted independently in each College by the course teacher(s) in the middle of the Semester as per Academic Calendar and Time Table circulated by the Academic Cell.
- (b) Notice for Mid-term examinations shall be issued by the DPGS normally at least 30(thirty) days ahead of the examinations. The notification of holding examinations shall be intimated to the Registrar for record. The schedule of examination must be completed within 10 (ten) days.

3.02.04 End-term examination:

- (a) End-term examination shall be conducted centrally in each College at the end of the semester as per Academic Calendar.
- (b) Notice for end-term examinations shall be issued by the DPGS normally at least 30 (thirty) days ahead of the examinations. The notification of holding examinations shall be intimated to the Registrar for record. The schedule of examination must be completed within 10 (ten) days.
- (c) The practical examination shall be conducted before the end-term theory examination as per time table circulated by the Academic Cell.

3.02.05 Suspension of classes during examination:

Classes shall be suspended 3 (three) days prior to the date of commencement of the End-term theory examination.

3.02.06 Re-examination: In the event of any kind of breach of these Regulations, the Vice-Chancellor may order for holding any examination afresh on the recommendation of Faculty Evaluation Committee (FEC). However, such re-examination shall have to be placed before the Academic Council for its appraisal.

3.03 Question paper:

The students shall be evaluated for their academic achievement in a particular course through a question paper set for the purpose, following the guidelines approved by the Academic Council from time to time. The question papers for different examinations shall be set as given under:

Question papers covering 30 marks for Mid-term and 70 marks for End-term shall be set by the course teacher(s) concerned in consultation with the HoD. However, under exceptional circumstances, the HoD may assign the responsibility of setting question

paper to any teacher(s) other than the course teacher(s) with due intimation to the DPGS. The question papers must reflect the total course syllabus as prescribed. A total of 30% of the questions in a question paper shall be of objective type and the rest 70% questions shall be of descriptive type.

For multi-campus Faculties like Agriculture, with Colleges at Jorhat, Biswanath Chariali and Rangamati, Dhubri, there will be a common question paper for the end term theory examination for each course

3.04 Evaluation:

3.04.01 a) Evaluation of mid-term and end-term examination: The evaluation of answer scripts of both the Mid-term and End-term examinations shall be done by the course teacher(s) as per guidelines. However, under special circumstances, the Head of the Department may assign the responsibility to any other teacher(s) with permission from the DPGS. Evaluation of answer scripts shall be arranged centrally within the Department by the HoD within 10 days from the date of examination. Course teacher(s) will prepare the final grade sheet(s) and the Course Leader will submit it to the DPGS through the HoD for onward transmission to the Registrar.

b) Evaluation of end term practical examination: The evaluation of answer scripts of the practical examinations shall be done by the course teacher and one teacher nominated by the HoD. However, under special circumstances, the HoD may assign the responsibility to any other teacher(s) with permission from the DPGS.

3.04.02 Grace marks: Grace Marks in any form shall not be awarded under any circumstances.

3.05 Submission of evaluated assignment, answer scripts and mark sheet:

3.05.01 Mid-term examination: After evaluation of the answer scripts, the course teacher(s) shall prepare three copies of mark-sheet (**Form No. PG-14**), and the Course Leader will submit the answer scripts along with two copies of the mark-sheet to the HoD within specified date. The HoD shall notify the marks obtained by the students in the departmental notice board. The Course Leader shall retain the other copy of the mark-sheet for preparation of the final mark/grade-sheet after obtaining signature of HoD.

3.05.02 Practical examination: The concerned course teacher(s) after evaluation shall submit the evaluated materials along with one copy of the mark-sheet (**Form No. PG-15**), through the Course Leader, to the Associate Dean/ HoD within the specified time.

3.05.03 Submission of assignment: The course teachers shall evaluate the assignment(s), if any, and submit the same through the Course Leader, to the HoD/ Associate Dean along with the mark-sheet of the practical examination.

3.05.04 End-term examination: After evaluation of the answer scripts, the course teacher(s) shall prepare three copies of mark-sheet (**Form No. PG-16**), and the Course Leader shall submit the answer scripts along with two copies of the mark-sheet to the HoD within specified date. The HoD shall verify and submit the same to the DPGS for onward transmission to the Registrar.

3.05.05 Minimum qualifying marks: A student must pass separately both in theory and practical examinations of a course and must secure the minimum 60% marks.

3.05.06 Custody of answer scripts: The answer scripts (both Mid-term and End-term) after evaluation shall be in custody of the HoD till the end of the next semester. After that the same shall be handed over to the DPGS for disposal as per rules.

3.06 Absence from examination

3.06.01 Permission of absence from examination: The students are expected not to remain absent from any of the examinations as mentioned above. A student may be granted permission to remain absent from appearing in any examination strictly under the following conditions:

1. Permission to remain absent shall be granted on the advice of a committee called "Make-up Examination Committee" consisting of DPGS / Dean /Assoc. Dean as chairman and DSW /ADSW / DDSW and Medical Officer as members. In case of hostellers, additionally the concerned hostel warden shall also be a member. A student shall have to apply prior to the start of the examination/on the date of examination to the DPGS/Dean/Assoc. Dean through the Hostel Warden/ Parents/Guardian stating clearly the reason for absence. The Committee after a thorough scrutiny, will allow or disallow a student to remain absent from appearing in the scheduled examination and accordingly permit or forbid the student to appear in the Make-up Examination.

2. Permission to remain absent from any examination can be granted only in case of-

i) Death of mother/ father/ spouse/ children/ own sibling

ii) Under medical cases: She/ he (a) suffers from Contagious diseases (chicken pox/jaundice/measles/typhoid/tuberculosis/cerebral malaria etc.) requiring at least 7 (seven) days isolation as confirmed by relevant clinical reports as applicable, or (b) undergoes surgical cases like fractures/major surgical operations requiring at least 3 (three) days post-operative indoor hospitalization supported by relevant clinical reports.

When a student suffers from any ailment as specified above, the University Medical Officer must be informed prior to the start of the examination, whose advice shall be binding on the student. The student shall submit a medical certificate along with all the relevant clinical reports *etc.* from the Attending Medical Officer/Hospital, which shall have to be countersigned by the University Medical Officer. This certificate will not be accepted without the counter-signature of the University Medical Officer.

iii) The student is representing college/ University/ State on official directives of the University.

If permitted to remain absent, the student shall be marked 'Ab' in the grade sheet and allowed to appear in the Make-up Examination upon remittance of the Make-up Examination fee (Rs. 500.00 for the first missed theory examination paper and Rs 300.00 per paper for the subsequent missed theory examination papers; and Rs. 300.00 for the first missed practical examination and Rs.200.00 per course for the subsequent missed practical examinations). However, the students remaining absent with official directives shall be exempted from paying the Make-up Examination fee.

Failure to comply with the above will result in the award of 'F' grade in the course(s) concerned. Any breach of trust on the part of the student/ parents/ guardian shall make the student liable for appropriate punishment (vide clause 4.07) besides awarding 'F' grade for the course(s) concerned. If a duly permitted student fails to appear in the Make-up Examination on the scheduled date and time, she/ he shall be awarded 'F' grade in the concerned course.

3.06.02 Procedure of holding Make-up Examination: The Make-up examination shall be arranged by the DPGS/Dean/Assoc. Dean within 20 days from the last date of examination schedule in case of Mid term; and in case of End term examination, within 20 days from the date of commencement of the subsequent semester. The time table of Mid term Make-up Examination will be fixed by the DPGS/Dean/Assoc. Dean and that of the End term Make-up Examination will be fixed by the DPGS/Dean. The question papers of End term Make-up Examination will be common for all the campuses within the Faculty and the same time table will be followed. As such, an additional set of question papers should be obtained from the paper setter for any such Make-up Examination.

3.07 Procedure for holding Repeat/Grade Improvement Examination

The Repeat/Grade Improvement Examination shall be arranged by the DPGS, within 45 days from the date of commencement of the subsequent semester as per time table circulated by the Academic Cell.

3.08 Grade points:

Grade points in 10.00 scale is the point expressed in decimal by converting the per cent aggregate marks obtained by a student in a course and calculated up to 3rd decimal. An example:

Examination	Maximum marks	Marks obtained
Mid-term	30	18.500
End-term theory	70	60.000
Practical	100	75.000
Percentage of marks (153.5/200) X 100 = 76.75 (Up to two decimal place)		
Converted to 10.00 scale as grade point = 7.675		

3.08.01 Award of grade points: The concerned course teacher(s) shall award grade points in **Form No. PG-16** following the example indicated above.

3.08.02 System of grading: The grading of a student shall be done in a 10.00 point scale as given below:

Range of Marks	Points/Grade
(i) 100%	10.000
(ii) 99%	9.900
(iii) 98%	9.800
(iv) 97%	9.700
(v) 60%	6.000
(vi) Below 60%	F (for P.G. Programme)
'F' Grade shall carry 0 (Zero) value.	
Satisfactory (60% marks or above)	Designated by 'S'

Unsatisfactory (Below 60% marks)	Designated by 'US'
Shortage of attendance (Below 75%)	Designated by 'P'
Authorized absence in examination	'Ab' grade
Incomplete research work / thesis seminar	'I' grade

3.09 Scrutiny of examination related issues/matters :

The Faculty Evaluation Committee (FEC) can undertake scrutiny of any examination related issues/matters at any stage as per guidelines approved by the Academic Council from time to time. Such scrutiny shall also be undertaken at the request of student. The committee shall be formed as under:

Director of Post Graduate Studies	Chairman
Director of Students' Welfare	Member
Two Heads of Departments nominated by the Chairman	Member
Two senior teachers nominated by the Chairman	Member
I/C Academic Cell, DPGS	Member Secretary

The Chairman shall constitute the committee with the approval of the Vice-Chancellor. The term of office of the nominated members shall be for 2 (two) years on rotational basis. The Chairman may also co-opt the Associate Dean/HoD of the concerned subject as special invitee, if necessary.

3.10 Enrolment in next higher semester/class:

3.10.01 Provisional admission: A student will be allowed to take admission in the next higher semester provisionally, in the event of securing 'F'/'US' grades in not more than the specified number of courses as per clause 3.10.04.

3.10.02 Academic Probation:

If the CGPA of a student falls below critical limit of 6.500, the students shall be placed on Academic Probation till the CGPA is raised to the required minimum.

A student securing critical CGPA of 6.500 or above in a semester registering 'F'/'US' grade in any course shall be placed on 'Academic Probation' till the 'F'/'US' grade is cleared by appearing in Repeat/ Grade Improvement Examination

3.10.03 Removal of Academic Probation: A student on Academic Probation shall be allowed to improve her/his CGPA by appearing in the Grade Improvement Examination in the course(s) where she/he secured below 6.500 within 45 days from the date of commencement of the Semester.

A student failing to raise her/his CGPA to the required minimum shall continue to be on Academic Probation. A student on 'Academic Probation' during a semester who secures CGPA 6.500 or above, without 'F'/'US' at the end of a semester shall cease to be on 'Academic Probation'. A student failing to maintain the minimum CGPA after completion of all the courses of a particular degree programme shall be declared as failed and shall have to register for those courses which she/he wants to improve. Only those courses where she/he secured grade points below 6.500 can be improved.

3.10.04 Examination for removal of 'F'/'US':

A student securing 'F'/'US' in more than 3 courses in 1st year 1st semester and more than 2 courses in remaining semesters shall not be allowed admission in the next semester. Such a student may register her/his name for those course(s) of the concerned semester, in which she/he secured 'F'/'US' grade in the next semester when offered.

A student securing 'F'/'US' in not more than 3 courses in 1st semester of the 1st year class and not more than 2 courses in subsequent semesters shall be provisionally allowed admission to next higher semester. During this semester such a student shall be allowed to appear in Repeat/Grade Improvement Examination. If the student fails to remove her/his 'F'/'US' grade(s) even after availing the chance of Repeat/Grade Improvement Examination, she/he will not be promoted to the next higher semester. She/he will be readmitted to repeat those courses or all the courses of that semester, if she/he so desires, in the next Academic Session. The better of the two grades for a course shall be taken into account.

A student completing all the requirements of a degree programme securing CGPA of 6.50 or above but registering 'F'/'US' in any course shall not be eligible for the award of the degree unless the student clears the 'F'/'US' as permissible under the Regulations and maintain the minimum CGPA required for the degree. The degree will be awarded to those students who fulfill all the requirements of the said degree programme and secure CGPA of 6.50/10.00 or above.

3.10.05 Manner of holding Repeat/Grade Improvement Examination: The Repeat/Grade Improvement Examination shall consist of both theory and Practical examinations to be conducted covering the entire course. The duration of the theory examination shall be of 3 hours having 100 marks in one sitting and the practical examination shall be of 100 marks. The manner of holding the examination shall be subject to clause 3.06.02.

3.11 Grade card :

After the declaration of results of a semester, every student shall be provided with a Grade Card by the Registrar (**Form No. PG-17**) containing the grades obtained in different courses with a copy to DPGS/Dean. The Grade Card after completion of all the requirements of the degree programme shall contain the Cumulative Grade Point Average (CGPA) obtained by the student in the entire degree programme.

3.12 Students' record :

The DPGS shall maintain the record of academic performance and disciplinary actions and the Director of Students' Welfare (DSW) shall maintain the records of co-curricular activities of students in the form of student's records.

3.13 Post-Graduate students' progress report :

At the end of every semester, a Post-Graduate student shall have to submit a progress report (**Form No. PG-08**) in duplicate, to the Major Adviser who shall forward the same to the Director, Post-Graduate Studies through the Head of the Department. The report must reach the DPGS within 10 days from the last day of End-term examination.

3.14 Requirement of minimum CGPA to qualify for a degree :

A student must obtain a minimum CGPA of 6.50 in 10.00 scale for qualifying for a post graduate degree. The student must remove 'F'/'US' grade, if any, to qualify for award of degree as per clause 3.10.04.

3.15 Award of 'Distinction' :

A student shall be declared to have obtained 'Distinction' if she/he secures Cumulative Grade Point Average (CGPA) of 8.00 and above after completion of the programme. Besides the minimum CGPA, a student must fulfill the following criteria:

- a. Must not record 'F'/'US' grade during the programme of study for the degree.
- b. Must not be placed under academic and/or conduct probation during the programme of study for the degree.
- c. Must not be convicted with any of the sections of IPC by any authority. An undertaking to this effect must be provided by the students concerned.
- d. Must have completed all the courses for which she/he was registered in a particular degree programme in the specified minimum duration of the concerned degree programme.

3.16 Comprehensive examination on Post-Graduate programme :

All students undergoing post-graduate programme, shall be evaluated for academic achievement, only after successful completion of 75% of major and minor courses separately (excluding research) (**Form No. PG-18A**), by holding a comprehensive examination conducted for the purpose. The comprehensive examination shall consist of theory examination followed by *viva-voce* as per guidelines prescribed by the Academic Council from time to time. The students shall be charged with a comprehensive examination fee as prescribed. The report of the comprehensive examination shall be submitted in Form No. PG-18B.

3.17 Thesis for Post-Graduate degree programme :

A thesis shall form partial requirement for fulfillment of the total requirements to become eligible for a post-graduate degree. A project work shall have to be undertaken by the students of MBA (Agri Business) degree programme as per prescribed guidelines.

3.17.01 Research work for the thesis:

- a. Each student of Post-Graduate Degree Programme of the University shall be required to undertake research work on a research programme, the findings of which shall be presented in the form of a thesis. The student in consultation with the Major Adviser shall prepare such programme. The student shall then present the synopsis of the proposed research work in the departmental seminar in the presence of the members of the Advisory Committee for further suggestion/modification, if any. The student shall prepare five copies of the synopsis of research work in the prescribed form (**Form No. PG-19**) and shall submit the same to the Director, Post-Graduate Studies through the Head of the Department, for approval within first semester (second semester for Ph.D., MBA and Masters in Social Science disciplines) of her/his joining degree programme. On approval the record of the programme shall be

- kept by the Director, Post Graduate Studies and copies of the same shall be sent by him to the Registrar, the Dean of the concerned Faculty, Head of the Department, Major Adviser and the student concerned. A declaration in the synopsis that the work could be completed with the existing facilities of the Department shall be provided to avoid late submission of thesis on the plea of lack of facilities, before approval of the synopsis.
- b. Any subsequent change in the research programme shall have to be approved by the Director of Post-Graduate Studies. Such change(s) should be suggested by the Advisory Committee and routed through the Head of the Department to the Director of Post-Graduate Studies. A student failing to complete her/his research programme in the prescribed minimum period shall have to obtain permission from the Director, Post-Graduate Studies (**Form No. PG-20**) for continuing in subsequent semester(s).
- 3.17.02 Selection of topic of research:** The selection of topic for carrying out the research programme shall be done as per guidelines prescribed by the Academic Council from time to time.
- 3.17.03 Thesis seminar:** The student shall present a seminar on the research work with all the data and its analysis. Any suggestion/modification shall be incorporated in the thesis manuscript. The recordings of the thesis seminar shall be made in the form of a proceeding by the seminar-in-charge and shall be sent to the DPGS along with a certificate (**Form No. PG-21**) by the Major Adviser and members of the Advisory Committee that the student has successfully completed the seminar. The proceedings shall also be sent to external examiner along with the thesis for evaluation.
- 3.17.04 Procedure for writing thesis:** After presenting the thesis seminar the student shall prepare the thesis as per guidelines prescribed by the Academic Council from time to time. The student shall submit draft copies of manuscript by incorporating the recommendations of the thesis seminar, to all the members of the Advisory Committee for suggestion and modification before final typing.
- 3.17.05 Submission of thesis:** After completion of the prescribed courses and on successful completion of the research work to the satisfaction of the Advisory Committee, the student shall submit four paper bound typed copies of the thesis in case of Master's Degree Programme and five paper bound typed copies in case of Ph.D. degree programme along with a soft copy to the HoD through the Major Adviser as per the deadline specified in the Academic Calendar. The thesis must accompany a certificate in prescribed form (**Form No. PG-22**) signed by the Major Adviser and two copies of abstracts. At the time of submission of the thesis the student shall have to produce a certificate (**Form No. PG-23**) signed by the Major Adviser and members of the Advisory Committee showing that the suggestions/modifications have been incorporated in the thesis. A certificate from the Institutional Animal Ethics Committee (**Form No. PG-24**) is required to be appended in the thesis submitted in the field of Veterinary Science. The HoD shall forward the thesis to the DPGS for arranging evaluation. A Ph.D. student shall write and submit two research papers to standard journal, copies of which must be submitted along with the thesis at the time of submission.
- 3.17.06 Procedure for evaluation of thesis:** The thesis will be examined by external examiner(s) appointed for the purpose as per guidelines prescribed by the Academic Council from time to time. The External Examiner(s) shall send the thesis evaluation report in the prescribed format (**Form No. PG-25**).

3.17.07 Thesis *viva-voce*: The Post-Graduate degree programme of a student shall be completed by holding a thesis *viva-voce* examination to be held in the department of major discipline. A student must exhibit satisfactory performance in the *viva-voce* examination for becoming eligible for a degree.

- a) **Master's degree programme:** On receipt of the favourable reports from the external examiner, the DPGS shall send a copy of the report to the Major Adviser for fixing up a date for holding the *viva-voce*. The Board of Examiners shall consist of the members of the Advisory Committee with the HoD as Chairman. In case the HoD is the Major Adviser or a member of the Advisory Committee, the DPGS will nominate a Chairman from the discipline but other than the members of the Advisory Committee. Presence of all the members of the Board of Examiners at the time of *viva-voce* examination is a must.
- b) **Ph.D. degree programme:** On receipt of the favourable reports from the External Examiners, the DPGS shall send the copies of the reports to the Major Adviser for fixing up a date for holding *viva voce*. The Board of Examiners shall consist of the members of the Advisory Committee and the External Examiner with the Major Adviser as Chairman. The DPGS will be present as a member of the Board of Examiner. Presence of all the members of the Board of Examiners at the time of *viva-voce* examination is a must. However, under exceptional situation, the *viva-voce* examination can be held in absence of the member(s) of the supporting discipline with due consent of the member concerned and approval of the DPGS.
- c) The report of the external examiner shall also be given to the student before the *viva voce* for clear perception about the comments on her/his research work and its presentation in the form of thesis.
- d) The student shall have to appear in the *viva voce* examination for fulfilling the requirements for the degree.
- e) In case the performance is not found satisfactory, the student shall be given one more chance to appear for the *viva-voce* examination again within the next semester by depositing the prescribed fee.
- f) If the external examiner fails to attend *viva voce* due to reasons beyond his control, the thesis *viva-voce* may be conducted by other external examiner.
- g) The Board of Examiners shall give a certificate (**Form No. PG-26/27**) on the performance of the student in the *viva voce* examination and give recommendation regarding award of degree.

3.17.08 Non acceptance of thesis: In the event of a thesis being adjudged unacceptable for award of degree due to any reason at any level of evaluation/ *viva voce* steps as per prescribed guidelines shall be followed. In the event of failure of the student in fulfilling the requirements, she/he will be declared to have failed in the degree programme.

3.17.09 Final submission of thesis : On successful completion of the *viva voce* the student shall have to incorporate necessary correction/modifications, if any, as suggested by the Board of Examiners and shall submit the thesis in hard bound form within 15 (fifteen) days from the date of *viva voce* to the Major Adviser. A certificate (**Form No. PG-23**) to the effect that the suggestions/modifications suggested by the Board of Examiners have been incorporated in the thesis must be provided by the Major Adviser. The Major Adviser shall send all the hard bound copies of the thesis through

the Head of the Department to the DPGS. The DPGS, in turn, shall send one copy each to the Departmental Library, Central Library, Major Adviser and the student concerned after retaining one copy for official record.

3.17.10 Permission to submit thesis after specified date: A student who fulfils the prescribed course and residential requirements but fails to submit the thesis on the specified date shall have to obtain permission from the DPGS to submit the same on a next specified date.

3.17.11 Thesis examination fee: A student registered in the Post Graduate degree programme shall deposit a prescribed thesis fee with the DPGS at the time of submission of thesis. In case a student is required and permitted to resubmit the thesis and/or reappear in *viva voce*, she/he shall have to pay the prescribed fee for the purpose again.

3.18 Declaration of results:

The semesters and final degree results shall be declared by the Registrar. The Registrar on receipt of the mark-cum-grade-sheet (**Form No. PG-16**) shall compile the grades of each student for each course. GPA/CGPA will be calculated as per clause 1.02.14 and 1.02.15 and results declared accordingly. The declaration of results shall be completed before the start of the succeeding semester. However, in exceptional cases, results may be declared provisionally on the approval of the Vice Chancellor as per recommendation of the FACC. In such cases the admission of students shall be treated as provisional.

3.18.01 Examination Committee: An Examination Committee consisting of the Vice Chancellor as the Chairman and the Director, Post-Graduate Studies, Dean and the Registrar as members shall approve the results.

3.18.02 Transcript: A transcript shall show the courses taken by a student along with the grades obtained and the Final CGPA obtained by the student. The Registrar's Office shall issue a transcript to the student concerned on payment of prescribed fee.

3.19 Award of Degree Certificate :

A degree certificate (**Form No. PG-28/29**) under the official seal of the University and signed by the Vice-Chancellor, shall be presented at the Convocation of the University to each of the qualified students of a particular degree programme. The degree certificate shall set the name of the student, name of the degree (the field of specialization) with CGPA earned and the date of Convocation. Original degree certificate may also be issued on special ground prior to holding of the Convocation and in that case, the date on which the Vice-Chancellor signs the document is affixed on the certificate. A provisional degree certificate (**Form No. PG-30/31**) shall be issued to the student pending issue of final original degree certificate.

3.20 Duplicate Certificate/ Transcript :

The Registrar will issue duplicate certificate/ transcript to the students on damage or loss of the original ones on payment of fees after observing all formalities (**Form No. PG-32**).

Maintenance of confidentiality :

The whole of process of any examination shall be handled in confidential manner. Only the results shall be made available for public use.

CHAPTER IV

STUDENTS' DISCIPLINE

The dictionary meaning of discipline is training that produces orderliness, obedience and self control. Discipline refers to a systematic and logical way of doing what ought to be done at the proper time with full faith conscience and compulsion. Such whole hearted self application to work incorporating discipline, duty and devotion is absolutely essential in all fields of activity. Discipline teaches us to do right thing, at right time, in the right manner. Discipline thus ensures not only good actions but living in harmony with others too.

4.01 General :

These Regulations shall apply to all students of Assam Agricultural University for enforcement of discipline and good behaviour within and outside the precinct of hostels, college and the campus of the University.

4.02 Responsibility for maintenance of discipline and good behaviour of students:

- a) The Dean/Assoc. Dean and DSW/ADSW shall be responsible to the Vice-Chancellor for the maintenance of discipline and good behaviour of the students of her/his College, within the College and Hostel and any where in the Campus or outside it.
- b) Wardens of the Hostels/DSW/ADSW/DDSW/In charge of Students' Welfare, as the case may be, shall be responsible to the Dean/Assoc. Dean concerned, for maintenance of discipline and good behaviour of hostellers in Hostel(s) and/or Campuses.
- c) DSW/ADSW/DDSW shall render all possible assistance to the Dean/Assoc. Dean concerned for maintenance of students' discipline.

4.03 Discipline in general

Disciplinary action shall be taken against a student if she/he is found to be involved in any of the following acts:

1. Misbehaviour with teachers, scientists and non-teaching employees of the University or an outsider and fellow students
2. Gambling
3. Stealing or damaging other's property
4. Misconduct in class room, examination hall, hostel premises, library and inside or outside the University Campus.
5. Drinking of alcoholic liquor
6. Intoxication and drug addiction
7. Possessing arms, intoxicating drugs or any other forbidden materials
8. Moral turpitude
9. Use of University premises for any purposes other than for which it is meant, without the permission of the concerned authority.
10. Breach of any standing rules of the University
11. Any other causes/acts which may lower the prestige of the University.
12. Organizing meeting by students inside the campus or assisting outsiders to organize meeting inside the campus without permission of the appropriate authority.

13. Ragging of any form including verbal abuse, physical torture, mental torture, bullying inside or outside the campuses of the University / Colleges
14. Any other acts of indiscipline as considered by the appropriate authority.

4.04 Discipline in class room/department/farm:

- a) The HoD/teacher shall be responsible to the Dean for the maintenance of discipline and good behaviour of students within her/his Department including class room or the farm and she/he shall keep the Dean/Associate Dean concerned informed of all acts of indiscipline and misbehaviour which have come to her/his notice/ knowledge and of the actions taken by her/him in this regard.
- b) Where a Warden or the HoD is of the view that a punishment which is heavier than he is competent to impose is necessary, she/he shall report the case to the Dean/Assoc. Dean with his recommendations in writing and the Dean/Assoc. Dean may take appropriate action as deemed necessary or place the matter before the Disciplinary Committee.

4.05 Discipline in examination:

4.05.01 Identification of examinee: An examinee shall carry her/his identify card to the examination hall and shall produce the same when asked for.

4.05.02 Late Comer: A student arriving at the examination hall 15 minute after the scheduled time shall not be allowed to sit in that examination. No examinee shall be allowed to go out of the examination hall within 30 minutes from the commencement of the examination.

4.05.03 Adoption of unfair means etc.: An act of possessing unauthorized materials and attempting to copy, copying there from, copying from the answer scripts of other students or from any other sources or sharing her/his answer scripts with others, discussion with others during any examination, creating disturbance or acting in a manner so as to cause inconvenience to other students in the examination hall or near by shall be treated as adoption of unfair means.

4.06 Discipline in hostel and elsewhere within the campus or outside:

Boarders are expected to maintain discipline and proper atmosphere of study in the Hostels. The following acts of indiscipline are strictly prohibited.

1. All kinds of shouting, hooting, violent knocking or any other act, movement or behaviour that is likely to cause disturbance or annoyance to others
2. Switching on light and fan when boarders are not inside the room
3. Entry of female visitors into the rooms of the boarders in Boys' Hostel and male visitors into the rooms of Girls' Hostel
4. Maltreating or abusing the hostel employees, fellow-students, teachers and other University employees, campus dwellers, canteen staff, employees of Bank & Post Office, School *etc.* and others including outsiders.
5. Involvement in/ holding of any meeting/activity not related to hostel affairs or academic affairs in hostel premises/ University campus without prior permission from the Authority
6. Cooking inside the hostel room unless otherwise permitted as in case of International Hostel.

7. The use of electric heaters, electric rod, electric stove and other similar electrical appliances unless otherwise permitted.
8. Involvement in any form of gambling/betting inside or outside the campus
9. Playing of audio and visual systems and other music instruments inside the room or in the hostel premises causing annoyance to other boarders and neighbours near the Hostel
10. Possessing fire arms, weapons *etc.* or keeping such items in the hostel.
11. Drinking alcohol, poisons, drugs and intoxicant of any kind inside as well as outside the University Campus
12. Damaging, misusing and stealing of any Hostel properties or stealing others' belongings
13. Boarders staying outside overnight without permission from the Warden
14. Staying in the Hostels during a semester break without permission from proper authority
15. Entry and housing of outsiders in the Hostel without permission of the Warden
16. Ragging in any form inside or outside the hostel
17. Keeping scooters, motorcycles or any automobile in the Hostels without permission of the Warden
18. Absence of students from the Hostel after the stipulated time as fixed by the authority
19. Not maintaining proper dress code in the Hostel premises

4.07 Disciplinary action:

4.07.01 Discipline in general: Any student found to be involved in any of the acts of indiscipline as described under clause 4.03, shall be subjected to the following punishment(s), as decided by the Disciplinary Committee

Acts	Punishment
1. Misbehaviour with employees of the University or any outsider.	Stern warning and a fine of Rs. 500/- or more.
2. Gambling inside and outside the Campus.	Stern warning with conduct probation for at least one semester.
3. Misbehaviour or misconduct inside or outside the University	Stern warning and a fine of Rs. 500/- or more.
4. Stealing/damaging any items from the Campus.	Conduct probation and rustication for at least one semester.
5. Drinking of alcoholic liquor, intoxication and drug addiction.	Conduct probation on first instance of a particular student. If the same student repeats the same, rustication from Hostels and Colleges for at least two consecutive semesters.
6. Moral turpitude	Conduct probation, stern warning and a fine of more than Rs. 500/-
7. Breach of any standing rules of the University	Stern warning, conduct probation/fine of Rs. 500 to 1000/- depending on the nature of indiscipline.
8. Use of University premises for any purpose, other than for which it is meant without the permission of the concerned authority.	Stern warning with conduct probation for two semesters/fine of more than Rs. 1000/-.

9. Organizing meeting by students inside the Campus or assisting outsiders to organize meeting inside the Campus without the permission of the appropriate authority.	Conduct probation for a period of two consecutive semesters with a stern warning/fine of Rs. 2500/- or more.
10. Students not obeying the instructions given by the Disciplinary Committee.	Rustication from the College and Hostel for two semesters.
11. Ragging involving physical and or mental torture inside or outside the University.	As decided by the Disciplinary Committee, which may include expulsion/rustication from the Hostel/College
12. Any other act of indiscipline	As decided by the Disciplinary Committee /Vice Chancellor

4.07.02 In Class room: Students must follow the discipline as described in clause 4.04. Violation of the same by any student will be subjected to the following punishment:

Acts	Punishment
1. A student who is found not maintaining discipline and good behaviour within the Department including Class room, Farm or outside the Class room.	The HoD/teacher concerned will warn the student, and intimate the Dean concerned of all acts of indiscipline and misbehaviour which have come to her/his notice and of the actions taken by her/him in this regard.
2. In repeating the same even after warning by the concerned HoD/teacher.	The HoD/teacher will impose a fine of Rs. 500/- to the concerned student(s) with intimation in writing to the Dean/ Assoc. Dean concerned to stop the scholarship/fellowship, if any.
3. If a student makes such an offence where the HoD/teacher is of the view that a punishment which is heavier than he is competent to impose is necessary.	She/he shall report the case to the Dean/ Assoc. Dean with her/ his recommendation in writing and the Dean/ Assoc. Dean may take action as deemed necessary or place the matter before the Disciplinary Committee.
4. Mass absence of students from the class without any acceptable reason	A fine of Rs. 500/- or more per head.

4.07.03 In Examination Hall: The students must follow strictly the discipline as described in clause 4.05. Violation of the same by any students will be subjected to the following punishment.

Acts	Punishment
1. Any discussion sharing her/his views inside the examination hall, creating disturbance or acting in a manner so as to cause inconvenience to other students in the examination hall or near about.	The Invigilator shall warn the students.
2. On non response to such warning as mentioned in (1)	The Invigilator shall deduct up to 10 marks from the marks secured in that paper and inform the Dean/Assoc. Dean in a recommended proforma (Form No. PG-33), who in turn shall intimate the matter to the concerned teacher/Head of the Department. The matter is to be notified.
3. Any act of possessing unauthorized materials and attempting to copy, copying there from, copying from answer script from other students or from any other written source and/or non-response to the punishment stated in (2). In the event of detecting possession of unauthorized materials and copying there from by the student.	The Invigilator will take the unauthorized papers along with the student's answer script and ask the student to go out of the examination hall. The matter shall be reported to the Dean/Assoc. Dean who in turn shall debar the student from appearing in the remaining examinations and cancel the other examinations of the semester already appeared. Such students may be permitted to repeat the semester when offered.
4. In regard to any offence of any nature by a student relating to examination not covered by clause 4.05	The Dean/Assoc. Dean will place the matter in the Disciplinary Committee.
5. Forging teacher's signature in grade sheets. practical records, answer scripts etc.	Rustication for one semester with conduct probation.
6. Willful mass scale absence in the examination.	The students will be given 'F' grade in the concerned course(s).

4.07.04 In Hostels: Students must follow the discipline as described in clause No. 4.06. Violation of the same by any student will be subjected to the following punishments:

Acts	Punishment
1. All kinds of shoutings, hooting, violent knocking or any other act of movement or behaviour that is likely to cause disturbance or annoyance to others.	Warning by the Warden at first instance. On repeating the same, a fine not less than Rs. 500/- be imposed.
2. Switching on light and fan when boarders are not inside the room.	Warning by the Warden. After 3 warnings a fine not less than Rs. 500/- may be imposed.

3. Entry of female visitors into the rooms of the boarders in Boys' Hostel and male visitors into the rooms of Girls' Hostel.	Stern warning by the Warden with an intimation to the Dean/Associate Dean concerned. On repeating the same offence, the boarders may be subjected to rustication for one semester by the Dean.
3. Maltreating or abusing the hostel employees, fellow-students, teachers and other University employees, campus dwellers, canteen staff, employees of Bank & Post Office, School <i>etc.</i> and others including outsiders	Stern warning by the Dean with a fine of Rs. 500/- or more and placement on conduct probation/rustication. Physically assaulting may lead to rustication
5. Any meeting not relating to hostel affairs held in the hostel premises without prior permission.	Stern warning with a fine of not less than Rs. 250/- by the Warden and intimation to the DSW/ADSW/DDSW/ Dean/ Assoc. Dean concerned.
1. 6. Cooking inside the room unless otherwise permitted as in case of International Hostel.	Stern warning with a fine of not less than Rs. 500/- by the Warden.
1. 7. The use of electric heaters, electric stove and other similar electrical appliances unless otherwise permitted	Stern warning and seizure of electrical appliances by the Warden with a fine of not less than Rs. 500/-
8. Any form of gambling inside or outside the Hostel premises and Campus.	Stern warning with conduct probation for one semester, rustication by Dean/Assoc. Dean
9. Playing of audio and visual systems inside the room or in the Hostel premises causing annoyance to other boarders and neighbours near the Hostel.	Stern warning by the Warden at the first instance and on repeating the same the Warden may impose a fine of not less than Rs. 500/-. At the same time audio visual system will also be seized.
10. Possessing with self or keeping fire arms, weapons <i>etc.</i> in the Hostel.	Conduct probation and rustication from Hostel for at least two semesters by Dean/Assoc. Dean.
11. Drinking alcohol, poisons, drugs and intoxicants of any kind inside as well as outside the University Campus.	Conduct probation on first instance of a particular student. If the same student repeats the same, rustication from Hostels for at least two consecutive semesters.
12. Damaging, misusing and stealing of any Hostel properties or stealing others' belonging.	Placement on conduct probation for one semester and a fine of an amount equivalent to the damaged or stolen item(s). Rustication from Hostel for one semester by the Dean/Assoc. Dean.
13. Boarders staying outside overnight or absence from Hostel without permission from the Warden.	Stern Warning with a fine of not less than Rs. 500/- may be imposed by the Warden. The matter must be communicated to the Dean/Assoc. Dean/ DSW/ADSW/DDSW for their record.

14. Staying in the Hostels by boarders during a semester break without permission from proper authority.	Stern warning by Dean/Assoc. Dean. Fine of Rs. 500/- per day.
15. Entry or housing of outsiders in the Hostel without permission of Warden	Rustication from Hostel for one Semester. Stern warning with a fine not less than Rs. 500/-.
*16. Ragging of any form including verbal abuse, physical torture, mental torture, bullying inside or outside the campuses of the University / Colleges	As per the direction of the Hon'ble Supreme Court of India.
17. Keeping scooters and motor cycles or any automobile in the Hostels without prior permission	The vehicle will be seized by the Warden in consultation with Dean/Assoc. Dean/ DSW/ADSW/DDSW with a stern warning from the Dean/Assoc. Dean concerned and fine not less than Rs. 500/-
18. Absence of students from the Hostel after the stipulated time as fixed by the authority.	Rustication from Hostel for not less than one month by the Dean/Assoc. Dean.
19. Non-maintaining proper dress code in the Hostel premises.	Warning by the Warden at first instance. On repeating the same, a fine of not less than Rs. 500/- may be imposed.
20. Unauthorized occupation of Hostel room and locking by ex-students etc.	Warden will verify the matter and report to the Dean/Assoc. Dean. Forceful vacating of the room immediately by the Warden with security staff, if necessary. Non issuance of degree certificate, character certificate, etc.

*Undertakings must be submitted to the Dean/Assoc. Dean by the student and parents/ guardian in accordance with the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 (Copies made available at the time of admission/ registration)

4.08 Disciplinary Committee:

4.08.01 Composition:

A. Faculty Level Disciplinary Committee: Each Faculty shall have a Disciplinary Committee which shall consist of the following –

1. Dean / Associate Dean of the College-(Chairperson)
2. Two senior teachers of the Faculty (nominated by the Chairperson)- (Member)
3. DSW/ADSW/DDSW-(Member)
4. Hostel wardens-(Member)
5. Director of Post Graduate Studies-(Member)
6. One students' representative from PG class (nominated by the Chairperson)- (Member)
7. In-charge, Academic Cell-(Member-Secretary)
8. An additional teacher member may be co-opted by the Chairperson, if felt necessary.

- B. Campus Level Disciplinary Committee:** There shall be a common **Campus Level Disciplinary Committee** for the AAU Headquarters, Jorhat in lieu of having separate committees for the Faculties of Agriculture and Home Science for maintenance of general disciplines in Hostels/Colleges. The Committee shall comprise of the following members–
1. Senior most Dean of the two Faculties -(Chairperson)
 2. Dean, FA/ FHSc as the case may be- Member
 3. One senior teacher from each Faculty (nominated by the Chairperson)-(Member)
 4. DSW/ADSW/DDSW-(Member)
 5. Concerned Hostel Warden(s)-(Member)
 6. Director of Post Graduate Studies-(Member)
 7. One students' representative from each Faculty (nominated by the Chairman)-(Member)
 8. In-charge, Academic Cell of both the Faculties-(Member)
 9. An additional member from any of the Faculties may be co-opted by the Chairperson, if necessary.

To take a decision at least two third of the members must be present in the Committee Meeting.

4.08.02 Placement on conduct probation: A student found guilty of violating the rules and regulations of the College/University/Hostel or any acts of indiscipline or misbehaviour by the Disciplinary Committee may be placed on conduct probation by the Dean/Assoc. Dean for a specified period, which shall not be less than one month. During the period of conduct probation a student shall not be allowed to :

- a) Represent the College/University in sports, cultural contests *etc.* inside or outside the University.
- b) Hold office in a student organization or society.
- c) Receive any Scholarship, Fellowship or Stipend.
 - (i) When a student is deprived of a scholarship or fellowship or stipend on account of her/his placement on conduct probation, the loss entailed will be permanent and no arrears shall be payable subsequently on expiry of the period of conduct probation.
 - (ii) If a student who has been on conduct probation on two previous occasions, is again found guilty of indiscipline he shall be dropped from the roll of the College.

If a Final year student is placed under Conduct Probation, her/his results shall not be declared during the period of Conduct Probation.

4.08.03 Rustication/Expulsion: Rustication is the temporary removal of a student from the rolls of the College as a punishment for indiscipline. The minimum period of rustication shall be one semester in addition to the remaining period of the semester during which the order is passed.

- (i) Expulsion is the permanent removal from the College/Hostel. An expelled student shall not be permitted to get admission to that college or to any other constituent Colleges of the University.

- (ii) A rusticated student may rejoin his class in the same College after expiry of the period of rustication after obtaining formal permission of the Dean/Assoc. Dean concerned.

4.09 Procedure for rustication/expulsion from the college:

4.09.01 Procedures to be observed before a student is rusticated/ expelled:

- i. On receipt of the complaint against the conduct of student, the Dean/Assoc. Dean shall enquire into the matter within 7(seven) days of receipt of the complaint and place it before the Disciplinary Committee not later than 15(fifteen) days from the date of receipt. If the Disciplinary Committee is satisfied that there is *prima-facie* case for rustication/expulsion of the student, the student shall be allowed to explain in writing about the allegations against him or appear before the Disciplinary Committee to show cause why she/he should not be rusticated/expelled.
- ii. The concerned student shall have to submit her/his explanation within 7 (seven) days from the date of issue of the intimation by the Dean/Assoc. Dean.
- iii. After receiving the explanation or hearing in person the Disciplinary Committee shall examine the case.
- iv. If at this stage, the Disciplinary Committee is convinced that it is a fit case for rustication/expulsion the Dean/Assoc. Dean shall forward the recommendation for consideration and approval of the Vice-Chancellor.

4.09.02 Other provision relating to rustication/expulsion:

- i. Every case of rustication or expulsion shall be reported by the Dean/Assoc. Dean to the Registrar of the University immediately after the order is passed by him.
- ii. The date of rustication/expulsion: It shall be the date on which the order is signed by the Dean/Assoc. Dean.
- iii. On the expiry of fifteen days from the date of the Dean's/Assoc Dean's order, the Registrar shall register the order of rustication/expulsion and notify it in full in the constituent Colleges of the University.

4.10 Recording of punishment:

Whenever any action is taken against a student for indiscipline or misbehaviour or for the adoption of unfair means in an examination, and also when such action is revised an intimation shall be sent by the authority taking such action or taking such revision to the student's Adviser, Director of P.G. Studies and the Dean/Assoc. Dean concerned, the Registrar and the DSW/ADSW/DDSW to enable them to make necessary entries in the students' cumulative record.

Any disciplinary action taken against a student shall be intimated to the parent or guardian of the student. The record of disciplinary action shall be mentioned in the files of the concerned student.

4.11 Dress:

Every student shall be required to dress as prescribed by the Dean/Assoc. Dean of the respective Faculties/Colleges for attending the theory classes, practical classes in Fields, Laboratories and Clinics *etc.* For attending the University functions and within the campus every student is expected to be properly dressed.

4.12 Use of mobile phones:

Use of mobile phone in the class room and in the examination hall is strictly prohibited.

4.13 Special powers of the Vice-Chancellor:

Notwithstanding anything contained in these Rules, the Vice Chancellor shall have the authority to institute an enquiry to be held into the conduct of any student or students and award punishment.

CHAPTER-V

AWARD OF FELLOWSHIPS, SCHOLARSHIPS, CASH, MEDALS ETC.

5.01 Merit scholarship/Fellowship:

5.01.01 Types of scholarship/Fellowship:

(a) The State Merit Scholarship: The University shall award Merit Scholarship for Master's and Ph. D Degree programme of the University. The number and value of Scholarships shall be determined by the Board of Management (BoM) from time to time on the recommendations of the Academic Council. The number and value of scholarship are detailed in the Information Bulletin to be published every year. Students belonging to the State of Assam shall only be eligible for State Merit Scholarship

(b) ICAR/VCI Scholarship/Fellowship: Candidates nominated by ICAR, VCI shall be eligible for Scholarship/Fellowship as per ICAR/VCI norms

5.01.02 Minimum academic requirement: A candidate for award of University scholarship must be of high academic standing. She/He must also maintain a satisfactory conduct. Scholarship for the 1st Semester of 1st year class of Master's and Ph. D degree programme shall be awarded in the 2nd semester based on GPA of 1st semester, and for subsequent semesters. Scholarships shall be awarded in the succeeding semester based on the GPA of the preceding semester. Students placed on academic or conduct probation in the preceding semester shall not be eligible for merit scholarship. Improved grades of the preceding semester shall also not be considered for the scholarship.

The minimum GPA requirement to be eligible for award of scholarship shall be as follows:

Merit scholarship for Master's degree programme: GPA-7.50 and above in 10.00 scale.

Merit scholarship for Ph.D. degree programme:

- i. For the semesters undertaking course GPA 8.00 and above in 10.00 scale.
- ii. For the semesters following completion of course requirements, CGPA 8.00 and above in 10.00 scale along with satisfactory report on the progress of research work from the Advisory Committee.

5.01.03 Submission of documents by scholarship holders : The students availing any scholarship disbursed by the University must give an undertaking to the effect that she/he shall refund the scholarship money in the event of her/his leaving the Faculty before completion of any degree programme. In addition all students admitted in a given year must deposit the original certificates and mark sheets of the qualifying examinations at the time of admission with the DPGS who will keep these in safe custody. Such documents shall be returned to the students only after the completion of the degree programme or on refund of scholarship money drawn, clearing the dues pending against her/him, if she/he prefers to leave the Faculty before completion of the degree programme.

5.01.04 Selection committee for scholarship:

1. DPGS - Chairman
2. Dean of concerned Faculty - Member
3. Heads of the Departments - Member
4. In-charge, Academic Cell - Member Secretary

5.01.05 Procedure for scholarship: The selection committee shall prepare a panel of names of eligible students with GPA/CGPA as per rules and in order of merit and submit to the Vice Chancellor for approval. In case of equality of GPA/CGPA, the GPA/CGPA secured in the immediate earlier semester/examination shall be considered to prepare the merit list.

5.01.06 Award of merit scholarship: On approval of the panel of names by the Vice Chancellor, the DPGS shall notify the names of students who are awarded the merit scholarships.

5.01.07 Tenure of scholarship:

Subject to the provision made in the Regulations on Academic Matters, each scholarship shall be awarded for a period of one semester (as defined in Clause 1.02.02) only at a time.

Scholarship shall be awarded for the period of minimum residence requirement for completion of a degree programme.

5.01.08 Continuation of scholarship: Subject to the provision of the Regulations, continuation of scholarship shall depend on the maintenance of overall satisfactory progress in studies, regular attendance, good conduct of the student and clearance of the dues. The student shall also be on roll up to the last semester of each degree programme.

5.01.09 Discontinuation of scholarship: Students placed on conduct probation shall cease to get scholarship from the date of her/his conduct probation. The student may however, be eligible for award of scholarship after a lapse of one following semester from the semester during which the conduct probation is removed. Students on rustication shall cease to get scholarship from the date of rustication and shall be debarred from merit scholarship during the rest of the period of the entire programme.

Scholarship shall not be awarded to a student against whom disciplinary proceedings are contemplated/ initiated in any authority either in the University or outside. The scholarships shall be awarded only during the minimum residence requirement (Clause 1.04.02) and shall not be awarded during the extended semester(s).

5.01.10 Bar on award of more than one scholarship: No student shall be eligible for more than one Scholarship from any of the sources at a time.

5.01.11 Non-eligibility for scholarship: Student on deputation receiving pay and/or deputation allowance and/or any other financial assistance from any source shall not be eligible for any type of scholarship. No foreign students and sponsored students shall be eligible for any type of scholarship offered by the University.

5.01.12 Award of vacant scholarship: In the event of any Merit Scholarship remains vacant, the same may be awarded to a student on merit basis, who qualifies for the same. Vacant scholarship is not transferable between Faculties. The vacant

scholarship shall not be transferable between the departments or between academic years and programmes in the same department.

5.02 Medals/cash prizes and other awards:

The University will accept medals/ cash prizes and other awards from individuals/ organizations interested to offer to students for their academic achievements. The terms and conditions of such awards shall be as laid down by the University in the Academic Guidelines. Such offers shall be awarded along with a certificate (**Form No. PG-34/35**) to the student(s) in the University Convocation.

ASSAM AGRICULTURAL UNIVERSITY
Faculty:
College:.....
ADMISSION SLIP-CUM-CLEARANCE CERTIFICATE
(For continuing student)

Name of student _____ Roll No. _____
Class _____ Semester _____ Academic Session _____

Signature of the student

The above mentioned student is a regular boarder of Hostel No. _____. She/He has cleared all the dues up to _____ and bears no outstanding till date	Signature of Warden (Seal)
The above mentioned student has returned all the books to the library and bears no outstanding till date.	Signature of Librarian (Seal)
The above mentioned student has cleared all the dues to the canteen and bears no outstanding till date.	Signature of Canteen Manager (Seal)
Permission is granted to the above mentioned student for admission into the current semester. She/He has produced the identity card at the time of admission.	Signature of I/C Academic Cell (Seal)
Admitted vide Book No. _____ Receipt No. _____ Date _____	Signature of Cashier (Seal)

N.B. The student must produce her/his identity card at the time of admission.

ASSAM AGRICULTURAL UNIVERSITY

Faculty:.....

College:.....

APPLICATION FOR REGISTRATION OF STUDENTS INTO THE UNIVERSITY

1. Name of the candidate in full : _____
(In block capital) (The name should be in accordance with that of the 10th Standard/
HSLC Certificate).
2. Sex :
3. Father's Name :
4. Home Address in full :
5. Date of birth (according to HSLC Certificate/Admit card) :
6. Name of Last Examination with year she/he passed:
7. University/Board from which she/he passed with Roll & Number :
8. School/College which she/he passed from:
9. Class and date of admission in the class:
10. College Roll Number:
11. Registration No. of AAU (if any):
12. Address to which the Registration Card should be issued:

Signature of the applicant

Registration fee paid/not paid/checked,
Forwarded and recommended

DPGS
Office Seal

**For use in the Office of the Registrar
Assam Agricultural University**

Registered under No. _____ Date _____

Rejected for _____

Registrar
Assam Agricultural University

- N.B. (1) No action will be taken unless Registration fee is deposited.
(2) Students coming from other Universities or Boards should submit Migration Certificate from the University or the Board concerned along with this form.

Academic Regulation Forms No. PG-03

Vide Clause: 2.05.01

ASSAM AGRICULTURAL UNIVERSITY
JORHAT-785 013

ASSAM AGRICULTURAL UNIVERSITY
JORHAT- 785 013

No. _____

Date _____

No. _____

Date _____

REGISTRATION RECEIPT

REGISTRATION RECEIPT

Received from _____ of
the College of _____ the
sum of Rs. _____ being
the amount of fee registering her/his name as
a University Student.

Her/His Registration Number is _____ of
20____.

Received from _____ of
the College of _____ the
sum of Rs. _____ being
the amount of fee registering her/his name as
a University Student.

Her/His Registration Number is _____ of
20____.

Registrar

Registrar

ASSAM AGRICULTURAL UNIVERSITY

Faculty:

APPLICATION FORM FOR MIGRATION CERTIFICATE

1. Name in full (in block letters)
2. Registration Number (with year)
3. Date of payment of migration fee with number and date of receipt
4. College or school where the student read last
5. Roll & No. with year in the last examination
(Name of Examination) she/he has passed
6. Reason for migration
7. Complete address to which the certificate should be sent

Countersigned by:

Signature of applicant

(Office seal of the Dean)

Date

Date

RULES

- (a) An applicant for a migration certificate, who has passed any examination of this University should pay Migration fee of Rs 100/- and submit this application through the Head of the Institution under this University in which she/he prosecuted her/his studies last or through which she/he appeared the last examination
- (b) Migration certificate is issued only to the registered student of this University. A student whose name has not yet been registered under this University should submit fee and form for registration
- (c) No action will be taken unless the prescribed fee is received by the office
- (d) No M.O. will be accepted. Fees should be in term of crossed I.P.O. or bank draft.
- (e) Clearance certificate (PG-06) along with registration receipt must be submitted along with this application

ASSAM AGRICULTURAL UNIVERSITY

Faculty:.....

College.....

Application for leaving the college during or after a semester or on completion of the degree programme

1.Name of the student in full: _____

2. Phone no:

3.Father's /Mother's name and address (with phone no.):

4. Degree programme (with year and semester):

5. Roll No. :

6. No. of semesters completed:

7. Reason of leaving the college:

a. Completion of degree programme: _____ (Name of degree programme)

b. Others (Specify):

8. No. of semesters leave applied for (not more than two consecutive semesters including the current semester if not completed): 1 / 2

Signature of student:

Countersigned by-

Warden/Guardian (in case of day scholar) _____ Major Adviser _____

Head of the Department (with seal) _____

Forwarded to the Registrar, for necessary action

DPGS(with seal) _____

ASSAM AGRICULTURAL UNIVERSITY

Faculty:.....

College:.....

CLEARANCE CERTIFICATE (To be accompanied with Form No.PG-05A)

College:

Name of student

Roll No. Class

Sl. No.	Department	Remarks	Signature of Head of the Deptt./Warden/Librarian/ Farm Manager

OFFICE OF THE REGISTRAR

ASSAM AGRICULTURAL UNIVERSITY:: JORHAT 785 013

Shri/Srimati.....

bearing Regn. No. of 20..... who joined the University in

..... is hereby released with effect fromfor a duration of

one/two semesters (including the incomplete current semester, if applicable). She/he shall be

allowed to get readmission in the.....semester ofsession on payment of

prescribed fees.

Registrar
Assam Agricultural University
Jorhat 785013

Counter foil of Academic Regulation Form
No. PG-06

Vide Clause 2.05.02

Sl.No.....

Date.....

Assam Agricultural University



MIGRATION CERTIFICATE

This is to certify that

.....was
a registered student of this University studying
in the Faculty/ College of
..... for her/his
Degree Programme with Roll
No.....of..... This University
has no objection to her/his continuing studies in
any other University.

Dated the _____

Registrar
Assam Agricultural University
Jorhat – 785 013

Academic Regulation Form No. PG-06

Vide Clause 2.05.02

Sl.No.....

Date.....

Assam Agricultural University



MIGRATION CERTIFICATE

This is to certify that

.....
.....was a registered student
of this University studying in the Faculty/College
of, for her/his.....
Programme with Roll
No.....of..... This University
has no objection to her/his continuing studies in
any other University.

REGISTRAR

Dated Jorhat the _____
Assam Agricultural University

Jorhat-785 013

.....
.....
(No separate Transfer Certificate shall be issued by this University. This
Migration Certificate may be treated as Transfer Certificate)

ASSAM AGRICULTURAL UNIVERSITY
Faculty of.....

Research Advisory Committee Proforma (Master's Programme)

Department:.....College:.....

Research Advisory Committee in respect of

Roll No.....is constituted with the following members as per provision of the Academic Regulation Clause No. 2.06.01(b)

Committee	Name	Designation	Signature
Major Adviser & Chairman			
Co-Major Adviser			
Member (Major Discipline)			
Member (Major Discipline)			
Member (Minor Discipline)			
Member (Supporting Discipline)			
Member (Supporting Discipline)			
Member from other discipline/ Faculty, if necessary			

Proposed by.....(Major Adviser)

Forwarded by(Head of the Department)

Approved by.....(Director, PG Studies, AAU, Jorhat)

MemoNo.....

1. Registrar, AAU, Jorhat
2. Head, Department of.....
3. Dr/Mr/Ms/.....Chairman/Co-major Adviser/Member,
Advisory Committee, Department of.....College
of.....

Signature.....,
Head of the Department

ASSAM AGRICULTURAL UNIVERSITY

Faculty of.....

Research Advisory Committee Proforma (Ph.D. Programme)

Department:.....College:.....

Research Advisory Committee in respect of

Roll No.....is constituted with the following members as per provision of the Academic Regulation Clause No. 2.06.01(b)

Committee	Name	Designation	Signature
*Major Adviser & Chairman			
Co-Major Adviser			
Member (Major Discipline)			
Member (Major Discipline)			
Member (Minor Discipline)			
Member (Supporting Discipline)			
Member (Supporting Discipline)			
Member (HoD, Major Discipline)			
Member from other discipline/ Faculty, if necessary			

*Major Adviser may be from ICAR institute as well (Refer Clause No. 2.06.01(a))

Proposed by.....(Major Adviser)

Forwarded by.....(Head of the Department)

Approved by..... (Director, PG Studies, AAU, Jorhat)

Memo No.....

1. Registrar, AAU, Jorhat
2. Head, Department of.....
3. Dr/Mr/Ms/.....Chairman/Co-major Adviser/Member,
Advisory Committee, Department of.....College
of.....

Signature.....,
Head of the Department

ASSAM AGRICULTURAL UNIVERSITY

Faculty: _____
College.....

POST GRADUATE STUDENTS' PROGRESS REPORT

FOR THE PERIOD FROM _____ TO _____

1. Name of the student:
2. Department:
3. Programme of study:
4. Number of Semesters completed:
5. Number of courses and total credit to be completed during the whole programme:
6. Number of courses and credits completed:
7. Number of courses and credits offered during the current semester:
8. Title of the Research problem:
9. Progress of research till date:
10. Nature of leave availed till date:
11. Nature of Fellowship/Stipend availed:
12. Whether the courses as well as research works are expected to be completed in time:
13. If not, explain the reason:

Signature of the student

14. Remarks of the Advisory Committee:
15. Overall progress of the student:
16. Conduct of the student:

Name and Designation

Signature

1. Dr. _____ Major Adviser & Chairman _____
2. Dr. _____ Co-Major Adviser _____
3. Dr. _____ Member (Major Discipline) _____
4. Dr. _____ Member (Major Discipline) _____
5. Dr. _____ Member (Minor Discipline) _____
6. Dr. _____ Member (Supporting Discipline) _____
7. Dr. _____ Member (Supporting Discipline) _____
8. Dr. _____ Member (HoD) _____
9. Dr. _____ Member (Other discipline/Faculty) _____

Submitted to the D.P.G.S., AAU for favour of needful

Signature of the Head
Dept. of _____

Approved\
Signature of DPGS (with seal):

ASSAM AGRICULTURAL UNIVERSITY

(Proforma for recognition of teachers as Major Adviser for Master's/ Ph.D. Degree students)

Name of Applicant with present designation and address	Year of obtaining degree	Subject with specialization	Date of joining AAU/ ICAR services	No. of Masters students guided	No. of research papers published (Enclose a list with reprints, mentioning recent NAAS scores/Impact Factors (Thomson Reuters), if rated	Experience of acting as Member of PG student's Advisory Committee
	i) Master's Year: ii) Ph.D. Year: iii) Others Year:		i) Asst. Professor or equivalent Date: ii) Assoc. Professor or equivalent Date: iii) Professor or equivalent Date:			

(Strike out whichever is not applicable)

Signature of the applicant with date

Recommended and forwarded by the HoD with signature and seal

Approved/Not approved in the PG Committee meeting held on.....

Signature of the DPGS:

Seal:

ASSAM AGRICULTURAL UNIVERSITY

Faculty :.....College:.....
POST –GRADUATE PROGRAMME OF WORK (PPW)

To,
The Director, Post -Graduate Studies
AAU, Jorhat-785013

The Advisory Committee of.....Roll
No.....

Admitted to Master’s degree/ Ph.D. degree, in the College ofin the
Year..... Semester.....majoring in
after a conference with her/ him, submit the following statement and recommendations:

Field of investigation for
thesis/project/dissertation.....

.....
Her/his minor field.....and supporting
field(s).....

Title of thesis research (if finalized)
:.....
.....

Academic qualifications prior to joining the University

Degree or Diploma	Year of passing	Division	Percentage of marks or CGPA	Institution	Major subject
Higher Secondary/ 10+2/Intermediate					
Bachelor’s degree					
Master’s degree					

Undergraduate Preparation for the major and supporting fields

Courses or subject taken	Course no.	Credits or hours spent	Grade

Previous Post-graduate training, if any, for the major and supporting fields

Courses or subject taken	Course no.	Credits or hours spent	Grade

Courses to be completed by the student to meet Post-graduation requirements

Classification of courses	Course no.	Course title	Credits	Department offering the course
i) Pre-requisite courses				
ii) Deficiency courses				
iii) Bridge courses				
iv) Major Courses				
v) Minor courses				
vi) Supporting courses				
vii) Elective courses				

Signature of the student
(Contd.....).

(.....contd.)

Endorsement of Advisory Committee

Advisory Committee	Name	Designation	Signature
Major Adviser & Chairman			
Co-Major Adviser, if applicable			
Member (Major Discipline)			
Member (Major Discipline)			
Member (Minor Discipline)			
Member (Supporting Discipline)			
Member (Supporting Discipline)			
Member (HoD, Major Discipline), if applicable			
Member from other discipline/ Faculty, if necessary			

Submitted to the DPGS, AAU for favour of needful

Signature of Head, Department of.....

Approved

Signature of DPGS(with seal):.....

(Copies to all concerned)

Hosteller/Day Scholar
Hostel No.:.....

ASSAM AGRICULTURAL UNIVERSITY

Faculty:.....

College.....

SEMESTER COURSE REGISTRATION CARD/ Dated.....

(Please read carefully the instructions overleaf before filing in the card)

Name..... Roll No.....

Phone no.....

Semester..... Academic Session..... Degree Programme: M.Sc. (Agri) /

M.Sc.(H.Sc.)/ M.V.Sc./ M.F.Sc./ Ph.D.(Agri)/ Ph.D.(H.Sc.) / Ph.D.(Vety)/

Ph.D.(F.Sc.)Year.....

Major Discipline..... Minor Discipline

..... Supporting Discipline(s).....

..... Major Adviser (Name).....

Course Title		Course No.	Credit Hrs.	Nature of the Course, i.e. Credit/ Non-credit	Signature of the Course Instructor with name
A	Major Course(s)				
1					
2					
3					
4					
5					
B	Minor/ Elective Course(s)				
1					
2					
3					
4					
C	Supporting Course(s)				
1					
2					
3					
4					
D	PGS Compulsory Non Credit Course(s)				
1					
2					
3					
4					
E	Pre-requisite/ Deficiency/ Bridge/ Elective Course(s)				
1					
2					
3					
4					

Signature of Student

Signature of Major Adviser

Signature of Head of the Dept.

Signature of Accountant (for fee payment)

Signature of DPGS

(Seal)

(Seal)

(Seal)

(contd.on back page)

INSTRUCTIONS

A. For Student:

1. Obtain 5 cards from the Office of the DPGS
2. Fill in the cards as per advice of the Major Adviser and get his signature
3. Obtain signatures (with name) of the instructors concerned and Head of the Department
4. Obtain Clearance Certificate form the Warden, if applicable
5. Deposit necessary fees in the Office of the DPGS and get signature of the Accountant and submit all copies of the Course Registration Card to DPGS

B. For Major Adviser:

1. Advise the student in filling in the card
2. While deciding the courses ensure that pre-requisite of any course has been already done
3. Do not allow registration by proxy
4. Sign the card after properly filling in

ASSAM AGRICULTURAL UNIVERSITY

Faculty:.....
College:.....

WITHDRAWAL/ADDITION OF COURSE(S) CARD

I,
Sri/Ms.....
.....Roll....., a Hosteller/Day Scholar studying in
Semester.....Year.....Class.....with
Major.....Minor.....and supporting
subject(s).....propose to
withdraw/add the following course(s) in to my Master's/Ph.D. programme.

Withdrawal:

Title of course	Course no.	Credit Hours	Nature of course, i.e. non-credit/credit	Total credits	Signature of Course Leader with name

Addition:

Title of course	Course no.	Credit Hours	Nature of course, i.e. non-credit/credit	Total credits	Signature of Course Leader with name

Total credits in the semester after withdrawal/addition:

Signature of the student

Endorsement of Advisory Committee

Advisory Committee	Name	Designation	Signature
Major Adviser & Chairman			
Co-Major Adviser, if applicable			
Member (Major Discipline)			
Member (Major Discipline)			
Member (Minor Discipline)			
Member (Supporting Discipline)			
Member (Supporting Discipline)			
Member (HoD, Major Discipline), if applicable			
Member from other discipline/Faculty, if necessary			

Forwarded to the DPGS, AAU for favour of approval

Signature of Head, Department of.....

Copy to-

1. The Dean of the concerned faculty
2. Registrar
3. Major Adviser
4. Student concerned

Approved/Not approved

Signature of DPGS (with seal)

**ASSAM AGRICULTURAL UNIVERSITY
APPLICATION FORM FOR REFUND OF CAUTION MONEY**

1. Name in full (in block letters):
2. Roll No.:
3. Regn. No.:
4. Name of the Degree Programme:
5. College:
6. Class/Year:
7. Date of release:
8. Release order no.:
9. Date of obtaining degree:
10. Clearance certificate:

Date.....

Signature of the student

RULES

- 1. Refund of caution money shall be made to a student within one month of the date of release from the college concerned.**
- 2. The claim for refund of caution money shall not be entertained after a period of one year from the date of release of the student from the college.**
- 3. The caution money shall not be refunded if a student leaves the college without permission and/or does not join and attend any class after admission.**
- 4. Refund of caution money shall be made only on production of the Clearance Certificate (Form PG-05B).**

ASSAM AGRICULTURAL UNIVERSITY

Faculty:

College.....

MARKS SHEET – I (MID-TERM EXAMINATION)

Class:

Course No.

Title of the Course:

Credit hours:

Roll No.	Name of student	Marks obtained

Signature of HoD

Signature of the course teacher (s)

Note: This marks sheet must be submitted within 10 days from the date of examination of the course

ASSAM AGRICULTURAL UNIVERSITY
Faculty:
College:.....

MARK SHEET-II (PRACTICAL EXAMINATION)

Class : _____ Course No.: _____ Title of the Course
: _____ Credit hours : _____

Roll No.	Name	Class work	Class records	Written/ assignment	Practical Exam.	Viva - voce	Total
		5	5	5	25	10	50

Signature of the Course Teacher(s) _____

Signature of the Head of the Department

Signature of Course Leader

Note: The mark sheet must be submitted before the start of End-term theory examination

ASSAM AGRICULTURAL UNIVERSITY

Faculty:

College:.....

MARK SHEET-III (END-TERM/REPEAT EXAMINATION)

Department of : _____ Class : _____

Semester: _____ Session : _____

Course No.: _____ Credit hours : _____ Title of the Course
: _____

Name of the Course Instructor : _____

Roll No.	Name	Theory Marks		Total 100	Practical 50	Grand Total 150	% of marks	Grade
		Mid-term 30	End-term 70					

Signature of course teacher

Signature of course leader

Signature of the HoD

Signature of the I/C Academic Cell

Signature of DPGS

ASSAM AGRICULTURAL UNIVERSITY**Grade Card**

College :

Name of the student :	Roll No :				
Degree Programme :	Year :				
Batch No. :	Semester :				
Sl. No.	Course Number	Title of the course	Cr. Hr.	Grade	Gr. Pt.

Total

Description of Grades (10.00) scale

Grade point average
(G.P.A.)

Range of marks	Point	Previous Cr. Hr.	Previous Gr. Pt.
Remarks			
100%	10.00	Cumulative Cr. Hr.	Cumulative Gr.
99%	9.90		
98%	9.80		
97%	9.70		
60%	6.00		
Below 60% below 6.00 (FAIL for PG programme))			
Attendance below 75%			
Incomplete research work/thesis seminar			

**CUMULATIVE GRADE POINT
AVERAGE (C.G.P.A.)**

Prepared by:

Joint Registrar (Acad.)/
Administrative Officer (Exam.)

Checked by :

Copy for – Student/Office File

Vide Clause: 3.16

ASSAM AGRICULTURAL UNIVERSITY
 Faculty: _____
 College.....

APPLICATION FOR HOLDING COMPREHENSIVE EXAMINATION

I, _____ Roll No. _____ of the Department of _____ have successfully completed 75 per cent of the Major and Minor courses separately, excluding research. Hence, I may kindly be allowed to appear in the Comprehensive Examination.

Courses completed by the student to meet Comprehensive Examination requirements (excluding research)

Classification of courses	Courses to be completed	Courses successfully completed till date	Total Credit hrs.		Per cent credit hrs. completed
			To be completed	Successfully completed till date	
iv)Major Courses					
Total credit hrs.					
v)Minor courses					
Total credit hrs.					

Submitted to the Major Adviser for necessary action.

Signature of the Student: _____ Date: _____

Forwarded to the Head of the Department:

Signature of the Major Adviser: _____ Date: _____

Forwarded to the DPGS:

Signature of the Head of the Department: _____ Date: _____

ASSAM AGRICULTURAL UNIVERSITY
Faculty: _____
College.....

REPORT OF COMPREHENSIVE EXAMINATION OF MASTERS/Ph.D. STUDENT

Dated : _____

This is to certify that Sri/Dr. _____ Roll No. _____ of the Department of _____ has been examined by us. The oral examination was held on _____. The performance in the examination has been found satisfactory/ unsatisfactory and he/she shall have to reappear in the *Viva-Voce*.

Signature of External Examiner (for Ph.D.):

Name:

Advisory Committee	Name	Designation	Signature
Major Adviser & Chairman			
Co-Major Adviser, if applicable			
Member (Major Discipline)			
Member (Major Discipline)			
Member (Minor Discipline)			
Member (Supporting Discipline)			
Member (Supporting Discipline)			
Member (HoD, Major Discipline), if applicable			
Member (Other discipline/ Faculty, if necessary)			

Memo No. : _____

Dated the _____

Forwarded (in duplicate) to the Director, Post Graduate Studies, AAU for necessary action.

Signature of the Head of the Department

Memo No. _____

Dated the _____

Forwarded to the Registrar, Assam Agricultural University, Jorhat for necessary action.

Signature of the D.P.G.S.
Seal

ASSAM AGRICULTURAL UNIVERSITY

Faculty: _____

College.....

**SYNOPSIS OF THESIS/DISSERTATION PROBLEM OF
POST-GRADUATE STUDENT**

Name of the student: _____ Roll No. _____

Programme of study: _____

Major discipline: _____ Minor discipline: _____

Supporting discipline: _____

1. Title of the Research Problem:
2. Objectives of Investigation:
3. A brief resume of work done in India and abroad:
4. Technical Programme of Work (Including location of place of work, facilities available etc.):
5. Collaboration with other Departments (Specify details):
6. Bibliography:

Name and Designation

	Name and Designation	Signature
1.	Dr. _____ Major Adviser & Chairman	_____
2.	Dr. _____ Co-Major Adviser	_____
3.	Dr. _____ Member (Major Discipline)	_____
4.	Dr. _____ Member (Major Discipline)	_____
5.	Dr. _____ Member (Minor Discipline)	_____
6.	Dr. _____ Member (Supporting Discipline)	_____
7.	Dr. _____ Member (Supporting Discipline)	_____
8.	Dr. _____ Member (HoD)	_____
9.	Dr. _____ Member (Other discipline/Faculty)	_____

Forwarded (6 copies) to the Director, Post Graduate Studies, A.A.U., Jorhat for approval.

APPROVED

Signature of Director of Post-Graduate
Studies

Head of the Department

ASSAM AGRICULTURAL UNIVERSITY

Faculty: _____

College.....

**FORM OF APPLICATION FOR CONTINUATION OF POST GRADUATE PROGRAMME
BEYOND THE PRESCRIBED LIMIT**

To
The Director, Post-Graduate Studies
Assam Agricultural University,
Jorhat – 785 013

(Through the Major Adviser)

Sir,

I, Sri _____, a student of _____ programme majoring in _____ could not complete my programme within the prescribed minimum period due to _____.

I do hereby request you kindly to allow me to continue in the next Semester commencing from _____.

Signature of the student
Roll No. _____

Recommendation of -

1. Major Adviser (Cite specific reasons):

Signature of Major Adviser.....

2. Head of the Department:

Signature of Head of the Department.....

Allowed/Not Allowed

Signature of DPGS
Assam Agricultural University
Jorhat/Khanapara

ASSAM AGRICULTURAL UNIVERSITY

Faculty _____

College.....

THESIS SEMINAR CERTIFICATE

This is to certify that _____ Roll No. _____
MSc/ MVSc/ MSc(CSc)/ MFSc/ Ph.D. Student of the Department of
_____ has presented a seminar on
_____ at _____

Her/ His work was found to be satisfactory and we recommend that she/he should be allowed to submit her/his thesis to the members of his advisory Committee.

Name and Designation		Signature
1.	Dr. _____ Major Adviser & Chairman	_____
2.	Dr. _____ Co-Major Adviser	_____
3.	Dr. _____ Member (Major Discipline)	_____
4.	Dr. _____ Member (Major Discipline)	_____
5.	Dr. _____ Member (Minor Discipline)	_____
6.	Dr. _____ Member (Supporting Discipline)	_____
7.	Dr. _____ Member (Supporting Discipline)	_____
8.	Dr. _____ Member (HoD)	_____
9.	Dr. _____ Member (Other discipline/Faculty)	_____

Memo No. _____

Forwarded (in duplicate) alongwith a **panel of External Examiners and copy of Proceedings of the seminar** to the D.P.G.S. for necessary action.

.....
Seminar-in-charge

.....
Head
Department of _____

NB : The Seminar-in-charge shall enclose the proceedings of the seminar.

ASSAM AGRICULTURAL UNIVERSITY

Faculty_____

College.....

CERTIFICATE-I

This is to certify that thesis/dissertation entitled (*Title of the thesis*) submitted to the Faculty of _____ Assam Agricultural University, in partial fulfillment for the degree of (*Name of the degree programme*) in (*Name of the major discipline*) is a record of research work carried out by (*Name of the student*) under my personal supervision and guidance.

All kinds of help received by her/him have been duly acknowledged.

No part of this thesis has been reproduced elsewhere for any degree.

Dated _____

Signature of the Major Adviser

Designation _____

Department _____

College _____

Assam Agricultural University, _____

ASSAM AGRICULTURAL UNIVERSITY

Faculty _____

College.....

Certificate -II

CERTIFICATE OF INCORPORATION OF CORRECTIONS/MODIFICATIONS OF THESIS AS SUGGESTED DURING THE SEMINAR/VIVA-VOCE

(To be submitted in duplicate)

Name of the student _____ Roll No. _____

Major :

Minor :

Supporting :

The corrections/modifications suggested during seminar/viva-voce by the Board of Examiners have been incorporated.

Signature of the student

Date _____

Title of the thesis _____

The Research Advisory Committee, certify that we have read the thesis/dissertation and that the corrections/modifications as suggested for improvement, have been incorporated.

Name and Designation

	Name and Designation	Signature
1.	Dr. _____ Major Adviser & Chairman	_____
2.	Dr. _____ Co-Major Adviser	_____
3.	Dr. _____ Member (Major Discipline)	_____
4.	Dr. _____ Member (Major Discipline)	_____
5.	Dr. _____ Member (Minor Discipline)	_____
6.	Dr. _____ Member (Supporting Discipline)	_____
7.	Dr. _____ Member (Supporting Discipline)	_____
8.	Dr. _____ Member (HoD)	_____
9.	Dr. _____ Member (Other discipline/Faculty)	_____

Memo No. _____

Forward to the Director of Post Graduate Studies

Signature of the Head

Department of _____

Date _____

Accepted :

Signature of Director of
Post Graduate Studies

ASSAM AGRICULTURAL UNIVERSITY

Faculty :.....

College:.....

INSTITUTIONAL ANIMAL ETHICS COMMITTEE CERTIFICATE

Approval No. 770/ac/CPCSEA/FVSc/AAU/IAEC/...../..... dated.....

Communication of Decision of the Institutional Animal Ethics Committee (IAEC)

Topic of the PG research/ Title of the research project:

Name of the Student/Principal Investigator:

Department:

New review Revised review Expected review

Date of review (D/M/Y):

Date of previous review, if revised application :

Decision of the IAEC

Recommended

Recommended with suggestions

Suggested Revision

Rejected

Suggestion/Reasons/Remarks:

Please note *

- Inform IAEC immediately in case of any adverse events
- Inform IAEC in case of any change of study procedure, site and investigator
- Members of IAEC have right to monitor the trial experiment with prior intimation

Signature of Chairman, IAEC

ASSAM AGRICULTURAL UNIVERSITY
Directorate of Post-Graduate Studies

THESIS EVALUATION REPORT

1. **Title of the thesis:**

2. **Name of the student:**

3. **Degree programme:** M.Sc.(Agri)/M.Sc.(Community Science)/
M.V.Sc./M.F.Sc./M.Sc.(Food Technology)/MBA(Agri-Bussiness)/Ph.D.:

4. **Department/Discipline of the student:**

5. **Report (Summary):**

A. Acceptance of the thesis (Please tick mark the appropriate bullet):

- The thesis is accepted and considered fit enough for conducting the examination
- The thesis is rejected on grounds specified below:
- The thesis requires to be resubmitted after revision in the light of the detailed report after the expiry of one semester.

B. Fitness of the thesis for publication:

- The thesis is fit for publication in its original form or in any modified form
- The thesis is of such outstanding merit that the University would be justified in publishing it at own cost.

Signature of the External Examiner:

Date:

Name of the External Examiner:

Designation & Complete Address of the External Examiner:

Report in Detail:

(Report on each item should be given in detail. Extra sheets may be added, if needed)

1. Technical evaluation of the thesis (Chapter-wise). The Examiner may add more points to the ones listed below.

i) Introduction:

- a) Has the author been able to introduce the theme of research with justification of conducting the research work:
- b) Are the objectives well defined, relevant to the theme of research, and achievable:

ii) Review of Literature¹:

- a) Is the review relevant to the theme of research:
- b) Is the review exhaustive and critical:
- c) Are all works cited in the chapter 'Bibliography':

iii) Materials and Methods/Methodology:

- a) Has the author adequately described the materials used and the methodologies adopted in carrying out the research, in a comprehensible manner:
- b) Does the information provided in this chapter adequately match the findings:

iv) Experimental Findings/Results and Discussion:

- a) Are the findings/results presented systematically and clearly:
- b) Has the author adequately used tables, graphs, drawings, photographs etc. to explain the findings/ are some of them redundant:
- c) Has the author discussed the findings logically as well as critically, in relevance to earlier works of similar nature, if any:

- d) Has the author been able to draw inferences from the research and attain the set objectives:

v) Discussion²:

- a) Has the author discussed the findings logically as well as critically, in relevance to earlier works of similar nature, if any:
- b) Has the author been able to draw inferences from the research and attain the set objectives:
- c) Does the chapter look like a mere repetition of the previous chapter ‘Experimental Findings’:

vi) Summary and Conclusion/Summary Report:

- a) Does the chapter reflect the nature of work, time, place, objectives and brief methodology.
- b) Are the important features of the findings placed systematically and clearly:

vii) References/Bibliography³:

- a) Are all references cited in the text listed in this chapter:
- b) Are all references written and arranged following standard norms:

viii) Appendix(ces):

- a) Are the Appendices supportive to the research work:

- ix) **Abstract:** Does the Abstract reflect the purpose of the research, methods used, important findings and their significance.

2. Language and Grammar:

i) Correctness:

ii) Improvements suggested:

3. Additional comments, if any:

^{1, 2} & ³ *are not for MBA (Agri Business) Report*

ASSAM AGRICULTURAL UNIVERSITY, JORHAT

Faculty: _____

College:.....

Certificate of Thesis *Viva-voce* of Master's Degree Student

This is to certify that thesis/dissertation/project entitled,

.....
..... submitted by Mr./ Ms./ Dr.

.....
Roll No. to the Assam Agricultural University, in partial fulfillment of the requirements for the degree of Master of Science (Agriculture/Community Science/Fisheries Science)/Master of Veterinary Science/MBA (Agri-business) in the discipline ofhas been examined by us in a *viva-voce* held on and found satisfactory/ unsatisfactory.

Board of Examiners:

Sl.No	Name	Designation	Signature
1		Chairman	
2		Major Adviser	
3		Co-Major Adviser, if applicable	
4		Member, Major Discipline	
5		Member, Minor Discipline	
6		Member, Supporting Discipline	
7		Member (Other discipline/Faculty)	

Memo. No. _____ Dtd. _____

Forwarded to the Director of Post Graduate Studies

Signature of the HoD, _____

Memo. No. _____ Dtd. _____

Forwarded to the Registrar/Dy Registrar (Acad), AAU for favour of necessary action

Signature of the Director of Post Graduate Studies
Assam Agricultural University

ASSAM AGRICULTURAL UNIVERSITY, JORHAT
Faculty of _____

Certificate of Thesis *viva-voce* of Ph. D. Degree Student

This is to certify that thesis/dissertation/project entitled,
.....
..... submitted by Mr./ Ms./ Dr.
.....
Roll No. to the Assam Agricultural University, in partial
fulfillment of the requirements for the degree of Doctor of Philosophy in the subject of
..... has been examined by us in a viva-voce held on
..... and found satisfactory/ unsatisfactory.

**(Major Adviser & Chairman
Board of Examiners)**

(External Examiner)

Members of the Advisory Committee:

Name and Designation

Signature

1.	Dr. _____	Major Adviser & Chairman	_____
2.	Dr. _____	Co-Major Adviser	_____
3.	Dr. _____	Member (Major Discipline)	_____
4.	Dr. _____	Member (Major Discipline)	_____
5.	Dr. _____	Member (Minor Discipline)	_____
6.	Dr. _____	Member (Supporting Discipline)	_____
7.	Dr. _____	Member (Supporting Discipline)	_____
8.	Dr. _____	Member (HoD)	_____
9.	Dr. _____	Member (Other discipline/Faculty)	_____

Memo. No. _____ Dtd. _____

Forwarded to the Director of Post Graduate Studies

Signature of the HoD, _____

Memo. No. _____ Dtd. _____

Forwarded to the Registrar/Dy Registrar (Acad), AAU for favour of necessary action

Signature of the Director of Post Graduate Studies
Assam Agricultural University

Academic Regulation Form No. PG-28

Vide Clause: 3.19

(University logo)

The Assam Agricultural University, Jorhat

Upon the recommendations of the Academic Council
and on the authority of the Board of Management

(Name of the candidate)

has been admitted to the degree of

(Name of the Master's degree)

in ***(Name of the major discipline)***

with all rights and honours pertaining thereto in the year ***(Year of passing)***. Her/His cumulative grade point average was ***(CGPA with Class)*** in the scale of 10.00.

Place:

Vice Chancellor

Date:

Academic Regulation Form No. PG-29

Vide Clause: 3.19

(University logo)

The Assam Agricultural University, Jorhat

Upon the recommendations of the Academic Council
and on the authority of the Board of Management

(Name of the candidate)

has been admitted to the degree of

Doctor of Philosophy

in the Faculty of ***(Name of the Faculty)***

with all rights and honours pertaining thereto in the year ***(Year of passing)*** for her/his thesis ***(Title of thesis)***. Her/His Cumulative Grade Point Average was ***(CGPA)*** in the scale of 10.00.

Place:

Vice Chancellor

Date:

Academic Regulation Form No. PG-30

Vide Clause: 3.19

(University logo)

The Assam Agricultural University, Jorhat

Provisional Certificate

(Name of the Master's degree)

This is to certify that **(Name of the candidate)** of **(Name of college)**, Roll No. has completed the **(Name of the Degree)** programme of the Assam Agricultural University in the year **(Year of passing)** majoring in **(Name of the major discipline)** and has been declared to have qualified for the degree. Her/His Cumulative Grade Point Average (**CGPA**) was _____ in the scale of 10.00.

Title of her/his Thesis/Project: **(Title of the thesis/project)**

Date of final *Viva Voce*:

Place:

Date:

Registrar

Assam Agricultural University

Jorhat 785013

Academic Regulation Form No. PG-31

Vide Clause: 3.19

(University logo)

The Assam Agricultural University, Jorhat

Provisional Certificate

Doctor of Philosophy

This is to certify that **(Name of the candidate)** of **(Name of college)** Roll No. has completed the Doctor of Philosophy degree programme of the Assam Agricultural University in the year **(Year of passing)** and has been declared to have qualified for the degree. Her/his Cumulative Grade Point Average (**CGPA**) was _____ in the scale of 10.00.

Title of her/his thesis: **(Title of the thesis)**

Date of final *Viva Voce*:

Place:

Date:

Registrar

Assam Agricultural University

Jorhat 785013

ASSAM AGRICULTURAL UNIVERSITY

Faculty:

College:.....

FORM OF APPLICATION FOR DUPLICATE CERTIFICATE

To

The Registrar
Assam Agricultural University
Jorhat 785013

Sir/Madam

I have the honour to request you to issue me a duplicate copy of the Certificate/Transcript for Examination held in the year as the original has been lost. I passed the examination in the year under Roll No. from the College of, AAU, Jorhat.

The prescribed fee of Rs. (Rupees)
only is enclosed herewith in the form of Crossed Indian Postal Order/Demand Draft No.

Yours faithfully

Date.....

Name of the applicant

Address in full

.....

.....

N.B. Application for issue of a duplicate document is to be accompanied by the FIR lodged with the Police Authorities and the copy of the news paper clipping conveying the loss of the document.

ASSAM AGRICULTURAL UNIVERSITY

Faculty:.....

College:.....

[Capital Proforma for deduction of marks against the student violating discipline in the Examination Hall]

To

The Dean/Associate Dean

Faculty of _____

College of _____

Sir/Mme

The undersigned is pleased to deduct _____ marks* from the total marks secured by _____ (*Name of the student with class & Roll No*) in _____ (*Paper*) in the Mid/End term Examination today, the _____ (*Date*) due to non response to the warning given to her/him for violation of the Clause 4.07.03 (1) of the Regulations of Academic Matters, AAU, which reads as

“Any discussion sharing her/his views inside the examination hall, creating disturbance or acting in a manner so as to cause inconvenience to other students in the examination hall or near about.

(Invigilator)

Name : _____

Designation: _____

Dept: _____

*N.B. The maximum mark deductible is 10 per incidence of violation

(University logo)
Assam Agricultural University, Jorhat
..... **Gold Medal**

This is to certify that *(Name of the candidate)* of the College of *(Name of the college)* has been awarded the Gold Medal for securing the highest Cumulative Grade Point Average in/ in the *(Name of the degree)* degree programme of *(Year of passing)*

Place:
Date:

Vice Chancellor

(University logo)
Assam Agricultural University, Jorhat
Certificate of Cash Award

This is to certify that *(Name of the candidate)* of the College of *(Name of the college)* has been awarded *(Name of the cash award)* for *(Criteria for being awarded)* of the *(Name of the degree)* degree programme of *(Year of passing)*

Place:
Date:

Vice Chancellor

INDEX PAGES

**Regulations on Academic Matters (Amended) of Assam Agricultural
University, 2010**

for Post Graduate Degree Programme

(Under Section 43 of AAU Act, 1968)

Subject	Clause No.	Page No.
Absence from examination	3.06	31-32
Academic Probation:	3.10.02	33
Academic year	1.02.01	6
Admission	2.01	12
Admission capacity:	2.02	19
Admission notice:	2.01.01	12
Admission of continuing students:	2.04.05	20-21
Admission of newly selected candidates into a degree programme:	2.04.01	19-20
Admission procedure:	2.01.02	12
Admission:	2.04	19
Adoption of unfair means etc.	4.05.03	40
Advisory Committee Member	1.02.23	9
Approval of syllabus:	2.08.02	25
Award of 'Distinction' :	3.15	35
Award of Degree Certificate :	3.19	38
Award of Degree:	1.04	10
Award of grade points:	3.08.01	32
Award of Merit Scholarship:	5.01.06	50
Award of vacant Scholarship:	5.01.12	50-51
Bar on award of more than one Scholarship:	5.01.10:	50
Before a student is rusticated/expelled, the procedure to be followed:	4.09.01	47
Bridge Course(s)	1.02.15	8
Calendar:	10.03.1	9
Class attendance:	2.09	25
Composition:	4.08.01	45-46
Comprehensive examination on Post-Graduate programme :	3.16	35
Condonation of attendance:	2.09.03	26
Conduct of examinations:	3.02	28-29
Constitution of the Advisory Committee:	2.06.01	21-22
Continuation of Scholarship:	5.01.08	50
Core course(s):	1.02.09	7
Course credits and syllabi:	2.08.01	25
Course programme(s):	2.08	25
Course(s)	1.02.08	7

Course Teacher	1.02.20	428-956
Course Leader	1.02.21	9
Coverage of syllabus:	3.01	28
Credit hour(s)	1.02.04	7
Credit load in semester:	2.07	24
Cumulative grade point average (CGPA):	1.02.19	8
Custody of answer scripts:	3.05.06	31
Date of enforcement	1.01.02	6
Declaration of results:	3.18	38
Deficiency course(s):	1.02.13	7
Departmental Academic Co-ordination Committee:	3.01.02(a)	28
Departmental attendance for Post-Graduate students:	2.10	27
Disciplinary action:	4.07	41
Disciplinary Committee:	4.08	45
Discipline in class room/department/farm:	4.04	40
Discipline in examination	4.05	40
Discipline in general	4.03, 4.07.01	39-40,41-42
Disciplines in Hostel:	4.06	40-41
Discontinuation of Scholarship:	5.01.09	50
Distribution of marks	3.02.02	29
Dress:	4.11	47
Duplicate Certificate/ Transcript :	3.20	38
Elective Course(s)	1.02.14	8
Evaluation of Mid-term and End-term examination:	3.04.01(a)	30
Evaluation of End-term practical examination:	3.04.01(b)	30
End-term examination:	3.02.04, 3.05.04	29,30
Enrolment in next higher semester/class:	3.10	33
Evaluation:	3.04	30
Examination Committee:	3.18.01	38
Examination for removal of 'F':	3.10.04	34
Extent of application	1.01.03	6
Fees:	2.04.03	20
Filling up of reserved seats remaining vacant:	2.02.03	19
Faculty Academic Co-ordination Committee:	3.01.02(b)	28
Final submission of thesis :	3.17.09	37-38
Gap certificate:	2.01.04	18
General : (Students' Discipline)	4.01	39
Grace marks:	3.04.02	30
Grade card :	3.11	34
Grade point average (GPA)	1.02.18	8
Grade point:	1.02.17, 3.08	8,32
Grade:	1.02.16	8
Identification of examinee.	4.05.01	40
In Class room:	4.07.02	42
In Examination Hall:	4.07.03	42-43

In hostels:	4.07.04	43-45
Interpretation	1.01.04	6
Last date	1.01.06	6
Late Comer:	4.05.02	40
Maintenance of confidentiality :	3.21	38
Maintenance of record:	2.09.01	25
Major discipline.	1.02.05	7
Manner of holding Repeat/Grade Improvement Examination:	3.10.05	34
Major Adviser	1.02.22	9
Maximum credit load:	2.07.01	24
Maximum number of seats:	2.02.01	19
Medals/Cash Prizes and other awards of other individuals/ organizations:	5.02	51
Medical fitness:	2.04.02	20
Merit Scholarship:	5.01	49
Mid-term examination:	3.02.03	29
Mid-term examination:	3.05.01	30
Minimum academic requirement:	5.01.02:	49
Minimum admission requirement for various	2.01.03	12
Minimum attendance requirement :	2.09.02	25-26
Minimum qualifying marks:	3.05.05	30
Minimum working days in a semester	1.02.06	7
Minor discipline:	1.02.10	7
Non acceptance of thesis	3.17.08	37
Non-credit compulsory course(s):	1.02.11	7
Non-eligibility for Scholarship:	5.01.11	50
Notification regarding class attendance :	2.09.04	26
Number of examinations in a semester:.	3.02.01	28
Optional course(s):	1.02.10	7
Other provision relating to rustication/expulsion:	4.09.02	47
Permanent Residence Certificate	2.01.05	18-19
Permission of absence from examination	3.06.01	31-32
Procedure of holding Make-up Examination	3.06.02	32
Permission to submit thesis after specified date :	3.17.10	38
Placement on Conduct Probation:	4.08.02	46
Procedure to be observed before a student is rusticated/expelled	4.09.01	47
Post-Graduate Committee :	2.07.04	24-25
Post-Graduate semester course registration :	2.06.04	23-24
Post-Graduate students' Programme of Work (PPW) :	2.06.03	23
Post-Graduate students' progress report :	3.13	34
Post-Graduate students' study programme :	2.06	21
Practical examination:	3.05.02	30
Pre-requisite course(s):	1.02.12	7

Procedure for evaluation of thesis :	3.17.06	36
Procedure for holding Repeat/ Grade Improvement Examination:	3.07	32
Procedure for rustication/expulsion from the college:	4.09	47
Procedure for Scholarship:	5.01.05	50
Procedure for transfer with migration:	2.05.02	21
Procedure for writing thesis	3.17.04	36
Provision of guidelines and forms	1.01.07	6
Provisional admission:	3.10.01	33
Qualifications of teachers for recognition as Major Adviser	2.06.02	22-23
Question paper:	3.03	29-30
Re-admission of student:	2.12	27
Recording of punishment:	4.10	47
Re-examination:	3.02.06	29
Refund of caution money:	2.13	27
Registration of student into the University :	2. 05.01	21
Registration:	2.05	21
Regulations for extra-ordinary situation	1.01.05	6
Release of student from a college:	2.11	27
Removal of Academic Probation:	3.10.03	33
Requirement for award of degree:	1.04.02	10
Requirement of courses:	1.04.01	10
Requirement of minimum CGPA to qualify for a degree :	3.14	35
Reservation of seats:	2.02.02	19
Responsibility for maintenance of discipline and good behaviour of students:	4.02	39
Research work for the thesis :	3.17.01	35-36
Rustication/Expulsion:	4.08.03	46-47
Screening and selection of students for admission to different degree programmes:	2.03	19
Scrutiny of examination related issues/matters :	3.09	33
Selection Committee for Scholarship:	5.01.04	50
Selection of topic of research	3.17.02	36
Semester	1.02.02	6
Semester break:	1.03.02	10
Special powers of the Vice-Chancellor:	4.13	48
Students' record :	3.12	34
Students' Roll number:	2.04.04	20
Students' Scholastic Committee:	2.07.02	24
Submission of assignment:	3.05.03	30
Submission of documents by Scholarship holders :	5.01.03:	49
Submission of evaluated assignment, answer scripts and mark sheet:	3.05	30

Submission of thesis :	3.17.05	36
Supporting discipline:	1.02.07	7
Suspension of classes during examination:	3.02.05	29
System of grading:	3.08.02	32-33
Teaching:	3.01.01	28
Tenure of Scholarship:	5.01.07	50
Thesis examination fee:	3.17.11	38
Thesis for Post-Graduate degree programme :	3.17	35
Thesis seminar :	3.17.03	36
Thesis viva-voce :	3.17.07	37
Title	1.01.01	6
Transcript:	3.18.02	38
Transfer of credit from other Universities:	2.07.03	24
Types of Scholarships:	5.01.01	49
Use of mobile phones:	4.12	48
Withdrawal/addition of course :	2.06.05	24