OFFICE OF THE REGISTRAR :: ASSAM AGRICULTURAL UNIVERSITY ::
JORHAT – 785 013.

No. AAU/RG/ACAD-252(AT)/2025-26/ _3071_ Dated 19 09 /2025

NOTIFICATION

In pursuance of the decision of the 252nd meeting of the Academic Council held on June 11, 2025, the Hon'ble Vice Chancellor, AAU, approved the "***Regulations on Academic Matters of Assam Agricultural University, 2025 for Diploma Programmes***" (Annexure I). These regulations shall be applicable from the Academic Session 2025-26 and the provisions of the regulations shall govern the students seeking admission to and admitted in the University in the Academic Session 2025-26.

Sd/- Registrar
Assam Agricultural University
Jorhat – 785 013

No. AAU/RG/ACAD-252(AT)/2025-26/ _3072 – 3087_ Dated 19 09 /2025

Copy forwarded for information and necessary action to:

1. The Secretary to the Hon'ble Vice Chancellor, AAU, Jorhat.

2. The Dean, Faculty of Agriculture/Community Science/Veterinary Science/ Fisheries Science, AAU, Jorhat/Khanapara/Raha.

3. The Director of Post Graduate Studies, AAU, Jorhat.

4. The Director of Research (Agri. /Vety.), AAU, Jorhat/Khanapara.

5. The Director of Extension Education, AAU, Jorhat.

6. The Associate Dean, BNCA, Biswanath Chariali/SCSCA, Dhubri/Lakhimpur College of Veterinary Science, North Lakhimpur/ College of Horticulture & FSR, Nalbari.

7. The Joint Registrar (Academic), AAU, Jorhat/Khanapara.

8. The Chief Scientist, HRS, Kahikuchi/ ZRS, Shillongani.

Annexure I

REGULATIONS ON ACADEMIC MATTERS
OF
ASSAM AGRICULTURAL UNIVERSITY, 2025

FOR
DIPLOMA PROGRAMMES

ASSAM AGRICULTURAL UNIVERSITY
JORHAT-785013, ASSAM, INDIA

Acknowledgement

CHAPTER I

INTRODUCTION

1.01 General

1.01.01 Title:

These Regulations shall be called the "Regulations on Academic Matters of Assam Agricultural University, 2025 for Diploma Programmes", herein after referred to as Regulations. These embody regulations relating to the various diploma programs offered under the semester system in the Faculty of Agriculture of Assam Agricultural University (AAU), which is amendable from time to time.

1.01.02 Date of enforcement:

These Regulations shall come into force with effect from the academic session 2025-26.

1.01.03 Extent of application:

These Regulations shall apply to students seeking admission to Diploma programmes and admitted to 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/ 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.

1.01.08 The Vice Chancellor is vested with discretionary authority to act beyond existing academic regulations where deemed necessary in the interest of the university.

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.

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 loads of course(s) shall not fall short as noted hereunder:

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

1.02.04 Credit hour(s):

A credit shall signify the quantum of work done corresponding to a minimum of 50 minutes of theory class and a minimum of 2 hours of laboratory/field practical every week during a semester in respect of a particular course.

1.02.05 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).

1.02.06 Deeksharambh (Induction cum Foundation course):

A course entitled "Deeksharambh" (0+2) (non-gradial) will be offered at the start of first semester for a duration of two weeks. This will create a platform for students to learn from each other's life experiences, help with cultural integration of students from different backgrounds, know about the operational framework of academic processes in university, and instill life and social skills, social awareness, ethics and values, teamwork, leadership, creativity, etc. Modalities for Deeksharambh are provided in Annexure I.

1.02.07 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 scale [Clause No. 3.08.02].

1.02.08 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 7.50, her/his grade point will be (7.50 X 3) = 22.50.

1.02.09 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 up to three decimal places and at the end of the Diploma Programme, the same will be rounded up to two decimal places. An example:

Course no.	Credit hours	Grade earned	Grade points
Extn Edn (DA)-112 (2+0)	2	7.50	15.00
Agron (DA)-113 (2+1)	3	8.20	24.60
Soil (DA)-113 (2+1)	3	7.90	23.70
Ento (DA)-113 (2+1)	3	8.10	24.30
Total	**11**		**87.6**

So, the GPA will be 87.6 divided by 11 = 7.96363636 and shall be recorded as 7.963 but not 7.964 as no rounding up is allowed at this stage.

The same will be applicable for diploma in horticulture as follows:

Course no.	Credit hours	Grade earned	Grade points
CP(DH)-113 (2+1)	3	7.75	23.25
Hort(DH)-112 (1+1)	2	8.30	16.60
EE(DH)-112 (1+1)	2	8.45	16.90
Ag.Met(DH)-113 (2+1)	3	7.85	23.55
Total	**10**		**80.3**

So, the GPA will be 80.3 divided by 10 = 8.03 and shall be recorded as 8.030.

1.02.10 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 5.00 or 6.00 or 7.00 or 8.00 or 9.00 or 10.00.

1.02.11 Course Teacher:

Course Teacher is a faculty who is assigned to teach a course/ part of a course by the Programme Director based on her/his specialization/capabilities. There may be one or more Course Teachers for a particular course. The Course Teacher is responsible for ensuring the coverage of the syllabi, fulfilling the prescribed requirements mentioned in clause 1.02.03, and evaluation of students' performance in the concerned course and preparation of grade sheets.

1.02.12 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 Programme Director for ensuring the coverage of the syllabi, fulfilling the prescribed requirements as mentioned in clause 1.02.03, and evaluation of students' performance in the concerned course, preparation of grade sheets and submission of grade sheets to the Dean through the Programme Director.

1.03 Academic Calendar:

1.03.01 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 Faculty. 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 Programme Coordinator and the Director of Students' Welfare (DSW). 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 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 shall be included in the Academic Calendar.

The Academic Calendar shall be strictly adhered to by all concerned, and any activity of 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.

1.03.03 Utilization of semester breaks:

The semester breaks may be utilized for study tours, National Service Scheme (NSS) camp, sports and athletics, farm practices and clinics, other co-curricular activities, short courses/ trainings/workshops/ seminars etc. The Director of Students' Welfare shall coordinate such programmes meant for students.

1.04 Award of Diploma:

1.04.01 Requirement of courses:

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

1.04.02 Requirement for award of diploma:

A student enrolled for a particular 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 diploma by the University.

Diploma	Minimum credit required*	Residence	
		Minimum required*	Maximum allowed
Diploma in Agriculture	Gradial:125 (53+72) Non Gradial: 03	6 Semesters	10 Semesters
Diploma in Horticulture	Gradial:125 (52+73) Non Gradial: 02	6 Semesters	10 Semesters

The minimum credit requirement for the Diploma programme shall be as per the decision of the Academic Council.

CHAPTER II

REGULATIONS ON ADMISSION, ENROLMENT AND CONTINUANCE OF STUDIES

2.01 Admission

2.01.01 Admission notice:
Notice of admission into various diploma programmes of the University shall be issued by the Registrar through newspapers 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 onto University's website www.aau.ac.in. The Information Bulletin of the University is to be downloaded before filling up the online application form.
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/entrance test as per regulation in force.

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

Diploma Programme	Minimum requirement
Diploma in Agriculture	i) Passed Class 10/ HSLC/ Secondary School Leaving Certificate (SSC)/ Matriculation examination.
Diploma in Horticulture	ii) Secured a minimum of 50% marks for Gen./OBC/UPS category (40% for SC/ST/PH category) in aggregate in the qualifying examination. Age: Min. 15 years

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

2.01.04 Permanent Residence Certificate:
All candidates 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 in-service candidates deputed by the Govt. of Assam.

2.02 Admission capacity:

2.02.01 Maximum number of seats:
The maximum number of students to be admitted to the various Diploma programmes each year shall be decided by the Academic Council.

2.02.02 Reservation of seats:
Seat reservations for different categories will be as per the Govt. of Assam reservation policy/norms. The university, however, may revise the seat reservations from time to time.

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

The Registrar with the approval of Vice-Chancellor shall constitute the Screening Committee as per guidelines to screen the applications based on the qualifications and the criteria fixed by the University authority. The Screening Committee shall prepare a common merit list for each category of applicants based on marks secured in Class 10/ HSLC/ Secondary School Leaving Certificate (SSC)/ Matriculation examination or entrance tests as prescribed by the Academic Council. The screened applicants from such merit list (preferably not more than 3 times the number fixed for each category) shall be called for Interview/admission on the date(s) fixed for the purpose. A common merit wait list of candidates shall be prepared. Admission of students from this list shall be done to fill up the vacancies on 7th day of admission of candidates from the main list. The Selection Committee shall be constituted by the Registrar with the approval of Vice-Chancellor to select the candidates for admission into the various programmes, as per guidelines prescribed for the purpose.

2.04 Admission/Enrollment:

2.04.01 Admission/Enrollment of newly selected candidates into a diploma programme:
a) A candidate selected for admission into a diploma programme shall have to get admitted/enrolled by paying the requisite fees 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 from the merit list. Vacancy arising out of any reasons shall be filled up in order of merit by selection of candidates on the 7th day from the normal date of registration. A student must be present in person at the college/station for admission/enrollment for necessary advice and orientation on such date(s) as may be notified. All students must submit original certificates/mark sheets at the time of admission.
b) The date of joining the classes may be extended by Programme Director by 5 days from

the scheduled date of orientation. However, such students should bring it to the notice of the Programme Director in writing on the first day of orientation. Failing to do so will forfeit the seat, and the same will be offered to waitlisted candidates in order of merit on the 7th day.

2.04.02 Medical fitness:

Admission into any of the diploma programme 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 as Annexure II 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 diploma programme shall be allotted a Roll Number, which will be used for her/his entire diploma programme. In the Roll No. of a Diploma student, the year of admission is followed by the letter D to denote Diploma and the first letter of the name of the programme ('A' stands for Agriculture, 'H' stands for Horticulture) and then the student's serial number allotted at the time of admission. For instance, a student who has taken admission into the Diploma programme in Agriculture/Horticulture in 2026 and gets 25 as a serial number will have roll number 2026-DA-25/ 2026-DH-25

2.04.05 Admission of continuing students:

A continuing student shall get admitted into each semester by paying the prescribed fee on the date(s) specified along with the necessary Admission Slip cum Clearance Certificate (Form No. 1). The date of admission can be extended by the Programme Director (the in-charge of the station i.e., Chief Scientist if the programme is run in a research station) 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 Programme Director may allow such a 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 at the University on payment of

prescribed fees at the time of admission by submitting duly filled-in prescribed application form for registration (Form No. 2), which shall reach the Registrar within one month from the date of admission through the Programme Director. The Registrar shall issue a registration receipt (Form No. 3) to the student. No student shall be awarded diploma unless she/he is duly registered.

2.06 Students' counseling system:

The Programme Director shall be responsible for organizing the counseling system and running the entire diploma programme with the support of a Programme Coordinator appointed by him/her from among the teachers/scientists not below the rank of professor with the approval of the Dean. At the beginning of the academic session, the Programme Director shall prepare the list of Students' Counselors from amongst the teachers/Scientists. Each counselor shall be assigned a group of 5 to 10 students for the entire duration of the diploma programme for counseling purposes, both in academic and non-academic matters. Each counselor shall maintain personal records in respect of each student's academic progress, deficiencies in studies, as well as co-curricular and extra-curricular activities. The students shall always apprise their counselors as and when they are faced with any kind of problem. In case of any academic problems, the counselor shall send a report to the Programme Director, who will apprise the Dean of appropriate action.

All the Students' Counselors shall constitute the Diploma Students' Counseling Committee of five members identified by the Programme Director. The Programme Director shall act as the Chairman and a member chosen by him will act as member secretary of the committee. The meeting of the committee shall be convened at least once in a semester to review the progress of the Counseling System and also to sort out the important problems of the students, if any.

2.07 Credit load in semester:

2.07.01 Maximum credit load:
The maximum credit load per semester for a Diploma student shall be 24 credits.

2.07.02 Students' Scholastic Committee:
There shall be a Students' Scholastic Committee 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) Dean — Chairman
(ii) Registrar/Joint Registrar (Academic) — Member
(iii) Programme Director — Member
(iv) Programme Coordinator (He/she will also act as In-Charge of the Academic Cell) — Convenor
(v) One faculty member nominated by the Chairman — Member

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 Academic Bank of Credit:
As per NEP 2020 guidelines, the HAEI will create an academic Bank of Credits (ABC) of each student and recognize the ABC of a student as per norms of HAEI/NEP-2020 recommendations.

2.08 Course programme(s):

2.08.01 Course credits and syllabi:
The details of the course credits and syllabi for different diploma programme shall be as approved by the Academic Council from time to time, on recommendation of the Board of Studies (BoS). Proposal for introduction or changes in any course to be offered in any of the diploma 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 in a diploma programme. The syllabus shall be approved by the Academic Council on recommendations 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 the programme director/program coordinator.

2.08.03 NSS camp:
Every Under-graduate student of first shall undergo the NSS training as prescribed in the syllabus. These are non-credit courses, in which a student's performance is evaluated as Satisfactory ('S' grade with 50% or above marks) or Un-satisfactory ('US' grade with less than 50% marks).

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 along with the grade sheet. The Programme Director shall monitor the attendance of all the courses offered. The concerned course leader shall have the attendance register scrutinized by the Programme Coordinator before the mid- term and end term examination and report the matter to the Dean 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) percent 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 Programme Director may, on the recommendations of the Student Counselor concerned, condone a shortage in attendance up to 15 (fifteen) percent in a course(s) in exceptional circumstances as given below (a, b, c) and allow students with an attendance of 60 (sixty) percent or more to appear at the End-term examination. No condonation under any circumstances shall be granted below 60 percent of attendance in any course(s).

(a) Authorized absence under official directives: The Programme Director, on the recommendations of the Programme Coordinator, may permit a student to represent the University/Faculty/Station in any event in the State or outside. 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 Programme Director as well as the student concerned shall, however, ensure that the minimum attendance requirement shall not fall short of 60 (sixty) percent. The Programme Director shall notify the name(s) of such student(s) for information of all concerned and also for record.

(b) Serious illness (only in case of indoor hospitalization): Relaxation in minimum attendance requirement should be given up to 15 percent only in case of indoor hospitalization or for suffering from contagious diseases, viz., chicken pox, jaundice, tuberculosis and hepatitis or for surgical cases like fractures. If a student is prevented from attending classes only 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 Registered Medical Practitioner (in case of a day scholar) within 3 days from the date of reporting to the Programme Director 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 Programme Director, who may grant leave for those days of absence.

(c) If a student fails to attend classes due to death of parent/guardian, brothers, sisters, spouse or children she/he shall intimate the Programme Director 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 specialist treatment outside the state, she/he shall intimate the Programme Director 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 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 Programme Director. 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 Programme Director.

2.10 Release of student from a college:

A student leaving the college during or after a semester or on completion of the diploma programme must officially be released by the Registrar. On receipt of the clearance certificate in a prescribed form (Form No. 5), Programme Director will release the student from the college/institute/station based on which Register will take necessary action. The student shall return the identity card along with the application form to the Programme Director.

2.11 Re-admission of student:

A student who leaves the College with permission from the Programme Director after completion of the requirements of at least 1 (one) semester may be re-admitted after a break of not more than two subsequent semesters on payment of prescribed re-admission fee. Such a student shall apply through the Student Counselor and Programme Director to the Dean 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 diploma.

2.12 Refund of Caution Money:

The caution money shall be refunded to a student only after 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. 7) and on production of Clearance Certificate (Form No. 5).

CHAPTER III

CONDUCT OF EXAMINATION, EVALUATION AND GRADING OF STUDENTS

3.01 Coverage of syllabus:

3.01.01 Teaching:

The teacher(s) assigned with the responsibility by the Programme Coordinator for a course shall be called Course Teacher(s). Ordinarily, not more than two teachers shall be given such responsibility. However, under special circumstances, more than two teachers may also be assigned such responsibility. One of the Course Teachers shall act as the course leader and will coordinate the teaching programme of the course. The Course Teacher(s) shall be responsible to the Programme Director/Programme Coordinator for ensuring the coverage of the prescribed syllabi of the courses including fulfilment of the prescribed requirements as mentioned in clause 1.02.03, proper training of students both in theory & practical. The Programme Director shall coordinate the teaching programme and exercise supervision through Programme Coordinator.

Duties and responsibilities

I. To verify coverage of the syllabus prescribed for a course by the course teacher(s).
II. To verify compliance with 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 Dean 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 Programme Director /Dean.

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 examinations. The end-term examination shall consist of both theory and practical components, wherever necessary.

3.02.02 Distribution of marks:

Distribution of pattern of questions, duration and marks in theory and practical examinations shall be as under. The concerned course teacher(s) 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 hours
iii) Practical	a) Class work, Class records and Assignment, b) Practical examination, c) Viva-voce.	50/100*	2 hours

*Courses with practical only

3.02.03 Mid-term examination:

(a) Mid-term examination shall be conducted independently in each college by the Academic Cell in the middle of the Semester as per the Academic Calendar and Time Table circulated by the Academic Cell.
(b) Notice for Mid-term examinations shall be issued by the Programme Director 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 at the end of the semester as per Academic Calendar.
(b) Notice for end-term examinations shall be issued by the Programme Director 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 the timetable circulated by the Academic Cell.

3.02.05 Suspension of classes during examination:

Classes shall be suspended 2-3 (two-three) days before 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 of any examination afresh on the recommendation of the 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:

a) Mid-term examination: Question papers covering 30 marks shall be set by the course teachers(s) concerned in consultation with the Programme Director. The Faculty Evaluation Committee shall monitor the setting of question papers for the Diploma programme.

b) End-term examination: In the End-term examination, a question paper covering 70 marks for all the courses shall be set by the instructor(s). (The question papers must reflect the total course syllabus as prescribed. A total of 30% of the questions shall be of objective type, and the rest 70% questions shall be of descriptive type. Under no circumstances can questions be set from any other material, such as assignment(s) etc. for which a separate evaluation is done.)

3.04 Evaluation:

3.04.01 Evaluation of Deeksharamb:

One co-ordinator assigned by the Programme Director to coordinate this course and will be responsible for submission of grades as per the modalities (Annexure I). At the end of Deeksharamb, students will be graded as 'Satisfactory (S)' or 'Unsatisfactory (US)' (Form No.8). The students will be assessed based on their attendance and participation in group/individual activities. The course details will be designed and executed in active consultation with the Dean.

3.04.02 Evaluation of examinations:

The evaluation of answer scripts of the Mid-term/Practical/End-term examinations shall be done by the course teacher(s) as per guidelines. Evaluation of answer scripts of each subject shall be completed within 10 days from the date of completion of the End-term Examination. The examiner, after the evaluation, shall prepare the mark sheet and hand over the same along with the answer scripts to the Programme Coordinator. Course instructors will prepare the final grade sheet and submit it to the Dean through the Programme Director. Answer scripts after evaluation will be handed over to the Academic Cell. The Dean shall get the results verified by a Committee constituted by him/her and forward the same to the Registrar.

3.04.03 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 a mark-sheet-II (Form No.9a). The course instructor shall also submit the answer scripts along with the mark-sheet to the Programme Coordinator. The course instructor shall notify the marks obtained by the students in the notice board. The Course Leader shall retain a copy of the mark sheet for the preparation of the final grade sheet after obtaining the signature of the Programme Coordinator.

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-III (Form No. 9b), through the Course Leader, to the Programme Coordinator.

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 Programme Coordinator 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 the mark cum grade sheet (Form No. 9c) submit the answer scripts along with the copies of the mark-sheet to the Programme Coordinator within specified date and upload it in the AMS. The Programme Coordinator shall verify and submit the same to the Programme Director for onward transmission to the Registrar through the proper channel.

3.05.05 Minimum qualifying marks:

A student must pass separately both in theory and practical examinations of a course and must secure a minimum of 50% marks.

3.05.06 Custody of answer scripts:

The answer scripts (both Mid-term and End-term) after evaluation shall be in the custody of the Programme Coordinator till the end of the next semester. After that, the same shall be destroyed/disposed of as per the 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:

A. Permission to remain absent shall be granted on the advice of a committee called ―Make-up Examination Committee, consisting of the Programme Director as chairman and 3 teachers nominated by him and a Medical Practitioner as members for hosteller and non-hosteller students. In case of hostellers, additionally, the concerned hostel warden shall also be a member. A student shall have to apply through offline/online (AMS) prior to the start of the examination/on the date of examination, to the Programme Director through the Hostel Warden/ Parents/Guardian, stating clearly the reason thereof. 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.

B. 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 suffers from (a) Contagious diseases (chicken pox/jaundice/measles/typhoid/tuberculosis/cerebral malaria) requiring at least 7 days (seven) days isolation as confirmed by relevant clinical reports as applicable, or (b) undergoes surgical cases like fractures/major surgical operations requiring atleast 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 theory and practical separately per course.

Unauthorized absence in the examination or failure to comply with the above (clause 3.06.01) will result in the award of an '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 no. 4.07) besides awarding an '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, he/she shall be awarded an 'F' grade in the concerned course.

3.06.02 Procedure of holding Make-up Examination:

The Make-up examination shall be arranged by the Programme Director 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 timetable of the Mid-term Make-up Examination will be fixed by the Programme Director.

3.07 Procedure for holding Repeat/Grade Improvement Examination:

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

3.08 Grade points:

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

3.08.01 Award of grade points:

The concerned teacher(s) shall award grade points in the marks cum gradesheet [Form 9c] as per example above and submit it in in AAU AMS portal.

3.08.02 System of grading:

The grading of a student shall be done on 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) 50%	5.000
(vi) Below 50%	'F' ('F' Grade shall carry 0(Zero) value.)
Satisfactory (50% marks or above)	Designated by 'S'
Unsatisfactory (Below 50% marks)	Designated by 'US'
Shortage of attendance (Below 75%)	Designated by 'P'
Permitted absence in examination	'A' grade

Range of Marks	Points/Grade
Unauthorized absence in examination	'F' 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 the student. The committee shall be formed as under:

- Programme Director — Chairman
- Programme Coordinator — Member Secretary
- Two senior teachers nominated by the Chairman — Members

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 a rotational basis.

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' grades in not more than the specified number of courses as per clause 3.10.05.

3.10.02 Academic Probation:

A student registering an 'F' grade in any course of a semester shall be placed on Academic Probation till the 'F' grade is cleared by appearing in the Repeat/Grade Improvement Examination.

If the CGPA of the student falls below the critical limit (vide clause 3.10.03), the student shall be placed on Academic Probation till the CGPA is raised to the required minimum.

3.10.03 Critical CGPA:

An undergraduate student will be detained in a particular class if he/she fails to obtain the CGPA as mentioned below at the end of the classes:

Year	Minimum CGPA Required
1st Year	5.50
2nd Year	5.50

Year	Minimum CGPA Required
3rd Year	5.50

3.10.04 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 5.50 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 5.50 or above, without an 'F' 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 diploma 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 5.50 can be improved.

3.10.05 Examination for removal of 'F':

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

A student securing 'F' 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 the next higher semester. During this semester, such a student shall be allowed to appear in the Repeat/Grade Improvement Examination. If the student fails to remove his/her 'F' grade(s) even after availing the chance of Repeat/Grade Improvement Examination, he/she will not be promoted to the next higher semester. She/he will be readmitted to repeat those courses or all the courses if he/she so desires for that semester 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 diploma programme, securing a CGPA of 5.50 or above but registering 'F' in any course, shall not be eligible for the award of the diploma unless the student clears the 'F' as permissible under the Regulations and maintains the minimum CGPA required for the diploma. The diploma will be awarded to those students who fulfil all the requirements of the said diploma programme and secure a CGPA of 5.50/10.00 or above.

3.10.06 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 50/100 marks (courses for practical only). The manner of holding the examination shall be subject to clause 3.02.

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. 10) containing the grades obtained in different courses, with a copy to the Dean. The Grade Card, after completion of all the requirements of the diploma programme, shall contain the Cumulative Grade Point Average (CGPA) obtained by the student in the entire diploma programme.

3.12 Students' Record:

The concerned Programme Director shall maintain the record of academic performance and disciplinary actions, and the DSW shall maintain the records of co-curricular activities of students in the form of students' records.

3.13 Requirement of minimum CGPA to qualify for a diploma:

A student must obtain a minimum CGPA of 5.50 on a 10.00 scale to qualify for a diploma. The student must remove the 'F' grade, if any, to qualify for the award of diploma as per clause 3.10.05.

3.14 Declaration of Results:

The semesters and final diploma results shall be declared by the Registrar. The Registrar, on receipt of the mark-cum-grade-sheet in Form No. 9c, shall compile the grades of each student for each course. GPA/CGPA will be calculated as per clauses 1.02.17 and 1.02.18, 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 the recommendation of the FACC. In such cases, the admission of students shall be treated as provisional.

3.14.01 Examination Committee:

An Examination Committee consisting of the Vice Chancellor as the Chairman and the Dean/Programme Director, and the Registrar as members shall approve the final diploma results.

3.14.02 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 the prescribed fee.

3.15 Award of Diploma Certificate:

A diploma certificate (Form No. 11) under the official seal of the University and signed by the Vice-Chancellor shall be provided to each of the qualified students of a particular diploma programme. The diploma certificate shall set the name of the student, the name of the diploma with CGPA earned.

A provisional diploma certificate (Form No. 12) shall be issued to the student pending the issue of the final original diploma certificate. Issuance of all academic certificates shall be taken up in a phased manner, through the NAD-portal.

3.16 Duplicate Certificate/Transcript:

The Registrar will issue a duplicate certificate/transcript to the students on damage or loss of the original ones on payment of fees after observing all formalities (Form No. 13).

3.17 Maintenance of Confidentiality:

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

3.17 Discipline:

All students are to maintain perfect discipline and proper scholastic atmosphere during their stay at the University/Station. On admission into any Station and hostel, students must acquaint themselves with the University, Station and hostel rules and regulations. Copies of Regulations on Academic Matters of Assam Agricultural University are uploaded in the official website of the University. **Ignorance of any rules will not be treated as excuse**. The Dean/DSW/ Assoc. Dean/ADSW/DDSW/Programme Director shall be responsible for the maintenance of discipline and good behaviour of students in his/her Station and anywhere on the campus or outside it.

Three-Year Diploma in Agriculture
Assam Agricultural University
(Total credit = 128, Gradial = 125 (53+72), Non-Gradial: 03)

Semester-I (1st year, 1st semester)

Sl. No.	Course title	Course Code	Credit hrs	Nodal Department
1*	*Deeksharambh* (Induction cum Foundation course)	Deeksha (DA)-112	2(0+2) (Non-gradial)	Academic Cell
2*	Fundamentals of Agronomy	Agron (DA)-113	3(2+1)	Agronomy
3*	Fundamentals of Soil Science	Soil (DA)-113	3(2+1)	Soil Science
4*	Fundamentals of Horticulture	Hort (DA)-113	3(2+1)	Horticulture
5*	Fundamentals of Plant Pathology	Pl. Path (DA)-113	3(2+1)	Plant Pathology
6*	Fundamentals of Entomology	Ento (DA)-113	3(2+1)	Entomology
7*	Communication Skill	EE (DA)-112	2(1+1)	Ext Edn
8	Crop Botany & Elementary Genetics	PBG (DA)-113	2(1+1)	Plant Breeding & Genetics (PBG)
9*	Introductory Mathematics	Ag Stat (DA)-111	1(1+0) Non-gradial	Agril Stat.
10*	National Service Scheme (NSS-1)	NSS (DA)-111	1(0+1)	Academic Cell
			20 (12+8)	(Excluding non-gradial)

Semester-II (1st year, 2nd semester)

Sl. No.	Course title	Course Code	Credit hrs	Nodal Department
1	Principles and Practices of Crop Improvement	PBG (DA)-123	3(2+1)	PBG
2	Chemistry in Agriculture	Biochem (DA)-123	3(2+1)	Biochemistry
3	Crop Production Technology (Kharif crops)	Agron (DA)-123	3(2+1)	Agronomy
4*	Soil Fertility Management	Soil (DA)-123	3(2+1)	Soil Science
5*	Personality Development	EE (DA)-122	2(1+1)	Extn. Education
6*	Mushroom Production Technology	Pl. Path (DA)-123	3(1+2)	Plant Pathology
7*	Post-harvest Processing Technology	Hort (DA)-123	3(0+3)	Horticulture
8*	National Service Scheme (NSS-2)	NSS (DA)-121	1(0+1)	Academic Cell
			21 (10+11)	

Semester-III (2nd year, 1st semester)

Sl. No.	Course title	Course code	Credit hrs	Nodal Department
1	Crop Production Technology (Rabi crops)	Agron (DA)-213	3(2+1)	Agronomy
2*	Rural Sociology and Educational Psychology	EE (DA)-212	2(2+0)	Extn. Education
3	Insect and Non-insect Pest Management	Ento (DA)-213	3(2+1)	Entomology
4*	Environmental Studies and Disaster Management	Ag Met (DA)-213	3(2+1)	Agril. Meteorology
5*	Seed Production Technology	PBG (DA)-212	2(1+1)	PBG
6	Nursery Management of Horticultural Crops	Hort (DA)-213	3(1+2)	Horticulture
7	Plant Parasitic and Entomopathogenic Nematodes	Nema (DA)-212	1(0+1)	Nematology
8	Farm Machinery, Renewable energy and post-harvest technology in Modern Agriculture	Ag Engg (DA)-214	4(2+2)	Agril. Engineering
			21 (12+9)	

Semester-IV (2nd year, 2nd semester)

Sl. No.	Course title	Course Code	Credit hrs	Nodal Department
1	Agrochemicals for Crop Protection	Pl Path (DA)-223	2(1+1)	Plant Pathology
2	Vegetables, MAPs and Spices Production Technology	Hort (DA)-223	3(2+1)	Horticulture
3	Farm Management and Agricultural Economics	Ag Econ (DA)-223	3(2+1)	Agril. Economics
4	Application of AI in Agriculture	Ag Stat (DA)-223	3(1+2)	Agril. Statistics
5	Principles and Practices of Natural and Organic Farming	Agron (DA)-224	3(1+2)	Agronomy
6*	Livestock and Poultry Management	AHD (DA)-222	2(1+1)	Animal Husbandry & Dairying (AHD)
7	Tea Production and Processing Practices	THT (DA)-224	4(2+2)	Tea Husbandry & Technology (THT)
8	Experiencing Crop Production (Kharif)	Agron (DA)-221	1(0+1)	Agronomy
			21 (10+11)	

Semester-V (3rd year, 1st semester)

Sl. No.	Course title	Course Code	Credit hrs	Nodal Department
1*	Farming-based Livelihood Systems	Agron (DA)-313	3(2+1)	Agronomy
2*	Bio Fertilizer and Bio Pesticides Production	Soil (DA)-312	2(0+2)	Soil Science
3	Fruit, Plantation and Ornamental Crops Production Technology	Hort (DA)-313	4 (2+2)	Horticulture
4	Diagnostics and Crop Care	PP (DA)-313	3(1+2)	Plant Pathology
5	Biotechnology for Plant Propagation	ABT (DA)-313	3(1+2)	Agril Biotech.
6	Apiculture, Lac Culture and Insect Farming	Ento (DA)-313	3(1+2)	Entomology
7	Entrepreneurial skill and agri-marketing	Ag Econ (DA)-313	3(2+1)	Agril. Economics
8	Experiencing Crop Production (Rabi)	Agron (DA)-311	1(0+1)	Agronomy
			22 (9+13)	

Students will be provided with hands-on exposure (industrial attachment) in the 6th semester with a total of 20 (0+20) credits.

* These Courses are retained from the first two semesters of 6th Deans' Committee Report.

Programme Title: *Diploma in Horticulture*

1.1. Intake Capacity: 25 no.

Duration of the Diploma Programme: The duration of a full time regular Diploma Programme shall be three academic years comprising of six semesters from the date of admission.

Course structure*: The diploma course consists of 6 semesters. Total credit=125 (52+73), Non credit= 2*

Sl.No	Course Title	Course No.	Credit: 19(11+8)+2*
**I SEMESTER**
1.	Deeksharambh	EE(DH)-112	2(0+2)*
2.	Agricultural botany	CP(DH)-113	3(2+1)
3.	Fundamentals of Horticulture	Hort(DH)-112	2(1+1)
4.	Communication skills	EE(DH)-112	2(1+1)
5.	Environmental studies	Ag.Met(DH)-113	3(2+1)
6.	Basic techniques of chemistry	Biochem(DH)-113	3(2+1)
7.	Introduction to computer application	Stat(DH)-112	2(1+1)
8.	Agricultural statistics	Stat(DH)-113	3(2+1)
9.	National service scheme	NSS-I	1(0+1)

Total theory: 52 credits, Total practical: 75(73+2*) credits

II SEMESTER			
Sl.No	Course Title	Course No.	Credit: 20(11+9)
1.	Training and pruning of Horticultural crops	Hort(DH)-122	2(1+1)
2.	Introduction to seed technology	PBG(DH)-122	2(1+1)
3.	Introductory soil science	Soil(DH)-122	2(1+1)
4.	Plant propagation and nursery management	Hort(DH)-123	3(2+1)
5.	Breeding of Horticultural Crops	PBG(DH)-122	2(1+1)
6.	Fundamentals of Agricultural economics	Ag. Econ(DH)-122	2(2+0)
7.	Fundamentals of Crop Physiology	CP(DH)-122	2(1+1)
8.	Fundamentals of Entomology	Ento(DH)-122	2(1+1)
9.	Fundamentals of Agricultural Extension	EE(DH)-122	2(1+1)
10.	National Service Scheme	NSS-II	1(0+1)

III SEMESTER			
Sl.No	Course Title	Course No.	Credit: 22(11+11)
1.	Introductory Plant Biochemistry	Biochem(DH)-212	2(1+1)
2.	Introduction to Major Field crops	Agron(DH)-213	3(2+1)
3.	Production technology of commercial fruits	Hort(DH)-214	4(2+2)
4.	Basics of Agricultural Biotechnology	Ag. Biotech(DH)-212	2(1+1)
5.	Fundamentals of Plant Pathology	PP(DH)-212	2(1+1)

6.	Soil fertility and nutrient management	Soil(DH)-212	2(1+1)
7.	Ornamental horticulture and landscaping	Hort(DH)-212	2(1+1)
8.	Integrated farming system	Agron(DH)-212	2(1+1)
9.	Farm Power and Machinery	Ag.Eng(DH)-212	2(1+1)
10.	Practical crop production-I (fruits)	PCP (DH)-211	1(0+1)

IV SEMESTER			
Sl.No	Course Title	Course No.	Credit: 22(9+13)
1.	Production technology of Commercial vegetables	Hort(DH)-224	4(2+2)
2.	Weed management in Horticultural Crops	Agron(DH)-222	2(1+1)
3.	Insect pest management in Horticultural crops	Ento(DH)-223	3(1+2)
4.	Production technology of plantation crops spices and condiments	Hort(DH)-223	3(2+1)
5.	Nematode management in horticultural crops	Nema(DH)-222	2(1+1)
6.	Post harvest management of Horticultural crops	Hort(DH)-223(i)	3(1+2)
7.	Precision farming and protected cultivation of horticultural crops	Ag. Eng.(DH)-223	3(1+2)
8.	Application of AI in Horticulture.	Stat(DH)-311	1(0+1)
9.	Practical crop production-II (vegetables)	PCP (DH)-221	1(0+1)

V SEMESTER			
Sl.No	Course Title	Course No.	Credit: 22(10+12)
1.	Disease diagnosis and management of Horticultural Crops	PP(DH)-314	4(2+2)
2.	Commercial Production of Flower crops	Hort(DH)-313(i)	3(1+2)
3.	Water management in Horticultural Crops	Agron(DH)-312	2(1+1)
4.	Processing and Value addition of Horticultural crops	Hort(DH)-313(ii)	3(1+2)
5.	Practices of organic and natural farming	Soil(DH)-312	2(1+1)
6.	Marketing Strategy for Horticultural Products	Ag.Econ(DH)-312	2(1+1)
7.	Production Technology of Medicinal and aromatic plants	Hort(DH)-313(iii)	3(2+1)
8.	Urban Horticulture	Hort(DH)-312	2(1+1)
9.	Practical crop production-III(flowers)	PCP(DH)-311	1(0+1)

VI SEMESTER			
Sl.No	Course Title	Course No.	Credit: 20(0+20)
1.	Internship programme- Module I	Intern(DH)-I	10(0+10)
2.	Internship programme -Module II	Intern(DH)-II	10(0+10)

ASSAMA GRICULTURAL UNIVERSITY
Diploma in :…………………………..
Station :……………………………
ADMISSION SLIP-CUM-CLEARAN CECERTIFICATE
(For continuing student)

Name of student _____ Roll No._____

Class _____ Semester _____ Academic Session _____

Signature of the student

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

The above mentioned student is regular boarder of Hostel No._____ He/she has cleared all the dues up to _____and bears no outstanding as on date	Signature of Warden (Seal)
The above mentioned student has returned all the books to the library and bears no outstanding as on date.	Signature of Librarian (Seal)
The above mentioned student has cleared all the dues to the canteen and bears no outstanding as on date.	Signature of Canteen Manager (Seal)
Permission is granted to the above mentioned student for admission into the_____year _____semester. He/she has produced the identity card at the time of admission.	Programme Coordinator
Admitted vide Book No._____Receipt No._____ Date _____	Signature of Cashier (Seal)

ASSAM AGRICULTURAL UNIVERSITY
Diploma in :……………………
Station :……………………………..

APPLICATION FOR REGISTRATION OF STUDENTS IN TO THE UNIVERSITY

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

Signature of the applicant

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

Dean

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 the 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.

AGRICULTURAL UNIVERSITY JORHAT- 785013

No._____   Date _____

REGISTRATION RECEIPT

Received from _____

of _____

A sum of Rs._____

_____

being the amount of fee paid for registering her/ his name as a University Student.

Her/his Registration Number is _____

of 20_____

Registrar

ASSAM AGRICULTURAL UNIVERSITY

JORHAT- 785013

No.____   Date __

REGISTRATION RECEIPT

Received from _____

of _____

A sum of Rs._____

_____

being the amount of fee paid for registering her/ his name as a University Student.

Her/his Registration Number is _____

of 20_____

Registrar

ASSAMAGRICULTURALUNIVERSITY
Diploma in :…………………………………
Station :……………………………………………

APPLICATIONFORM 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)s he/she 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 300/- 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 he/she 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 the filled-in prescribed form along with required fee for registration.

(c) No action will be taken unless the prescribed fee is received in the office.

(d) Required fee maybe deposited by means of Challan or POS-machine.

(e) Clearance certificate as given over leaf must be submitted duly filled in.

(f) Registration Receipt is to be submitted along with the application.

ASSAMAGRICULTURALUNIVERSITY
Diploma in :…………………………………

CLEARANCE CERTIFICATE

Station :…………………………….

Name of student ………………………………………………………………….

Roll No. ……………………..Class…………………………….…………….

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

OFFICE OFTHE REGISTRAR

ASSAM AGRICULTURAL UNIVERSITY:: JORHAT785013

Ms/Mr..bearing

Regn. No…………………..of 20………who joined the University in……………... is

hereby released with effect from ………………….

Registrar
Assam Agricultural University
Jorhat 785013

Sl. No. ....

ASSAM AGRICULTURAL UNIVERSITY

<u>MIGRATION CERTIFICATE</u>

Ms./Mr……………………………………………………………………………………..is informed that this University has no objection to her/his continuing studies in any other university

1. She/he was expelled from this University
2. She/he was placed on Conduct Probation from………….to……………

Dated the ……………   Registrar

                                                            Assam Agricultural University

                                                            Jorhat 785013

ASSAM AGRICULTURAL UNIVERSITY
Diploma in :………………………….
Station :………………………………………….

<u>APPLICATION FORM FOR REFUND OF CAUTION MONEY</u>

1. Name in full (in block letters):

2. Roll No.:

3. Registration No.:

4. Name of the Degree Programme:

5. Class/Year:

6. Date of release:

7. Release order No.:

8. Date of obtaining degree:

9. Clearance certificate:

Date………………….   Signature of the student

RULES

The caution money shall be refunded to the student only after one month from the date of release from the Station 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 Station. The caution money shall not be refunded if a student leaves the Station without permission and/or does not join and attend any class after admission. Refund of caution money shall be made only on production of **Clearance Certificate** (**Form No. 5**)

ASSAM AGRICULTURAL UNIVERSITY
FACULTY OF AGRICULTURE:: AAU
Station :..

MARK CUM GRADE SHEET OF *Deeksharambh* (NON-GRADIAL COURSE)

Semester_____ **Academic Session**_____

Course Name_____**Course Number**_____
Credit Hour_____

Roll No	Name of the students	Participation in group/individual activites (100 marks)	Attendance	Percentage	Grade (S, US, P)

Signature of   **Signature of Director/Assoc.**   **Signature of Dean**
Project Coordinator   **Director, Student's Welfare**

ASSAMAGRICULTURALUNIVERSITY
Diploma in :………………………………
Station :……………………………….

MARKSHEET– I

(MIDTERM/ MIDTERM MAKE-UP EXAMINATION)

Class: _____Course No. _____

Title of the Course: _____ Credit hours: _____

Roll No.	Name of student	Marks obtained (30)

Signature of Project Director   Signature of the course teacher(s)

ASSAM AGRICULTURAL UNIVERSITY
FACULTY OF AGRICULTURE:: AAU
Station :..

MARK SHEET-II

(END-TERM PRACTICAL / MAKE-UP EXAMINATION)

Class_____Course No._____Credit Hours_____
Title of the Course_____

Roll No	Name of the students	Class work/quiz	Class record	Written /assignment	Practical Examination	Viva Voce	Total
		10	**10**	**10**	**50**	**20**	**100***
		5	5	5	25	10	50**

*For courses with practical only
** for courses with both theory and practical

Signature/s of Course Instructor(s)   **Signature of Project Director**

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

ASSAM AGRICULTURAL UNIVERSITY
FACULTY OF AGRICULTURE:: AAU
Station :..

MARK CUM GRADE SHEET FOR COURSES WITH THEORY & PRACTICAL
(END TERM MAKE-UP/ END TERM REPEAT EXAMINATION)

Course No._____**Credit Hours**_____**Course Title**_____
Semester_____ **Academic Session**_____
Name of the Course Instructors:_____

Roll No	Name of the students	Theory marks		Total (100)	Practical (50)	Grand Total (150/100*)	% of marks	Grade point
		Mid Term (30)	**End Term theory (70)**					

*for the courses with practical only

Signature/s of Course   **Signature of**   **Signature of**   **Signature of Dean**
Instructor(s)   **Project Director**   **Project Coordinator**

ASSAM AGRICULTURAL UNIVERSITY
GRADE CARD

Station :_____

Name of the student:		Roll No :	
Diploma 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
	(GPA)

Range of marks	Point Remarks	Previous Cr. Hr.	Previous Gr. Pt.
100%	10.00		
99%	9.90	Cumulative Cr. Hr.	Cumulative Gr. Pt.
98%	9.80		
97%	9.70		
50%	5.00	CUMULATIVEGRADEPOINT AVERAGE	
Below 50% *ie*. below 5.00-F'(FAIL)		(CGPA)	
Attendance below 75% -P			

Prepared by: Checked by:	Joint Registrar (Acad.)/ Administrative Officer (Exam.)

Copy for –Student/Dean

Dispatcher :

Date   :

(University logo)
The Assam Agricultural University, Jorhat
অসম কৃষি বিশ্ববিদ্যালয়, যোৰহাট

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 diploma degree)
with all rights and honors pertaining thereto in the year *(Year of passing).* His/her
cumulative grade point average was *(CGPA & Division/Distinction)* in the scale of 10.00

Place: Vice Chancellor
Day. month. year

(University logo)
The Assam Agricultural University, Jorhat
Provisional Diploma Certificate
(Name of diploma)

This is to certify that *(Name of the candidate)* of *(Name of the Station)* Roll No. ………… has completed the *(Name of the diploma)* programme of the Assam Agricultural University in the year *(Year of passing)* and has been declared to have qualified for the degree. His/her cumulative grade point average *(CGPA)* was in the scale of 10.00 and was placed in *(Division/Distinction).*

Place: Registrar
Day. month. year   Assam Agricultural University
                                                                              Jorhat 785013

ASSAMAGRICULTURALUNIVERSITY

Faculty of……………………………

FORM OF APPLICATION FOR DUPLICATE CERTIFICATE

To

The Registrar
Assam Agricultural University
Jorhat 785013

Sir/Madam

I have the honor to request you to be so good as to supply me with a duplicate copy of the Certificate/Transcript for ………………………… Examination held in the year …………….as the original having been lost. I passed the………………….. examination in the year………under Roll No…………………. from the Station of … ...., AAU, Jorhat.

The prescribed fee of Rs. …………………… (Rupees …………………………………………) only has already been paid online/vide Challan No. ……………….

Yours faithfully

Date…………………….

Name of the applicant
Address in full…………………………………...
……………………………………………………...
……………………………………………………...

To,

The Dean
Faculty.......................,
Assam Agricultural University,
Jorhat-13.

Sir,

This is to inform you that the student _____ with Roll No. _ of the class _____

_____appearing in the_____, Academic Session_____

_____ of the Course No._____held on ____is found violating Clause No. 4.07.03

(Act No. 1 & 2) of the Regulations on Academic Matters of AAU. As punishment, a total of_____Marks is deducted

and marked in the front page of the answer script of the concerned student for further necessary action.

Signature of the Invigilator(s)   :   _____

Name and Designation of the Invigilator(s):   _____

                                                                              _____

                                                                              _____

Date   :   _____Examination Hall / Room No. : _____

Countersigned by the Academic Cell In charge/Supervisor:_____

*N.B. The maximum markdeductableis10 per incidence of violation

Modalities for *Deeksharambh*

Upon admission, students will begin a two-week Foundation Program titled *Deeksharambh* in the first semester. This non-graded course is designed to foster cultural integration, develop essential life skills, and enhance social awareness, ethics, teamwork, and leadership. It aims to familiarize students with the university's academic processes while honouring traditional values and diverse cultures. The program will include sessions led by alumni, industry leaders, distinguished professionals, and university faculty.

1. One co-ordinator will be assigned by the Directorate of Student's Welfare to coordinate this course. The co-ordinator will be responsible for submission of grades.

2. Deeksharambh (Induction-cum-Foundation Course) of 2 credits (2 weeks duration).

3. The activities under this programme will be as per 6ᵗʰ Dean's Committee report.

4. Students will be graded as 'Satisfactory (S)' or 'Unsatisfactory (US)'. The students will be assessed based on their attendance and participation in group/individual activities (100 marks).

5. If the attendance of a student falls short of prescribed limit and other relevant rules academic rules, he/she will be awarded "P" grade.

6. At the end duration of this course, gradesheet has to be submitted as per the format (Form No. 8). Students with "US" and "P" grades will be debarred from attending other courses.