

**Regulations on Academic Matters (Amended)
of
Assam Agricultural University, 2017**

**FOR
UNDER GRADUATE DEGREE
PROGRAMME
(Under Section 43 of AAU Act, 1968)**



**Assam Agricultural University
Jorhat 785013, Assam**

“Agriculture is our wisest pursuit, because it will in the end contribute most to real wealth, good morals, and happiness.”

- Thomas Jefferson

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CHAPTER I

INTRODUCTION

1.01 General

1.01.01 Title: These Regulations shall be called the "Regulations on Academic Matters of Assam Agricultural University, 2017 (Amended) for Under Graduate Degree Programme", hereinafter referred to as Regulations. These embody regulations relating to the various Under graduate degree programmes offered under semester system in the different Faculties of the Assam Agricultural University (AAU) and amended from time to time.

1.01.02 Date of enforcement: These Regulations shall come into force with effect from the academic session 2017-18

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/ 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 Application of Veterinary Council of India (VCI) Regulations: The Regulations of the VCI shall be applicable to the Faculty of Veterinary Science wherever specified. For the areas wherever the VCI Regulations do not specify, the clause of these Regulations of the University shall be applied.

1.01.08 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.

For Faculty of Veterinary Science **one Professional Year** means a period consisting of minimum two hundred and ten instructional days.

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 and minimum of 2 hours of laboratory/3 hours of 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 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.

1.02.07 Elective course(s): Elective course shall consist of 9 credits & 6 credits of courses of specialized nature under the Faculty of Agriculture and Faculty of Community Science respectively that a student may select to take as a requirement for the student's specialization in Bachelor's Degree Programme .

1.02.08 Student READY Programme:

Student READY programme was launched by the Hon'ble Prime Minister of India on 25th July, 2015. The term **READY** refers to "Rural Entrepreneurship Awareness Development Yojana".

To reorient graduates of Agriculture and allied subjects for ensuring and assuring employability and develop entrepreneurship for emerging knowledge in intensive agriculture, the component envisages the introduction of the programme in all the Agricultural Universities as an essential pre-requisite for the award of degree to ensure hands on experience and practical training. The following components are included under Student READY programme in all the UG disciplines in two consecutive semesters (7th & 8th Semesters):

- I. Experiential Learning/Hands on Training
- II. Skill Development Training
- III. Rural Agriculture Work Experience
- IV. In Plant Training/ Industrial attachment
- V. Students Projects

The students will be required to have **any three** of the five components listed above depending on the requirement of their graduate education but it should be implemented for the complete year, so that their education upto level of III year may get right information in IV year class and finally they should attend right stage of entrepreneurship.

Salient features of the component are summarized below:

- Experiential Learning helps the student to develop competence, capability, capacity building, acquiring skills, expertise, and confidence to start their own enterprise and turn job creators instead of job seekers. This is step forward for earning while learning concept. Experiential Learning is major step forward for High Quality Professional Competence, Practical Work Experience in real life situation to Graduates,
- Rural Agriculture Work Experience also enable the students to gain rural experience giving them confidence and enhancing on farm problem solving abilities in real life situations especially with direct contact with farmers, growers etc.
- In-plant training for a short period of time in relevant industry to gain the knowledge and experience of the work culture. In Plant training by reputed organization either MNC's or organized sectors provide an industrial exposure to the students as well as to develop their career in the high tech industrial requirements.
- Skill development component include use of Agricultural systems & devices for enhancing functional skill. It is expected that basic infrastructure and Experiential Learning Unit available in the university may help in boosting livelihood ensuring opportunities.
- Student Project preparation will help in higher education. Through this component, student will know how to identify research problem, experimental set up and writing report etc.

1.02.08(a) Experiential Learning Programme:

Experiential Learning Programme (ELP) provides the students an excellent opportunity to develop analytical and entrepreneurial skills, and knowledge through meaningful hands on experience, confidence in their ability to design and execute project work.

(i) Duration

The Experiential Learning Programme will be offered for one semester in the final year (7th/8th semester) with 0+20 credit hours. The students under B.Sc (Hons.) Agriculture will register any two modules of 0+10 credit hours each depending on the facilities available at the college. As the programme is enterprise oriented, students and faculty are expected to attend the activities of the enterprise even on institutional holidays with total commitment, and without any time limit or restriction of working hours for ELP.

(ii) Attendance

The minimum attendance required for this programme is 85%. The attendance of a student will be maintained at the ELP unit. The attendance particulars shall be communicated to the Chief Executive Officer (Dean/Associate Dean) by the Manager of the EL unit every week. The students will be eligible for the final evaluation of EL only when the attendance requirement is met with. Any student in the event of recording shortage of attendance has to re-register the EL when offered next by paying the assigned fee.

(iii) Students' Eligibility

To get the eligibility for registering the EL programme, the students should have completed all the courses successfully. No student should be allowed to take up the ELP programme with backlog/repeat courses. A provisional certificate is issued to the students after successful completion of EL course. Allotment of EL programmes amongst students to different modules is done strictly on the basis of merit at the end of sixth semester. In this programme, the students will know exact problems of farming & suggest appropriate technology and finally is useful in enhancing productivity and profitability at farmers end.

1.02.08(b) Rural Agricultural Work Experience Programme (RAWEP) :

The Rural Agricultural Work Experience programme (RAWEP) helps the students primarily to understand the rural situations, status of Agricultural technologies adopted by farmers, prioritize the farmer's problems and to develop skills & attitude of working with farm families for overall development in rural areas. The schedule for RAWEP is flexible for specific regions to coincide with the main cropping season.

The RAWEP program will be undertaken by the students of Agriculture, Horticulture and Sericulture during the 7th/8th semester with a weightage of 0+20 credit hours. The students admitted to B.Sc (Hons) Agriculture, B.Sc (Hons) Horticulture and B.Sc (Hons) Sericulture have to complete one semester with the host farmer in the village. It will consist of general orientation and on campus training by different faculties followed by village attachment/unit attachment in University/ College/ KVK or a research station. The students would be attached with the agro-industries to get an experience of the industrial environment and working. At the end of RAWEP, the students will be given one week for report preparation and evaluation. However, the students opting for specialization in Tea Husbandry and Technology shall undergo **Tea Industrial Work Experience Programme (TIWEP)** in lieu of RAWEP.

Similarly the students of Faculty of Community Science will undergo Rural Awareness Work Experience Programme (RAWEP) and In-Plant-Training.

The students of the Faculty of Veterinary Science shall undergo Internship programme for six calendar months (MSVE, 2008) and minimum period of twelve calendar months (MSVE, 2016) and the students of the College of Fisheries Science are required to undergo Fisheries Work Experience Programme (RFWEP) for one semester

1.02.09 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].

1.02.10 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 $(7.50 \times 3) = 22.50$.

1.02.11 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. GPA shall be worked out up to three decimal places and at the end of the Degree Programme, the same will be rounded up to two decimal places. An example:

Course no.	Credit hours	Grade earned	Grade points
Agron. 122 (1+1)	2	7.50	15.00
Soil 123 (2+1)	3	8.20	24.60
PP 121 (1+0)	1	8.50	8.50
Ento123 (2+1)	3	7.90	23.70
PBG 123 (2+1)	3	8.10	24.30
EE 123 (1+2)	3	7.60	22.80
Total	15		118.90

So the GPA will be 118.90 divided by 15 = 7.92666 and shall be recorded as 7.926 but not 7.927 as no rounding up is allowed at this stage.

1.02.12 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 up to 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.

1.02.13 Course Teacher: Course Teacher is a faculty who is assigned to teach a course/ part of a course by the Head of the Department (HoD) 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.

1.02.14 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 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/ Assoc. Dean, through the HoD.

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 Academic Cell In-charge 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 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 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 tour, National Cadet Corps (NCC) / National Service Scheme (NSS) camp, sports and athletics, farm practices and clinics, other co-curricula activities, short courses/trainings/workshops/ seminars etc. The Director of Students' Welfare shall coordinate such programmes meant for students.

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		Minimum credit required*	Residence	
			Minimum required *	Maximum allowed
(i)	B.V. Sc. & A.H.	81	5 and half years	The total credit hours shall be 81 credit which is equivalent to 179 credit hrs as per semester system
(ii)	B. Sc. (Hons) Agriculture	180	8 Semesters	14 Semesters
(iii)	B.Sc. (Hons) Community Science	180	8 Semesters	14 Semesters
(iv)	B.F.Sc.	180	8 Semesters	14 Semesters

(v)	B.Sc. (Hons) Horticulture	180	8 Semesters	14 Semesters
(vi)	B.Sc.(Hons) Sericulture	180	8 Semesters	14 Semesters

*The minimum credit requirement for the Under Graduate degree programmes shall be as per decision of the Academic Council.

1.04.03 Students READY (Rural Entrepreneurship Awareness Development Yojona) :

The students of under graduate degree programmes of the University shall undergo READY programme as per 5th Dean's committee recommendation. The pattern and duration of the programmes will be as under:

Sl. No.	Degree programme	Name of the Work Experience Programme	Duration	Remarks
1	B.Sc.(Hons) Agriculture/ B.Sc.(Hons) Sericulture/ B.Sc.(Hons) Horticulture	Rural Agricultural Work Experience Programme (RAWEP) / Rural Sericultural Work Experience Programme (RSWEP)/Rural Horticulture Work Experience Programme (RHWEPE). However, for students taking Tea Husbandry & Technology undergo Tea Industrial Work Experience Programme (TIWEP) in lieu of RAWEP	One Semester	To be conducted and evaluated as per working manual/ approval guideline
		ELP	One Semester	
2	B.V.Sc. & A.H.	Internship	12 months	-do-

3	B.Sc.(Hons) Community Science	ELP	One Semester	-do-
		Rural Awareness Work Experience Programme(RAWEP) and In-plant Training	One Semester	-do-
4.	B.F.Sc.	In-plant Training & RFWEP	One Semester	-do-
		ELP & Skill development	One Semester	-do-

The nomenclature, duration and pattern of evaluation etc. of the work Experience Programmes shall be as per decision of the Academic Council.

* For B.Sc. (Hons) Agriculture; ELP and RAWEP may be continued in both 7th & 8th semester.

CHAPTER II

REGULATIONS ON ADMISSION, ENROLMENT AND CONTINUANCE OF STUDIES

2.01 Admission

2.01.01 Admission notice: Notice of 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 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 as per regulation in force.

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.

Sl.No.	Degree Programme	Minimum requirement
1.	B.Sc.(Hons) Agriculture/ B.Sc.(Hons) Horticulture/ B.Sc.(Hons) Sericulture	i) Passed Higher Secondary/10 + 2/ Intermediate examination with PCB/PCMB/PC Ag/PC Forestry /Inter(Agriculture)/ from a recognized university or Board 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.16 years
2.	B.F.Sc	i) Passed Higher Secondary/10 + 2/ Intermediate examination with PCB/PCMB/ Inter(Agriculture) from a recognized university or Board 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.16 years

3.	B. V. Sc. & A.H.	<p>Admission will be governed by the Veterinary Council of India –Minimum Standard of Education- Degree Course (B.V.Sc. & A.H.) Regulations, 2016. However, the qualified candidates must fulfill the eligibility criteria of the University.</p> <p>i) Passed the qualifying examination with Biology or biotechnology, Chemistry, Physics and English as core courses and obtained marks as specified under Regulations Part VIII (7) or an examination equivalent to Intermediate Science examination of an Indian University/ Board recognized by the Association of Indian Universities taking Physics, Chemistry and Biology including practical test in these subjects and English.</p> <p>ii) Secured a minimum of 50% marks (10% less for SC/ST/other special categories of candidates as specified by the Govt. from time to time) in aggregate in the qualifying examination. Minimum qualification requirement for other categories of candidates will be notified in the Information Bulletin.</p> <p>iii) Selection for admission shall only be on the basis of merit through a competitive veterinary entrance test (VET).</p>
4.	B. Sc. (Hons) Community Science	<p>i) Passed Higher Secondary/10 + 2/ Intermediate examination with PCB/PCMB/PCM/ /Inter(Agriculture)/Inter(with Home Science as subject) from a recognized university or Board</p> <p>ii) Secured a minimum of 50% marks for Gen./OBC/UPS category(40% for SC/ST/PH category) in aggregate in the qualifying examination</p> <p>Age: Min.16 years</p>

Note: Students with 12 year vocational courses offered by various boards shall be considered eligible for admission into the various undergraduate programmes of AAU subject to fulfillment & other essential requirement like taking Physics and Chemistry as separate subjects at +2 level.

The Academic Council shall determine from time to time the percentage of marks/CGPA and other requirements for admission into various degree programmes 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 Certificate: In case of a candidate having a break in programme of studies at various levels, a Gap Period Certificate from the Local Police Authorities (format given in the *Information Bulletin* as Annexure I) must be produced at the time of counseling.

2.01.05 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 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 will be notified through the Information Bulletin for admission into different degree programmes of the University.

Higher Fees category: 30 seats are reserved for higher fee category (HFC) in B.Sc.(Hons) Agriculture degree programme in the College of Agriculture, Jorhat. These seats are admissible to the Indian National from NE region strictly on the basis of merit in the qualifying examination without any reservation against payment of higher fee (Refer Clause no 29) with a rider that not more than 5 (five) seats shall be allotted to

any particular state to encourage admittance from all the N.E. states including Sikkim. Any additional vacancy that may arise in any programme, be filled up from this category at the discretion of the selection committee. Those students admitted under higher fee category except from the state of Assam shall not be eligible for any financial benefits including Scholarship, Stipend, Internship and any other grants from the University.

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 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, 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/Enrolment:

2.04.01 Admission/Enrolment 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 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 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 Dean/Associate Dean of concerned Faculty by 5 days from the scheduled date of orientation. However, such students should bring it to the notice of the Dean/Associate Dean in writing on the first day of orientation. Failing to do so will forfeit the seat and the same will be offered to wait listed candidates in order of merit on the 7th day.

2.04.02 Medical fitness: Admission into any of the degree 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 degree programme shall be allotted a Roll Number, which will be used for her/his entire degree programme. In the Roll No. of an Under-Graduate student, the year of admission is followed by the name of the Faculty (by mentioning only the first letter in upper case) 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 Bachelor's Degree programme in the Faculty of Agriculture at Jorhat Campus in 2016 and gets 25 as serial number will have Roll Number 2016-AJ-25.

[‘A’ stands for Agriculture, ‘J’ stands for Jorhat, ‘B’ for Biswanath College of Agriculture, ‘D’ for Dhubri College of Agriculture, ‘H’ for College of Horticulture, ‘N’ for Nalbari, ‘V’ for Veterinary, ‘K’ for Khanapara, ‘L’ for Lakhimpur College of Veterinary Science, ‘C’ for Community Science, ‘F’ for Fisheries, ‘S’ for Sericulture and ‘T’ for Titabor.]

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 Dean/Associate Dean 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 Dean/Associate Dean 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 (**Form No. 2**), which shall reach the Registrar within one month from the date of admission through the

Dean/Associate Dean. The Registrar shall issue registration receipt (**Form No. 3**) 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. 4**) along with Clearance Certificate (**Form No. 5**), deposit necessary fees, return the Registration Card issued to her/him for obtaining the Migration Certificate (**Form No. 6**). 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 fulfillment 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 Students' counseling system:

The Director of Students' Welfare (DSW) shall be responsible for organizing the counseling system and its proper functioning. At the beginning of the academic session, the DSW in consultation with Dean/Associate Dean shall prepare the list of Students' Counselors from amongst the teachers and place under them for entire degree programme, a group of 5 to 10 students for counseling purpose 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 report to the DSW who will apprise the Dean/Associate Dean for appropriate action.

All the Students' Counselors at the faculty level shall constitute the Under Graduate Students' Counseling Committee of which the Dean shall act as the Chairman and the Director/ Associate Director/ Deputy Director of Students' welfare, as member secretary. 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 to an Under- Graduate students shall be 25 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/Associate Dean	Chairman
(ii)	Registrar/Joint Registrar(Academic)	Member
(iii)	One faculty member nominated by the Chairman	-do-
(iv)	Two HoDs nominated by the Chairman	-do-
(v)	In-Charge Academic Cell (UG)	Convener

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).

2.08 Course programme(s):

2.08.01 Course credits and syllabi: The details of the course credits and syllabi for different degree 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 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 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 HoD.

2.08.03 NCC training/ NSS camp: Every Under-graduate student of first and second year classes shall undergo the NCC/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 through the HoD along with the grade sheet. 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 Dean/ Assoc. 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 Dean/ Assoc. Dean may on the recommendations of the Student Counselor concerned, condone 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 Dean/ Assoc. Dean on the recommendations of the Director of Students' Welfare (DSW) 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 DSW as well as the student concerned shall, however, ensure first that minimum attendance requirement shall not fall short of 60 (sixty) per cent. The Dean/ Assoc. Dean shall notify the name(s) of such student(s) to the HoD(s) for conveying the information to the teacher concerned 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 Dean/ Assoc. Dean 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 Dean/ Assoc. Dean, who may grant leave for those days of absence and inform the HoDs.

- (c) If a student fails to attend classes due to death of parent/guardian, brothers, sisters, spouse or children she/he shall intimate the Dean/ Assoc. Dean 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 Dean/ Assoc. Dean 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 HoD and the Dean/ Assoc. Dean 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 Dean/ Assoc. Dean.

2.10 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 must officially be released by the Registrar. On received of the clearance certificate in a prescribed form (**Form No. 5**), Dean/ Assoc. Dean of will release the student from the college based on which Register will take necessary action. The student shall return the identity card along with the application form to the Dean/ Assoc. Dean.

2.11 Re-admission of student:

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

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 responsibility by the HoD for a course shall be called Course Teacher(s). Ordinarily not more than two teachers shall be given such responsibility. 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 HoD for ensuring the coverage of the prescribed syllabi of the courses including fulfillment of the prescribed requirements as mentioned in clause 1.02.03, proper training of students both in theory & practical. The Dean/ Assoc. Dean 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 HoD 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 Dean/ Assoc. 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 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: Distribution of pattern of questions, duration and marks in theoretical and practical examinations shall be as under. 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 hours
iii. Practical	a) Class works, Class records and Assignment b) Practical examination c) <i>Viva-voce</i>	50/100*	2 hours

** Courses with practical only*

3.02.03 Mid-term examination:

- Mid-term examination shall be conducted independently in each college by the Academic Cell in the middle of the Semester as per Academic Calendar and Time Table circulated by the Academic Cell.
- Notice for Mid-term examinations shall be issued by the Dean/ Assoc. Dean 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.
- If a student fails to sit in the Mid-term examination, the student shall lose the marks allotted for the said examination except the students allowed to sit in the make-up examination as per Cl. No. 3.06.01.

3.02.04 End-term examination:

- End-term examination shall be conducted centrally in each college at the end of the semester as per Academic Calendar.
- Notice for end-term examinations shall be issued by the Dean/ Assoc. Dean 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:

- a) **Mid-term examination:** Question papers covering 30 marks shall be set by the course teachers(s) concerned in consultation with the HoD. However, under exceptional circumstances, the Head of the Department may assign the responsibility of setting question paper to any teacher(s) other than the course teacher(s) with due intimation to the Dean/ Assoc. Dean. The Faculty Evaluation Committee shall monitor the setting of question papers for UG programme.
- b) **End-term examination:** In the End-term examination, question paper covering 70 marks for all the courses of a discipline shall be set by one or two external paper setter(s). The panel of external paper setters for the courses of a Department shall be proposed by the Dean for prior approval of the Vice-Chancellor as per prescribed guidelines. The Dean shall appoint the paper setters and collect the question papers well in advance of commencement of the end-term examination. The question papers obtained from the external paper setters shall be moderated by the Dean in consultation with the HoD. Under special circumstances, if an external examiner fails to submit the question paper in time, the Dean may assign the responsibility to the HoD of the concerned department to set of question paper by one/two teacher(s) other than the concerned course instructor.

(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, questions can be set from any other material, such as assignment(s) etc. for which separate evaluation is done.)

There will be a common question paper for the end term theory examination of each course for multi-campus faculties; for example, Agriculture in Jorhat, Biswanath Chariali and Dhubri.

3.04 Evaluation:

3.04.01 a) Evaluation of Mid-term examination: The evaluation of answer scripts of the Mid-term examinations shall be done by the course teacher(s) as per guidelines. However, under special circumstances, the Associate Dean/Head of the Department may assign the responsibility to any other teacher(s) with permission from the Dean. Evaluation of answer scripts shall be arranged within the Department by the HoD within 10 days from the date of examination. For BNCA, SCSCA and LCVC, evaluation shall be arranged by the Assoc. Dean.

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 Assoc. Dean/HoD may assign the responsibility to any other teacher(s) with permission from the Dean/Assoc. Dean.

c) Evaluation of End-term theory examination: Evaluation of answer scripts of end term theory examination shall be done internally within the Department by the HOD within 10 days from the date of examination. The Dean may assign the responsibility to the HOD of the concerned Department to get the evaluation done by one teacher other than the concerned course instructor. The answer scripts from the BNCA, SCSCA and LCVC should be brought to the respective Headquarters for evaluation. Evaluation of answer scripts of each subject shall be completed within 10 days from the date of completion of 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 HOD. Course instructor will prepare the final grade sheet and submit it to the Dean. 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.

3.04.02 Evaluation of RAWEP/ TIWEP/Experiential Learning Programme/ In Plant Training/Skill Development under Student READY:

The evaluation of the work experience programmes will be done as per detailed guidelines prescribed by the Academic Council from time to time. The report of the evaluation for work experience programmes shall be submitted in prescribed form {**Form No. 8 (a, b, c), 9 (a, b, c), 10**}.

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 three copies of mark-sheet-I (**Form No. 11**), 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-II (**Form No. 12**), through the Course Leader, to the Associate Dean/ Head of the Department 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 Head of the Department 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-III (**Form No. 13**), 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 Dean/ Assoc. Dean 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 50% 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 Dean/Assoc. Dean till the end of the next semester. After that the same shall be destroyed/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 Dean /Assoc. Dean as chairman and DSW /ADSW / DDSW and Medical Officer 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 prior to the start of the examination/on the date of examination to the Dean/Assoc. Dean 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.

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 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 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/paper for the subsequent missed theory examination papers; and Rs. 300.00 for the first missed practical examination and Rs.200.00/ course for the subsequent missed practical examinations.

Unauthorized absence in the examination or failure to comply with the above (clause 3.06.01) 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, he/she 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 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 Dean/Assoc. Dean and that of the End term Make-up Examination will be fixed by the 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 external 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 Dean/ Assoc. Dean, 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	22.50
End-term theory	70	58.00
Practical	50	40.00
Percentage of marks (120.5/150) X 100 = 80.33 (Up to two decimal place)		
Converted to 10.00 scale as grade point = 8.033		

3.08.01 Award of grade points: The concerned teacher(s) shall award grade points in the mark sheet-III (**Form 13**) as per example 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) 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	'Ab' 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 student. The committee shall be formed as under:

Dean/ Assoc. Dean	Chairman
DSW/ADSW/DDSW	Member
Two HoDs nominated by the Chairman	Member
Two senior teachers nominated by the Chairman	Member
I/C Academic Cell, Dean/ Assoc. Dean	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' grades in not more than the specified number of courses as per clause 3.10.05.

3.10.02 Academic Probation:

A student registering 'F' grade in any course of a semester shall be placed on Academic Probation till the 'F' grade is cleared, by appearing in 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 in 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 CGPA as mentined below at the end of the classes.

1 st Year	4.00
2 nd Year	4.50
3 rd Year	5.00
4 th 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 '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 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 5.50 can be improved.

3.10.05 Examination for removal of 'F':

A student securing 'F' 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 his/ her name for those course(s) of the concerned semester, in which she/he secured '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 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 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 of 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 degree programme securing CGPA of 5.50 or above but registering 'F' in any course shall not be eligible for the award of the degree unless the student clears the 'F' 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 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 examination 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/*100marks(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. 14**) containing the grades obtained in different courses with a copy to Dean/Assoc. 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 concerned Dean/ Assoc. Dean 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 student's records.

3.13 Requirement of minimum CGPA to qualify for a degree :

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

3.14 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' 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.

3.15 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 in **Form No. 13** shall compile the grades of each student for each course. GPA/CGPA will be calculated as per clause 1.02.12 and 1.02.13 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.

3.15.01 Examination Committee: An Examination Committee consisting of the Vice Chancellor as the Chairman and the Dean/ Assoc. Dean, Dean and the Registrar as members shall approve the final degree results.

3.15.02 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.

3.16 Award of degree certificate :

A degree certificate (**Form No. 15**) 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 (name of the optional elective subject/experiential learning, if any) 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. 16**) shall be issued to the student pending issue of final original degree certificate. Issuance of all academic certificates shall be taken up in a phased manner, through NAD-portal.

3.17 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. 17**).

3.18 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 methodic 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 anywhere 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 he shall keep the 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, 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 his identify card with him 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 nearby 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, canteen staff and others including outsiders, students, teachers and other University employees
5. Involvement in/ holding of any meeting/activity not related to hostel affairs/ academic affairs in hostel premises/ university campus without prior permission from the Authority
6. Cooking inside the room
7. The use of electric heaters, electric rod, electric stove and other similar electrical appliances
8. Involvement in any form of gambling/betting inside or outside the campus
9. Playing of audio and visual systems and other music instruments system 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/any 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)

Acts	Punishment
1. Misbehaviour with employees of the University or any outsider.	Stern warning and a fine of Rs. 1000/- 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. 1000/- or more.
4. Stealing/damaging any items inside or outside 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 with a fine of Rs. 2000/-. 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. 1000/-
7. Breach of any standing rules of the University	Stern warning, conduct probation/fine of Rs. 1000 to 2000/- 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. 2000/-.
9. Organizing meeting by students inside/outside 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/equivalent period with a stern warning/fine of Rs. 5000/- or more.

10. Students not obeying the instructions given by the Disciplinary Committee.	Rustication from the College and Hostel for two semesters/equivalent period.
11. Ragging involving physical and or mental torture inside or outside the University.	As per the Guidelines of the Hon'ble Supreme Court. May be expulsion/rustication/lodging of complaints etc.
12. Any other causes/acts which may lower the prestige of the University.	The Dean/Assoc. Dean may place the matter before the Disciplinary Committee for appropriate action.
13. Any other act of indiscipline as considered by the appropriate authority	The Dean/Assoc. Dean may place the matter before the Vice-Chancellor for appropriate action.
14. Repeated offenders under any act of clause 4.07.01	Conduct probation for a period of two consecutive semesters / equivalent period with / without rustication/fine of Rs. 5000/- along with campus transfer/appropriate action by the Disciplinary Committee.

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, proper dress code as prescribed by the authority, discipline and good behavior 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. 1000/- 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 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	A fine of Rs. 1000/- 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) above	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. 18), who in turn shall intimate the matter to the concerned teacher/HoD. 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 with the intimation to Dean/Assoc. Dean. On repeating the same, a fine not less than Rs. 1000/- 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. 1000/- 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.
4. Maltreating or physically assaulting or abusing the hostel employees, canteen staff and others including outsiders, students and other University employees, teachers etc.	Stern warning by the Dean with a fine of Rs. 1000/- 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. 1000/- by the Warden and intimation to the Dean/ Assoc. Dean concerned.
6. Cooking inside the room	Stern warning with a fine of not less than Rs. 1000/- by the Warden.

7. The use of electric heaters, electric stove and other similar electrical appliances	Stern warning and seizure of electrical appliances by the Warden with a fine of not less than Rs. 1000/-
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. 1000/-. At the same time audio visual system will also be seized.
10. Possessing with self or keeping fire arms, weapons etc. 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 with a fine of Rs. 2000/-. 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. 1000/- 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/any break without permission from proper authority.	Stern warning by Dean/Assoc. Dean. Fine of Rs. 1000/- 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. 1000/-.

*16. Ragging in any form inside the Hostel/campus	As per the direction of the Hon'ble Supreme Court.
17. Keeping scooters and motor cycles or any automobile by U.G. students in the Hostels without prior permission	The vehicle will be seized by the DSW/ADSW/SEO in consultation with Dean/Assoc. Dean/ DSW with a stern warning from the Dean/Assoc. Dean concerned and fine not less than Rs. 1000/-
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. 1000/- 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 vacation of the room immediately by the Warden with security staff, if necessary. Non issuance of degree certificate, character certificate, etc.
21. Intake of cooked food inside the hostel room.	Stern Warning by the Warden at first instance. On repeating the same, a fine of not less than Rs. 1000/- may be imposed.
22. Repeated offenders under in any act of clause 4.07.04	Conduct probation for a period of two consecutive semesters/equivalent period/fine of Rs. 5000/- along with campus transfer/appropriate action by the Disciplinary Committee for appropriate action.

*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)(**Form No.22**).

4.08 Disciplinary Committee:

4.08.01 Composition:

A. Faculty Level Disciplinary Committee (For single faculty/college campus): Each Faculty shall have a Disciplinary Committee which shall consist of the following –

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

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 /Associate Dean of the the campus	- Chairperson
2. Deans of all faculties	- Member
3. DSW/ADSW/DDSW	- Member
4. DPGS	- Member
5. Two senior teachers of each Faculty (nominated by the Dean)	- Member
6. Hostel Wardens	- Member
7. One students' representative (nominated by the Dean of each faculty)	- Member
8. An additional teacher member may be co-opted by the Chairperson, if felt necessary.	- Member
9. In-charge, Academic Cell of each faculties	- Member
10. In-charge, Academic Cell of that faculty from which chairman belongs to	- Member Secretary

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.

(d) 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 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 misbehavior 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, 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:

5.01.01 Types of scholarships:

(a) **The State Merit Scholarship:** The University shall award Merit Scholarship to the eligible students to pursue different Degree programmes 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 University Merit Scholarship

(b) **ICAR/VCI Scholarship:** Candidates nominated by ICAR, VCI shall be eligible for Scholarship 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 Bachelor's 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 Bachelor's degree programme: GPA-7.00 and above in 10.00 scale.

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 Dean/ Assoc. Dean 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 him/her, if she/he prefers to leave the Faculty before completion of the degree programme.

5.01.04 Selection committee for scholarship:

The Selection Committee for award of University Merit Scholarship shall consist of the following:

1.	Dean/ Assoc. Dean	- Chairman
2.	Heads of Departments	- Member
3.	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 Dean/ Assoc. Dean 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 academic years.

5.02 University gold medal:

The University gold medal shall be awarded along with a certificate (**Form No. 19**) to a student in the Bachelor's degree programme of each faculty on the basis of requirements as per guidelines prescribed in the Information Bulletin. The medal shall be awarded in the University Convocation.

5.03 Medals/cash prizes and other awards of other individuals/ organizations:

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 guidelines. Such offers shall be awarded along with a certificate (**Form No. 20**) to the student(s) in the University Convocation.

VETERINARY COUNCIL OF INDIA (VCI) REGULATIONS

(Department of Animal Husbandry, Dairying and Fisheries)

NOTIFICATION

New Delhi, the 6th August. 2008

F.No.12-5/2002-VCI :- In exercise of the powers conferred by sub-section (1) of section 22 read with clause (b) of Sub-section (1) of section 21 of the Indian Veterinary Council Act, 1984 (52 of 1984) the Veterinary Council of India, with the previous approval of the Central Government hereby makes the following regulations in super session of the notification vide GSR 69(E) dated the 7th February, 1994, Namely,

PART-I PRELIMINARY

1. Short title and commencement: (1) These regulations may be called the Veterinary Council of India -Minimum Standards of Veterinary Education-Degree Course (B.V.Sc. & A.H) Regulations, 2008 and (2) They shall come into force on the date of their publication in the Official Gazette.

2. Definitions: In these regulations, unless the context otherwise requires

(a) "Act" means the Indian Veterinary Council Act, 1984 (52 of 1984);

(b) "course" means a teaching unit of a subject to be covered within a semester as prescribed in the syllabus;

(c) "credit hours" means the weekly unit of work recognized for any particular course as per the course catalogue issued by the University. A lecture class of one hour per week shall be counted as one credit whereas a practical class of two hours duration or a working period of three hours in the Teaching Veterinary Clinical Complex or Institution or Farm per week shall count as 'one credit;

(d) "degree course" means the course of study in Veterinary Science, namely Bachelor of Veterinary Sciences and Animal Husbandry (B.V.Sc. & A.H.);

(e) "First Schedule" and "Second Schedule" mean the First Schedule and Second Schedule respectively appended to the Act;

(f) "guidelines mean" the guidelines/instruction issued by the Veterinary Council of India from time to time for uniform implementation of these Regulations;

(g) "Inspector" means the Veterinary Inspector appointed under sub-section (1) of section 19 of the-Act;

- (h) "President" means the President of the Veterinary Council of India;
- (i) "qualifying examination" means Higher Secondary (10+2) examination or equivalent conducted by a State Board of Education or Central Board of Education.
- (j) "Semester" means a period consisting of minimum one hundred instructional days, excluding Annual examination days;
- (k) "Secretary" means the Secretary of the Veterinary Council of India appointed under section 11 of the Act;
- (l) "syllabus" and "Curriculum" - mean the syllabus and curriculum for courses of study as specified by the Veterinary Council of India;
- (m) "teaching experience" means experience of teaching in the subject concerned in a Veterinary College, or Animal Science or Allied subjects Institution, or Veterinary Hospital, or Institution recognized by the Veterinary Council of India;
- (n) "Veterinary College" means an institution imparting veterinary education for the award of B.V.Sc. & AH. Degree having the required number of departments/units, infrastructure, manpower and other facilities as laid down in these Regulations under the overall administrative control of the Dean/Principal;
- (o) "Veterinary Hospital or Institution" means teaching and non-teaching Veterinary Hospital or Institution relevant to livestock health, production or technology by whatever name called;
- (p) "Visitor" means a Visitor appointed under sub-section (j) of section 20 of the Act.

PART II

COURSE OF STUDY

3. Description: A degree course of B.V.Sc. & A.H. shall comprise of a course of study consisting of curriculum and syllabus provided in regulations Part V (9) of these regulations spread over five complete academic years including a compulsory Internship of six months duration undertaken after successful completion of all credit hours provided in the syllabus. During the course of study there shall be training in a teaching Veterinary hospital, livestock and poultry farms and field training in Veterinary Institution as part of the course.

4. Duration of Semester or Academic year:

- (a) First semester in the respective academic year of B.V.Sc. & A.H. classes should commence preferably in July or August every year but not later than 31st October.
- (b) The annual examination should be conducted prior to annual vacation for the year.
- (c) It is essential that each academic year shall consist of at least 200 days of instruction excluding time spent for examinations.

5. Procedure to be adopted for Imparting training in the veterinary hospitals or institutions or farms and internship with suitable adjustments at-

1) Teaching Veterinary Clinical Complex (TVCC)

- (a) The Teaching Veterinary Clinical Complex shall be a separate unit in every veterinary college under the independent charge of a Faculty Member of the rank of a Professor with specialization in any of the clinical subjects.
- (b) Teaching Veterinary Clinical Complex shall be recognized only if it has an average Minimum of 500 outdoor cases and 10 indoor cases in a month.
- (c) In case, the Teaching Veterinary Clinical Complex does not have requisite number of out patient and in-patient cases as prescribed in (b), the city veterinary hospitals of State Government/nearest veterinary hospitals should be used and developed providing all the infrastructure prescribed for a teaching veterinary clinical complex. The attached teaching veterinary hospitals should have properly built in-door wards, client accommodation, emergency service and the necessary facilities to conduct and demonstrate train all medical, surgical and gynaecological cases and separate "in Health" care facilities like artificial insemination, pregnancy diagnosis, health verification tests, prophylaxis etc.
- (d) Being a round the clock service there shall be residential accommodation for clinical and hospital staff and suitable accommodation for students on emergency/night duty and cafeteria/canteen for staff, students and clients.
- (e) All the concerned staff on duty in the teaching veterinary hospital shall be responsible for the treatments and allied public services and would invariably attend the clinics including emergencies / night duties and on Sundays/ holidays. The staff as well as students should be properly attired and equipped for the performance of clinical duties.
- (f) The teaching Institutions shall maximally utilize the animal/patient information observing all the time the principles of animal welfare and ethics, and arrange:
 - i) The teaching material in the form of clinical cases in sufficient number, variety and species. .
 - ii) Subsidized treatment to encourage larger attendance in teaching veterinary hospitals.
 - iii) Procure or provide free maintenance to, cases of academic Interest or typical cases of teaching value so that students can benefit from them.
 - iv) In the case of death/ euthanasia detailed necropsy be demonstrated and Specimens preserved.

(2) Instructional Livestock Farm Complex (ILFC)

The Instructional livestock Farm Complex shall be a separate unit in every veterinary college under the independent charge of a Faculty Member to the rank of a Professor with specialization in any of the production subjects. The farm complex shall be for teaching in rearing of livestock species including poultry with the following facilities:

- i) housing, feeding, breeding and management of large and small ruminant units, piggery, poultry and animals of regional interest .
- ii) record keeping
- iii) storage facilities for feed and fodder
- iv) production, facilities for fodder crops
- v) suitable, housing for managerial and technical staff

Being a round the clock service there shall be residential accommodation and suitable accommodation for staff and students on duties.

All the concerned staff on duty in the Instructional Livestock Farm Complex shall be responsible for management including emergencies of the animals in the livestock Farm. They shall arrange and supervise the routine management practices from time to time and shall maintain records for the same. They shall also be responsible for production activity in each of the units

PART III ADMISSION TO THE B.V.Sc. & A.H.DEGREE COURSE

6. A candidate shall not be admitted to B.V.Sc. & A.H. degree course unless:

- (a) He/she has completed the age of 17 years on or before the 31st December of the year of his/her admission to the 1st year of B.V.Sc. & A.H. course; and
- (b) He/she has passed the qualifying examination as defined under these Regulations with the subjects of Physics. Chemistry. Biology and English as Core course and obtained marks as specified under Regulations Part III (7) or an examination equivalent to intermediate Science examination of an Indian University/Board recognized by the Association of Indian Universities taking Physics, Chemistry and Biology including practical test in each of these subjects and English.

SELECTION OF STUDENTS

7. (1) The selection of students for admission to B.V.Sc. &AH. Degree Course shall only be on the basis of merit through a competitive entrance examination to achieve a uniform evaluation, as there may be variation among students at qualifying examinations conducted by different agencies.

NOTE: To be eligible for competitive entrance examination, candidate must have passed any of the qualifying examination as enumerated under the head, "Admission to B.V.Sc. &AH. Degree Course" at Part III(6) above.

- (2) A candidate under General Category for admission to the B.V.Sc. & A.H. degree course must have passed in each of the subjects of English, Physics, Chemistry and Biology and obtained 50% marks in aggregate of these subjects, at the qualifying examination. Admission of students to B.V.Sc. & A. H. degree course shall be made only on the basis of his/her merit in the competitive entrance examination. No other merit/weightage shall be considered for admission to B.V.Sc. & A. H. degree course.
- (3) In respect of candidates belonging to the Scheduled Castes/ the Scheduled Tribes or other special category of students as specified by the Government from time to time, marks required for admission shall be 10% less than that prescribed for general category where the seats reserved for the Scheduled Caste and the Scheduled Tribes students In any State cannot be filled for want of requisite number of candidates fulfilling the minimum requirement prescribed from that State, then such vacancies shall be filled up on all-India basis with students belonging to the Scheduled Castes and Scheduled Tribes getting not less than the minimum prescribed pass percentage.
- (4) The students educated abroad seeking admission into veterinary colleges in India, must have passed the subjects of Physics, Chemistry, Biology and English up to the 12th Standard level with 50% marks in the individual subjects.
- (5) Sponsored candidates shall have to qualify the admission procedures as laid down for the students under General category.
- (6) Admission of candidates to B.V.Sc. & A.H. degree course under bilateral exchange programme shall be regulated by Veterinary Council of India.
- (7) 15% of the total number of seats of each veterinary college shall be reserved to be filled on an All India basis through Common Entrance examination (All India 'Pre-Veterinary Test) to be conducted by the Veterinary Council of India.
- (8) The candidates selected through this examination shall be admitted in various veterinary Colleges as per the eligibility criteria prescribed in these regulations only and the last

date for reporting of these candidates to the allotted University/Veterinary Institution shall be 31st August of that year irrespective of the closing date of admission of that University/Veterinary Institution for that year, if earlier.

(9) A candidate shall not be allowed admission to B.V.Sc. & A. H. degree course including those admitted under 15% reserved quota of Veterinary Council of India if he/she suffers disabilities in physical fitness as listed below:

- a) disability of total body including disability of chest/spine more than 50%.
- b) disability of lower limb of more than 50%,
- c) disability of upper limb,
- d) visually handicapped candidates and those with hearing disability.
- e) candidates with progressive diseases like myopathies etc.
- f) disabilities which otherwise would Interfere in the 'performance of the duties of a veterinarian.

(10) The disability should be certified by a duly constituted and authorized Medical Board comprising of at least three specialists out of which two should be of the specialty concerned and the candidate has to present him/her- self before the Medical Board. The last valid disability certificate of the candidate from a Medical Board should not be more than three months old from the date of submitting his/her certificate for disabled candidates.

PART IV

VETERINARY CURRICULUM - STRUCTURING AND ORGANIZATION OF COURSE CURRICULUM

8.(1) VETERINARY CURRICULUM -

(a) The veterinary curriculum is comprised of six components of study:

- (i) Core Courses,
- (ii) Tracking Programmes,
- (iii) Study Circles,
- (iv) Entrepreneurial Training,
- (v) Internship, and
- (vi) Competence in skills.

(b) The curriculum is meant to provide adequate emphasis on cultivating logical and scientific habits of thought, clarity of expression, independence of judgment, ability to collect information and to correlate them and develop habits of self education.

(c) A judicious balance has been ensured in distribution of course credits in theory and practical and sequence among basic, production, preclinical and clinical subjects including public health and livestock products technology.

(d) The educational process may be placed in a historic background as an evolving process and not merely as an acquisition of large number of disjointed facts without a proper perspective.

(e) Medium of instruction for B.V.Sc. & A.H. degree course shall be English.

(f) Clinical practice shall be organized in small groups of 5-10 students so that each teacher can give personal attention to each student with a view to Improve his/her skill and competence in handling of the patients.

(g) Efforts be made to encourage students to participate in group discussions and seminars to enable them to develop personality, character, expression and other faculties which are necessary for a veterinary graduate to function either in solo practice or as a team member when he/she begins his/her independent professional career. An appropriate time slot for this activity be provided in the student study time table.

(h) Practical training be imparted to produce a well balanced and all round graduate. Continuing self-education among students for further development in different aspects of veterinary and animal science/technology be encouraged. Tutorials be organized for this activity.

(2) SUBJECTS TO COVERED IN THE B.V.Sc. & A. H. DEGREE COURSE

1. Veterinary Anatomy
2. Veterinary Physiology and Biochemistry
3. Veterinary Pharmacology and Toxicology
4. Veterinary Parasitology
5. Veterinary Microbiology
6. Veterinary Pathology
7. Veterinary Public Health and Epidemiology
8. Animal Nutrition
9. Animal Genetics and Breeding
10. Livestock Production Management
11. Livestock Products Technology
12. Veterinary Gynaecology and Obstetrics
13. Veterinary Surgery and Radiology.
14. Veterinary Medicine
15. Veterinary and Animal Husbandry Extension Education

(3) **MIGRATION OR TRANSFER OF STUDENT FROM ONE RECOGNISED VETERINARY COLLEGE OR INSTITUTION TO ANOTHER**

(1) A student studying in a recognized veterinary college may be allowed to migrate/be transferred to another recognized veterinary college under another/same university.

(2) The migration/transfer may be allowed by the university concerned after passing 1st year of B.V.Sc. & A. H. degree course within one month of the start of academic session of 2 year of the receiving college/university.

(3) Migration/transfer of a student shall not be allowed during the middle of an academic year.

(4) The number of students migrating/transferring from one veterinary college to another veterinary college during the period of one academic year will be kept to the maximum limit of 5% of the intake capacity of each of the veterinary colleges in one year.

(5) Cases not covered under such regulations, (1) to (4) may be referred to the Veterinary Council of India for consideration on merits.

(6) An intimation about the admission of migrated/transferred students into any veterinary college should be sent to the Veterinary Council of India by the respective college/university.

PART V SYLLABUS

9.(1).(a) The semester wise distribution of theory and practical courses comprising of 177 credits (core courses) for B.V.Sc.& A.H. degree course are summarized below :-

Professional Year	Semester	Theory	Practical	Total
First	I	11	7	18
	II	12	8	20
Second	III	12	9	21*
	IV	12	9	21*
Third	V	12	7	19
	VI	13	8	21
Fourth	VII	10	10	20
	VIII	10	8	18**
Fifth	IX	9	10	19
		101	76	177

- *1 credit (0+1) each for two courses on Livestock Farm Practice (non credit) included.
- **1 credit (1+0) for Veterinarian in Society (non credit) included.

(b) In addition to the Core Courses above, a student has to successfully complete the Tracking Programmes, Study Circles, Entrepreneurial Training, Internship and Core Competence in Veterinary skills as has been detailed under Part IV (8) (1) of these regulations for the award of B.V.Sc. & A. H. degree.

(c) Remount Veterinary Corps (RVC) Squadron/National Cadet Corps (NCC)/Equestrian/National Service Scheme (NSS)/ Sports and games shall be non-credit training programmes one of which for a duration of minimum of two Professional Years shall be compulsory for the award of B.V.Sc. & A.H. degree. The performance of the students in these training programmes shall be assessed and graded as 'Satisfactory' or 'Unsatisfactory', A student has to obtain 'Satisfactory' grading for successful completion of course requirements.

NOTE: The Syllabus prescribed in sub-regulation is the minimum instructional syllabus and is illustrative of the course content for teaching different courses at the veterinary colleges in the country for B.V.Sc. & A.H. degree programme. However, there is scope for flexibility of addition of topics/courses in the programme as per need or regional/institutional demand from time to time. Such changes should be non violative and commensurate to the basic structure, curriculum and infrastructure prescribed in these regulations.

(2) Tracking Programmes :-

These programmes have been developed to allow students to exercise more control over the specific direction of their profession and motivate them for self-learning through virtual classroom, distant learning, internet etc, A student has to compulsorily take any two programmes of two credits each (2x2=4 credits) any time (one semester duration each) during second year to fifth-year of B.V.Sc. & A. H. Degree Course under the supervision of one faculty member as designated by the Dean/Principal of the College for that programme. Evaluation of the students for this programme shall be done internally on Grade basis (A-Excellent, B-Good, C-Average). In case of unsuccessful candidates, the programme can be carried over to the next semester/year. List of the Tracking Programmes is given below:

- i) Feline Medicine
- ii) Cryobiology of Gametes
- iii) Neurosciences
- iv) Clinical/interventional Nutrition
- v) Dermatology/ Integument Science
- vi) Alternate Veterinary Medicine
- vii) Ophthalmology
- viii) Anesthesiology

- ix) Small Animal Critical Care
- x) Non-Mammalian Medicine
- xi) Sports Animal Medicine
- xii) Drug designing .
- xiii & xiv) To be decided by the college/university.

These will be Non-Credit courses but shall be mentioned in the Degree Transcript along with the grades obtained.

(3) Study Circles:

Each student of B.V.Sc. & A. H. degree course shall have to enroll himself/herself for at least two Study Circle activities during the B.V.Sc. & A.H. degree course out of the proposed Study Circles as listed below:

- i) Livestock and Livelihood Study Circle
- ii) Production Systems Study Circle
- iii) Ecosystems and livestock Study Circle
- iv) Equine Study Circle
- v) Canine Study Circle
- vi) Diagnostic Study Circle
- vii) Alternate Animal Use Study Circle
- viii) Fun/Sport Animal Study Circle
- ix) Law and Veterinary Science Study Circle

The College shall designate an Advisor for each of the above Study Circle activities who shall supervise, guide, monitor and evaluate the activities of the Study Circles. Each enrolled student shall have to present a Seminar on the topics of his/her Study Circle any time during the Semester. The date and time of the Seminar shall be notified inviting participation of all students. The Study Circle shall also put up news, wall papers, drawings, exhibits of their subject in the college. The Dean of the college shall coordinate the activities with the Advisor for each of the above Study Circles. The evaluation of the student for each of the Study Circles shall be done by the Advisor who will grade them as A-Excellent, B-Good, C-Average as per their performance. The same shall be recorded in the Degree Transcript along with the grades obtained. No student shall be allowed to change the Circles during the professional year.

(4) Entrepreneurial Training

Each student of B.V.Sc. & A.H. degree course shall be required to compulsorily undertake one of the activities of Entrepreneurial Training as listed below. This training is aimed at developing entrepreneurial skill for self employment. The university/college shall provide interest free loans out of a revolving fund (not less than Rs. 3.00 lakhs in a college) to students groups (team of up

to five students), technical support and infrastructure for these activities. Inputs, day-to-day work and financial accounting shall be undertaken by the students. The profits/loss, if any, shall be kept /borne by the students. However, in case of loss, the Dean of the college through the Entrepreneurship Committee consisting of four faculty members (at least one subject matter specialist) may evaluate the reasons of such loss and provide compensation in case it is found that the loss has been inadvertent . Proposed list of 16 Entrepreneurial activities is as follows:

- (i) Goat Production
- (ii) Sheep Production
- (iii) Pig Production
- (iv) Broiler and Egg Production
- (v) Pet Production
- (vi) Dairy Production
- (vii) Meat Production and Processing
- (viii) Fish Production
- (ix) Feed Production-Mineral Mixture
- (x) Milk Products
- (xi) Food safety-residue Analysis
- (xii) Clinical Investigatory laboratory
- (xiii) Quality Control-Evaluation (Microbial)
- (xiv) Shoeing and Shoe Manufacture
- (xv) Production of Diagnostics
- (xvi) Pharmaceutical Formulations


Besides, the Colleges/Institutions may also offer the facilities for Entrepreneurial Training Involving the activities of regional interest

(5) Intern-ship

a) As per regulation 3 of Part II of these regulations, every student of B.V.Sc. & AH. Degree course shall be required after passing the fifth annual examination to undergo compulsory rotating internship to the satisfaction of the University for a minimum period of six calendar months as to be eligible for the award of the degree of BV.Sc. & A.H. and full registration with the Council.

(b) Compulsory rotating internship shall include a full time training in veterinary and animal husbandry services (including emergencies and night duties, Sundays and holidays). The intern will devote whole time to the training and will not be allowed to accept a whole time or part time appointment paid or otherwise.

(c) Internship shall be undertaken only after completion of all credit requirements of veterinary curriculum including Tracking Programmes, Study Circles, Entrepreneurial



Training and R.V.C. Squadron/N.C.C./ Equestrian/N.S.S./Sports and games as prescribed under these regulations.

(d) The university shall issue a provisional course completion certificate of having passed all the professional examinations and having successfully completed course work.

(e) The State or Union Territory Veterinary Council or Veterinary Council of India will grant Provisional registration to the candidate on production of provisional B.V.Sc. & A.H. course completion certificate. The provisional registration will be for a minimum period of six months and maximum of eight months.

(f) After provisional registration with the State or Union Territory Veterinary Council or Veterinary Council of India, the candidate shall register for internship of six calendar months.

(g) Interns will be actively involved in rendering veterinary service under the supervision of an experienced teacher.

(h) They shall assist the teacher in all activities of the units they are posted in.

(i) During the period of internship they shall be provided accommodation/lodging and paid consolidated remuneration in the form of internship allowance as may be decided by the University/institution from time to time.

(j) Attendance will be compulsory. The candidate will be entitled for 10 days casual leave. The leave cannot be claimed as a matter of right until and unless the sanctioning authority sanctions it. If an intern willfully absents from the training programme even if for part of a day or during off hours duty (including Sundays/holidays) he/she may be treated absent for that day. The candidate will be required to undergo training for the additional days in lieu of the absence period and internship allowance will not be paid for these additional days.

(k) The internship programme shall be monitored by a Committee constituted by the Dean under his/her chairmanship including among others the Head of TVCC and Head of ILFC as members. This Committee shall monitor effective implementation of the internship training programme from time to time.

(l) In case of unsatisfactory work performance and/or shortage of attendance, the period of compulsory rotating internship shall be extended by not more than two months by the appropriate authority. If this period is more than two months, the intern has to re-register afresh for internship programme for entire six calendar months including registration with the State or Union Territory Veterinary Council.

(m) Internship allowance will be paid only for six calendar months. No internship allowance will be paid for the period of absence/unsatisfactory performance/extended period.

(n) The compulsory rotating internship for six calendar months shall be done in teaching and approved Veterinary Polyclinics Veterinary Hospitals, Veterinary Biological Centres,

Technology Centers, Farms and Veterinary Disease Investigation Centers, The internship Programme can be undertaken at approved veterinary institutions in India.

(o) The compulsory rotating Internship shall be in the following areas:

(i) Clinical training covering veterinary medicine, surgery and radiology, animal reproduction, gynaecology and obstetrics, clinical emergencies, indoor ward care hospital management record keeping etc. for three months.

(ii) Livestock production and management training, covering farm routines of cattle and buffalo farms, piggery/rabbitary, sheep and goat farms , and equine/camel unit etc. for one month.


(iii) Poultry production and management covering layer and broiler production, hatchery and chick management, quail, turkey, duck units etc. as well as fishery or any other recycling unit where feasible, for one month.

(iv) Livestock technology and service' covering familiarization in biological product units, disease control campaigns (disease investigation and sample collection and dispatch, vaccination, mass testing etc.) in plant training in meat plants, milk plants, etc. training in zoo/ wild life center/national parks, for one month.

(p) Details of day to day work, posting and duration needs to be worked out by the Veterinary Institution as per its needs and Infrastructure facilities.

(q) Where an Intern is posted to' a recognized Veterinary hospital for training, a representative of the college and the In-charge of the Veterinary hospital shall regulate the training of such Interns.

(r) Every Intern shall render professional veterinary service, skill and knowledge under supervision and guidance of a registered veterinary practitioner working in the approved Veterinary Institution.



(s) Function, responsibilities and duties of Interns:

(i) Participation with clinical faculty in the hospital practice.

(ii) Shares the emergency and night duties on rotation in the larger and small animal hospitals including Sundays & holidays.

(iii) Participation with staff of the place of posting in Veterinary Practice (production or technology).

(iv) The intern responsibilities include hands-on diagnostic and treatment Procedures for hospitalized cases under the supervision of the attending veterinarian.

(v) Participation in the tutorial instructional program of the Veterinary College.


(vi) The intern will administer primary care to emergency cases and participate In service such as anesthesia, radiology, ultrasonography, endoscopy, laboratory and diagnostic procedures. Medicine and Surgery rounds are held periodically allowing the interns to present cases and participate in topic discussion.

(t) The training shall be supplemented by weekly sessions of clinical conference, farm Operation and data analysis, preparation of feasibility reports, project report, campaigns/discussions in clinical training, farm training and technology and services respectively.

(u) For the purpose of internship all necessary inputs, like accommodation, transport, adequate clinical facilities etc. shall be provided.

(v) The intern shall maintain a log book of day to day work which may be verified & certified by the supervisor under whom he/she works. In addition the interns will prepare a brief project report on the basis of his/her case study/case analysis, survey reports etc. This shall be based on his/ her own study during the internship. Such reports can be supervised by more than one teacher, if required. The interns shall present such report in seminar organized for the purpose.

(w) The grading shall be based upon the evaluation of log book, their performance reports from all the minimum prescribed training postings, project report and comprehensive examination in core competence in veterinary skills conducted at the end of the programme by an Evaluation Committee comprising of the faculty representing the concerned departments appointed by the Dean for this purpose.





(x) Every Intern shall have to submit an Entrepreneurial Project during the Internship Programme.

(6) Comprehensive Examination on Core Competence in Veterinary skills:

The competence in veterinary skills examination shall be based on an evaluation of core competence in professional skills as detailed *below*:

- (i) Restraint of cow, sheep, horse, dog and pig. Haltering, snaring, muzzling, tail switch, bandaging of horse for exercise and stable bandaging.
- (ii) Animal identification, Dentition and ageing of animals
- (iii) Housing layout/requirements of livestock and poultry
- (iv) Computation of ration of livestock of different breeds and age groups in health and disease.
- (v) Fodder management and interpretation of feed quality evaluation
- (vi) Physical evaluation of livestock health parameters (auscultation, percussion. recording of temperature, pulse, heart rate, respiration rate etc.)
- (vii) Recording and interpretation of cardiovascular response
- (viii) Testing of milk and milk products for quality, clean milk production
- (ix) Carcass quality evaluation (ante mortem & post mortem examination)
- (x) Specific diagnostic tests for zoonotic diseases
- (xi) Sample collection, handling and dispatch of biological materials for laboratory Examination
- (xii) Staining techniques for routine clinico- pathological examinations
- (xiii) Relating post-mortem lesions to major livestock diseases
- (xiv) Hematological evaluation (total leukocyte count, differential leukocyte count, hemoglobin, packed cell volume, erythrocyte sedimentation rate etc.) and interpretation

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- (xv) Tests and their interpretation for haemoprotozoan diseases
 - (xvi) Body fluids collection, examination and interpretation as an aid to Diagnosis
 - (xvii) Urine evaluation procedures and interpretation as indicators for diagnosis of diseases
 - (xviii) Fecal examination. Procedures and interpretation
 - (xix) Examination of skin scrapings and interpretation
 - (xx) Interpretation of blood chemistry profile in diseases
 - (xxi) De-worming procedure and doses for different species of animals/birds
 - (xxii) Managing an out break of infectious/contagious disease
 - (xxiii) Approach to diagnosis of a given disease condition
 - (xxiv) Pre-anesthetic administration and Induction, maintenance of general anesthesia and dealing with anesthetic emergencies
 - (xxv) Local anesthetic administration
 - (xxvi) Nerve blocks- sites, functional application
 - (xxvii) Suture material, suture pattern and tying knots
 - (xxviii) Common surgical procedures including dehorning, docking, caesarian section, ovario-hysterectomy, castration, rumenotomy
 - (xxix) Application of plaster cast/splint for fracture immobilization and other bandaging procedure in large and small animals.
 - (xxx) Soundness in horses
 - (xxxi) Rectal examination - palpation of pelvic/abdominal organs in cattle/horses/buffaloes,
 - (xxxii) Detection of oestrus, artificial insemination, pregnancy diagnosis,
 - (xxxiii) Management of vaginal/uterine prolapse and dystocia

- 
- (xxxiv) Andrological examination of bull handling, preservation and evaluation of semen .
 - (xxxv) Vaccination procedures, vaccination schedules and. vaccine types for different diseases
 - (xxxvi) Handling of radiograph, Interpretation of a given radiograph of large and small animals
 - .
 - (xxxvii) Client management
 - (xxxviii) Managing a clinical practice, ambulatory van, transporting a sick animal requirements, etc
 - (xxxix) D-sage regimens of important drugs
 - (xl) Drug administration techniques in different species of animals, oral, parenteral, rectal, Intra-peritoneal and intra-uterine
 - (xli) Identification of major Livestock/poultry breeds
 - (xlii) Measuring climatic parameters and their interpretation
 - (xliii) Communication technology tools

There shall be no marks for this examination. Every intern shall be graded as 'Satisfactory' or as 'Unsatisfactory' based on the evaluation of this examination and submission of Entrepreneurship Project. The Dean shall then issue the certificate' of satisfactory completion of Internship training as prescribed by the Veterinary Council of India. In case of unsatisfactory performance in the comprehensive examination for core competence in professional skills, the candidate has to repeat the entire internship programme.

(7) The candidate will become eligible for registration with State /UT Veterinary Council only on the award of the B.V.Sc & A. H. Degree or production of a provisional degree certificate by the University.

EXAMINATION AND EVALUATION

10. (1) It shall be the responsibility of the teacher(s)/instructor(s) to ensure that the topics to be covered in the theory and practical in each course is recorded through a lecture/practical schedule and distributed to the students at the beginning of each course. The Head of the Department/Dean shall ensure that the schedule is adhered to and alternate arrangements are made to cover up the loss in case of any eventualities of unavoidable reasons that lead to non-adherence of the above schedule.

(2) Work distribution chart of each teacher; should be available with Dean's office for Inspection of the Council In each subject, Professors and senior teachers must be actively involved in teaching, especially in conducting practical for degree course. The principle behind each practical, the objective of each practical, level of competence expected from the students etc. should be clearly explained to them by senior teachers.

(3) The examination shall be to assess whether the student has been able to achieve a level of competence. For academic assessment, evaluation of practical aspects of the curriculum' should receive much greater emphasis leading to separate examinations and requiring the student to secure a minimum of 50% marks. in theory as well as in practical, in each such examination.

(4) The weightage of Theory and Practical shall be in the ratio of 60:40 respectively in both internal and annual examinations.

(5) The distribution of marks for objective and subjective questions in each course/paper shall be in the ratio of 60.40 respectively both in internal and annual examinations.

(6) The schedule of examination during B.V.Sc. & A.H. course shall consist of internal (semester) and external (annual) examinations internal examination (theory and practical separately) for each course at the end of each semester, and external examinations (theory and practical separately) at the end of each academic year comprising of all the courses of a particular subject taught during that year.

(7) The internal assessment (' Semester) shall be conducted in 50% of total marks in theory and practical separately and shall invariably be conducted on completion of the course as per lecture/practical schedule explained under sub-regulation(1) and shall be held without *any* preparatory leave. It shall be the responsibility of the. University/College authorities are to conduct these examinations without loss of instructional days of a Semester. Internal Practical examination shall be conducted by a board of examiners consisting of Instructor(s) of the course and a representative of the head of the department. Evaluation of answer books shall be done by the concerned instructor(s). Marks obtained in theory and practical in the internal examinations would be recorded separately and submitted to the Dean/ Principal at the end of the particular semester.

(8) A composite Annual examination for a group of courses/a course (if only a single course is involved in the paper) shall be conducted for the rest 50% marks in theory and practical separately as per schedule of examination. The annual theory examination(s) shall be conducted by inviting the question paper from appointed paper setter(s).A paper setter shall be provided the courses and syllabus prescribed by the VCI including detailed course outline. A paper setter shall be requested to prepare two sets of question papers, each for main examination and compartment examination (if any). Where necessary, more than one

paper setter/examiner can be appointed. The practical examinations shall be conducted by the Board of Examiners appointed by the university and shall consist of two or more internal (representing the subjects being examined) and one external examiner. Evaluation of answer books of annual examinations shall be done by the external Examiner(s).

(9) Annual examinations shall be held on such dates, time and places as the university may determine and must be completed so that the results are announced before the onset of the ensuing semester.

(10) The schedule of examinations (internal /external) shall be adhered to strictly. No re-examination shall be allowed in events of students, strike, boycott, walkouts, medical grounds or what-so-ever may be the reason.

(11) There shall be no supplementary (make up) examinations during the academic session. However, a candidate may be allowed to provisionally sit in the next class provided he/she has failed only in two papers. He/she cannot be promoted to next B.V.Sc. & A. H. Class unless he/she has cleared the failed paper(s).

(12) The records of examination shall be made available to the Council, as and when required and the records of assessment may be retained till six months after the conduct of the Annual Examination.

EXPLANATION 1: For the first B.V.Sc. & A.H. examination, the subject of Veterinary Anatomy, as one course in the first semester (VAN-111, 1+2=3) and one course in the second semester VAN-121,2+2=4). Internal evaluations for VAN-111 shall be conducted at the end of the 1st Semester and for VAN-121 the Internal evaluation shall be conducted at the end of the 2nd Semester. The marks obtained in the examinations shall be recorded separately for theory and Practical and sent to the concerned Registrar/ Controller of Examinations/ Dean. After the Completion of courses in the second semester, a composite annual examination (for Veterinary Anatomy Paper-I) shall be conducted for the theory and practical of VAN—111 and VAN-121 giving due weightage to each course. The marks obtained In the theory and Practical of internal and Annual examination shall be added and the grade point calculated and recorded against Anatomy Paper-I. Similar pattern shall be followed for all other subjects of B.V.Sc. & A.H. Degree Course. Annexure-I) .

EXPLANATION 2: The teachers while evaluating practical, shall take into account the followings:-

- (1) A record or log book maintained by each student as practical records.
- (2) Observation and recording of the skill with which each student executes the practical.
- (3) Assessment of the comprehensive skill and knowledge of each student through an oral examination (viva-voce).

(4) At least ten percent marks may be awarded to day to day records including record of case sheets etc.

NB: Practical manuals be prepared by the respective departments of each of the courses.

TEACHERS, EXAMINERS, PAPER SETTERS

11. (1) The persons with basic veterinary qualification (B.V.Sc./ B.V.Sc. & AH.) shall be recruited as teaching faculty in the Veterinary Colleges.

(2) Teachers in the disciplines of Biochemistry, Biotechnology, Biostatistics and Computer Application, Entrepreneurship, Extension and Economics may be recruited from the persons having qualifications other than the basic veterinary qualification only in case of non-availability of candidates with basic veterinary qualifications. Where candidates with basic veterinary qualification are available, they should be given priority in selection/appointment over the candidates without basic veterinary qualification. Appointment of persons without basic veterinary qualification as teachers in the aforesaid disciplines shall require prior approval of the Veterinary Council of India.

(3) The post of Head of Department in a Veterinary College shall be filled up only with a teacher with basic veterinary qualification.

(4) A person possessing qualification Included in the First or Second Schedule to the Act shall be generally appointed as examiner or paper setter for the conduct of a professional examination for the 8.V.Sc. & A. H. course. However, a person without the qualifications mentioned above may also be appointed examiner in his/her concerned subject provided he/she possesses the doctorate degree in that subject and a minimum three years teaching experience.

Provided that.-

a) no such person shall be appointed as an external examiner unless he/she has at least three year's teaching experience ;

(b) no person below the rank of Lecturer/Assistant Professor or equivalent shall be appointed as internal examiner,

(c) no person shall be appointed as an external examiner in any para-clinical/clinical subjects unless he/she possesses a recognized veterinary qualification and holds a Postgraduate degree and teaching experience in the subject concerned.

(d) persons working in Government/Semi Government or similar organizations may also be considered for appointment as external examiners provided they possess qualification and experience as laid down above;

(e) paper setter(s) cannot be appointed as practical examiner(s) in the same paper

(f) local person(s) shall normally not be appointed as paper setter(s)/external examiner(s). However, under exceptional circumstances or unavoidable exigencies' arising at the time of examination (like not arrival of appointed examiner/non-receipt of question paper from paper setter etc.), the University may appoint any qualified person for the purpose to avoid postponement / cancellation of annual board examination.

(5) Oral and practical examinations shall be conducted by the respective external examiners with mutual co-operation. They shall allot marks to the candidate appearing at the examination according to their performance and the marks sheet so prepared shall be signed by both the examiners.

(6) Every veterinary college shall provide all facilities to the internal and external examiners which are necessary for the conduct of examinations and the internal examiner shall make all preparation for holding the examinations.

(7) The external examiner shall have the right to communicate to the examining body his/her views and observations about any shortcomings or deficiencies in the facilities provided by the Veterinary College with a copy to VCI if he/she so desires.

(8) Verification of percentage of passing/failing and deviation from the normal curve of distribution will be subject to scrutiny/enquiry by the examining body.

ATTENDANCE

12. (1) The required condition of attendance shall not be deemed to have been satisfied in respect of the course unless the student has ordinarily attended all the scheduled theory and practical classes, however, the minimum requirement of attendance shall not be less than 75% (including attendance benefit, if any) of scheduled theory & practical classes separately on the basis of cumulative attendance of all the courses grouped for a paper for annual examination.

(2) A candidate having attendance below 75% in a paper will not be eligible to appear in the Annual examination of that paper.

(3) The percentage of attendance of a student in a course/ paper shall be computed on the

basis of the total number of theory and practical classes scheduled between the date of commencement of instructions and date of closing of instructions irrespective of the date of registration. However, for the students who are reverted back owing to failure in the compartment examination the attendance shall be counted from the date of declaration of result of compartment examination and the date of closing of instructions. '

PROMOTIONS AND FAILURE

13. (1) Promotion or failure of a student in a professional year shall be decided only on the basis of aggregate marks of internal and annual board examinations.

(2) A student shall be promoted to next higher professional class only if he/she has passed in all the papers of his/her class by obtaining at least 50% marks in theory and practical separately (Internal and external combined).

(3) A student should secure overall grade point average (OGPA) of 5.00 out of 10.00 at the end of degree programme to be eligible to get B.V.Sc. & A.H. degree.

(4) A student may also be allowed provisional promotion to next higher class till the declaration of the result of the compartment examination(s). However promotion shall be subject to clearance in the compartment examination(s) of that/those paper(s) and shall be provisional. If the student fails in the compartment examination(s), he/she shall stand automatically reverted to the class from where he/she was allowed provisional promotion.

(5) Failed students shall register again for the entire professional class, they failed. Such students shall have to fulfill all requirements of the class afresh.

(6) A student failing in the annual examination for three consecutive years in a professional year of B.V.Sc. & A.H. degree programme shall be finally dropped automatically from the University on account of poor academic performance.

(7) In no case, a student shall be allowed to continue his/her B.V.Sc. & AH, studies beyond 8 academic years (16 semesters) in a Veterinary College.

COMPARTMENT EXAMINATION

14. (1) A student failing in a maximum of two papers only may be allowed once to appear in Compartment examinations for those paper(s). Compartment examination shall comprise of the External component of both the theory and practical of the failed paper(s), which shall constitute the 100% weightage for that paper(s) and the marks of Internal examination shall not be considered for the evaluation of Compartment Examination.

(2) The compartment examinations shall be conducted within 20 calendar days after the date of the results of the concerned professional year examination declared. The -results of such compartment examination shall be declared within 5 days after the examination is conducted.

(3) In case of failure in any of the compartment paper(s), the student will be reverted back to the previous professional year and will be required to repeat all the requirements of that failed professional year.

SCRUTINY OF ANSWER BOOKS AND RECTIFICATION OF ERRORS

15. (1) There shall be no provisions of re-evaluation of answer book(s).

(2) A student. however, may be allowed to get his/her answer book(s) scrutinized, for which, the student shall have to apply to Controller of Examination/Coordinator of Examination within three days after the declaration of result and after paying prescribed fee.

(3) The Controller/Coordinator (Examination) shall arrange the scrutiny of answer book(s) by the Moderation Committee.

(4) Scrutiny means re-totaling of the marks and examination of unmarked question(s), if any.

(5) The answer book(s) of annual examination shall not be shown to the student under any circumstances.

(6) Incase, the total marks are found to be incorrect on scrutiny , the same will be corrected and the result shall be revised accordingly (even if it is. towards lower side). If. however, any question Is found to be unchecked by the Examiner, the answer book(s) shall be sent to the Examiner for doing the needful and the result(s) shall be revised accordingly if there occurs any change in the marks.

(7) No representation by the student(s) shall be entertained regarding the outcome of the result after scrutiny.

(8) In case a student on the basis of the result of scrutiny becomes eligible for the compartment examination, he/she may apply to the concerned authority to appear in the compartment examination on the announced scheduled date. The scheduled date of the compartment examination shall under no circumstances be changed on this account.

MODERATION

16. (1) Question Paper:

The examining body may appoint a single moderator or a board of moderators not exceeding three in number. The moderator(s) shall review the question papers on the day of examination after they have been distributed. Any corrections needed, will be conveyed to the examinees and any discrepancy in the question paper in respect of syllabus noticed will be conveyed to the Controller/Coordinator of Examination in a written report.

(2) The Results:

The Controller/Coordinator of Examination in consultation with the Dean of the College shall form Committee of three members consisting of Dean of the College as Chairman and two other teaching faculty members to moderate the results-obtained at the annual board examination. This Committee shall review the results for the normal distribution of marks, the percentage of pass or failure. Any moderation suggested shall be uniformly applied to all students for that paper(s) without altering the merit of the passed candidates. Any moderation effected should not involve of enhancing of more than total of 5 marks in a professional year for a particular candidate, and in no case more than 3 marks in one paper. The provisions for moderation of results shall not apply to Compartment Examinations. There shall be no provision for grace marks in *any* case.

GRADING AND GRADE POINT AVERAGE

17.(1) Grade Point (GP) in a course will be the total marks obtained by a student Out of 100 divided by 10.

(2) Credit Point (CP) in a course will be GP multiplied by the credit hours.

(3) Total Credit Points =Sum of the credit points secured.

(4) The Credit Points earned will be zero if the GP in a paper is less than 5.00

(5) Grade Point Average (GPA)= Sum of the Total Credit Points earned divided by the sum of Credit Hours.

(6) The corresponding ranking of OGPA with respect to traditional scoring system of Division/ Ranking shall be as follows:

8.000 and above	<i>First Division with Distinction</i>
7.000-7.999	<i>First Division</i>
6.000 - 6.999	<i>Second Division</i>
5.000- 5.999	<i>Pass</i>

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

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.	Signature of I/C Academic Cell (Seal)
Admitted vide Book No. _____ Receipt No. _____ Date _____	Signature of Cashier (Seal)

Academic Regulations Form No. 3

Vide Clause: 2.05.01

ASSAM AGRICULTURAL UNIVERSITY
JORHAT-785013

No. _____ Date _____

ASSAM AGRICULTURAL UNIVERSITY
JORHAT- 785013

No. _____ Date _____

REGISTRATION RECEIPT

Received from _____
of the College 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

REGISTRATION RECEIPT

Received from _____
of the College 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

Faculty:

College:.....

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)s he/she has passed
6. Reason for migration
7. Complete address to which the certificate should be sent

Countersigned by:

(Office seal of the Dean)

Date

Signature of applicant

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 may be deposited by means of Challan or POS-machine.
- (e) Clearance certificate as given overleaf must be submitted duly filled in.
- (f) Registration Receipt is to be submitted along with the application.

Academic Regulations Form No. 5

Vide Clause: 2.05.02 & 2.10

ASSAM AGRICULTURAL UNIVERSITY

Faculty:.....

CLEARANCE CERTIFICATE

College:

Name of student

Roll No. Class

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

OFFICE OF THE REGISTRAR

ASSAM AGRICULTURAL UNIVERSITY:: JORHAT 785013

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
MIGRATION CERTIFICATE

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 fromto

Dated the

Registrar
Assam Agricultural University
Jorhat 785013

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

APPLICATION FORM FOR REFUND OF CAUTION MONEY

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 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 admission. Refund of caution money shall be made only on production of **Clearance Certificate (Form No. 5)**

ASSAM AGRICULTURAL UNIVERSITY

FACULTY OF AGRICULTURE::AAU

College.....

MARK CUM GRADE SHEET OF RAWEP/TIWEP(CREDIT COURSE)

COURSE NO. _____ CREDIT HOURS _____ COURSE TITLE _____

SEMESTER _____ ACADEMIC SESSION _____

Roll No	Name of the student	Student's field performance (30)	Written Examination (20)	Viva voce (20)	Final Report and Diary (30)	Total (100)	% of Marks	Grade Point

Signature of the Chairman, CAC

Signature of I/C Academic Cell

Signature of Convenor

Assam Agricultural University
Faculty of Community Science
MARKS CUM GRADE SHEET: RAWEP & In-Plant Training
Programme

Department _____ **Class:** _____ **Semester** _____

Session _____ **Course No.** _____ **Credit Hours:** _____

Title of the Course: _____ **Name of the Instructor** _____

Roll No.	Name of the students	Planning & Organization (20)	Project work (40)	Report (20)	Discipline (10)	Viva-voce (10)	Total 100	% of Marks	Grade	Attendance

Course leader HOD Convenor Signature of I/C Academic Cell Signature of the Dean

ASSAM AGRICULTURAL UNIVERSITY
Faculty of Fisheries Science
MARKS CUM GRADE SHEET (RFWE PROGRAMME)

Class: _____ **Semester:** _____ **Session:** _____
Course No. : _____ **Credit Hours:** _____ **Title of the course:** _____

Roll No.	Name	Attendance & diligence (5)	Work diary (5)	Performance during placement (20)	Practical/RFWEP report (20)	Group discussion/Presentation (20)	Spot evaluation (10)	Viva-Voce (20)	Total (100)	% of marks	Grade

Programme Supervisor

DFDO

Dean's Representative

Chairman

***DFDO: District Fishery Development Officer**

**Assam Agricultural University
Faculty of Agriculture, AAU.
College.....**

MARKS CUM GRADE SHEET: EXPERIENTIAL LEARNING PROGRAMME (ELP) (CREDIT COURSE)

Module No.: _____ **Title of the ELP:** _____ **Credit Hours:** _____ **Semester:** _____ **Academic Session:** _____

Roll No	Name of the Student	Project Planning and Writing (10)	Presentation (10)	Monthly Assessment (10)	Output Delivery (10)	Technical Skill Development (10)	Entrepreneurship Skills (10)	Business Networking Skills (10)	Report Writing Skills (10)	Final Presentation & Oral Exam (Written+ Viva) (20)	Total (100)	% of Marks	Grade	Attendance

Signature of Manager **Signature of Managing Director** **Signature of Academic Cell Incharge** **Signature of the Dean**

ASSAM AGRICULTURAL UNIVERSITY

Faculty of Fisheries Science

MARKS CUM GRADE SHEET (EXPERIENTIAL LEARNING PROGRAMME)

Department of _____ Class: _____ Semester: _____ Session: _____
Course No. : _____ Credit Hours: _____ Title of the course: _____

Roll No.	Name	Business and Designing	Planning for production	Organization of production, quality & schedule adherence	Sales	Student Performance (Class assessment, regularity, etc)	Report Writing & Records	Oral Examination (External)	% of Marks		Grade
									Total	200	
		10	10	120	20	10	10	20	200		

MANAGER
(In-charge Faculty)

MANAGING DIRECTOR
(Head of the Department)

CHIEF EXECUTIVE OFFICER
(Dean of College)

ASSAM AGRICULTURAL UNIVERSITY
Faculty of Fisheries Science
MARKS CUM GRADE SHEET (In Plant Training)

Class: _____ Semester: _____ Session: _____
 Course No. : _____ Credit Hours: _____ Title of the course: _____

Course No: IPT 4120: Host Institute									
Regd. No.	Name of the Student	A. Evaluation by Host Institute (50)	B. Evaluation of College of Fisheries, AAU				Total (A+B) (100)	Grade Point	Remarks
			Attendance (5)	Diary (10)	Report Submission (20)	Report Presentation (15)			

Signature of Evaluation Committee Members and Grade Submission Committee

Teacher In-charge, IPT Programme	Teacher In-charge, IPT Programme	Academic Cell (i/c) Dean
-------------------------------------	-------------------------------------	-----------------------------

ASSAM AGRICULTURAL UNIVERSITY

Faculty:.....

College:.....

MARK SHEET – I (MID TERM /MID TERM MAKE-UP EXAMINATION)

Class:

Course No.

Title of the Course:

Credit hours:

Roll No.	Name of student	Marks obtained (30)

Signature of HoD

Signature of the course teacher (s)

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

ASSAM AGRICULTURAL UNIVERSITY

Faculty:.....

College:.....

MARK SHEET- II (END TERM PRACTICAL EXAMINATION/END TERM PRACTICAL MAKE-UP EXAMINATION)

Class.....Course No.....Title of the Course.....Credit Hrs.....

Roll No.	Name	Class work/quiz	Class records	Written/assignment	Practical Exam.	Viva voce	Total
		10	10	10	50	20	100*
		5	5	5	25	10	50

* For practical course(s) only

Signature of HoD

Signatures of Course Teacher(s)

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

Academic Regulations Form No. 13
 Vide Clause:3.05.04/3.08.01

ASSAM AGRICULTURAL UNIVERSITY

Faculty:.....

College:.....

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

Department:.....Class:.....Semester:.....Session:.....

Course No:.....Title of course:.....Credit hrs:.....Name(s) of the Course Teachers:

Roll No.	Name	Theory Marks		Total (100)	Practical (50)	Grand Total (150/100*)	% of Marks	Grade
		Mid Term (30)	End Term (70)					

* For the course(s) with only practical

Signature(s) of Course Teacher(s)

Signature of HoD

Signature of I/C Academic Cell

Signature of Dean

Signature of External Examiner

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

Range of marks	Point	Remarks	Grade point average (GPA)	
			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			
Below 50% <i>ie.</i> below 5.00		'F' (FAIL)	CUMULATIVE GRADE POINT AVERAGE (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 graduate 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:

Day.month.year

Vice Chancellor

(University logo)

The Assam Agricultural University, Jorhat

Provisional Degree Certificate

(Name of graduate degree)

This is to certify that *(Name of the candidate)* of *(Name of the college)* Roll No. has completed the *(Name of the degree)* 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:

Day.month.year

Registrar

Assam Agricultural University

Jorhat 785013

ASSAM AGRICULTURAL UNIVERSITY

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 College 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/Assoc 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 mark deductable is 10 per incidence of violation

(University logo)

Assam Agricultural University, Jorhat

University Gold Medal

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

Place:

Day.month.year

Vice Chancellor

(University logo)

Assam Agricultural University, Jorhat

Certificate of cash award/medal

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

Place:

Day.month.year

Vice Chancellor

Regulations on Academic Matters

Index

Subject	Clause No.	Page No.
Absence from examination	3.06	26
Academic Calendar	1.03	08
Academic Probation	3.10.02	29
Academic Year	1.02.01	04
Admission	2.01	12
Admission Capacity	2.02	14
Admission notice	2.01.01	12
Admission of continuing students	2.04.05	16
Admission of newly selected candidates into a degree programme	2.04.01	15
Admission procedure	2.01.02	12
Approval of Syllabus	2.08.02	18
Award of Degree	1.04	09
Award of degree certificate	3.16	32
Award of 'Distinction'	3.14	31
Award of grade points	3.08.01	28
Class attendance	2.09	19
Condonation of attendance	2.09.03	19
Conduct of examinations	3.02	23
Core course(s)	1.02.06	04
Course Credits & Syllabi	2.08.01	18
Course(s)	1.02.05	04
Coverage of syllabus	3.01	22
Credit hour(s)	1.02.04	04
Critical CGPA	3.10.03	29
Cumulative Grade Point Average	1.02.12	08
Custody of answer scripts	3.05.06	26
Declaration of Results	3.15	31
Departmental Academic Co-ordination Committee	3.01.02(a)	22
Disciplinary action	4.07	36
Disciplinary Committee	4.08	42
Discipline in Hostel and elsewhere within the campus or outside	4.06	35
Discipline in Class room	4.07.02	37

Discipline in class room/department/farm	4.04	34
Discipline in Examination	4.05	34
Discipline in Examination Hall	4.07.03	38
Discipline in general	4.03	33
Discipline in general	4.07.01	36
Discipline in Hostel	4.07.04	39
Distribution of marks	3.02.02	23
Dress	4.11	44
Duplicate Certificate/Transcript	3.17	32
Elective Course(s)	1.02.07	04
End term Examination	3.02.04	23
Evaluation of Experimental Learning Programme and Work Experience Programme	3.04.02	25
Evaluation of Mid-term, End-Term Practical and Theory Examination	3.04.01	25
Examination Committee	3.15.01	32
Examination for removal of 'F'	3.10.05	30
Experiential learning course(s)	1.02.08(a)	06
Faculty Academic Co-ordination Committee	3.01.02(b)	22
Faculty Evaluation Committee	3.09	29
Fees	2.04.03	16
Filling up of reserved seats remaining vacant	2.02.03	15
Gap Certificate	2.01.04	14
Grace marks	3.04.03	25
Grade	1.02.09	07
Grade Card	3.11	31
Grade Point	1.02.10	07
Grade Points	3.08	28
Grade Point Average	1.02.11	07
Higher Fee Category (Reservation of Seats)	2.02.02	14
Maintenance of confidentiality	3.18	32
Maintenance of Record	2.09.01	19
Manner of holding Repeat/Grade improvement examination	3.10.06	30
Maximum Credit Load	2.07.01	17
Maximum number of seats	2.02.01	14
Medals/cash prizes and other awards of other individuals/ organizations	5.03	48
Medical fitness	2.04.02	16
Merit Scholarship	5.01	46

Mid-term Examination	3.02.03	23
Minimum admission requirement for various degrees	2.01.03	12
Minimum attendance requirement	2.09.02	19
Minimum qualifying marks	3.05.05	26
Minimum working days in a semester	1.02.03	04
NCC training /NSS camp	2.08.03	19
Notification regarding class attendance	2.09.04	20
Number of examinations in a semester	3.02.01	23
Placement of Conduct Probation	4.08.02	43
Procedure of Transfer with Migration	2.05.02	17
Provisional admission	3.10.01	29
Question paper	3.03	24
Readmission of student	2.11	20
Recording of punishment	4.10	44
Re-Examination	3.02.06	24
Refund of Caution Money	2.12	21
Registration of student into the University	2.05.01	16
Release of student from a college	2.10	20
Removal of Academic Probation	3.10.04	30
Procedure for holding Repeat/Grade Improvement Examination	3.07	28
Requirement of courses	1.04.01	09
Requirement of minimum CGPA to qualify for a degree	3.13	31
Requirement of for award of degree	1.04.02	09
Reservation of seats	2.02.02	14
Responsibility for maintenance of discipline and good behaviour of students	4.02	33
Rustication/Expulsion	4.08.03	43
Other provision relationship to Rustication/Expulsion	4.09.02	44
Rustication/Expulsion(Procedure for Rustication/Explanation)	4.09	43
Screening & Selection of students for admission to different degree programmes	2.03	15
Scrutiny of examination related issues/matters	3.09	29
Selection Committee for admission	2.03	15
Selection Committee for Scholarship	5.01.04	47
Semester	1.02.02	04
Semester break	1.03.02	09
Special powers of the Vice-Chancellor	4.13	45

Students' Roll Number	2.04.04	16
Students' Scholastic Committee	2.07.02	17
Students' Counselling System	2.06	17
Student READY Programme	1.02.08	04
Student's record	3.12	31
Submission of evaluated assignment, answer scripts & mark sheet	3.05	26
Suspension of classes during examination	3.02.05	24
Transcript	3.15.02	32
Transfer of Credit from other Universities	2.07.03	18
University Gold Medal	5.02	48
Use of mobile phones	4.12	44
Utilisation of semester breaks	1.03.03	09
Work Experience Programme	1.04.03	10
Different Committees		
Screening Committee for admission	2.03	15
Selection Committee for admission	2.03	15
Students' counselling Committee	2.06	17
Students' scholastic Committee	2.07.02	17
Departmental Academic Co-ordination Committee	3.01.02(a)	22
Faculty Academic Co-ordination Committee	3.01.02(b)	22
Faculty Evaluation Committee	3.09	29
Examination Committee	3.15.01	32
Disciplinary Committee	4.08	42
Selection Committee for Scholarship	5.01.04	47