REGULATION

ON

RESIDENT INSTRUCTION FOR BACHELOR'S DEGREE PROGRAMME



YEAR

2000

OFFICE OF REGISTRAR

RAJENDRA AGRICULTURAL UNIVERSITY
PUSA (BIHAR) – 848125

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Regulation on Resident Instruction for Bachelor's Degree Programme under Semester system with External Examination and Evaluation

1. DEFINITIONS :- In these Regulations unless the context otherwise requires:-

(1.1) **Academic Year:** "Academic Year" means a twelve months period consisting of two consecutive semesters including the inter semester breaks as announced by the University during which a cycle of work is completed.

(1.2) **Advisor:** "Advisor" means a teacher of the faculty who has been nominated as an advisor for a particular student in academic matter.

(1.3) **Academic Council: "**Academic Council" means the Academic Council of the Rajendra Agricultural University.

(1.4) **Board of Management: "**Board of Management" means the Board of Management of the Rajendra Agricultural University.

(1.5) **Course:** "Course" means a unit of instruction or a segment of subject matter carrying a specific number of credits and discussions, assignments, practical and work experience in the class room, laboratory and fields as may be determined by the appropriate University authorities from time to time.

(1.6) **Core course:** "Core course" means the essential courses which a student has to complete necessarily for the given Degree Programme.

(1.7) **Course Catalogue: "**Course Catalogue" means a list of approved courses for a particular Degree Programme where in each course is identified with a specific symbol and catalogue number giving outline of the symbols and credit assigned to each course.

(1.8) **Course Lecture Schedule: "**Course Lecture Schedule" means detailed lecture schedule covering the whole course content as prescribed in course catalogue providing therein the number of lectures for each segment of the course.

(1.9) **Credit:** "Credit" means the weekly unit of work recognized for any particular course as per the course catalogue issued by the University. Normally, one credit shall mean one lecture class for one hour or a practical class of 2-3 hours duration per week.

(1.10) **Curriculum:** "Curriculum" means a series of course selected and designed to provide training to meet the requirement for the fulfillment of the Degree Programme.

(1.11) **Dean:** 'Dean" mean the Deans of the concerned faculty.

(1.12) **Department:** "Department means a Department in the College/ faculty as notified in the Statutes.

(1.13) **Electives or elective Courses:** "Electives or elective Courses" meant the courses of optional study for the Degree Programme if listed under a specified discipline.

(1.14) **Grade:** "Grade" means a numerical measure of the quality of work done in a course by the students.

(1.15) **Grade Point:** "Grade Point" means numerical equivalent of grades i.e. grade multiplied by credit hours allotted to a particular course.

(1.16) **Grade Point Average or G.P.A.:** "Grade Point Average or G.P.A." means the numerical value of the sum total of grade point multiplied by credit hours studied in a particular semester by a student.

(1.17) **Overall Grade Point Average or O.G.P.A.:** "Overall Grade Point Average or O.G.P.A." means the quotient of the total credit points (credit hours of each course multiplied by the grade points of the grades secured in that course including "F" Grade), obtained by a student in all the courses taken/ completed by him from the beginning of first semester divided by the total credit hours taken/ completed by the student upto the completion of requirement of the Degree Programme.

(1.18) **Pre-requisite or Pre-requisite Courses: "**Pre-requisite or Pre-requisite Courses" means a course which the student should have completed prior to his registration for another course for which the formal is prescribed as a pre-requisite.

(1.19) **Registrar: "**Registrar" means the Registrar of the Rajendra Agricultural University.

(1.20) **Registration:** "Registration" means registration of the student in the University as a student including that of registration of student in prescribed courses including repeat courses and re-examination courses on payment of required fee.

(1.21) **Repeat Courses:** "Repeat Courses" means a course which as student is required to repeat in order to improve the grade point secured in that course or a course which the student has withdrawn earlier. In such repeat courses attendance requirement shall be compulsory.

(1.22) **Re-examination courses:** "Re-examination Course" means a course repeated by a student in which he had appeared final examination and secured 'F' grade. In such re-examination courses attendance of student in class shall be compulsory and essential.

(1.23) **Semester:** "Semester means an academic term of approximately 20 weeks there being two such periods in an academic year containing a minimum of 115 working days specifically notified by the Registrar in academic calendar with actual date of their commencement and termination.

(1.24) **Statutes:** "Statutes means the statutes made under Bihar Agricultural University Act, 1987.

(1.25) **Teacher:** "teacher" means a teacher as defined in Bihar Agricultural University Act and Statues.

(1.26) **Transcript:** "Transcript" means the consolidated report of the grade secured by the student during a particular Degree Programme.

(1.27) **University: "**University" means the Rajendra Agricultural University.

(1.28) **Student:** "Student" means a student undergoing any of the Under-graduate Programme offered by the University. The studentship commences on the day of admission and registration of the student in the courses after payment of fee during the first semester and ends on the last day of the final semester in which he/she completes the prescribed requirements for the award of a

(1.29) The words and expressions used in the Bihar Agricultural University Act and the Rajendra Agricultural University Statutes and not defined in this Regulation shall have the meaning assigned to them in the Act or the Statutes as the case may be.

2. SCOPE

(2.1) The Regulation provided herein shall apply to the student admitted to all the Bachelor's Degree Programme offered by the Rajendra Agricultural University.

3. SHORT TITLE AND COMMENCEMENT

(3.1) These Regulation shall be called "Bachelor's Degree Regulation on Resident Instruction"

(3.2) These Regulations shall be effective from the date of approval by the Academic Council.

(3.3) However the provisions with existing course curriculum shall also be applicable for the students admitted from the academic session 1990-91 and onwards but the provisions related to revised curriculum as provided in this Regulation shall be effective from the batch of students admitted in academic session 1993-94 and onwards.

4. INTERPRETATION

(4.1) Subject to such advises as and when may be given by the Chancellor, the decision of the Vice-Chancellor shall be final in respect of interpretation of these Regulations and no suit, application, petition, revision or appeal shall be lie in any Court of Law or any authority outside the University in respect of interpretation of these Regulations.

5. ACADEMIC YEAR

(5.1) The Academic year shall be from July to June every year, which will be divided in two academic terms known as semesters each being of about 20 weeks duration.

(5.2) Each term shall be known as 'semester' and first semester beginning from July shall be designated as Monsoon Semester whereas second Semester beginning from the month of January each year shall be known as Winter Semester.

(5.3) Each Semester shall consist of a minimum of 115 actual working days including mid-term and final examinations days and study leave period of a maximum of seven days inclusive of Sundays and holidays before the final examination.

(5.4) A break of approximately 15 days shall ordinarily be allowed between any two consecutive semesters. A longer inter semester break normally known as summer break may be allowed between two academic years which will be normally in the month of June-July every year.

(5.5) The date of commencement and termination of semesters as well as the date of examinations and inter semester breaks shall be announced by the Registrar in Semester calendar.

(5.6) As and when required the University may organize a short semester of approximately 11 weeks duration providing therein a minimum of 55 working days to enable the student to complete left over courses if any. In such Semesters if organized the student may be registered for a maximum course load of 12 credit hours. Such short semesters shall be organized ordinarily at the end of a Programme. Fee chargeable for such Semesters shall be 50% of the normal fee charged for a semester except examination fee which a student shall have to pay in full for such Short Semester also.

6. DEGREE AWARDED

The following Degrees are awarded by the University in various Faculties as detailed below:

(6.1) Agriculture Faculty

(6.1.1) B.Sc. (Ag.) – Bachelor's of Science in Agriculture

(6.2) Veterinary Faculty

(6.2.1) B.V. Sc. &A., H. – Bachelor's of Vety. Science and Animal Husbandry.

(6.2.2) B. Sc. (DT) - Bachelor of Science in Dairy Technology. However, from the Academic Session 1996-97 the degree shall be awarded as B. Tech. (Dairy Technology)

(6.2.3) B.F.Sc. – Bachelor of Fisheries Science.

(6.3) Home Science Faculty-

(6.3.1) B.Sc. (H.SC.)- Bachelor of Science in Home Science.

(6.4) Agriculture Engineering Faculty

(6.4.1) B. Tech. Agril. Engineering - Bachelor of Technology in Agril. Engineering.

7. DURATION OF DEGREE PROGRAMMES

(7.1) **B.SC. (Ag.)**Degree shall be of eight semesters duration which will consist of seven semester for course work and one semester i.e. 8th Semester for Rural Work Experience Programme.

(7.2) **B.V.Sc. & A.H**. Programme shall be 10 Semesters duration which will consist of 9 semesters of course work and one semester i.e. 10th semester equivalent to six months period shall be for internship programme.

(7.3) **B.Sc. (DT)** Programme shall be of 9 semesters duration out of which 8 semesters shall be for course work and one semester i.e. 9th semester shall be for implant training.

(7.4) **B.Sc. (H.Sc.)** Programme shall be of six semester duration. However from the academic session 1999-2000 this programme shall be of eight semester duration.

(7.5) **B.Tech. Agril. Engg**. Programme shall be of 8 Semesters duration.

(7.6) **B.F.Sc.** Programme shall be of 8 semesters duration out of which 7 semesters shall be for course work and one semester i.e. 8th semester shall be for Work Experience Programme.

(7.7) Four additional semesters shall be permissible for each Bachelor's Degree Programme in addition to normal duration provided for completing that particular Degree programme and if a student fails to complete the programme even in these additional four semesters he shall cease to be the student of this University and shall not be permitted to continue his studies further in this University. These additional four semesters shall be counted from the date of his first admission in the first semester of the programme.

Amendment approved by the Academic Council in its meeting held on 20.03.1996 and notified vide No. 6 dated 7.01.1997.

Amendment approved by the Academic Council in its 44th meeting held on 23.06.1999 and notified vide No. 162 dated 3.11.1999.

8. LOCATION

Location for the above Degree Programmes instruction are imparted in different constituent Colleges of the University as mentioned below:-

(8.1) **Faculty of Agriculture**

(8.1.2) Bihar Agricultural College, Sabour, Bhagalpur.

(8.1.3) Tirhut College of Agriculture, Dholi, Muzaffarpur.

(8.2) **Veterinary Faculty**

(8.2.1) Bihar Veterinary College, Patna.

(8.2.2) Sanjay Gandhi Institute of Dairy Technology, Patna.

(8.2.3) College of Fisheries Science, Dholi, Muzaffarpur.

(8.3) **Faculty of Home Science**

(8.3.1) College of Home science, Pusa, Samastipur.

(8.4) **Faculty of Agricultural Engineering**

(8.4.1) College of Agricultural Engineering, Pusa, Samastipur.

(8.5) **Faculty of Basic Science**

(8.5.1) College of Basic Science &Humanities, Pusa, Samastipur.

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9. APPROVED INTAKE CAPACITY IN EACH BACHELOR'S DEGREE PROGRAMME

(9.1)	B.Sc. (Ag.)	100
(9.2)	B.V.Sc. & A.H.	60
(9.3)	B.Sc. (DT)	25
(9.4)	B.F.Sc.	25*
(9.5)	B.Sc. (Home Sc.)	25
(9.6)	B.Tech.,Agril. Engg.	25

(9.7) The number of seats as provided above is subject to change by the Academic Council from time to time and that also depending on the circumstances prevalent at the time of admission.

Presently admission is allowed to only 10 (10) students as per decision of the Academic Council

10. RESERVATION OF SEATS

(10.1) Seats shall be reserved for Scheduled Caste, Scheduled Tribe, B.C.-I, B.C.-II and other category of students as per directive issued by the State Government in this regard from time to time.

85% seats of approved intake capacity of all the programmes shall be filled up through the Bihar Combined Entrance Competitive Examination conducted by the State Government as per reservation policy of the State Govt. framed from time to time.

(10.2) Rest of the 15% seats of the approved intake capacity of Agriculture, Agricultural Engineering, Dairy Technology, Fisheries and Home Science programme shall be made available to the ICAR and 15% seats in Veterinary programme to the Veterinary Council of India for selection of students through all India Entrance Examination to be conducted by the Indian Council of Agril. Research and Veterinary Council of India respectively on an all India basis, keeping in view the reservation policy framed by the Govt. from time to time.**

(10.3) Selection of students on 15% quota made available to the ICAR and VCI shall be made on the criteria fixed by the ICAR and VCI respectively.*

(10.4) Selection of students on 85% seats through Bihar Combined Entrance Competitive Examination shall be made on the criteria as laid down by the University from time to time.*

11. ELIGIBILITY FOR ADMISSION

(11.1) Both men and women will be eligible for admission in all the Bachelor's Degree Programmes except in case of B.Sc. (Home Science) where only women candidates shall be eligible.

(11.2) The candidates must be a permanent resident of the state of Bihar or a domicile of the Bihar State in case of 85% seats be filled up through Bihar Combined Entrance Competitive Examination. However, for rest 15% of the seats the students may be selected on all India basis.

(11.3) The candidate must have completed 17 years of age on first of July and must not have completed 22 years of age on the said date of the academic year in which the student seeks admission.

(11.4) Minimum qualification required for admission in B.Sc. (Ag.), B.F.Sc. and B.Sc. (Home Science) shall be Intermediate in Science i.e. 10+2 or equivalent examination with Physics, Chemistry and Biology combination or Physics, Chemistry and Mathematics combinations. Students having passed I. Sc. examination with Physics, Chemistry and Agriculture shall not be admitted in any programme.*

*Amendment approved by the Academic Council in its meeting held on 7.4.1995 and 3.3.1997

**Addition approved by the Academic Council in its meeting held on 3.3.1997

(11.5) Minimum qualification required for admission in B.V.Sc. & A.H. programme shall be Intermediate in Science i.e. 10+2 or equivalent examination with Physics, Chemistry and Biology.

(11.6) Minimum qualification required for admission in B. Tech. (DT) programme and B. Tech. (Agricultural Engineering) Programmes shall be Intermediate in Science i.e. 10+2 or equivalent examination with Physics, Chemistry and Mathematics combination.

12. MODE OF SELECTION FOR ADMISSION

(12.1) Candidates for admission to different Bachelor's Degree Programme of this University shall be selected through Bihar Combined Entrance Competitive Examination conducted each year by the Govt. of Bihar for 85% of the seat. For 15% of the seat, selection would be made by All India Entrance Examination conducted by ICAR and VCI.

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13. ADMISSION

(13.1.1) Date of admission in first semester in each of the Bachelor's Degree Programmes shall be as announced in Semester Calendar notified by the Registrar.

(13.2) **Certificates and other documents required at the time of admission.**

(13.2.1) Each student shall be required to produce the following certificates before the Deans/Associate Deans of the Colleges for verification of genuinity of his candidature at the time of admission: -

(i) Counterfoil of the admit card issued for appearing in combined Competitive Test Examination in original.
(ii) Certificate in proof of passing Intermediate (10+2) or equivalent examination in original.
(iii) Mark sheet of I. Sc. (10+2) or equivalent examination in original.
(iv) Transfer/College Leaving Certificate from the College where he studied last in original.
(v) Residence/domicile certificate in original.
(vi) Caste Certificate in original issued by a competent authority, in case student is seeking admission under any reserved category.
(vii) Matriculation Certificate in original in proof of age.
(viii) Declaration from the Father/Guardian of the student in the form prescribed.

(ix) A two point character and conduct certificate from the Principal of the College in which he last studied in the form prescribed.

(x) Voluntary declaration in the form prescribed.

(xi) Affidavit by the student in the form prescribed.

(xii) Medical certificates of fitness.

(xiii) Any other certificates as required by the University. The student shall also be required to submit two photocopies of all the certificates produced by him at the time of admission.

(13.3.1) The Dean/Associate Dean of the Colleges shall constitute Committee of three senior teachers for verification of original certificates photograph and signature of the student in order to ascertain the genuinity of the candidature of the student and after being satisfied shall recommend to the Principal for admitting the particular student on a form known as check-slip as prescribed.

(13.3.2) On recommendation of the sub-committee and on being satisfied regarding the genuinely of candidature of the student reporting for admission the Dean/associate Dean of Colleges shall order for admission of the student on payment prescribed fee.

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(13.3.3) All admission at the first instance shall be taken on provisional basis and shall be confirmed only after verification of genuinity of the certificates produced by the student verification from the issuing authority as and when required.

(13.3.4) Late admission till 7th working day from the date of admission may be permitted by the Dean/Associate Dean of colleges on being satisfied with the genuinity of the cause, such cases the student shall be required to pay a fine @ Rs. Per day.

(13.3.5) Late admission till 15th working day from the date of admission may be permitted by the Vice-Chancellor recommendation of the Dean/Associate Dean of the College on payment of a fine of Rs. 5-/- per day under such circumstances.

(13.3.6) Each student of the University shall be required to himself by Registration at the Constituent college or the notified by the Registrar for the prescribed courses for semester. A student shall be enrolled only when he/she has all the prescribed fees and other dues and registered the courses by the concerned authorities in the prescribed. For this purpose registration cards will be signed by the concerned teachers for each prescribed course and representative for fees and wardens for seats in the Hostel.

(13.3.7) If a student got himself admitted by depositing the required fee but could not get registered in the prescribed courses on the date fixed for the purpose shall have to get registered by depositing late fine of Rs. 50/-each day upto the date prescribed.

(13.3.8) Late admission after 15th day from the date of first admission shall not be permissible under any circumstances.

(13.3.9) On admission the student shall be assigned an admission/roll no. by the College concerned which will consist of three components i.e. code of Degree Programme-Roll No./Academic year of admission. In case of B.Sc. (Ag.) Degree the name of college like BAC or TCA shall be suffixed with the Roll No. as the case may be.

(13.3.10) After assignment of admission/Roll No. personal file of the student for the office of Registrar shall be prepared by the College containing one copy each of the photocopy of different certificates alongwith a copy of check-slip duly signed by the members of verification Committee and the Dean/associate Dean of the College. The file shall contain a photograph of the student duly attested by the Dean/Associate Dean of the College. All these files containing detailed information about the student shall be sent to the office of the Registrar for maintenance fo students record.

(13.3.11) An admission register shall also be maintained in the College concerned wherein the bio-data of the student as furnished by the University after each year of admission shall be entered. In addition personal file of the student containing the record of academic performance semester-wise as also the relevant information shall also be maintained both in the college as well as in the office of the Registrar. All information relating to issue of transfer certificates, conduct certificate etc. and that also regarding issue of transcript etc. from the office of the Registrar shall invariably be recorded.

(13.3.12) After assigning admission/Roll No. to students the college concerned shall issue identity card to each of the student containing photo of the student duly attested by the Dean/Associate dean of the Colleges. The identity cards so made available to the student shall have to be obtained by the student throughout the tenure of study in the College and shall be required to be produced to any authority as and when required for verification. Such identity card shall have to be returned to the College office at the time of Leaving the College / Institution and college leaving/transfer certificate can be issued only after surrender of this identity card.

(13.4) **Admission on production of false or forged certificate and mis-representation of facts.**

(13.4.1) If at any stage after admission, it is detected that the student has managed to get himself/herself admitted by producing false or forged certificate of any kind or by mis-representation of facts he/she shall be rusticated from this University and his admission and registration from this University shall be canceled retrospectively by the University on getting report from the Dean/Associate Dean-cum-Principal of the College and he/she shall be declared to be a person not fit to be admitted in any of the programme of this University in future.

(13.4.2) If it is detected even after publication of result and award of Degree to the student at any stage that he/she had managed to get himself/herself admitted in this university by producing false/forged certificate or making false declaration and mis-representation of facts even then the student shall be treated to have been rusticated and his admission and registration shall be treated as to have been canceled retrospectively and the Degree awarded to him/her shall be withdrawn and the student shall also be declared to be a person not fit to be admitted in any of the programme of this University in future. This fact shall be notified to all universities of the country as well as in press to avoid mis-utilization of Degree or certificate issued in his name.

(13.5) **Other condition for admission**

(13.5.1) Apart from merit, the Vice-Chancellor shall consider the past record of conduct and character of a candidate in this university and elsewhere. The Selection Committee may refuse recommending a candidate for admission shall there be bonafide suspicion of a candidate having been involved anywhere in an act of indiscipline or subversive activity. The decision of the Vice-Chancellor in such cases shall be final. Admission shall not be granted to candidates dropped/expelled from any University/Institution for an act of indiscipline.

(13.5.2) The Vice-chancellor reserves the right of refusing admission to any of candidate even though he may fulfill the academic requirements for admission on the basis of the criteria laid down in these Regulations for reasons recorded in writing, whose admission in the opinion of the Vice-chancellor shall not be in the interest of the University.

14. ADMISSION OF STUDENT BY TRANSFER

(14.1.1) Admission of student in this University be transfer from other Universities is not permissible.

(14.1.2) A student of this University may be admitted by admitted by transfer from one constituent college to another constituent college of a faculty with the consent of Associate Dean of the College/Dean of the Faculty and the Registrar on the approval of the Vice-Chancellor after judging merit of the case. However, such admission by transfer shall be applicable for B.Sc.(Ag.) Degree programme only for which there are two constituent colleges in the University located at distant places.

(14.1.2) A student of this University may be admitted by admitted by transfer from one constituent college to another constituent college of a faculty with the consent of Associate Dean of the College/Dean of the Faculty and the Registrar on the approval of the Vice-Chancellor after judging merit of the case. However, such admission by transfer shall be applicable for B.Sc.(Ag.) Degree programme only for which there are two constituent colleges in the University located at distant places.

(14.1.3) In case of transfer covered by above provision, the transferred student may be given credit for the courses previously studied by him as decided by the Dean/Associate Dean of the Colleges concerned on merit.

15. REGISTRATION

(15.1) Every student admitted in any of the Degree programme of this University shall be required to get himself registered in the University on payment of prescribed fee for which he shall be required to submit an application in the prescribed form to the Registrar duly forwarded and recommended by the Dean/Associate Dean of the College in which he/she is admitted alongwith the migration certificate issued by the University/Institution where he was studying before his admission in this University.

(15.2) The student shall be required to get himself registered in the University within three months from the date of his/her first admission in any degree programme. In case the student fails to submit migration certificate within this period from the previous University he/she will not be registered in this University and ceases his/her right to continue his studies in this University.

16. PAYMENT OF FEES

(16.1) The Semester and other fee shall be as prescribed by the Academic Council from time to time.

(16.2) All students are required to pay the prescribe fees for each semester in advance at the time of registration, failing which, they will not be accepted on the rolls of the college. The Dean/Associate Dean may in certain genuine cases as per rules quoted above may permit such registration on an additional payment of late fee of Rs. 50/-each day upto the prescribed date of late admission shown in calendar.

(16.3) Hostel fee for occupation of rooms and payable in advance for the full semester at the time of registration, as per schedule prescribed for the purpose.

(16.4) **Refund of fee**:- All the fees once paid are non-refundable except the caution money which shall be refunded on leaving the College of the hostel after deduction of outstanding dues, if any. The student

will be required to produce a clearance certificate from the Head of the department, Library, Warden, etc.

17. ADVISORY SYSTEM AND ADVISORS

(17.1) Advisors appointed for a student is required to assist and guide the student in the planning of their academic programme and registration therein. They will serve as a consular, interested friend and a source of two way communication between the student and the faculty.

(17.2) After admission of the student the Dean/Associate Dean of the college shall allot 8-10 students per teacher and the teacher so nominated will serve as advisor of these students. The same advisor will continue till the student completes the Degree Programme to which he is admitted.

18. COURSE CURRICULUM AND SYLLABUS

(18.1) Course curriculum and syllabus for each Degree programme shall be as prescribed by the Board of Studies, Faculty and Academic Council of the University.

(18.1.2) Course curriculum shall consist of theory papers and practical papers separately. Each theory paper shall be equivalent to three credit hours of course work and each practical paper shall also be equivalent to three credit hours.

(18.1.3) One theory paper shall be provided with three theory classes per week of one hour duration each where as one practical paper shall be provided with three classes per week of a minimum of two hours duration each.

(18.1.4) All courses shall be compulsory in each of the Degree Programme except where elective courses are required to be prescribed.

(18.1.5) Where elective courses are required to be prescribed a maximum of three elective groups shall be prescribed for any Degree Programme consisting of a maximum of 4 theory and 4 practical papers each and the student shall have the option to opt for anyone of such a group of electives and in one elective group all the papers shall be compulsory. Such elective courses shall be offered only in last semester of the programme prescribed for course work.

(18.1.6) A course shall be offered only once in an academic year normally during the semester in which it is listed in the course catalogue. However re-examination courses may be offered in every semester as far as possible with their junior in which the students desiring to appear.

(18.1.7) Internship/Rural Work Experience/Work Experience Programmes where prescribed shall form the part of the requirement for the Degree programme. The details of such Programmes shall be determined by the Deans concerned.

19. COURSE CREDIT REQUIREMEN

(19.1) Course credit requirement for each of the Degree programme shall be as prescribed in the respective course curriculum approved by the University which may range for different degree programme as under:-

Sl. No.	Programme	Minimum
1	B. Sc. (Ag.)	160+1
2	B.V.Sc. & A.H.	187+1
3	B. Tech. Agril. Engg	166+1
4	B.Sc. (DT)	170+1
5	B.F.Sc.	160+1
6	B.Sc. H. Sc.	160+1

The Combination of the number of theory and practical papers shall very as per requirement of course curriculum and as decided by the Board of Studies of the Faculty concerned within the total credit hours required for completion of a particular degree programme.
Credits prescribed for internship/Rural Work Experience /Practical Work Experience programme as and where prescribed shall be in addition to the above mentioned course credits.

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20. CREDIT LOAD IN A SEMESTER

(20.1) A minimum of three theory papers and three practical papers and a maximum of four theory papers and four practical papers shall be the course load per semester in each Degree programme which will be equivalent to 18 and 26 credit hours respectively. The number of theory and practical papers may vary from programme to programme and from semester to semester as per requirement of the Degree programmes within the credit hours mentioned as above.

(20.2) Students shall be required to study all the courses prescribed for a semester.

21. ATTENDANCE

(21.1) Each instructor shall maintain a record of the students attendance in each course taught by him in each semester.

(21.2) Normally a minimum of 90% of the scheduled lectures must be delivered by the course instructor in each semester.

(21.3) A student of any Degree Programme shall normally be required to attend a minimum of 75% of the lectures actually delivered and practical held to become eligible to appear in final semester examination.

22. **STUDENTS CONTINUANCE ON ROLL AND PROMOTION TO HIGHER SEMESTER**

(22.1.) The student admitted to a particular programme shall continue to be the student of the University of the said programme till he leaves the University after completing the programme or for any other reason.

(22.1.1) The student shall cease to be the student of this University on successful completion of the programme to which he/she is admitted.

(22.1.2) The student shall also cease to be the student of this University of that particular programme after the completion of four additional semesters in addition to the normal residential requirement prescribed for a particular programme even if he/she is not in a position to complete the programme successfully within that period. Such students shall not have any right for readmission.

(22.1.3) The student shall cease to be the student of this University if he/she absents himself continuously for a period of 30 days or more and his name shall be struck off from the rolls of the University. However such students may seek readmission in the same semester along with his juniors in which his/her name was struck off from the rolls due to long absence on permission from the Dean concerned on valid grounds provided the student has already completed his/her studies for one semester successfully. However, students dropping from the University without completing the study of first semester shall not be permitted readmission under any circumstances.

(22.1.4) The students may be permitted to drop/withdraw from the University temporarily provided he/she has completed atleast one semester of study in this University successfully on the ground of his/her self illness on production of proper medical certificate or any other reason which may be thought fit by the Dean which might have prevented the student to continue his studies. In such cases readmission will be permitted by the Dean concerned within two years from the date the student was permitted to drop from the University rolls temporarily. In all such cases admission shall be permitted to drop without completing the semester.

(22.1.5) If a student drops from the University without taking prior permission he/she may request for his readmission in the semester from which he/she had dropped his studies provided he had already completed successfully atleast one semester of studies in this University. In such cases readmission shall be permitted by the Vice-Chancellor on recommendation of the Associate Dean of the College and the Dean of the Faculty.

(22.2) **Promotion of students to higher semester**

(22.2.1) Normally the student shall be promoted automatically to higher semester i.e. from 1st semester to 2nd semester, from 2nd semester to 3rd semester, from 3rd semester to 4th semester and likewise provided the student has completed the attendance requirement of different semesters and appeared in the final examination.

(22.2.2) In case a student fails in a particular subject in a particular semester he/she will be permitted re-examination in the said subject along with his/her juniors when the said course is offered and in such cases attendance of students in the class may be compulsory and essential.

(22.2.3) In case a student has completed the attendance requirement but fails to appear in the examination on valid grounds as decided by the Associate Dean/Dean of the College he may also be permitted re-examination in that subject along with his juniors when the course is offered. In such cases also attendance in class shall be essential.

(22.2.4) In case a student fails to complete the attendance requirement in a particular subject and is not permitted to appear in the examination of the said course he/she shall have to repeat the course alongwith his junior when the said course is offered provided their semesters synchronizes completely.

(22.2.5) In case a student complete the attendance requirement but fails to appear in final examination of any of the courses of the said semester he/she shall also be promoted to higher semester and may be permitted re-examination in the subjects alongwith his junior when these subjects are offered and in such cases also class attendance shall be essential but in case where a student has to drop from a semester under any compelling circumstances without completing the attendance requirement he will be required to get himself readmitted in the same semester again alongwith his junior and the semester in which he fails to complete the attendance requirement and the semester following the said semester shall be treated as withdrawn provided again that such permission shall be granted only if the student has completed atleast on semester of his studies in this University successfully.

23. **EXAMINATION AND EVALUATION OF STUDENTS**

(23.1) Examination of theory papers:-

(23.1.1) There shall be only one final examination in each theory paper at the end of each semester (in case of BV. Sc. under VCI system t the end of academic year) which will be totally based on External Examination and Evaluation.

(23.1.2) Examination shall be conducted at the end of the semester on the dates as announced in the calendar.

(23.1.3) Examination shall be of minimum of three hours duration.

(23.1.4) The question papers for such examinations shall consist of about 30% objective type questions, 15% very short answer type questions, 15% short answer type questions and 40% of Essay type questions in order to test the ability of students both objectively and subjectively.

(23.1.5) Student shall be issued admit cards for appearing in the final semester Examination by the External Examination and Evaluation Cell on receipt of duly filled in and certified admit cards from the Deans/Associate Deans of the College. Each student shall be required to deposit prescribed examination fee at the beginning of the semester.

(23.1.6) For re-examination and repeat courses the student shall be required to deposit additional examination fee of Rs. 25/- per paper for each additional course in which he intends to appear. However in one semester a student shall not be permitted to appear in more than four additional courses as re-examination or repeat courses.

(23.1.7) The responsibility to get the External examination managed and conducted and answer books evaluated shall rest with a Cell viz. External Examination and Evaluation Cell in the Office of the Registrar headed by an Officer designated as Controller of Examination or Officer on Special Duty of External Examinations or whatever it may be as decided by the University.

(23.1.8) The External Examination and Evaluation Cell shall maintain a panel of teachers duly approved by V.C. eligible to be appointed as External Examiners from outside this University for different subject and the examiners shall be appointed by the Officer I/C of the External Examination and Evaluation Cell as per convenience and economy.

(23.1.9) The question paper of different courses shall be obtained from the External Examiner in two sets alongwith their answer key. Out of the two sets of question paper, one paper will be selected at the time of examination for conducting the examination.

(23.1.10) Bench mark evaluation of the Answer books will be made at a centralized pace as decided by the University and in continuous sitting for which the Officer-in-Charge, External Examination and Evaluation Cell shall facilitate refreshment, working lunch.*

(23.1.11) The External Examiners shall be paid remuneration of Rs. 500/- for two sets of question papers and their answer key besides postal charges.*

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*Amendment approved by the Academic Council in its 44th meeting held on 23.06.99

(23.1.12) The External Examiners shall be paid an honorarium @ Rs. 3/- per answer book subject to a minimum of Rs. 75/-per course for evaluating the answer books.*

Rate of remuneration payable to External Examiners for question setting and evaluating the answer books shall be subject to revision by the University from time to time.

(22.1.13) Each college in which a particular Degree Programme is being conducted shall be the centre for conduct of in a examination under external system and the Associate Dean-cum-Principal shall act as Centre Superintendent for such examinations. However, in case of absence of Associate Dean-cum-Principal, the next senior most teachers in the College shall act as Centre Superintendent for the examination.*

(22.1.14) All arrangements like seating arrangements and invigilation work of the centre shall be got made by the Associate Dean-cum-Principal of the College in the capacity of Centre Superintendent and adequate number of invigilators shall be provided in each examination hall by the Centre Superintendent to get the examination conducted properly and to eliminate the chances of use of unfair mans in such examinations. However, no remuneration of any type shall be payable for the purpose either to the Associate Dean-cum-Principal of the College working as Centre Superintendent or any of the teacher working as invigilators and it will be obligatory on them to act in such capacity.

(23.2) Examination and Evaluation of practical papers shall be based on the Principle of continuous evaluation of students through class room discussion, problem solving, quiz examinations (of a minimum period of 10 minutes duration), mid term examination (minimum of one hour duration), viva examination and final practical examination.

(23.2.1) Marks for different type of examination shall be allotted by the Instructor of the course concerned Marks for final practical examination including viva voce during the practical shall be provided with a minimum of 60% marks of the total.

(23.2.2) The practical examinations shall be conducted jointly by the course instructor and a teacher nominated by the Chairman of the Department concerned to act as co-examiner for the course. The External Examination will be of 50 marks of which a student must secure 15 marks to pass in the subject except for students admitted according to VCI Regulation in BVC & AH program.*

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*Amendment approved by the Academic Council in its 44th meeting held on 23.06.99

*Amendment approved by the Academic Council and notified vide N. No. 191 dated 6.11.98

*Amendment approved by the Academic Council and notified vide N. No. 185 dated 6.11.98

(23.2.3) **Unfair means in examination**

(i) The concerned Dean of the faculty/Associate Dean of the college in which the student is registered shall be responsible for dealing with all cases of use of unfair means in the semester test and examinations.

(ii) The instructor concerned shall report to the Dean/Associate/Dean through the Chairman/Head of the Department on the day f occurrence of cases of unfair means with full details of the evidence and/or exhibits. An explanation of the student concerned, if possible shall also be submitted.

(iii) The Dean/Associate Dean shall take appropriate action after offering full opportunity to the student for his defense and the penalty may be as indicated below:-

(a) A student found using unfair means during a mid-term test will be debarred from the University for the unexpired portion of the semester and he will deemed to have failed in all the courses during the semester.

(b) A student found using unfair means during quiz or short test will be disqualified an given 'F' grade for the course in that semester.

(c) A student found using unfair means during the final examination may be deemed to have failed in all courses in that semester. He will be debarred from the University during the subsequent semester also.

(d) Repetition of such an offense more than twice during the career of a student may disqualify him from being a student in this University and obtaining the degree of the University.

(e) The term use of unfair means in the examination or attempt to use unfair means in the examination shall denote the items prescribed by the Academic Council from time to time.

(f) The following inter alia shall be deemed to be unfair means:

(i) Talking to another candidate or any person, inside or outside the examination hall, during the examination hrs. without the permission o a member of the supervisory staff.

(ii) Leaving the examination hall without delivering the answer book or continuation sheet, if any, to the Invigilator concerned, and taking away, tearing off or otherwise deposing of the same or any part thereof.

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(iii) Writing on blotting paper or any other piece of paper, a question or anything relating to a question or solving a question on anything excepting the answer book or the continuation sheet supplied to the candidate.

(iv) Using abusive or absence language in the examination hall or writing the same in the answer book.

(v) Making an appeal to the Examiner through the answer book.

(vi) Possession by a candidate or having access to the books, notes, paper or any other material, whether written inscribed or engraved or any other device, which could be of help or assistance to him in answering any part of the question paper.

(vii) Concealing, destroying, disfiguring, rendering, illegible shadowing, running essay with, causing disappearance of or attempting to do any of these things in respect of any book, notes, paper or their material or device, used or attempted to be used for assistance or help in answering a question or a part there of.

(viii) Passing on or attempting to pass on during the examination hours a copy of a questions or a part thereof or the question paper itself or a part thereof,, or solution to a question or a part thereof, to any other candidate or to any other person.

(ix) Smuggling into the examination hall, an answer book or a continuation sheet, or taking out or arranging to send out an answer book or a continuation sheet, or replacing or attempting to get replaced the answer book or continuation sheet during or after the examination with or without the help or connected of any other person connected with the examination or through any other agency whatsoever.

(x) Receiving or attempting to receive with or without the help or connivance of any member of the supervisory or menial staff or any outside agency solution to a question or a part thereof.

(xi) Approaching or influencing directly or indirectly an instructor, tabulator or any other person connected with the University examinations, with the object, directly or indirectly of inducing him to leak out the question paper or any part thereof, or to enhance marks or to favorably evaluate or to change the award in favour of the candidate.

(xii) Undue influence that is to say any direct or indirect interference or attempt thereof on the part of the candidate or of any person on his behalf with the discharge of the duties of a member of the supervisory or inspecting staff of an examination centre before during and after the examination.

Provided that without prejudice to the generality of the provisions of this clause any such person s is referred to therein who abuses, insults, intimidates, assaults, any member of the supervisory or inspecting staff or other candidates or threatens to do so shall be deemed to have interfered with the duties of the supervisory and the inspecting staff within the meaning of this clause.

(xiii) Copying, attempting to copy, taking assistance or help from any book, notes paper or any other material or device r from any other candidates, or facilitating or rendering any assistance to any other candidate to any of these things.

(xiv) Presenting a thesis, dissertation, practical or class-work note book whenever required, not prepared or produced by the candidate himself.

(xv) Arranging or permitting any person, who oever he may be to impersonate for the candidate at the examination.

(xvi) Forging a document or using forged document, knowing it to be forged, in any mater relating to the examination.

(xvii) The Academic Council may declare by resolution any other act or omission or commission to be 'unfair means'

(xviii) Every student shall be required to bring his own examination material, such as set squares, scales and the like, as he shall not be permitted to borrow any of these materials from fellow students in the examination hall.

(xix) If any student is found to have used or attempted to use 'unfair means' in any examination, his answer book shall be seized by the investigator/instructor forthwith. The student may, however, be permitted to answer the remaining part of the question paper but on a separate answer book

(xx) Superintendent (Examination Hall/Instructor shall submit a detailed report alongwith the answer book (s) of the student and other related material(s), I any, to the Dean Concerned immediately after the examination is over.

(xxi) A written statement of the student found to use or attempted to use 'unfair means' in the examination shall be obtained by Superintendent (Examination Hall)/Instructor and be forwarded with his report, alongwith other material(s) found with the student which should be signed by the student concerned in token of the same having been recovered from his possession.

(xxii) In case a student refuses to give a statement he shall not be forced to do so but the fact or refusal be recorded by the Superintendent (Examination Hall)/Instructor in the report.

(23.3) **Evaluation of Theory papers**

(23.3.1) Evaluation of answer books of the theory papers shall be got done by bench mark evaluation system.

(23.3.2) The External Examiners after evaluating the answer books shall submit the marks folio in a sealed cover preferably in an envelope if provided for the purpose to the Officer I/C, EE&C. The marks folio should invariably be written in win handwriting of the External Examiners n duly signed.

(23.3.3) Similarly the marks folio in respect of the practical papers shall be prepared by the Instructors concerned and shall be duly signed by him as well as his co-examiner as nominated by the Chairman of the Department and send to the Officer I/C, EE&EC in a sealed cover preferably in the envelop if provided for the purpose.

24. GRADING, TABULATION AND PUBLICATION OF RESULTS

(24.1) Tabulation of semester results shall be done by two tabulators and one supervisor (non-teaching staff of the office of the Registrar)

appointed for the purpose by the O/C, EE&EC, Final Semester result shall be tabulated by teachers tabulators appointed for the purpose by the O/C, EE&EC. However, in case of non-availability of teachers tabulator s the tabulation work in the final semester may also be got done with the help of staff members working in the Office of the Registrar.*

(24.1.2) The rate of tabulation work shall be Rs. 50/-per unit per head. However, for final semester results the rate shall be Rs 10/-per student to a minimum of Rs. 250/-per programme to be shared equally by the tabulators.*

(24.1.3) The tabulators shall be handed over the marks received from the External Examiners as well as the Internal Examiners i.e. for theory papers and practical papers.

(i) The tabulators shall first convert the marks into grads under 10 point scale. Marks obtained by a student out of 100 shall be divided by 10 which will represent the grade awarded to the student. The grade shall be calculated up to one digit after the decimal.

(ii) Grade so arrived at shall be converted into grade point by multiplying the grade by the credit hours allotted to the course. It will also be calculated upto one digit after decimal point.

(iii) GPA:-After entering the grade and calculating the grade point for different subjects on the tabulation sheet the tabulators shall be required to calculate the grade point average of individual students for a particular semester. It will be done by adding the grade points of all the subjects in which the student appeared in the examination and dividing the same by a sum total of the credit hours if all the courses studied by the student during the semester. GPA shall be calculated upto two digits after the decimal.

(iv) OGPA:- The tabulators then shall be required to calculate the OGPA of individual students to finalize the semester results. The OGPA shall be calculated in the following manner:-

Sum total of grade points earned by the student till the semester for which result has to be compiled shall be divided by the sum total of the credit hours of courses which the student has studied till the end of that semester. The OGPA shall be calculated upto third digit after the decimal point.

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(24.2) **Publication of Results**

(24.2.1) After compiling the result in the manner indicated above on the form prescribed for he purpose both the tabulators shall sign the compiled semester results and put up the same to the Officer I/C, External Examination and Evaluation Cell who in turn will check it and publish it. Such results shall have to be prepared in triplicate out of which one copy shall be sent to the college concerned, another copy shall be sent to the Examination Section maintaining the academic records of the students and third copy shall be maintained in the External Examination and Evaluation Cell for future records.

(24.2.2) On the basis of the semester result compiled and published by the External Examination and Evaluation Cell the Examination Section in the office of the Registrar shall prepare and issue semester report in respect of each individual student.

(24.2.3) The final result of a Degree Progamme shall also be compiled in the same manner by the tabulators. After compiling the semester results of the final semester of a programme it shall be submitted to the Officer I/C. External Examination and Evaluation Cell duly signed by both the tabulators who in turn will put up the same to the Registrar for getting the tabulators who in turn will put up the same to the Registrar for getting the final results of the progamme duly vetted by the Dean concerned and approve by the Vice-Chancellor for publication.

(24.2.4) After obtaining the approval of the Vice-Chancellor final results shall be published, declaring the student to have successfully completed the requirement for the award of a particular Degree.

(24.2.5) The result so published shall be placed before the Academic Council for final approval and the successful candidates shall be conferred with the Degree after approval of the Academic Council only.

(24.3.1) **Significance of O.G.P.A.**

8.5 and above	1st class with Distinction
7.5 to 8. 499	1st class
6.0 to 7.499	2nd class
5.0 to 5.999	3rd class

(24.3.2) Other grading

F	Fail (G.P. below 5.0)
S	Satisfactory
US	Unsatisfactory
	Incomplete when the student completes the student completes the attendance requirement but fails to appear in the final examination.
W	In case courses are withdrawn

(24.3.3) NC In case the course is non credit. Pass marks for individual papers both theory and practical shall be 50% of the total marks allotted to the subject for passing a particular degree programme. The student shall be required to obtain a minimum of OGPA of 5.000 which will be equivalent to 50% of the marks in aggregate.

(24.3.4) After publication of semester results if a student is not satisfied with his marks and wants to get the marks re-totaled, he can pray for the same with a fee of Rs. 50/- per course within one month from the date of publication of semester results. On receipt of the request with required fee the External Examination and Evaluation cell shall get the marks obtained by the student in the answer books re-totaled and if any discrepancy is detected corrected marks shall be communicated to the Examination Section for correction of marks of the student in the semester report issued by the Examination Section of the office of the Registrar.

(24.3.5) **Correction of Internal grade**:- Where an Instructor finds that he has made a mistake in reporting the grade achieved by a student, he shall immediately bring it to the notice of the concerned Dean/Associate Dean through the Head of the Department giving reasons. The Dean/assoc. Dean after gaining through all the documents and satisfying himself that there has been a genuine mistake shall write to the Registrar explaining the circumstances and mentioning the correct grade. The Registrar shall accordingly, issue a revise semester report. Such corrections shall normally be reported to the Registrar within 30 days of the declaration of the result.

25. ISSUE OF TRANSCRIPT AND PROVISIONAL DEGREE CERTIFICATE

(25.1) After publication of final result of particular Degree programme the successful candidates shall be issued transcript containing details of academic attainment of the student semester-wise alongwith final OGPA and class or decision as required on payment of prescribed fee under the signature of the Registrar. Such Transcript shall be issued on specific recommendation of the Dean/Associate Dean of the College who in turn recommend for the issue of such certificates after being satisfied that there is nothing due against the student and he has vacated the hostel.

(25.2) A provisional Degree Certificate in the form prescribes shall also be issued to the student on payment of prescribed fee under the signature of the Registrar. This certificate shall also be issued on a specific recommendation of the Dean/Associate Dean of the College in the manner as prescribed above.

26. **ISSUE OF ORIGINAL DEGREE CERTIFICATE**

(26.1) The candidates so declared successful for the award of a particular Degree and approved by the Academic Council shall be admitted to the said degree and issued the Degree Certificate in an annual convocation organized by the University each year. Such original Degree Certificate shall be both in Hindi and in English on the same format as prescribed and will be signed jointly by the Registrar with the Vice-Chancellor.

(26.2) In case, however, annual convocation is not held due to one or the other reason the 3rd of December of every year which happens to be the Foundation Day of this University shall be treated as deemed date of convocation and the students declared to have completed the requirement for the award of any Degree till 30th of November of the preceding year shall be issued original Degree Certificate bearing the said date as the date of admission to the said Degree.

(26.3) Annual Convocation shall be held as and when possible as per procedure prescribed in the Act and Statutes.

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27. **Miscellaneous**

(27.1) The course of study and the graduation requirements for each batch students for bachelor's Degree shall be prepared by the Board of Studies/ faculties, at least three months in advance of the date of commencement of the semester in which the batch is to be admitted and shall be made available to the students at the time of their admission. The courses so prescribed and their requirements shall be applicable to the under-graduate students for the total duration of the course unless otherwise modified by the Academic Council under special circumstances to be specified.

(27.1.1) No Department shall introduce any change in the credits and catalogue description for the individual course (s) without such of changes being approved by the Course Committee, Board of Studies and Academic Council.

(27.1.2) All the new courses which are intended to be offered from the coming academic year shall have to be first approved by the Course Committee, Board of Studies and the Academic Council.

(27.1.3.) Before starting any new course, the Head of the Department concerned shall ensure that sufficient laboratory, library and staff faculties are available.

(27.2) All courses which an under graduate student has credited in a constituent college of the University will be shown in his permanent record and transcription alongwith the number of credit hours and the grade for each course.

(27.3) For the purpose of the degree requirement only those courses may be counted that:

(27.3.1) have been specified as "Core" or required courses by the Faculty concerned.

(27.3.2) meet the requirements of the elective programme of the faculty and

(27.3.3) have been credited by the student in addition to the course under (25.2) and 25.3) above provided such additional courses were taken up in consultation with his Advisor and with prior approval of the Chairman/ Head of the Department/ Associate Dean/ Dean.

(27.4) A course or a group of courses can be replaced, reorganized, deleted or substituted by another course or a group of courses with effect from certain session/ semester. The Vice-Chancellor, on the recommendations of the Advisor, Head of the Department, Course Committee, the Deans and the Director, Resident Instruction may permit substitutions of course (s) in place of the course (s) discontinued, which formed part of the graduation requirement of certain students of earlier batches who might not have completed the course (s). In such cases, the graduation requirements of earlier batches in respect of the individual students, who could not complete all the courses prior to the date with effect from the earlier course (s) is/ are discontinued or substituted shall stand modified to that extent.

(27.5) In order to ensure that the requirements for the award of a degree have been duly completed by a student, the Registrar shall keep a record of the courses completed by the student.

(27.5.1) In all matters relating to admission and the operation of semester system, the Registrar shall, ordinarily, act in accordance with the recommendations of the Selection Committees, or the Dean of the Faculty concerned. Wherever, he does not agree with the recommendations, he shall refer the matter to the Vice-Chancellor whose direction shall be final.

(27.6) Any matter not covered by these regulations shall be referred to the Academic Council for decision.

(27.7) **Educational tour**

Under-graduate students Education Tour, although not an essential graduation requirement, if undertaken, should not be more than twice in the entire period of the degree programme and be undertaken in the semester breaks during the last two Academic Years of the programme.

28. **Award of Scholarship, Bursaries, Assistantship etc.**

(28.1) Financial help to students:- For the prospective student's of various faculties in this University, scholarships, freeships, assistantship, etc. shall be available as decided by the Academic Council and the Board of Management from time to time.

(28.2) **General regulations for the award of financial help**

(28.2.1) Scholarship, freeship etc. except merit scholarship, will be available to students who are residents of the State and have taken admission in the beginning of the academic session for the particular year.

(28.2.2) Merit scholarship will be awarded purely on merit irrespective the income of the parent of guardian.

(28.2.3) In case of Merit-cum-Means scholarship, which will also be confined to the residents of the state, the annual income of the guardian must not exceed Rs. 15,000/- (Fifteen thousand) only.

Note:- Income of parent/guardian must be certified by a Block Development Officer, Circle Officer or a Gazetted officer not below the rank of a Deputy Collector and not related to the candidate.

(28.2.4) The continuance of financial help shall be strictly dependent upon the maintenance of a good record of merit, conduct, behavior and attendance. The merit in this case will mean securing an OGPA of 7.000 or above out of 10.000 in each semester with full prescribed course load without any 'F' grade, or dropping of course or a semester.

(28.3.5) Financial assistance withdrawn due to ineligibility of the previous awardees during the academic year shall be offered to the next non-recipient student, in order of merit on the waiting list, subject to his fulfilling the criteria of its continuance for the unexpired period of the academic session.

(28.3.6) For the first award to the 1st year students, merit will be judged on the basis of marks secured in the 1st semester examination and will be granted with retrospective effect from the beginning of the said semester and tenable till the end of 2nd semester.

Subsequent award of merit scholarship would be made on basis of merit of the candidate during each semester completed determined on the basis of the O.G.P.A.

A student having less than 7.000 O.G.P.A. out of 10.000 with/without and 'F' grade and dropping a course or a semester shall not be eligible for consideration of financial help.

(28.3.7) No student shall be eligible to receive more than one financial assistance at a time.

(28.3.8) A Committee of staff members of the University will recommend awards of scholarship, etc. other than those controlled by outside

agencies such as I.C.A.R., F.C.T.L., CSIR etc. At the College level this committee shall consist of the Principal/Associate Dean and two senior Professor of the College and the Warden of the Hostel. At the University level this committee will comprise Dean of the various Faculties, the Director of Resident Instruction, Research, Student's Welfare and the Registrar.

(28.3.9) If the holder of a scholarship (other than college scholarship) transferred to another college under the University, the scholarship shall stand transferred with him.

(28.3.10) The first and subsequent awardees of the scholarship in case undergraduate students shall be on college basis.

(28.3.11) The merit-cum-means scholarship shall be of two categories viz. (i) General (un-reserved) and (ii) Reserved. The scholarship under reserved category will be for students belonging to S.T, S.C., B.C.-I and it classes in order of preference. The scholarship for the unreserved category shall be awarded among the candidates of both un-reserved and reserved classes on the properties of their strength in the class. This proportion shall take into account the number of candidates booked in reserved category also.

(28.3.12) For students who qualify on the poverty list the award scholarship will be on the basis of merit.

(28.3.13) A student's fund I each college shall be operated as per stipulation of the U.G.C. for the said purpose.

29. Hostel Rules:

(29.1) General: The University hostels shall be open to regular students on the rolls of the constituent colleges. Students who are unable to get accommodation in the hostel ust stay with their parents or guardians.

(29.1.1) Every boarder must have with him a copy of the rules, he must familiarize himself with these rules and must observe the same Ignorance of the rules will not be considered as excuse.

(29.1.2) In granting character certificates to the boarders, the opinion the Warden of College hostel will be given weightage. The Warden will exercise general supervision and control over the hostels through the Superintendent of the hostel.

(29.1.3) Boarders must look up the Hostel Notice Board twice a day, sometimes important notices are put up there.

(29.1.4) No boarder should see the Associate Dean for ordinary affairs Hostel prefects or Hostel Superintendent are the right persons to be approached for such matters.

(29.1.5) All cases of illness should be reported to the Hostel Superintendent concerned and to the University Medical Officer.

(29.1.6) No student shall keep any fire-arm, lethal weapon, poison or intoxicant of any kind in the hostel. Any infringement of this rule will entail expulsion of the student.

(29.1.7) Any meeting to be held in the hostel premises will need to have prior approval of the Associate Dean concerned or the Warden of the college hostel.

(29.1.8) The students shall make proper use of common-room, the newspapers and journals and the articles required for all indoor games. Hours during which the common-room shall remain open will be as fixed by the Hostel Superintendent from time to time. The common-room Secretary and Joint Secretary will be responsible for running the common-room.

(29.1.9) While visiting the dining hall, the common-room and the canteen, students must be properly dressed.

(29.1.10) In each wing of the hostel a senior student of good standing shall be appointed as a perfect for the Wing, who will assist the Hostel Superintendent in the administrative of hostel affairs.

(29.1.11) Boarders shall contribute Rs. 25/- in one lump sum towards hostel fund for the full academic year. The amount will be collected by the office of the respective Associate Dean along with fee for the semester. The fund will be utilized and controlled by the Associate Dean concerned.

(29.1.12) Each student will pay Rs. 20/- per semester towards the common-room fund. The amount shall be collected alongwith other fees by office of the Associate Dean concerned who will operate the fund.

(29.1.13) The Associate Dean concerned will have the authority to make purchase out of the amount collected from the students as at 28.1.11 and 28.1.12 above for the following purpose.

(29.2) Purchase of newspaper, magazine, indoor games and prize for hostel competitions, registers, rubber stamp etc.

(29.3) Purchase of Radio set/ TV, its repair, hostel function and festivals or any other miscellaneous expenditure which the hostel Warden may deem fit to incur in consultation with the Secretary/ Joint Secretary of the common-room.

(29.3.1) Amendment to these rules can be made by the committee consisting of the Warden of college Hostel, Hostel Superintendent, Secretary/ Joint Secretary of common-room subject to approval of the Dean/ Associate Dean concerned.

(29.3.2) The Associate Dean concerned, on the advice of a committee appointed by him, will be competent to declare an article purchased out of the hostel fund, as unserviceable and authorize its write off and/or auction.

(29.3.3) All the boarders shall vacate the hostel rooms before they leave for the summer vacation. All hostel articles issued to the students should be returned to the Hostel Clerk before the students vacate their rooms. They will be held responsible for loss, if any and will be liable to make good the loss.

(29.4) **Allotment**

(29.4.1) Primarily the merit & seniority will be taken into consideration at the time of allotment of cubicles as well as dormitories.

(29.4.2) Students must be personally present at the time of allotment of rooms. Rooms to be allotted will be specified immediately before an allotment is made.

(29.4.3) Room-mates in dormitories shall preferably be students of the same class. The rules, however, does not apply to real brothers and first cousins.

(29.5) No boarder is allowed to change his room without permission of Hostel Superintendent. Change of room will, ordinarily, be permitted only after the general allotment has been made.

(29.6) **Furniture and equipment:**

(29.6.1) Every boarder will be provided with a chair a table and a cot and will be responsible for their proper upkeep and maintenance. In no case, the furniture are to be shifted from one room to another. The boarder will ensure that no damage is done to the hostel property entrusted to him. Repair charges for any furniture damaged, intentionally or through negligence, are to be done by the boarder concerned.

(29.6.2) Removal of electrical fitting and cost from the room is prohibited.

(29.7) **Withdrawal and removal from the University Hostel:**

(i) After the general allotment, application for withdrawal from the hostel shall be entertained only after it shall be countersigned by the parent/ guardian of the student and submitted to the Principal/ Associate Dean concerned through the Hostel Superintendent and the warden. Such an application shall be entertained only after hostel dues have been cleared.

(29.7.2) Even if the boarder has actually vacated his room, he will be liable to pay all the hostel dues and fines, if any, standing against his name up to the day he continues to be on the rolls.

(29.7.3) In the case of final year students, the Associate Dean of the College concerned will either himself recover from them the outstanding dues after adjusting the caution money or report the matter to the concerned Dean under intimation to the Registrar to withhold the result of such defaulting students till the balance of the outstanding dues has been cleared by them. If a student leaves the University before his final examination, he shall not be paid back the security money pending clearance from the Hostel Warden.

(29.7.4) No boarder shall leave the hostel without personally handing over the charge of the room to the clerk concerned, Losses, if any, will be made good by him.

(29.8) **Leave Rules:**

(i) Leave granted for absence from the college will not mean leave for absence from the hostel. Leave for absence from the hostel for one or more nights must have the approval of the Hostel Superintendent.

(29.8.2) Students absenting themselves from the hostel without prior sanction of leave by the Hostel Superintendent will be punished.

(29.8.3) Night Roll Call : (i) Night roll call will be taken by the Block prefect at 09:00 P.M. in winter and 10:00 P.M. in summer. Every boarder must be present in his room at the time of roll call.

(29.8.4) A student absenting at the time of roll call is liable to a fine upto Rs. 100/-. The list of absentees and fines imposed on them will be put up on the notice board at the end of each month.

(29.8.5) After the roll call, no student is allowed to leave the hostel. However, in a case of emergency, he must inform the Prefect of his block who, in turn will inform the Hostel Superintendent next morning. The Hostel Superintendent, if he so likes, will verify the cause of his leavings the hostel and shall report to the Warden.

(29.8.6) Absence from the hostel for the whole night without prior permission of the Superintendent will be considered an act of gross indiscipline and misconduct and will call for heavy punishment. Such cases must be brought to the notice of the Associate Dean concerned by the Warden.

(29.9) **Guests:**

(29.9.1) Guests are not, ordinarily, permitted to stay in the hostel except in the case of father/ brother, provided he comes at an odd hour, the name relationship of the quest so allowed will be entered in the guest register kept in the hostel.

(29.9.2) Lady guests are not permitted in any case to visit the room and stay in the hostel meant for boys.

(29.9.3) A boarder keeping guest without permission will be liable to be punished.

(29.10) **Light**

(29.10.1) Lights must be switched off when not in use. Use of electric bulbs upto 60 watts only is allowed in the rooms.

(29.10.2) Use of electric heaters, electric rod and other similar electric appliance is prohibited.

(29.10.3) Use of electric fans is allowed during summer months with prior permission of the Hostel Superintendent. If a fan is used, extra charges for consumption of energy will be levied according to the prescribed rates. If a fan is installed before the 15^{th} of a month, full

charge for the month will be realized.

(29.10.4) A student using electric fan without permission shall be liable to fine ad charges for the full session i.e. six month.

(29.10.5) Boarders are warned against tempering with electric installations. For all electric repairs the authorized electrician should be called in.

(29.11) **Discipline and complaints**

(29.11.1) Students are expected to maintain perfect discipline and desired academic atmosphere in the hostel.

(29.11.2) All kind of shouting, hooting, violent knocking or any other act or movement or behaviour likely to cause disturbance to inmates are strictly prohibited. Ragging of any type will be dealt with severely and may result in expulsion from the University.

(29.11.3) Maltreating or causing the hostel employees and canteen staff is strictly prohibited. In case of a complaint against them a report should be made in writing to the Hostel Superintendent.

(29.11.4) Dealings, in general and specially with fellow students should be courteous and polite. Students must not take law into their own hands, but must report all quarrels and disputes not amicably settled, to the Hostel Superintendent.

(29.11.5) A boarder found guilty of having committed a breach of rules shall be liable to appropriate punishment by the Associate Dean/ Dean and the DSW or by the Warden on report from Hostel Superintendent. The Associate Dean/ Dean and the DSW may impose any of the following punishment on such a boarder.

(29.11.6) Warning (simple or severe)

(29.11.7) Fine upto Rs. 250/-.

(29.11.8) Expulsion from the hostel

(29.11.9) The Warden of a hostel may impose any of the following punishment on such boarders under his charge -

(29.11.10) Warning (simple or severe)

(29.11.11) Fine upto Rs. 150/-.

(29.11.12) All actions leading to punishment will be recorded in the personal file of the student and communicated to his guardian.

(29.12) **Lawns and cleanliness**

(29.12.1) Students are expected to show a sense of responsibility in the maintenance of hedges, lawns and the hostel landscape. They should avoid crossing the lawns and trampling or damaging the hedge, Plucking of flowers without permission of the Hostel Superintendent will be regarded as a misdemeanor.

(29.12.2) Cycling in lawns, verandah, corridor, roof etc. is prohibited.

(29.12.3) Wash-basin should not be blocked with any extraneous material. It should be kept clean and should only be used for washing purposes.

29.12.4. Splitting at all places should be avoided. Walls, furniture and doors should not be disfigured with pencil, chalk or color marks.

29.12.5. For proper functioning of the sanitary lavatories following instructions must be followed-

29.12.6. Pull the chain gently after use. The cistern will work satisfactorily only when full. Once emptied it takes a few minutes to get filled up.

29.12.7. To avoid blockage, please do not throw 'datuan' papers, etc. in it.

Discipline

30.1. General : Associate Dean/ Dean of the Faculty shall be responsible for the maintenance of discipline among students in their colleges, hostels, playgrounds and any other part of the campuses also among the students going outside the campus in connection with the work of the University.

30.2. There shall be a Disciplinary Committee in each College campus and University level consisting of the following members:-

30.2.1. **University level committee**

(a)	An Officer of the University to be nominate by the Vice-Chancellor	–	Chairman
(b)	All Deans and Director	–	Member
(c)	Director, Student's Welfare	–	Convener

30.2.2. **Campus committee**

(a)	Principal/ Associate Dean of the College	–	Chairman
(b)	Three University Professor-cum-Heads of Departments shall rotate annually as per alphabetical orders of the University Departments, provided that in colleges where there are no University professors, the membership will rotate among the College Heads of Department on the same basis	–	Members
(c)	Where there is more than one college at an University campus, the Principal of the other College shall also be a member	–	Member
(d)	Warden of Hostels	–	Member-Secy

30.3. For minor offenses, black marks should be awarded and a record in this regard maintained. A student who is given more than 5 black marks is liable to fine or other suitable punishment as follows:

30.3.1. Suspension for not more than one semester

30.3.2. Rustication of student till the end of the session.

30.3.3. Expulsion for one or more academic session.

In the case of 29.3.2. and 29.3.3., a report should be sent to the Vice-Chancellor, who may examine the enquiry report, and if considered necessary, the student may be asked to seek admission in another college.

30.4. **Organized acts of indiscipline:** Any act of indiscipline when indulge in by a large number of student intended or calculated to cause dislocation in the normal working of any institution, department or section of the University, or to adversely affect the reputation of the University, or lowering of standards or excellence in any of activity of the University, shall be deemed as constituting an organized act of indiscipline.

30.5. **Act of indiscipline :** The following shall constitute acts of indiscipline:

30.5.1. Keeping or using any fire-arm lethal weapon, knife with blade of more than four inch length, in the room or outside.

30.5.2. Keeping or using intoxicants in any form.

30.5.3. Gambling in any form.

30.5.4. Ragging, bullying or harassing of students.

30.5.5. Demonstration in any form including processions and unauthorized meetings.

30.5.6. Strike or hunger strike.

30.5.7. Boycotting of any University function, programme of activity.

30.5.8. Abusing

30.5.9. Recourse to violence, assault, intimidation, rioting.

30.5.10. Showing or causing to show any disrespect to a teacher or staff member of the University.

30.5.11. Incitement to commit any act of indiscipline.

30.5.12. Any breach of law of the country or the State or the Statutes, regulations or Rule of the University or orders of a competent authority.

30.5.13. Disturbing other students in their studies.

30.5.14. Damaging any University property.

30.5.15. Disorderly behavior in any form.

30.5.16. Attending or organizing meetings in hostel or college premises, other than those authorized by the Warden/ Principal and participation in such meetings.

30.5.17. Displaying notices, leaflets, or posters, not signed or countersigned by the Warden or other University officers authorized by the Vice-Chancellor, at the hostel and University notice boards or other places or distributing such notices or leaflets.

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30.5.18. Any act specifically forbidden by the Vice-Chancellor, dean, Associate Dean, Warden, Superintendent, Director Student's Welfare, or any other of the University competent to pass such an order.

30.5.19. Any other act intended or calculated to cause inconvenience annoyance, injury or damage to any other inmate of the hostel employee of the University or a resident of the campus, or guest and visitors to the University.

30.6. **Grading, for Conduct and Discipline**

30.6.1. Each student shall be graded in respect of discipline by the Superintendent of the Hostel, in consultation with the Advisor of the student concerned, at the end of each semester in the following categories:-

30.6.2.

A	Exemplary
B	Good
C	Fair
D	Bad

30.6.3. The grades in conduct and discipline in respect of each student shall be forwarded to the Principal, with a copy to the Registrar, at the end of each Semester, by the Superintendent of the Hostel concerned, through the Warden, who may revise the grade for reasons to be recorded in writing.

30.6.4. The student who secures 'D' grade in conduct and discipline in any Semester shall be placed on conduct probation.

30.6.5 The numerical value of the grade (s) as for other courses, earned in conduct and discipline in each Semester, shall be averaged and on this basis the finale grade for conduct and discipline worked out and it shall be shown in the transcript of the student concerned.

30.7. **Powers of the Vice-Chancellor for awarding punishment for breach of discipline:** Apart from the punishment prescribed under regulation 3030 any of the following punishment may be imposed by the Vice-Chancellor upon any student after such enquiry as he may deem fit.

30.7.1. Monetary fine without any limit.

30.7.1. **Conduct probation:** This will consist of placing the student on conduct probation with a warning that one or more serious incident might lead to his dismissal from the University. The warning shall be noted on the inmate's permanent record and shall go with his transcript so long he is on such probation, but will not go on outgoing transcript if he completes the period of probation without any further punishment, the inmate will be removed from such probation by the end of Semester on satisfactory report of his conduct and certification by his Advisor/ Warden.

30.7.2 **Reprimand on Record:** This will consist of warning to be recorded in the student's personal file.

30.7.3. **Suspended Dismissal:** The student shall be dismissed from the University for a specific Semester (s) but the dismissal shall be held in abeyance till the end of the Semester to enable the student to complete the Semester. This fact shall be entered in the permanent card and shall go out on transcript of the student till he is re-admitted. In case, however, the transcript is issued after re-admission the same should not be interred in the outgoing transcript.

30.7.4. **Temporary Dismissal :** The student shall be dismissed from the University for a specific Semester (s) and required to leave the University immediately. This shall be entered in the permanent record card and shall also go out in the transcript of the student if the same is issued during the period of temporary dismissal. It shall, however, not mentioned in the outgoing transcript in case the transcript is issued after re-admission.

30.7.5. **Permanent dismissal from the University :** The punishment shall be entered in the permanent record card and transcript of the student and he shall be debarred from re-admission to the University.

30.7.6. **Rustication:** The punishment shall be entered in the permanent record card and transcript of the student and he shall be debarred from admission to this University as well as other Universities. In all such cases, the names, of the rusticated student (s) would be circulated to other Universities.

30.7.7. **Additional Measures in case of Organized indiscipline:** Apart from any punishment that may be imposed by the competent authority under these regulations for any act of indiscipline, in case of organized indiscipline any of the following measures may be taken by the Vice-Chancellor or, on being authorized by him, the Principal of the College.

30.8. Closure of the Institution sine-die with or without prescribing a minimum period or for a specific period.

30.8.1. Cancellation of Semester

30.8.2. Suspension or cancellation of any academic programme for any category of students.

30.8.3. Vacation of the hostel by closure of the hostel for the institution as whole or any particular group or category of students. In all such cases, the students shall vacate the hostel within the prescribed time-limit, failing which they may forcibly evicted and/ or otherwise suitably punished for disobedience of orders.

30.8.4. **Suspension pending conclusion of the Enquiry:** The Vice-Chancellor may, in his discretion, suspend any student pending the conclusion of enquiry against him (student).

30.9. Power of principal of Colleges for imposing punishment for breach of discipline. The Principal of the College may award any of the following punishment:

30.9.1. Monetary fine upto Rs. 500-.

30.9.2. Conduct probation.

30.9.3. Reprimand on record.

30.9.4. Suspension pending enquiry.

30.10. **Power of the Warden to impose punishment for breach of discipline:** Warden may impose a fine upto Rs. 250/- at a time or give warning to be noted on the student's record.

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