REGULATIONS ON ACADEMIC MATTERS

(Amended version)

(Adopted by the Academic Council vide Resolution No. AC.01/2006/1/8 dt.15.06.2006 and approved by the Board of Management vide Resolution No. B.47/2006/2/3.12 dt. 28.06.2006)

(Amendment incorporated till the 30th meeting of the Academic Council held on 16th November, 2017 and adopted by the BoM Resolution No. B.85/2017/5 /1.3 dated 20.12.2017)

IndiaCode

TEZPUR UNIVERSITY
Napaam, Tezpur 784028

CHAPTER - I

INTRODUCTION

1.01 General

1.01.01 Title: This document shall be called the "***Tezpur University Regulations on Academic Matters (Amendment 2006)***", hereinafter referred to as Regulations. It embodies regulations relating to the various degree/ diploma/ certificate programmes offered in the different schools of Tezpur University.

IndiaCode

1.01.02 Date of enforcement: These Regulations shall come into force with effect from the academic session 2006-2007.

1.01.03 Extent of application: These Regulations shall apply to students seeking admission and admitted to the degree/ diploma/ certificate programmes 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 Regulation for extra-ordinary situation: Any matter which is not covered by the provisions of the clauses of the Regulations or is beyond the purview of the Regulations may be considered by the Academic Council depending on the merit of the cases and for any case which may be referred to the Academic Council by the Registrar/Controller of Examinations.

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

1.01.07 Provision of guidelines and forms: In order to specify modalities of implementing these regulations, a set of guidelines shall be formulated specifying the relevant clause of the regulations. The set of guidelines shall form a part of these regulations.

1.02 Definitions

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 if need be.

1.02.02 Semester: A semester shall be of minimum 65 instructional days excluding the days required for holding examinations. The first semester of an academic year shall ordinarily extend from the month of July to December (Autumn Semester) and the second semester shall extend from the month of January to June (Spring Semester) each year.

IndiaCode

1.02.03 Course: A course is a unit of instruction or segment of a subject area under any discipline. Each programme shall comprise of a set of courses.

1.02.04 Academic Programme : An Academic Programme, or simply, a Programme shall comprise of a set of Courses. Completion of the set of courses by a student prescribed for a course shall lead to the award of a Degree, Diploma or a Certificate to the student concerned.

1.02.05 Credit: Each course offered shall carry a specified credit depending upon the quantum of work involved in the course. A one Credit course shall imply the quantum of work done corresponding to 1 hour of theory class or 2 hours of laboratory/ field work or 4 hours of research every week for 13 weeks during a semester in the course. One Credit for a seminar course shall be the quantum of work done in a semester for presentation of a seminar of 1 (one) hour duration.

1.02.06 Credits Earned: The total credits earned by a student during a programme is the sum of the credits specified for the courses completed by the student securing pass grades.

1.02.07 Credit Requirement: Each degree programme shall have a minimum specified credit requirement. The minimum credit requirements shall also be specified separately for different categories of courses, e.g. ***Core Course, Elective Course*** etc. A student will need to earn the minimum specified credit(s) for each category of courses to be eligible for the award of the degree/diploma/ certificate.

1.02.08 Core Course: Core courses shall consist of those courses which a student must take as compulsory requirement for a particular programme in which the student is enrolled.

1.02.09 Specialization Elective: Specialization Electives are courses of specialized nature under the various specializations offered in a programme in the University. A student enrolled in the programme may choose to register from the set of such courses offered to satisfy the requirements for the specialization chosen by him/ her for the programme.

IndiaCode

1.02.10 Departmental Elective: Departmental Electives are elective courses offered by the department running the programme. A student enrolled in the programme may choose courses from the set offered as per the requirements of the programme.

1.02.11 Open Elective: Open Electives are courses offered in the University from disciplines not directly related to the programme. The students of a programme are allowed to register for some such courses to enable them to widen their breadth of knowledge/ skills.

1.02.11.1 Add on Course: It is a special category of ***Open Elective.*** A student in a PG programme in the University is allowed to register for one *Add on* course during the programme.

1.02.12 Credit Course: These are Core or Elective Courses that are registered by a student during a semester to be taken into account for the credits earned by him/ her.

1.02.13 Audit Course: A student may take some courses which he/ she does not want to include in the list of courses that are to be taken into account for the credits earned by him/ her. Such courses are registered as Audit (non-

credit) courses. The grades earned in the audit courses do not affect the performance score of the student.

1.02.14 Major Discipline: Major discipline is the discipline of the Degree Programme in which a student is enrolled.

1.02.15 Supporting Discipline: Supporting discipline(s) are those in which a student shall take courses besides courses of the major discipline as recommended by the Counseling/Advisory Committee as part of studies for the programme. The nature and content of the courses shall be such that these will support the students' major field of studies and/or research work.

1.02.16 Pre requisite Course(s): It is the set of courses which a student must undergo to acquire the necessary background knowledge for registering for a given course. Normally a student will earn credit for such course. But if a Post Graduate student is to undergo any undergraduate course as a pre-requisite he will not earn any credit for this course. The student shall have to earn an 'S'(satistactory) grade in the course.

IndiaCode

1.02.17 Foundation Course(s): The foundation course(s) are those that are not considered part of a programme but are required to be taken by a section of the students of the programme as they have a deficiency in the background knowledge/skill required for undergoing the programme. The students shall not earn any credit for such courses but he/ she will need to earn an *S* (Satisfactory) grade for the course(s). The ***Foundation Course*** requirements of a student shall be decided by the ***Departmental Advisory Committee*** (refer clause 3.01).

1.02.18 Letter Grades & Grade Point: A Letter Grade signifies the level of standard of qualitative/quantitative academic achievement, which a student attains in a particular course/research work. Each of the letter grades shall represent a Grade Point as tabulated below. The letter grades ***A+*** **to** ***D*** shall be considered as ***Pass grades*** and ***F*** shall be considered as ***Fail grade***.

(A) Effective for the batch of students admitted prior to Autumn semester, 2015

Letter Grade	Grade Point	Description
A+	10	Outstanding
A	9	Excellent
B+	8	Commendable
B	7	Very Good
C+	6	Good
C	5	Average
D	4	Marginal
F	0	Poor

indiaCode

(B) Effective for the batch of students admitted in Autumn semester, 2015 onwards

Letter Grade	Grade Point	Description
O	10	Outstanding
A+	9	Excellent
A	8	Very Good
B+	7	Good
B	6	Above average
C	5	Average
p	4	Pass
F	0	fail
Ab	0	Absent

In addition there shall be other grades as stated below:

Letter Grade	Status	Remarks/ Context
I	**Incomplete**	**Letter grade assigned in case any evaluation component remains to be completed due to an extraordinary situation faced by the student. This grade must be converted to any of the regular grades above within the first month of beginning of the following semester by the completing the remaining evaluation component(s).**
X	**Extended Project**	**Letter grade assigned in case a project work remains incomplete and the work is extended to the following semester.**
S	**Satisfactory**	**Letter grade assigned for successful completion of a Foundation/ Audit Course.**
U	**Unsatisfactory**	**Letter grade assigned for being unsuccessful in a Foundation/ Audit Course.**
W	**Withdraw**	**(i) Letter grade assigned if a student withdraws from a course after the last date for withdrawal of courses (ii) is deficient in attendance.**

IndiaCode

1.02.19 Semester Grade Point Average (SGPA): It is the weighted average of grade points secured by the student in the credit courses taken by him and is given by the expression-

$$SGPA = (1/Ct) \sum_{i=1}^{n} Ci\, Gi,$$

where n is the number of credit courses registered and passed by the student during the semester, Gi is the grade point secured by him in the ith course with a credit value of Ci and Ct is give by-

$$n$$

$$Ct = \sum_{i=1} Ci.$$

While working out the *SGPA* the course(s) with *I* grade will not be taken into account.

1.02.21 Cumulative Grade Point Average (CGPA): It is the accumulated weighted average grade point of a student over the semesters starting from his/ her joining the programme taking into account all the credit courses registered and passed by him/ her.

$$CGPA = (1/ C\tau) \sum_{i=1}^{N} Ci\ Gi,$$

where *N* is the total number of credit courses registered and completed with pass grade by the student over the semesters starting from his/ her joining the programme, Gi is the grade point secured by him in the ith course with a credit value of *Ci* and $C\tau$ is total credit earned as given by-

$$C\tau = \sum_{i=1}^{N} Ci.$$

1.02.22 Intake Capacity: For each of the programmes there shall be a limit on the number of students that can be admitted in a session. This intake capacity shall be decided by the Academic Council.

1.03 Academic Calendar

1.03.01 Calendar: The Academic Calendar specifying the schedule of academic activities such as enrollment, course registration, commencement of instructions, examinations, etc. and indicating the duration of semester shall be prepared and notified by the Controller of Examinations with the approval of the Vice-chancellor for each academic year, preferably one month ahead of

IndiaCode

the beginning of each academic year. The Academic Calendar shall also include co-curricular and extra-curricular activities of the students such as the sports meet, cultural meet etc. Students' holidays also shall be indicated in the Academic Calendar.

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, NCC/ NSS camp, sports and athletics, other co-curricular activities, make-up courses**,** short-term courses/training, workshops/seminars, project work, industrial training etc.

1.04 Curriculum Structure

IndiaCode

1.04.01 Curriculum Structure: There shall be a well defined curriculum structure for each of the academic programmes in the University which shall have the approval of the Academic Council. The curriculum structure shall specify the following:

i. The minimum and maximum allowed period of candidature,

ii. The minimum credit requirements of the programme in total, for the core courses, and for the different categories of electives.

iii. For a postgraduate programme, the list of the courses under the different categories specifying the credit load of each course along with the LTP (Lecture, Tutorial, Practical) breakup.

iv. For an undergraduate programme, the semester-wise list of the core courses and the slots for the elective courses and a list of the credit courses. The list shall include the LTP breakup for each of these courses**.**

v. The maximum credit load allowed per semester for a student shall be 25.

1.04.02 Syllabus: There shall be a syllabus for each course offered which shall have the approval of the Academic Council. The syllabus shall consist of

the broad topics of theory and/or practical that are to be covered in the course followed by a short list of text books and a list of reference books.

1.04.03 Approval of Curriculum Structure and Syllabi: The curriculum structure and the syllabi of the different academic programmes shall be approved by the Academic Council from time to time, on recommendation by the Departmental Board of Studies and the School Board. Proposal for any change in the curriculum structure and the syllabi shall also be routed through the Board of Studies and the School Board for approval by the Academic Council.

1.04.04 N.C.C. training/NSS training: It shall be mandatory for every undergraduate student of first and second year classes to undergo the NCC or NSS training. For postgraduate students, joining of NCC/ NSS shall be optional.

IndiaCode

1.05 Period of candidature

Subject to modifications made by the Academic Council the periods of candidature for the various academic programmes shall be as follows:

B. Tech.:	**Integrated B.Sc.B.Ed/ Int. B.A.B.Ed.**
Minimum - 8 semesters	Minimum - 8 semesters
Maximum -12 semesters	Maximum-12 semesters

M.A./M. Sc. /M. Tech./MBA:	**Integrated M.Sc./ MA**
Minimum - 4 semesters	Minimum - 10 semesters
Maximum - 8 semesters	Maximum - 14 semesters

MCA:

Minimum - 6 semesters

Maximum - 10 semester

Diploma:

Minimum - 2 semesters

Maximum - 4 semester

Certificate:

Minimum - 1 semester

Maximum - 2 semester

IndiaCode

1.06 Minimum working days in a semester:

The minimum working days in a semester shall be 90 days. These shall include the instructional days, examinations and other evaluation related activities. Due to any circumstance if the number of working days during a semester falls short of the required 90 days, the same shall be extended by the Controller of Examinations with the approval of the Vice-chancellor.

CHAPTER - II

ADMISSION, ENROLMENT AND CONTINUANCE OF STUDIES

IndiaCode

2.01 **Admission**

2.01.01 Admission notice: Notice for admission into the different academic programmes of the University shall be issued by the Controller of Examinations through newspapers at least two months ahead of the date fixed for the commencement of the academic year. The same shall also be put up in the official website http://www.tezu.ernet.in.

2.01.02 Admission procedure: The application for admission in prescribed forms only (Form... &...), duly filled in and completed in all respects, must reach the Controller of Examinations on or before the last date specified for the purpose.

2.01.03 Minimum admission requirement for various degree/ diploma/ certificate programme:

Subject to modifications based on decision made by the Academic Council and Board of Management from time to time the qualification for admission into

various degree/diploma/certificate programmes in the University shall be as detailed below. The changes made shall be incorporated in the Prospectus for the programmes.

Programme	**Eligibility**
B. Tech. in Civil Engineering	Minimum 50% aggregate marks in PCM (Phys, Chem and Math) subjects at 10+2 and pass marks in English.
B.Tech. in Computer Science and Engineering	Minimum 50% aggregate marks in PCM (Phys, Chem and Math) subjects at 10+2 and pass marks in English.
B.Tech. in Electrical Engineering	Minimum 50% aggregate marks in PCM (Phys, Chem and Math) subjects at 10+2 and pass marks in English.
B. Tech. in Electronics and Communication Engineering	Minimum 50% aggregate marks in PCM (Phys, Chem and Math) subjects at 10+2 and pass marks in English.
B. Tech. in Food Engineering &Technology	Minimum 50% aggregate marks in PCM (Physics, Chemistry and Mathematics) at 10+2 and pass marks in English.
B. Tech. in Mechanical Engineering	Minimum 50% aggregate marks in PCM (Phys, Chem and Math) subjects at 10+2 and pass mark in English.
Integrated M.Sc. in Bioscience and Bioinformatics	Minimum 60% aggregate marks with Biology, Chemistry, Physics and/or Mathematics subjects at 10+2 and pass mark in English.
Integrated M.Sc. in Chemistry	Minimum 60% aggregate marks in Physics, Chemistry and Mathematics at 10+2 and pass marks in English.
Integrated M.Sc. in Mathematics	Minimum 60% aggregate marks in Mathematics, Physics, Chemistry/Statistics subjects at 10+2 and pass mark in English.
Integrated M.Sc. in Physics	Minimum 60% aggregate marks in PCM (Phy, Chem. and Math) subjects at 10+2 and pass mark in English.
Integrated M. Com.	Minimum 60% aggregate marks in higher secondary (+2) final examination.
Integrated M.A. in English	First division in the Higher Secondary (Plus Two) School Final examinations.
Integrated B.Sc.B.Ed. in Chemistry	First division in the Higher Secondary (Plus Two) School Final Examination (Science stream)
Integrated B.Sc.B.Ed. in Mathematics	First division in the Higher Secondary (Plus Two) School Final examinations (Science).
Integrated B.Sc.B.Ed. in Physics	First division in the Higher Secondary (Plus Two) School Final examinations (Science).
Integrated B.A.B.Ed.	First division in the Higher Secondary (Plus Two) School Final examinations.
M.A. in Cultural Studies (Modular)	Bachelor's degree in any discipline with at least second class in Major subject. Candidates having no major/ honours, must

	have a minimum of 45% marks (40% for SC/ST) in aggregate.
M.A. in English	Bachelor's degree with at least 45% marks in major/honours in English. Candidates not having major/honours must have at least 50% marks in aggregate as well as in English.
M. A. in Linguistics and Language Technology	(1) B. A. with honours in Linguistics/English/any allied subject with a minimum of 45% marks, or (2) B.A. with a minimum of 50% of aggregate marks
MA in Hindi	Bachelor's degree with Major/ honours in Hindi from a recognised University or Bachelor's degree with Hindi with an elective subject having at least 50% of marks in aggregate.
M.A. in Mass Communication and Journalism	Bachelor's degree in any discipline with at least 45% marks in major/ honours. Candidates not having major/honours must have at least 50% marks in aggregate.
M.A. in Sociology	Bachelor's degree with at least 45% marks in Sociology major/honours or in any subject offered as major/honours. Candidates not having major/honours must have 50% marks in aggregate.
M.A. in Social Work	Graduate in any discipline with 45% marks in Major
M.A in Linguistics and Endangered Languages	Graduate in any discipline with 45% marks in major or 50% marks without major.
M.Sc. in Chemistry	Bachelor's degree with major/ honours in Chemistry subject with a minimum of 45% marks and having Physics and Mathematics as subsidiary subjects.
M.Sc. in Environmental Science	B.Sc. in Physical/Biological/ Earth and Environmental Sciences as major/ honours with a minimum of 50% marks. Candidates not having major/honours, must have at least 55% marks in aggregate. Or, B.Sc. (Agri.) with at least 5.0 CGPA in 10 point scale or equivalent.
M.Sc. in Mathematics	Bachelor's degree with a minimum of 45% marks in major/ honours, either Mathematics or Statistics. Candidates with Statistics major/honours must have Mathematics as subsidiary course with a minimum of 50% marks. Candidates not having major/honours must have 50% marks in aggregate as well as in Mathematics.
M.Sc. in Molecular Biology and Biotechnology	Bachelor's degree in Physical, Biological, Agricultural, Veterinary, Fishery Sciences, Pharmacy, Engineering/ Technology, four years B.S. programme (Physician Assistant course) or Medicine, MBBS or BDS with a minimum 55% marks in major/honours or aggregate. Those who have passed the qualifying examination before 2 years from the date of announcement of admission are not eligible.
M.Sc. in Physics	B.Sc. with minimum of 50% marks in major/honours in Physics having Mathematics as one of the subsidiary subjects. Candidate not having major/honours must have 55% marks in aggregate and in Physics.

M. Sc. in Nanoscience and Technology	**(i)** Bachelor's degree with 50% marks in Physics as major/ honours subjects and Chemistry, Biology/ Mathematics as allied subjects Or, **(ii)** Bachelor's Degree with 50% marks in Chemistry as major/honours subject with Physics, Biology/ Mathematics as allied subjects or, **(iii)** Bachelor's with 50% marks in Biology as major/honours subject with Physics, Chemistry/ Mathematics as allied subjects. Candidates having no major/honours must have minimum 55% marks in aggregate.
M. Tech. in Polymer Science and Technology	B. Tech./ B.E in Polymer Science and Technology/ Fiber Science and Technology/ Textile Technology/ Plastic Technology/ Chemical Engineering; Master of Science in any discipline from a recognized Institutions with 50% marks or equivalent grade and having Chemistry as one of the subject in the Bachelor Degree.
M. Tech. in Information Technology	B.E. / B.Tech. degree in any discipline or MCA or its equivalent or M.Sc. in Computer Science/ IT/ Electronics/ Mathematics/ Statistics/ Physics with a minimum of 50% marks in aggregate.
M. Tech. in Electronics Design and Technology	B.E. / B.Tech. / AMIE/ AMIETE in Electronics/ Electrical/ Instrumentation Engineering or M.Sc. in Electronics/ Instrumentation/ Physics (Electronics as specialization)/ AMIETE with a minimum of 50% marks in aggregate.
M. Tech. in Bioelectronics	B.E. / B.Tech. in Electronics and Communication Engineering/ Instrumentation/ Chemical Engineering/ Computer Science and Engineering/ Electrical Engineering/ Biomedical Engineering/ Bioengineering/ Neuroengineering/ Genetic Engineering/ Biotechnology or M.Sc. in Biotechnology/ Biochemistry/ Chemistry/ Polymer Science/ Physics/ Electronics/ Nano Science and Technology/ Instrumentation or MBBS with at least 50% marks in aggregate.
M. Tech. in Energy Technology	B.E. / B.Tech. / AMIE in Mechanical/ Electrical/ Electronics/ Instrumentation/ Chemical/ Agricultural Engineering/ Energy Engineering or M.Sc. in Physics/ Chemistry with a minimum of 50% marks in aggregate.
M. Tech. in Food Engineering and Technology	**i)** B.E. / B. Tech. degree in Food Engg. / Food Process Engg. / Food Technology/ Agricultural Engg. / Mechanical Engg. / Chemical Engg / Biotechnology or related fields with a minimum of 60% marks in aggregate. (The B.Tech. / B.E. programme completed by the candidate should satisfy the AICTE requirements). **ii)** 02 years M.Sc. in Food Technology/ Food Processing Technology with a minimum of 60% marks in aggregate. *(50% in Mathematics at 10+2 level is compulsory. However, it is exempted if the candidate has passed mathematics in programme(s) prescribed as qualification.)*

M. Tech. in Mechanical Engineering *(Specialization in Applied Mechanics)*	BE/B.Tech. or equivalent Bachelor's degree in Mechanical, Production, Aerospace, Aeronautical, Metallurgy, Civil, or in any other relevant Engineering discipline.
Master of Computer Application (MCA)	Bachelor's degree in any discipline with a minimum of 50% marks in major/honours subject or 55% marks in aggregate for those candidates having no major/honours. Passed in Mathematics at 10+2 level.
P.G. Diploma in Tourism Management (PGDTM)	Bachelor's degree in any subject with at least 45% marks in major/honours subject or in aggregate.
P.G. Diploma in Mobile and Multimedia Communication	Bachelor's degree in any discipline with at least 45% marks in major/ honours subject or in aggregate. For sponsored candidates, Bachelor's degree in any discipline with a minimum of 2 years of service with sponsoring organizations.
P.G. Diploma in Translation (Hindi)	B.A. with Hindi major/honours or B.A. with Elective Hindi or, B.A. / B. Com. /B. Sc. with Praveen/ Sahityaratna. Candidates not having major/ honours must have atleast 50% marks in aggregate.
P.G. Diploma in Women's Studies	Bachelor Degree in any discipline
Certificate Course in Chinese	10+2 with 45% of marks in aggregate.
B. Voc. in (i) Renewable Energy and (ii) Food Processing	Students passing (10+2) level examination in Science stream from a recognized Board/ University with 50% marks or equivalent grade in aggregate are eligible to apply.

IndiaCode

2.02 Reservation of Seats

2.02.01 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, maintaining consistency with the Govt. of India rules, for admission into different degree/diploma/certificate programmes of the University.

The existing norms are-

1. In each of the academic programmes 15% of the seats shall be reserved for SC candidates, 7.5% for ST candidates, 27% for OBC (NCL) and 3% for physically challenged category candidates.

2. In the M. Tech. programmes in Information Technology, Electronics Design & Technology, and Energy Technology, 5 seats are reserved for sponsored candidates. (The candidates have to qualify in the Entrance Examination).

3. For M. Sc. in Molecular Biology and Biotechnology, only ten seats will be filled up through Tezpur University Entrance Examinations (TUEE). These ten seats are reserved for candidates from North-East India. For rest of the seats, candidates are selected for admission through an *All India Combined Entrance Test* conducted by the Jawaharlal Nehru University, New Delhi under the sponsorship of the Department of Biotechnology, Govt. of India, New Delhi.

4. Sixty percent (60%) of the seats in B. Tech/ B. Arch. programmes shall be reserved for candidates with domicile in the North Eastern states of India.

IndiaCode

2.02.02 Filling up of reserved seats remaining vacant:

If any seat reserved either for SC or ST remains unfilled, then the unfilled seats reserved for SC candidates should be filled by admitting ST candidates and vice versa. After carrying out the above exercise if any reserved seats are left unfilled under any category these shall be thrown open for general competition and admission.

2.03 Screening and selection of candidates for admission to different degree/ diploma programmes

a) B. Tech. programme:

There shall be a B. Tech/ B. Arch Admissions Committee (BAC) to oversee the admission process for the B. Tech/ B. Arch programmes with the Dean, School of Engineering as the Chairman, the Dean of Students Welfare and the Heads of the Departments of the School of Engineering as Members, and the Controller of Examinations as the Member Secretary. The Committee shall constitute a B. Tech/ B. Arch Screening cum Selection Committee (BSSC)

with one faculty member from each of the departments of the School of Engineering as member.

The BSSC shall be responsible for screening of the applications of the candidates based on the prescribed entrance qualifications and preparation of the merit lists. The merit lists shall be prepared based on the ranks obtained in the AIEEE conducted by the Central Board of Secondary Education (CBSE) in the year of admission.

b) Post Graduate programmes:

There shall be a Post Graduate Admission Committee (PGAC) with the Deans of the Schools, the Dean of Students Welfare and the Heads of the Departments as members, the Controller of Examinations as member secretary and one of the Deans of the schools as the Chairman to make policy decisions on Postgraduate admissions. A three member committee called the Tezpur University Entrance Examinations (TUEE) Committee constituted by the Vice-chancellor with faculty members shall be responsible for organizing the Entrance Examinations for Postgraduate admissions with the assistance of the Office of the Controller of Examinations and shall prepare the merit lists for approval by the Vice-Chancellor.

manual

2.04 Admission

2.04.01 Admission of newly selected candidates into a degree programme:

A candidate selected for admission to a degree/ diploma/ certificate programme shall be admitted on payment of the requisite fees on specified date(s) of admission. In the event of the failure of such a candidate to pay dues on the specified date(s) and time the student shall forfeit the seat and the seat falling vacant shall be filled up from the waiting list in the order of merit. A candidate must be present in person at the place of admission/ enrollment for necessary advisement and orientation on such date(s) as may be notified.

2.04.02 Gap Certificate:

In case of a gap of one year or more between the completion of the qualifying degree/ certificate programme and the year of admission at the University the candidate must produce a Gap Certificate from the District Police Authorities or an Affidavit specifying his/ her occupation during gap the period.

2.04.03 Allocation of Discipline in B. Tech/ B. Arch programme:

The allocation of discipline to a candidate admitted to the B. Tech/ B. Arch programme shall be done at the time of admission based on his/ her preference, his/ her position in the list of selected candidates, and availability of seats.

IndiaCode

2.04.04 Medical fitness:

Admission to any of the under-graduate programmes of the University shall be subject to the candidate's being declared medically fit by the University Medical Officer or a Medical Board constituted by the University for the purpose. Necessary fees as prescribed by the Academic Council shall have to be paid by the candidates for such test.

Candidates must be physically fit, with no physical defect or incapacity. Myopia or myopic astigmatism of sight, corrected by lens not exceeding 8.00 power, is admissible.

2.04.05 Fees:

The fees and other charges etc. to be paid by the candidates shall be decided by the Academic Council from time to time and the same will be incorporated in the Prospectus.

2.04.06 Students' Roll Number: A student admitted to an academic programme shall be allotted a Roll Number, which will be used for his/her entire programme, at the time of admission. The Roll Number shall have following components:

1. a three letter code representing the programme the student is admitted to; the first two characters shall represent the department and the third shall represent the specific programme within the department,

2. last two digits of the year of admission,

3. a three digit serial number to identify the student within his/ her class.

For example, CSB06015, CSM07012, CSC06022, CSI08011, CSP06002 shall be roll numbers of students in the programmes of B. Tech in CSE admitted in 2006, MCA admitted in 2006, M. Tech in CSE admitted in 2008, M. Tech in IT admitted in 2007, and Ph. D. in CSE admitted in 2006 respectively. Similarly, BAM07020, BAT06012, BAP07001 shall be roll numbers of students in the programmes of MBA admitted in 2007, Diploma in Tourism Management admitted in 2006 and Ph. D in Business Administration admitted in 2007 respectively.

IndiaCode

2.05 Procedure for transfer with migration

For transfer of a student from the University, he/she shall have to apply (Form ..) along with Clearance Certificate (Form ..) and deposit the necessary fees. The Controller of Examinations shall issue a Migration Certificate (Form ..) to the student.

2.06 Switching of Discipline in B. Tech. Programme

A student admitted to the B. Tech programme shall have the option to switch discipline at the end of second semester of the programme subject to availability of seats and the condition that the of number of students in the batch in each discipline does not fall below 75% of the intake capacity. The students shall have to apply to the Dean of the School of Engineering for the switching in a prescribed form before a specified date at the end of the second semester. The Dean shall notify the Switch List based on the CGPA of the candidates at the end of the second semester. The students switching discipline shall be assigned new roll numbers and earlier records shall be modified accordingly.

2.07 Semester Enrollment and Course Registration

2.07.01 Pre-registration: Before the end of every semester, as specified in the Academic Calendar, each department shall declare the courses to be offered in the following semester. Each of the students who are to continue in the programme in following semester shall fill-up a pre-registration form (Form ..) indicating the courses he/ she intends to register for in that semester.

2.07.02 Enrollment: At the beginning of every semester a student shall enroll himself/ herself by filling-in the prescribed Enrollment cum Course Registration Card and paying the prescribed fee for the purpose in person on the date(s) specified along with the necessary clearance certificate (Form ..). The date of enrollment can be extended by the Controller of Examinations for a period not exceeding 7(seven) days with a late fine. Under extraordinary circumstances arising due to serious illness, natural calamities, *bandhs* resulting in restriction of movement of the students, the Controller of Examinations 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 shall be allowed under any circumstance.

2.07.03 Course Registration: The student shall register for the course/ project/ research work(s) for that semester by filling-in the registration card. A Course Adviser appointed by the Head of the Department shall assist the student in the selection of the courses for the semester. The registration card duly signed by the student and countersigned by the course adviser and the HoD shall be submitted to the Controller of Examinations. One copy each of the form shall be made available to the Dean of Students Welfare, Head of the Department, and the student concerned.

2.07.04 Addition / Deletion / Conversion of Courses: A student shall be allowed to make changes in the list of registered courses in the form of addition, deletion, or conversion (Audit to Credit or vice-versa) of courses up to a date specified in the Academic Calendar.

2.08 Transfer of credit from other universities

a) A student having already completed some course work of an equivalent academic programme in another university enrolls in a programme at Tezpur University, he/ she may apply for transfer of the course credits of the courses completed subject to a maximum of 25% of the minimum credit requirement of the programme at Tezpur University provided that the following requirements are met:

i. The university from where the concerned courses have been completed is recognized by UGC.

ii. The courses in question are relevant to and of the same level as that of the programme at Tezpur University in which the student is enrolled.

iii. The Tezpur University equivalence of the grades, and the equivalence of the credits shall be worked out for the various universities by a committee appointed by the Academic Council. The Committee shall study the credit norms of the universities to arrive at these.

iv. There should not be a break of more than one year between the undergoing of the courses concerned at the university where these have been done and enrollment at the Tezpur University.

v. Submission of the migration certificate or an application through the Controller of Examinations of Tezpur University to the concerned authority in the previous university for issue of the migration certificate.

b) If the requirements a (i) to a(iv) above are fulfilled, the candidate may apply in prescribed format to the HoD at the time of admission. The HoD shall forward the same to the School Board with his/ her recommendations. The School Board after due considerations shall forward its recommendations to the Vice-chancellor for his/ her approval.

mumCode

c) The School Board shall also recommend the exemption in the period of candidature (if any) of the student taking into account the credit transferred.

2.09 Class attendance

2.09.01 Maintenance of record: In each course the teacher concerned shall maintain record of the students' attendance in the prescribed Attendance Register and submit the record to the Head of the Department along with the grade sheet (Form ..). The HoD shall monitor the attendance of all the courses offered by the department. The teacher shall have the Attendance Register scrutinized by the HoD before the mid-term and end-term examinations who shall report the matter to the Dean of School in case of any adverse situation.

2.09.02 Minimum attendance requirement: A student shall be required to maintain a minimum of 75 % attendance separately for the theory and the practical components in each course, failing which, he/she shall not be allowed to appear in the end-term examination and shall be awarded 'W' grade in that course. It shall be the responsibility of a student to ensure that his/her attendance requirement does not fall short of the minimum fixed.

2.09.03 Notification regarding class attendance: The record of class attendance for every course shall be maintained by the concerned teacher(s) 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 with intimation to the Head of the Department/ Dean of School/ Controller of Examinations.

2.10 Student Counseling

2.10.01 Undergraduate students:

The Dean of Students Welfare shall be responsible for organizing the Counseling System and its proper functioning. At the beginning of the Academic Session, the Dean of Students Welfare in consultation with the Deans of Schools/ Heads of the Departments shall prepare a list of Students Counselors from the amongst the faculty members and place under each of

them a group of 10 newly admitted 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 involvement in co-curricular and extra-curricular activities. The student shall apprise his/her counselor as and when he/ she is faced with any kind of difficulty. The counselor shall advise the student on overcoming his/her difficulties. When the need arises he/ she shall consult the Dean of Students Welfare, the Dean of the School, the Head of the Department, a faculty member concerned, or any other official to help sort out the matter.

The student's counselors as members and the Dean of Students Welfare as the Chairman shall constitute the Under Graduate Students Counseling Committee (UGSCC). A meeting of the Committee shall be convened at least once in a semester to review the functioning of the counseling system and also to sort out the general problems faced by the students.

mdlaCore

2.10.02 Postgraduate student counseling/ advisory system:

The ***Departmental Advisor Committee (DAC)*** (refer clause 3.01) shall counsel/ advise the students in both academic and non-academic matters.

2.11 Release of a student from the University:

A student who wants to leave the school during or after a semester or on completion of his/her programme shall be officially released by the Controller of Examinations on production of clearance certificates in a prescribed form and return of the Identity Card by issuing a release order. Copies of the release order shall be sent to the Dean of the School/ Dean of Students Welfare/ HoD concerned/ Registrar/ Finance Officer/ Librarian/ Hostel Warden.

2.12 Readmission:

A student who leaves a programme after completion of the requirements of at least 1(one) semester and with a written permission from the Dean of the School concerned may be readmitted after a break of not more than four semesters on payment of prescribed readmission fees. Such a student shall apply for readmission to the Controller of Examinations through

the Head of the Department and the Dean of the School. He/ she must also produce a Gap Certificate from the District Police Authorities or an Affidavit specifying his/ her occupation during the gap period.

If allowed readmission, the credits earned by the student earlier shall be credited to him/her. In case of change in the curriculum structure of the programme during the break period, the relevance of the earlier completed courses and the equivalent credit for the courses shall be worked out by a committee constituted by the Dean of the concerned school.

2.13 Refund of caution deposit:

Refund of caution money shall be made to a student after his/ her release from the University. The claim for refund of caution money shall not be entertained beyond a period of one year from the date of release of the student. The caution money shall not be refunded if a student leaves the programme without permission and/or does not join and attend any class after admission. Refund of caution money shall be made against application in the prescribed form and on production of the Release Order.

CHAPTER - III

Evaluation and related matters

3.01 Departmental Advisory Committee (DAC)

Each department shall have a ***Departmental Advisor Committee*** with the ***Head of the Department*** as its Chairman, all the faculty members of the department as its members, and a faculty member from another department as external member. The external member shall be chosen by the Chairman for a period of one year at a time. It shall be the responsibility of the DAC to monitor the progress of the courses of the programme during the semester. The DAC shall meet at least three times during a semester- once before the starting of the classes, once in the middle and once at the end.

IndiaCode

3.02 Lesson Plan & Evaluation Plan

The teacher(s) who is (are) assigned to teach a course in a semester shall prepare a ***lesson plan*** and an ***evaluation plan*** for the course which shall be presented before the DAC at its first meeting of the semester. The ***lesson plan*** shall consist of the class wise list of the topics to be covered. The ***evaluation plan*** for a course shall specify the evaluation components for the course during the semester with their weights.

3.03 Evaluation

3.03.1 Rationale for continuous evaluation system:

Continuous evaluation refers to the formal and/or informal assessment of students' performance done on a regular basis throughout the session. Comprehensive evaluation at one level means evaluating students' performance/ achievement in both scholastic and non-scholastic areas. At another level it may imply coverage of the entire curricular content. Each class may have a small component of evaluation which the teacher does informally to ensure that what is taught is understood or imbibed by the students. Usually we talk of *formative assessment* and *summative assessment.*

Continuous assessment may have both these components. As the goal of formative assessment is to monitor students' progress, it has to take place regularly—sometimes informally, sometimes formally. Assessment can be truly formative only when students get back the evaluated answer scripts (feedback) within a specified period of time (say, one week from the date of the test) so that they can monitor their progress. Summative assessments are generally administered at the end of a unit or course. This means that the class tests held during a semester may have an element of summative assessment as marks or grades awarded in these are taken into consideration for computing results at the end of the term/semester. The exact number of tests and total marks to be assigned to all the tests taken together may be flexible according to the principle of continuous evaluation

3.03.02 There shall be four tests during a semester which will be following types:

(i) Theory: Marks, Duration and time of the tests in a semester:

	Test-I * (Written)		**Test-II (Mid Term) (Written)**		**Test-III** Written type (including objective type), assignment, Quiz, Seminar, Field visit etc		**Test-IV (End Term) (Written)**	
	Marks	**Duration**	**Marks**	**Duration**	**Marks**	**Duration**	**Marks**	**Duration**
Credit ≤ 2	20	30 min	30	60 min	20	30 min	50	2 hrs
Credit ≥ 3	25	45 min	40	75 min	25	45 min	60	2 hrs
Time in the semester	Within Fifth Week		Within 10th week		Within 14th week		10 working days	
Spring	Within 3rd week of February		Within 3rd week of March		Within 3rd week of April		From 16th May	
Autumn	Within 1st week of September		Within 1st week of October		Within 1st week of November		From1st December	

* Test –I: In exceptional cases the instructor may adopt another form (e.g. oral presentation/interaction) depending on the demand of the course (e.g.

Communicative English, Spoken English, or a skill based course) with prior approval of the DAC.

(ii) Practical :For practical courses [say (0-0-1),(0-0-2)-etc.], the continuous evaluation on practical will be as follows:

(a) P_Test-I (to be completed before Test-II of theory): Viva, total experiments performed by the student and report submission; **Marks-20**

(b) P_Test-II(to be completed before Test-IV of theory) : Practical examination, viva on the syllabus covered from beginning, Report etc.; **Marks-30**

(c) For practical courses [say **3-0-1),(2-1-1)** etc.]:There will be only one End term examination (Practical examination, viva,report etc.): **Marks-50**

A course instructor may add more components in the evaluation systems, if desired.

(iii) Course coverage of theory syllabus shall be as follows:

a) Test I : From beginning till Test-I

b) Test II(Mid Term): From beginning till Test-II

c) Test-III : From Test-II till Test-III

d) Test IV(End Term) : From Test-II till Test IV and the course instructor may include some units of the syllabus covered under Test-I and Test-II

(iv) Test-IV will be conducted centrally as per existing TU guidelines. The course instructors shall submit the question papers of the Mid term test to the Head of the concerned Department and those of the End term test to the Dean of the concerned School at least one week before the test.

(v) A course instructor will submit the lesson plan to the DAC prior to the beginning of the session / commencement of classes and the DAC will approve it with any modification, if necessary.

(vi) Tests other than No. II (Mid- Term) and No. IV (End- Term) will be conducted by the course instructor with the help from the research scholars of the department. Test II (Mid- Term) will be arranged by the department concerned whereas Test IV (End- Term) will be conducted centrally under the Chairmanship of the Concerned Dean of School.

IndiaCode

(vii) The DAC of the respective department shall work out the detailed schedule of tests including Test II (Mid- Term) prior to the beginning of the semester and the schedule shall be required to be reflected in the lesson plans. The schedule of exams for Test IV (End- Term) will be announced by the office of Controller of Examinations.

(viii) Within 2 days of expiry of the ""Last Date" of each test including Test II (Mid- Term), Heads of the departments/centres shall send a compliance report on the conduct of tests to the Controller of Examinations by email.

(ix) There will not be any class on the days of Test II (Mid- Term).

3.03.3 The Monitoring Mechanism

a) The DAC shall approve the Lesson Plan along with the Evaluation Plan submitted by the course instructor at the beginning of the semester. The DAC shall ensure conformity to the Evaluation Plan stated above. Further, the Head of the concerned Department shall ensure the display of marks of each test within a week after the completion of each test by the course instructors. The records of marks will be made available to the University when required.

b) In case any deviation is noticed, the HoD shall instruct the concerned instructor in writing to submit the same within 24 hours with a copy endorsed to the Dean of the concerned School. The Dean in turn shall forward to the Controller of Examinations in case such violations are observed.

c) The Dean of the concerned School shall also monitor the progress of the continuous evaluation in regular intervals after every four weeks from the date of commencement of classes.

d) The Chairperson of the DAC shall take necessary steps for moderation of the question papers of the Major I and Major II from by involving the faculty.

IndiaCode

3.03.4 Absence of students in examinations:

a) If a student opts to forgo the test IV (End Term), his/her final evaluation shall be as per his/her performance in the earlier evaluation components, provided such student takes at least three earlier **tests** including the Mid term test. In such a case the total mark shall remain as decided earlier and the concerned student shall be awarded '0' mark for the Term End and his/her grades shall be awarded accordingly.

b) The student who might not be able to appear in the End Term due to any of the reasons as stated in clause 3.08 of the Regulations on Academic Matters, he/she shall be awarded an 'I' grade and he/she shall be treated as per the existing provisions of the regulations.

c) If a student misses out any other components of the examinations due to genuine reasons stated in clause 3.08 of the Regulations on Academic Matters the DAC may make necessary arrangements to make-up such losses by allowing him/her to take not more than two extra tests for the whole semester. Such student shall be required to submit documentary evidence and necessary clearance from the DAC for obtaining permission to take the examinations.

3.04.01 System of evaluation:

a. Complete evaluation and award of grades shall be done by the faculty members teaching the course with no external paper setting or evaluation.
b. Under special circumstances, the Head of the Department/Centre may assign the responsibility of evaluation of any of the components to any other faculty member(s) with permission from the Dean of the School Concerned.
c. Relative grading shall be followed for the award of the letter grades as provided in Clause 1.02.18. The teacher shall decide on the highest & lowest grades to be awarded to a batch based on the overall performance of the batch in the course.

3.04.02 Practical Examination:

a. The concerned course teacher(s) shall conduct the practical examination.

b. The practical examination shall be conducted before the end-term theory examinations.

3.04.03 Suspension of classes during examinations:

The classes shall remain suspended during mid-term and end-term examinations. Classes shall ordinarily be suspended 3(three) days prior to the date of commencement of the end-term theory examinations.

3.04.04 Re-examination: In the event of any kind of breach of these Regulations, the Vice-chancellor may order for holding any of the examinations afresh on the recommendation of the concerned DAC.

IndiaCode

3.05 Submission of Grades:

The teacher concerned shall submit the final grades of the students for a course to the office of the Controller of Examinations through the Head of the Department within one week of completion of the end term examination of the course in the Form...

3.06 Transparency in Grading:

3.06.01 Prior to submission of the grades, within 5(five) days of completion of the end term examination of the course, the teacher shall display the grades on the departmental notice boards for viewing by the students. In case of any discrepancy found or clarification desired in the grading, the students must approach the concerned faculty member within 24 hours of display of the grades.

3.06.02 The teacher shall make available the details of the grading along with the evaluated answer scripts and shall clarify the queries raised by a student.

3.06.03 The teacher shall make the evaluated answer scripts of the mid-term examination, class test and quizzes conducted and evaluated assignments available to the student concerned for his perusal. The student shall return these with a signature on each after going through them.

3.06.04 Students Appeal Committee: Each department shall have a ***Students Appeal Committee*** constituted by the Vice Chancellor with three faculty members of the department. In case a student is not satisfied with the explanation given by the teacher on the grade assigned to him/her in a course, he/she may approach the *students appeal committee* **within a week from the date of declaration of results** with his/her grievance. The committee shall look into all the aspects of evaluation and take the decision on the grade to be awarded. Any such appeal received after this date shall not be entertained.

IndiaCode

3.07 Custody of answer scripts:

The evaluated answer scripts bearing the signatures of the students, shall be kept in the custody of the Head of the Department/Centre till the end of the next semester. After that the same can be disposed off.

3.08 Absence from examination:

A student's grade in a course shall be marked I if he/ she remains absent from an end-term examination under any of the following circumstances:

i. Death of a parent/spouse/child/brother/sister/first cousin.

ii. His/ her serious ailment requiring bed rest as certified by University/ Government Medical Officer countersigned by the University Medical Officer.

iii. He/She is representing College/University/State on official directives of the University authority.

iv. The student is away and cannot return to the place of study due to circumstances beyond his/her control. A certificate to this effect from an Executive Magistrate must be produced on return to the place of study.

The 'I' grade shall be converted to a normal grade as per Clause1.02.18.

3.09 Academic Probation

3.09.01 A student shall be placed on Academic Probation under the following situations:

a. The CGPA of the student falls below the critical limit of 4.5.
b. The student secures an *F* grade in any of the Core Courses.
c. The student fails to complete the programme in the minimum number of semesters prescribed for that programme.

Indian Code

3.09.02 The Academic Probation Committee (APC) shall prepare a course registration plan for a student for his/her entire remaining duration of the programme once he/she enters probation. Afterwards the APC shall monitor the progress of the student and make changes in the course registration plan as and when appropriate while the student is under probation. The student shall submit this plan containing changes, if any, to Head of the Department every semester while under probation, within the date for withdrawal of the courses.

3.09.03 A student may register the course in which he/she was awarded 'F' grade as a remedial course in the subsequent semester if the APC/Course instructor so advises. This provision shall also be applicable to students put on Academic Probation because of securing 'D' grade(s). In such cases the norms for contact hours may be relaxed however, normal continuous evaluation will be done for that course during that semester.

3.09.04 There shall be an Academic Probation Committee (APC) in each Department consisting of the Dean of the School as the Chairman and two Faculty Members of the Department nominated by the Head as Members. This

Committee shall monitor the status of the student of the Department under probation and provide counseling.

3.10 Unsuccessful Exit from an Academic Programme:

If a student fails to satisfy the conditions for eligibility for award of degree/ diploma/certificate as stated in clause 3.12 within the maximum prescribed duration (numbers of semesters) for the programme, he/she shall leave the programme.

A programme shall be deemed viable for a student if the remaining credit required for making himself/herself eligible for award of the degree/diploma/certificate can be earned in the remaining period (maximum number of semesters) without exceeding the maximum credits allowed per semesters as per clause 1.04.01. If a programme becomes unviable for a student in the sense mentioned above, the student shall leave the programme.

IndiaCode

3.11 Grade Card and Transcript:

a. After the declaration of results of a semester the Controller of Examinations shall issue a Grade Card to each of the students. The Grade Card shall contain the grades obtained in the different courses registered by him/ her, the SGPA, CGPA and the total credits earned so far.

b. Once a student completes all the requirements of a programme the Controller of Examinations shall issue him/ her a Transcript (Form ..) containing the list of courses completed by him/her with pass grades along with the final grades obtained in each, the total credits earned and the CGPA.

3.12 Eligibility for Award of Degree/Diploma/Certificate

For a student to be eligible for award of the relevant degree/ diploma/ certificate for the programme he/ she undergoes he/ she must satisfy the following:

a. Must obtain a pass grade in each of the Core Courses of the programme.

b. Must earn the minimum credits under the various categories of courses as specified in the curriculum structure of the programme concerned.

c. Must secure a minimum CGPA of 4.50.

3.13 Award of 'Distinction'

A student shall be declared to have completed the programme with ***Distinction*** if he/she secures a CGPA of 8.5 or above after completion of all the courses in the programmes provided he/ she satisfies the following criteria:

a) Must not get an *F* grade in any course during the programme of study.

b) Must not be placed under academic probation during the programme.

c) Must have completed the programme within the specified minimum duration.

IndiaCode

3.14 Award of 'Best Graduate':

Every year the undergraduate student securing the highest CGPA among all the students in the university completing their undergraduate degree programmes in that year shall be awarded the ***Best Graduate*** award provided he/ she also secures a ***Distinction***.

3.15 Award of 'Best Postgraduate':

Every year the postgraduate student securing the highest CGPA among all the students in the university completing their postgraduate degree programmes in that year shall be awarded the ***Best Postgraduate*** award provided he/ she also secures a ***Distinction***.

IndiaCode