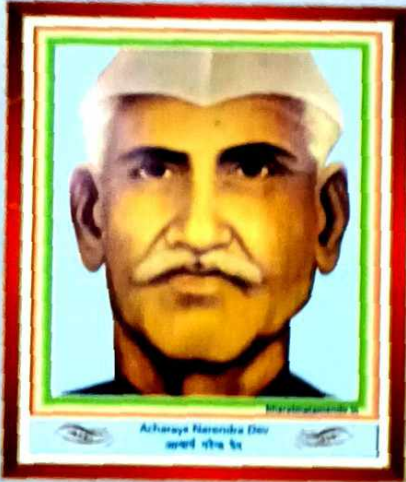


# **Academic Regulations**

**Academic Regulations for Post Graduate Studies:**  
**<http://www.nduat.org/Doc/Acadamic%20regulation.pdf>**

**Thesis Writing Guidelines:**  
**<http://www.nduat.org/Doc/thesis%20guidelines%20-PGS.pdf>**

# Academic Regulations



**Narendra Deva University of Agriculture & Technology**  
Kumarganj, Faizabad (U.P.) 224229, India

# *Academic Regulations*



**Narendra Deva University of Agriculture & Technology**

**Kumarganj, Faizabad (U.P.) 224229, India**

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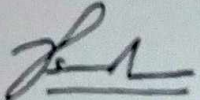


## FOREWORD



It is a matter of extreme pleasure and satisfaction to me that long overdue publication of revised Academic Regulations is seeing light of the day. The continuous and unending quest for advancements in every sphere of life has been the basic instinct of mankind since pre-historic times. This quest has led to previously unbelievable horizons of modern world unfurled mainly due to consistent developments in scientific education and research. It is imperative for further advancement in any field or context of life to think, devise and implement new strategies and ways for attaining new goals and this also holds true for scientific education and research. This university has always strived for improving and enhancing the level of scientific education and research in its scope by assimilating and implementing new ideas, tools and regulations generated on its own or from outside resources. Therefore, the Academic Council of the University has consistently made sincere efforts to modify, improve and incorporate rules in Academic Regulations for betterment of the academic standards of the institution and future of the students. Several changes and incorporations made during past few years in the Academic Regulations of the University as per the need of time and recommendations of ICAR's-4<sup>th</sup> and 5<sup>th</sup> Dean's Committees and various directives of Government of India, Veterinary Council of India and Government of Uttar Pradesh etc., have necessitated the revised compilation and publication of Academic Regulations of the University for facilitating transparent and efficient conduct of academic activities.

It would be pertinent here to express my admiration and appreciation to all the members of the Academic Council not only for their immense contribution in the development of excellent Academic Regulations but also for their poise support to my efforts in improving the academic atmosphere of the university as the Chairman of Academic Council. I am also glad that my desire and instruction for long pending publication of revised Academic Regulations of the university have been fulfilled by the prompt action of Registrar Office inspite of short time and busy schedule.

  
(J.S. Sandhu)

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**CHAPTER-I**  
**REGULATIONS ON MEETINGS OF THE BOARD OF MANAGEMENT**  
(Under Section 30 of the Act)

1. Notice of not less than 14 days for a regular meeting of the Board of Management shall be given by the Secretary of the Board to all members.
2. Agenda for the meeting shall be drawn up by the Secretary of the Board and finalized with the approval of the Kulpati. Agenda with connected papers shall be sent to the members at least ten days in advance of the meeting in the case of regular meeting. Special meeting of the Board may be called with a short notice of at least three days.
3. The quorum for any meeting whether regular or special, shall consist of at least 4 members.  
Provided, however, that if a meeting is adjourned for want of quorum, no quorum shall be required for the adjourned meeting.
4. No business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.  
Provided that the Vice-Chancellor may, bring before an adjourned meeting any matter which in his opinion, requires urgent attention.
5. Any member of the Board desirous of moving a resolution or of placing any special subject, not included in the circulated agenda, shall give notice of not less than ..... days of his intention to do so. Such proposal or resolution need only be considered at an ordinary meeting and not in special meetings.
6. With the approval of the Vice-Chancellor, it shall be competent for Secretary of the Board of Management, to place before the board such papers concerning any matter of confidential nature or of urgency without previously including in the agenda.
7. All agenda items and papers circulated there to among the members shall be treated as confidential and shall not be made accessible to others.
8. In arriving at decisions, the Board shall, as far as possible, aim at maintaining unanimity. But where difference of opinion exists, the matter shall be decided by simple majority votes of the members present and voting. On putting any matter to vote, the Chairman of the meeting shall call for an indication of the opinion of the members, by show of hands, first in the affirmative and then in negative and shall declare the result accordingly. The Chairman at a meeting shall be entitled to vote and in case of equality of votes, he shall have a casting vote.
9. The minutes of each meeting of the Board shall contain the subject matter of each item discussed together with the decision of the Board thereon. The arguments advanced for and against an issue shall not go into the records nor will the discussions in the Board be reproduced in the Board and be reproduced in the proceedings.
10. Any point of order raised at a meeting shall be decided by the Chairman and his decision shall be final.
11. A member of the Board shall be entitled to submit note of dissent. Such note of dissent should be addressed to the Chairman with a copy to the Secretary of the Board.
12. The proceedings of meetings of the Board shall be recorded in brief by the Secretary during the deliberations of the meeting. The proceeding should be finally prepared in consultation with the Vice-Chancellor and got approved by him. Copies of the same shall be sent to the members for information. Note of dissent, if any, given by a member shall be appended to the

proceedings so sent to the members shall also come up before the next meeting of the Board for confirmation.

13. Matters once decided upon shall not be re-opened without the permission of the Chairman.
14. All proceedings of the Board except those of extremely confidential nature may be printed and copies of the printed proceedings may also be sent to the members of the Board.
15. It shall be matter of convention that in all matters where a decision has been arrived at, such a decision shall be binding on all members of the Board whatsoever their personal opinion might have been.
16. It shall be one of the honorable obligations of the members not to allow outside canvassing for or against an issue before the same has been discussed in the Board.
17. The committees constituted under class (h) of Section 10(7) may include, in addition to such number of members as the Board may appoint from amongst themselves, persons who are not otherwise members of the Board, whose association and advice will be helpful for the proper discharge of the functions so assigned.
18. All decisions of the committees shall be placed before the Board for consideration and such decision, as the Board may deem proper.
19. On circulation of the proceedings to the members of the Board, action will be taken as per the decisions of the Board without waiting for confirmation of the proceedings at the next ordinary meeting of the Board of Management.



## **CHAPTER-II**

### **REGULATIONS ON MEETINGS OF THE ACADEMIC COUNCIL**

(Under Section 30 of the Act)

In addition to the provisions already provided in Chapter IV of the First Statutes, relating to the meetings of the Academic Council, the following Regulations on the subject are made under the provisions of Section 30 of the Act.

1. The Secretary, Academic Council (Registrar), shall issue notice for holding of the meeting of the Council on such date/time/place as the Council had decided in the preceding meeting or on a date which may be fixed by the Chairman of the Academic Council inviting list of items for the meeting.
2. Fifty copies of agenda notes shall be supplied by the faculty/department concerned duly signed, at least 10 days in advance of the date of the meeting to the Secretary, Academic Council. The agenda notes shall be carefully screened by the Dean, Director/Head of the Department concerned before these are sent to the Secretary. The agenda items submitted by the members to the Chairman, if approved, necessary copies may be made by the Secretary or member concerned as directed by Chairman.
3. No agenda item(s) received beyond the date as prescribed in (2) above shall be included in the agenda unless specifically permitted by the Vice-Chancellor for doing so under special circumstances.
4. It shall be obligatory for each member of the Academic Council to attend the meeting, if he is on duty on the campus on the date of meeting. Members, who are unable to attend the meeting because of a class at the time or for some other unavoidable reasons, shall inform the Secretary about the same, preferably before the meeting. Normally, only a bonafide member of the Academic Council shall be allowed to attend a meeting of the Council. However, any other person who may not be a member of the Academic Council may by general or specific order be allowed/invited by the Secretary of the Council to attend the meeting(s) with the prior permission of the Chairman (Vice-Chancellor).
5. The agenda and notice for regular meeting shall be circulated by the Secretary, Academic Council so as to reach the members at least 5 days before the day of meeting. The agenda and notice for a special meeting must normally be issued three days before the meeting.
6. A copy of the minutes of each meeting shall be supplied to the members. Copies of the minutes shall also be sent to the Library for the information of students and staff, provided that the Council, through a special resolution decides that minutes of a particular meeting may not be sent to the Library.
7. Follow-up action on the decisions of a meeting shall be taken by Dean/Director/Faculty/Secretary/sub-committees and a report about the action taken shall be forwarded to the Secretary, Academic Council at least 10 days in advance, for reporting the same to the Council at the next meeting.
8. Agenda notes once circulated shall not be circulated again and the members are expected to retain those agenda notes till they are considered by the Academic Council.
9. An item not included in the agenda may be placed before the council, only if permitted by the Chairman, to be considered under "other items, with the permission of the Chair"
10. Any member desirous of moving a resolution or placing any special subject shall send proposal through the Dean of Faculty if the same relates of Faculty or Department in the faculty. Such proposal or draft resolution need only be considered only at a meeting and not in

special meetings.

11. Any point of order raised at a meeting shall be decided by Chairman and his decision shall be final.
12. A member shall be entitled to submit note of dissent. The language of such note of dissent should be clear and should be addressed to the Chairman with a copy to the Secretary of the Academic Council within 7 days of the meeting. Note of dissent could also be got recorded during discussion to be as briefly expressed by the member.
13. Matters once decided upon shall not be reopened without the permission of the Chairman.
14. On all matters not specifically provided for in these Regulations about the conduct of the meetings of the Academic Council, the decision of the Vice-Chancellor consisting with Act and Statutes shall be final.

**CHAPTER-III**  
**GENERAL PROVISIONS**  
(On Academic Regulations)

**1. SCOPE**

These Regulations may be called the Academic Regulations and they shall come into force with effect from the date they are passed by the Academic Council.

**2. SEMESTER**

There shall be two semesters in an academic year and the duration of each semester shall ordinarily be 18 weeks approximately or 110 working days. The duration of each semester will be as indicated below.

First Semester : July to December  
Second Semester : January to May

Provided that the above division may at the discretion of the Academic Council, be varied in any particular year.

**3. INTERPRETATION**

Subject to such advice as may be given by the Kuladhipati, the decision of the Kulpati shall be final and no suit application, petition, revision or appeal shall be in a court of law or any authority outside the University in respect of interpretation of these Regulations.

## CHAPTER- IV REGULATIONS ON ADMISSIONS

### 1. ACADEMIC YEAR

The academic year shall be divided into two academic terms known as semesters each of which shall be of 18 weeks duration, with 110 effective days consisting of 95 instructional days and 15 examination days. Specific dates for advisement, registration of students, commencement of instruction and semester examinations for each semester shall be fixed in consultation with the Deans of Faculties and notified by the Kulsachiv in advance.

### 2. DURATION OF VARIOUS DEGREE PROGRAMMES

#### (i) U.G. Degree programme

| S.N. | U.G. Degree                    | Duration             |                                  |
|------|--------------------------------|----------------------|----------------------------------|
|      |                                | Minimum              | Maximum                          |
| 1.   | B.Sc. (Ag.) Hons               | 4 Years/ 8 Semesters | 14 Semesters*                    |
| 2.   | B.Sc. (Horticulture) Hons      | 4 Years/ 8 Semesters | 14 Semesters*                    |
| 3.   | B.Sc. (Community Science) Hons | 4 Years/ 8 Semesters | 14 Semesters*                    |
| 4.   | B.F.Sc. Hons                   | 4 Years/ 8 Semesters | 14 Semesters*                    |
| 5.   | B.V.Sc.& A.H.                  | 5.5 Years            | 9 years (excluding internship)** |
| 6.   | B.Tech.                        | 4 Years/ 8 Semesters | 14 Semesters*                    |

\*14 semesters (7 academic years),

\*\* Programme will be regulated as per VCI- MSVE-Degree Course (B.V. Sc.&AH) Regulations 2016.

#### (ii) P.G. Degree programme

| S.N. | P.G. Degree               | Duration             |             |
|------|---------------------------|----------------------|-------------|
|      |                           | Minimum              | Maximum     |
| 1.   | M.Sc. (Ag.)               | 2 Years/ 4 Semesters | 8 Semesters |
| 2.   | M.Sc. (Horticulture)      | 2 Years/4 Semesters  | 8 Semesters |
| 3.   | M.Sc. (Community Science) | 2 Years/ 4 Semesters | 8 Semesters |
| 4.   | M.V.Sc.                   | 2 Years/ 4 Semesters | 8 Semesters |

#### (iii) Ph.D. Degree programme

| S.N. | Ph.D. Degree | Duration             |              |
|------|--------------|----------------------|--------------|
|      |              | Minimum              | Maximum      |
| 1.   | Ph.D.        | 3 Years/ 6 Semesters | 12 Semesters |

For U.G. and P.G. both wherever a candidate's semester is cancelled on account of withdrawal/use of unfair means in examinations, duration of the programme would be extended by such number of semesters.

### 3. TIME OF ADMISSION

Admission to every degree programme shall be made at the commencement of the first semester of each academic year. A last date of admission and registration to be notified in Academic Calendar.

#### **4. APPLICATION PROCEDURE**

The application for admission to a degree programme shall be made online/offline to the Kulsachiv of the UPCATET organizing University of the respective year as per description in the Information Brochure.

#### **5. MODE OF ADMISSION**

- (i) The admission to all the under-graduate, post-graduate and Ph.D. programmes of the university shall be made on the basis of Uttar Pradesh Combined Agriculture and Technology Entrance Test (UPCATET) to be organized every year by one of the four State Agriculture Universities of the Uttar Pradesh on rotational basis as per detailed rules published in Information Brochure every year. The UPCATET is conducted under the supervision of Steering Committee headed by Principal Secretary, Agriculture Education and Research, Government of Uttar Pradesh. The Steering Committee shall include the Vice-Chancellors and Registrars of all the four State Agriculture Universities.
- (ii) No candidate who is involved as an accused in any case involving a cognizable offence or an offence involving moral turpitude shall be admitted to any programme of the university.

#### **6. SUBMISSION OF APPLICATION**

The application complete in all respects, together with an application fee as prescribed from time to time shall be submitted online at [www.upcatet.org](http://www.upcatet.org) as per guide line given in Information Brochure on or before the last date fixed for the purpose.

#### **7. NUMBER OF SEATS**

The number of students to be admitted each year to the various academic programmes shall be fixed and notified in advance by the Academic Council and shall be listed in the UPCATET Information Brochure of the respective academic year.

#### **8. MEDICAL FITNESS**

Admission shall be subject to the candidate's being declared medically and physically fit by the Medical Officer designated for this purpose by the Vice-Chancellor.

#### **9. VERIFICATION OF ANTECEDENTS OF STUDENTS**

Each applicant for admission to this University shall be required to submit a Character Certificate from the Head of the Institution last attended certifying the following points among others:

- (i) That the applicant has not taken any part in any activity subversive of the rules, regulations and discipline of the Institution.
- (ii) That the applicant has never used unfair means in any examination of the Institution.

In case, any applicant has taken part in any of the above two activities, the details of the same shall be recorded by the Head of the Institution last attended and in that event such candidate shall not be eligible for admission. In case, a candidate has got admission on the basis of fake documents/concealment of facts, admission can be cancelled any time, it is detected.

#### **10. MINIMUM ELIGIBILITY QUALIFICATION FOR ADMISSION**

The minimum eligibility qualification for admission to the various academic programmes shall be laid down by the Academic Council every year in advance for publication in UPCATET Information Brochure.

#### **11. REFUSAL OF ADMISSION**

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

## **12. RESERVATION OF SEATS FOR ADMISSION**

The number of seats to be reserved for admission to the various programmes will be determined by the Academic council every year in advance in accordance with the provisions laid down by State Govt.

In addition the ICAR nominee qualified on the basis of test conducted by the ICAR and nominated for admission by the ICAR, will subject to eligibility, be granted admission subject to a maximum of 15% of intake capacity for U.G. programmes and 25% for Master's degree programme. Such seats shall be over and above the number of seats notified every year.

## **13. RESERVATION FOR ADMISSION TO Ph.D.**

As far as possible the reservation policy of the State Government shall also be applicable for admission to Ph.D. Programme. There being only two seats in each discipline, the 1<sup>st</sup> seat shall be treated as reserved seat which may be filled by either Schedule Caste/Tribe or by the candidate belonging to OBC category on the basis of ratio of percentage of reservation for each category.

## **14. ADMISSION OF IN-SERVICE CANDIDATES**

### **M.Sc. (Ag.) / Ph.D.**

For human resource development process and upgradation of skills of the faculty, four additional seats in M.Sc. and one additional seat in each discipline of Ph.D. may be filled on the basis of the criteria, namely:

- (a) The in-service candidates of the University may be allowed to do M.Sc./ Ph.D. under prevailing system of University through UPCATET examination.
- (b) The in-service candidates of the University, seeking admission to the University must have completed, a minimum of 5 years service in the University to be eligible for admission and must have secured at least 50% marks at the qualifying examination.
- (c) For the purpose of admission to Ph.D. programme, only those in-service candidates will be considered eligible who hold such posts for which the basic qualification requirement (as per advertisement) is Master's degree. Other in-service candidates who hold posts for which the basic qualification is B.Sc. may also be considered for admission but they will not be entitled for admission to Ph.D. Programme.
- (d) The period of service rendered as DLC or adhoc or on fixed pay shall not be considered for the propose of calculating the length of service.
- (e) In case, the in-service candidate selected for admission is posted at out station, he/she may be transferred/attached to the main campus of the University for the prescribed duration of the programme, provided the work is not adversely affected by the arrangement.
- (f) Candidates from a particular department may be admitted to do M.Sc./Ph.D. only on the recommendation of Head of Department through Dean/Director concerned.
- (g) At the time of recommendation for admission, the committee as constituted by the Vice-Chancellor shall also consider the past record of the candidate concerning his/her conduct in this University or elsewhere, If it is known that the candidate being considered for admission, was involved in any act of indiscipline, the selection committee may refuse to admit him/her and in this matter the decision of Vice-Chancellor shall be final.

## **15. REGISTERED/ENROLLED NUMBER**

The Identity Number of a student shall be the University Registered enrolled number during the course of study under the University.

## **16. CANCELATION OF ADMISSION**

In case a candidate, to whom a seat is offered, does not join within the time given, his/her admission would stand cancelled and the seat would be offered to the person next on the merit list.

# **CHAPTER-V**

## **REGULATIONS ON REGISTRATION/ENROLMENT AND CONTINUANCE OF STUDENTS**

### **1. ADVISEMENT**

- (a) Students freshly admitted as well as continuing students shall present themselves in the beginning of each semester on dates notified by the Registrar for advisement and shall be assigned in group to staff advisors (i) by the Dean concerned at the under-graduate level and (ii) by the Head of the Department, in which the student is majoring, at the Post-graduate level.
- (b) The Advisor shall help the Under-graduate students in planning the programme of their studies and the choice of courses. He shall also guide the student in determining the credit load which he can safely and conveniently carry on in each semester and shall advise him regarding adding of or withdrawal from the courses during a semester. Each Advisor shall maintain a close contact with his advisee and keep himself informed of their progress. Problem/ difficult cases requiring special measures shall be brought to the notice of the Dean concerned by the Advisor.

### **2. REGISTRATION**

- (a) Following advisement as prescribed above, registration of candidates selected for admission as well as that of continuing students shall be completed on scheduled date(s) notified earlier by the Registrar for each semester. In case of continuing students registration shall be done on production of result from the Registrar Office.
- (b) Normally a student shall not be permitted to offer a course unless he has cleared its pre-requisite course (if any). In case, any student has failed in a pre-requisite course after attending the course, the Dean concerned may permit him to register for the advance course.

In case of genuine difficulties, the Dean of the College concerned may also permit offering of pre-requisite course and the advance course to which it was pre-requisite concurrently.

#### **1. MODE OF REGISTRATION**

**Registration shall consist of the following steps**

- (i) List of courses alongwith the name of instructor(s) to be notified by the Dean of the College.
- (ii) Enrolment of the students in various courses with individual Instructors at a particular place, date and time.
- (iii) Payment of the University fees and other dues to the Comptroller and the Dean Students Welfare, and
- (iv) Depositing with the Registrar the prescribed registration cards/forms, duly filled in and signed by the Advisor, Instructors and other officer's concerned through Dean of the College.

#### **4. REGISTRATION OF FRESH STUDENTS**

Registration for the first semester of the year of a degree programme is a part of admission procedure and shall be governed by the admission rules. Admission of new students failing to register in the prescribed manner on the appointed date is liable to be cancelled and the seats so fallen vacant shall be offered to the next candidates in the waiting list. In the event of newly admitted student being permitted by the Vice-Chancellor to register late, he shall pay late registration fee as prescribed under Regulation 6(a) for continuing students, unless exempted by the Vice-Chancellor.

## **5. REGISTRATION OF CONTINUING STUDENTS**

Registration of continuing students in the subsequent semester shall be held in a similar way on the date and time notified by the Registrar.

## **6. LATE REGISTRATION FEE**

- (a) A continuing student who does not register on the day of registration, shall be required to pay a late registration fee at the rate of Rs. 50 for the first day and rate of Rs. 30/- for each subsequent day, till the registration is completed as prescribed.
- (b) Any student may be exempted from the payment of late registration fee by the Vice-Chancellor where he is convinced that the student is late for circumstances beyond his control.

## **7. LAST DAY OF REGISTRATION (to be notified in Academic Calendar)**

The registration of continuing students shall not be permitted later than days from the scheduled date of registration in each semester unless allowed by the Vice-Chancellor as a special case.

## **8. SUMMARY CANCELLATION OF REGISTRATION**

The Vice-Chancellor may summarily cancel the registration of any student or group/batch/classes of students who indulge(s) in acts of indiscipline, misconduct, violation of rules and regulation of the University, strikes, absence from classes without permission or without any valid reason or in whose cases the Vice-Chancellor has reasons to believe that their continuance in the University would not be in the best interest of the University.

## **9. SUSPENSION OF REGISTRATION**

The registration of a student may also be suspended by the Vice-Chancellor or the Dean of the College concerned or the Dean of Students Welfare either at his discretion or on the recommendations of the Discipline committee pending enquiry or on the receipt of report from the Warden or a faculty member alleging that the student concerned has committed an act of indiscipline as defined under the regulation. A student whose registration has been suspended as above may also be ordered to vacate the hostel and leave the campus if such a measure is deemed necessary by the authority passing the order of suspension in the interest of academic discipline and peace on the campus.

The period of suspension under this regulation shall not exceed 15 days except in cases in which the Vice-Chancellor or the Dean has reasons to believe that the proceedings in the Discipline Committee cannot be concluded during this period or where it is felt that the enquiry by the Discipline Committee needs to be held in abeyance so as not to prejudice the proceedings in court cases involving the alleged commission of a serious crime or an offence under the laws of the Country or the state involving moral turpitude.

## **10. REGISTRATION NECESSARY FOR AWARD OF GRADE**

In case a student studies a course without registering in the prescribed manner, he will not be awarded any grade in that course.

## **11. ADDITION OR WITHDRAWAL OF COURSES**

- (a) Application for addition or withdrawal of a course shall be made on a prescribed form to be obtained from the office of the Kulsachiv.
- (b) A course can be added up to a period of one week from the date of commencement of the course programme notification of offer of a particular cause.



- (c) A course can be withdrawn up to a period of 4 weeks from the date of commencement of the course programme. In such a case he will not be permitted to add a fresh course.
- (d) Withdrawal of course after mid term cast on account of poor performance/ inability to expect with the load within the presented in the Academic Calendar.
- (e) Withdrawal of courses shall not be permitted if the student seeking such withdrawal is taking the minimum credit load prescribed for the semester.
- (f) A student may be permitted to drop all courses in a semester in exceptional circumstances like ill health. In such cases, the student will be awarded 'W' grade in that semester.

## 12. COURSE LOAD PER SEMETER

Minimum and maximum course load per semester for different Under-graduate and Post-graduate programmes shall be as follows:

| S.N. | Degree                         | Credit load |         |
|------|--------------------------------|-------------|---------|
|      |                                | Minimum     | Maximum |
| 1.   | B.Sc. (Ag.) Hons               | 15          | 26      |
| 2.   | B.Sc. (Horticulture) Hons      | 15          | 26      |
| 3.   | B.Sc. (Community Science) Hons | 12          | 26      |
| 4.   | B.F.Sc. Hons                   | 15          | 26      |
| 5.   | B.V.Sc. & A.H.                 | -           | -       |
| 6.   | B.Tech.                        | 15          | 26      |
| 7.   | M. Sc. and Ph.D. Programme     | 8           | 19      |

## 13. MINIMUM CLASS ATTENDANCE

**Record of class attendance:** each Instructor shall maintain a record of the student's attendance in each course taught by him in each semester.

**Minimum class attendance:** each student shall be regular in attending classes and shall be required to have a minimum of 80% attendance in each course in each semester, falling which he shall be awarded grade "F" in that course, unless withdrawal from the course is permitted.

The percentage of attendance of a student in a course in a semester shall be computed on the basis of the total number of lectures, practicals and tutorials attended by him and those actually held between the date of commencement of instruction and the date of closing of instruction, irrespective of the date of this registration and/or the duration of leave duly granted to him.

The Dean may, on the recommendation of the Instructor/Advisor concerned, through the Head of the Department, condone shortage in attendance up to 5% in a course(s) in exceptional circumstances and allow students with an attendance of 75% or more to appear at the final examination. However, on the recommendation of the Dean, the Vice-Chancellor may grant a condemnation to the extent of 10% and allow students with an attendance of 70% or more to appear at the final examination.

**NOTE:** In computation of percentage of attendance fractions of 0.5 or above shall be counted. Whenever students resort to mass absence from classes, a fine of Rs. 15.00 per student per day may be levied from all such students who will have to pay this fine before the next semester final examination and failure to do so shall render them liable.

#### 14. SCHOLASTIC PROBATION AND DROPPING (U.G. Programmes)

- (i) If at the end of a semester the GPA/OGPA of an undergraduate student falls below 5.00, he/she shall be placed on scholastic probation for the duration of the subsequent semester.
- (ii) If at the end of semester during which an undergraduate student has been on scholastic probation, the OGPA of the student for the semester is 5.00 or above, he/she shall cease to be on scholastic probation.
- (iii) If at the end of any semester during which an undergraduate student has been on scholastic probation, the GPA/OGPA of the student for that semester again falls below 5.00 he/she shall be advised to withdraw from the University and his guardian be informed. If however, the student decides to continue in the University, he shall be placed on continued scholastic probation for one semester only by the Dean.
- (iv) If at the end of semester, the GPA of an undergraduate student falls below 3.00, he shall be dropped from the University. Such a student can however, be allowed to repeat the semester next year, if he so desires but if he fails to obtain minimum GPA of 5.00 in the repeated semester, he will not be allowed to continue in the University.
- (v) If any undergraduate student fails to obtain OGPA at the end of semesters indicated below, he shall be dropped from the University for poor academic performance.

|     |          |      |
|-----|----------|------|
| I   | Semester | 3.00 |
| II  | Semester | 3.50 |
| III | Semester | 3.75 |
| IV  | Semester | 4.00 |
| V   | Semester | 4.25 |
| VI  | Semester | 4.50 |

- (vi) Any undergraduate student failing four times in a course shall be dropped.

#### 15. SCHOLASTIC PROBATION AND DROPPING (P.G. Programmes)

- (i) If at the end of any semester, the GPA/OGPA of any post-graduate student falls below 6.50, he/she shall be placed on scholastic probation for the duration of the subsequent semester.
- (ii) If at the end of the semester during which a post-graduate student has been on scholastic probation, the OGPA of that student of that semester is 6.50 or above he shall cease to be on scholastic probation.
- (iii) If at the end of any semester during which a post-graduate student has been on scholastic probation, the OGPA of that student again falls below 6.50, he shall be advised to withdraw from the University and his guardian be informed. However, if the student decides to continue in the University, he can be placed on continued scholastic probation for one semester only by the Dean.
- (iv) Any student failing thrice in the same course shall be dropped from the university for poor academic performance.
- (v) A dropped student may, however, be re-admitted in the semester of the P.G. programme at which he was dropped, if the conduct has been satisfactory. Such re-admission will be allowed only once in a programme.

#### 16. PETITIONS

All petitions made by the dropped students for re-admission shall be examined by a petition committee appointed by the Vice-Chancellor. The petition committee shall advise the Vice-

Chancellor in respect of each petitions whether it may be rejected or accepted subject to such conditions as the committee may deem fit. The decision of the Vice-Chancellor in such cases shall be final. The students being dropped should be informed of this provision either by stamping on the performance report or through a separate slip.

### **17. REPETITIONS OF COURSES**

- (a) If a student secures 'F' Grade, he shall have to repeat the course whenever it is offered by the student.
- (b) In case a student obtains 'F' Grade in a course and repeats it, the grade secured by the student on repeating the course shall be reflected in the grade report.

### **CONTINUANCE OF STUDENTS**

### **18. WITHDRAWAL FROM THE UNIVERSITY**

- (a) Every enrolled student shall be required to register at the beginning of each semester till the completion of his degree requirements, unless otherwise permitted/ordered by the Dean/Vice-Chancellor, as the case may be, failing which his/her enrolment shall be cancelled. Re-admission in such cases shall be by petition, and not as a matter of right.
- (b) Permission to withdraw from the University, for a semester shall not be granted unless the application is made through the advisor to the Dean at least 15 days before the commencement of the semester final examination after obtaining the upto date no dues from the comptroller.
- (c) No student will be permitted to drop the 1<sup>st</sup> semester of his 1<sup>st</sup> year both at Under-graduate and Post-graduate level. However, the Vice-Chancellor may permit the dropping of the 1<sup>st</sup> semester of the 1<sup>st</sup> year on the recommendations of the Dean College concerned in exceptional circumstances i.e.
  - (i) Hospitalization for one month or more in the 1<sup>st</sup> semester.
  - (ii) Confinement to bed for one month or more in the 1<sup>st</sup> semester as a result of serious illness/ailment.
- (d) A student may be permitted to drop the 2<sup>nd</sup> semester only on the condition that he was not placed on Academic Probation after the first semester final examinations. Under no circumstances a student who was permitted to drop the 1<sup>st</sup> semester shall be allowed to drop the 2<sup>nd</sup> semester.
- (e) Permission to withdraw from the University for a semester shall be accorded on the following grounds:
  - (i) The student is hospitalized in the University Hospital or in a Hospitalized advised by the University Medical Officer In-charge or advised complete rest by the University Medical Officer In-charge or the I/C of such Hospital to which his case was referred by the Medical Officer In-charge, University Hospital for a period on account of which his attendance are likely to fall below 75 and/or he is likely to miss or has missed examination as well as makeup thereof. The application, on this ground duly countersigned by the University Medical Officer In-charge and supported by the relevant certificate(s), is to made within a week from the last day of hospitalization. No application submitted beyond this period will be considered.
  - (ii) In case of an accident whereby a student has been disabled temporarily to attend his classes, the application for leave duly supported by the medical certificate(s) countersigned by the University Medical Officer In-charge, is to make within a week from the day the student is declared fit to attend classes.

- (iii) In case where as student has left the University Campus on authorized leave or on any ground including the unfortunate death of parent/guardian and falling sick there and has to undergo treatment for such a period that his attendance falls short of the minimum prescribed limit he may also be permitted by Dean to drop/withdraw from a semester if he makes form application to Dean through his guardian/parent duly supported by Medical Certificate from an M.B.B.S. registered medical practitioner within a fortnight from date of expiry of the authorized leave.
- (iv) Any other unforeseen circumstances which, in the opinion of Vice-Chancellor, are fit reasons for allowing a student to drop a semester.
- (f) If a student has not obtained permission from the competent authority as defined above, he/she shall be awarded grades as per the actual performance in various courses by awarding zero in missed examinations. In case, his/her attendance falls short of prescribed limit, **failure** grades shall be awarded.
- (g) Normally, permission shall not be granted to a student to withdraw the University for more than two semesters under the regulation 18 (c), (d) and (e).
- (h) The Vice-Chancellor may, on the recommendation of the Advisor and Dean of the concerned College, permit temporary discontinuance of student for maximum period as detailed below on grounds prescribed under (e) (i).

|      |                          |             |
|------|--------------------------|-------------|
| i.   | Under graduate programme | 2 semesters |
| ii.  | Master's programme       | 3 semesters |
| iii. | Ph.D. programme          | 4 semesters |

- (i) Permission to discontinue studies may be accorded on the follow grounds
  - (a) The student has to join service and extension in joining date is not possible.
  - (b) In case of in-service sponsored student, the sponsoring institution wants to withdraw the student for a temporary period.
  - (c) In case of University staff student, the concerned department/section wants to withdraw the student for temporary period in the interest of work of the department, section and/or University.
  - (d) Any other circumstances which, in the opinion of the Vice-Chancellor, are fit reasons for allowing the student to discontinue his/her studies. Discontinuance of studies on the above grounds shall be permitted only if the application is made in advance, after obtaining upto date no dues from the Comptroller.
- (j)
  - (a) No student shall be permitted to withdraw from the university for a period laid down in clause 18(h) above on any ground whatsoever.
  - (b) In case, any student wants to withdraw from the university for more than two semesters, on medical grounds, he shall be advised to seek admission elsewhere or else withdraw from the University permanently and seek readmission when he feels completely fit to resume studies.
  - (c) The cases of dropping/withdrawal of a semester in respect of such students as may have an OGPA less than 4.00 in case of U.G. and OGPA of 6.00 in case of P.G. up to the end of proceeding semester shall be referred to the Petitions Committee for disposal.
  - (d) The student permitted to withdraw for one or two semesters on medical grounds shall be required to submit a certificate of fitness from the University Medical Officer In-charge on rejoining.

## **19. CLEARANCE CERTIFICATE**

Any student who wants to leave the University during or after a semester must officially withdraw by obtaining 'Clearance Certificate' on the prescribed form from all sections, Heads of departments and concerned Dean and deposit in the office of the Registrar.

## **20. PROCEDURE FOR WITHDRAW**

- (a) A student may be entitled to withdraw from the University on completion of his studies in this University.
- (b) No student shall be deemed to have withdrawn from the University unless he has obtained a 'Clearance Certificate' i.e. No Dues Certificate from the Comptroller.
- (c) Unless a student has obtained a 'Clearance Certificate' from University, no refund of the amount due to him shall be allowed shall the transcript and any other documents be issued to him.
- (d) The 'No Dues Certificate, may be obtained by the student himself immediately after completion of his degree or at the time of his being permitted to withdraw from the University. The 'No Dues Certificate may also be obtained by making an application to the Comptroller this behalf.
- (e) It shall be the responsibility of the Sectional Heads concerned, e.g. Warden, the Librarian, the Dean Student Welfare and the Head of Department etc. to report to the Comptroller immediately, at the end of each semester final examination, the dues if any outstanding against any student.
- (f) It shall be the duty of the Comptroller to prepare, and maintain an update statement of dues outstanding against students and also furnish a copy of the statement to the Registrar within three weeks from the date of the commencement of the semester break each semester.
- (g) The Registrar shall consult the report furnished by the Comptroller and if no dues are shown against a student in the list, shall cause to issue the transcript or any other documents which can be issued to student after withdrawal from the University.

Provided that no application for issue of document shall be held up beyond three weeks for want of a report.

## **21. REFUND OF CAUTION MONEY**

The refund of caution money of a student shall be made only after he has obtained a 'Clearance Certificate' from all concerned and deposited it in the office of the Registrar. The refund of caution money shall be permissible up to a period of five years from the date the student leaves the University, where after it shall be credited to the University revenue.

## **22. RE-ADMISSION OF STUDENTS**

Students who withdraw from the University or who have been dropped by the University may petition to the Vice-Chancellor for re-admission. However, on re-admission such students shall be treated as continuing students as far as time of admission is concerned they shall not be treated as continuing students for the purpose of fees payable.

## **23. DISPOSAL OF PETITIONS FOR RE-ADMISSION**

The petitions of dropped students for re-admission shall be examined by a petition committee appointed by the Vice-Chancellor. The committee shall advise the Vice-Chancellor in respect of each petition whether it may be rejected or accepted, subject to such conditions as the committee may deem fit. On the basis of the recommendation of the petitions committee necessary decision may be taken by the Vice-Chancellor.

# CHAPTER-VI REGULATION ON CONDUCT OF EXAMINATIONS

## 1. TYPE OF EXAMINATIONS

As prescribed by the Academic Council from time to time, the Examinations shall be of the following types:

- (i) Mid term examination to be conducted after 8 weeks from the commencement of classes.
- (ii) Practical Examination to be conducted as a semester Final Examination.
- (iii) Semester Final Theory Examination to be conducted as semester Final Examination.
- (iv) Mock examination: for all P.G. students there will be a mock examination conducted by HOD along with his faculty before oral comprehensive and thesis viva-voce and HOD will issue a certificate to Dean, PG to this effect that mock examination has been conducted.
- (v) Preliminary Examination for Ph.D.: students shall have to pass preliminary examination in the course work in both major and minor fields. After completion of 75% of course work, the student shall take the examination which will be both written and oral. The written examination will be conducted by the members of the Advisory Committee representing major/minor fields. The oral Examination shall be conducted by the advisory committee with the help of an external examiner after successful completion of written examination.

### (vi) Thesis evaluation

P.G. programme: thesis for the award of Master degree shall be sent for evaluation to one external Examiner.

Ph.D. : thesis shall be sent to a set of two external examiners (one out of the state) and in case of unsatisfactory report from one of the examiner it will be sent to the third external examiner.

- (vi) Viva-Voce: on receipt of satisfactory report on the thesis from the external examiner the oral examination will be conducted by the Advisory Committee with the help of External Examiner. The candidate shall have to register for 03 credits for M.Sc. and 05 credits for Ph.D. in the particular semester when he intends to submit the thesis. These credits will not be counted towards OGPA and a student shall have to be registered to obtain Satisfactory(s) grade.

Any other examination as prescribed by the Academic Council from time to time.

## 2. RELATIVE WEIGHTAGE FOR VARIOUS TYPES OF EXAMINATIONS

Weightage of different examination will be as follows

| Type of Course   | Mid Term Theory     | Practical            | Final Examination Theory |
|--|---------------------|----------------------|--------------------------|
| 1. Courses containing Theory + Practical Credits such as 2 (1+1), 3(2+1), 3(1+2) | 30 marks (Internal) | 20 marks (Internal)  | 50 marks (External)      |
| 2. Courses containing only Theory Credits such as 1(1+0), 2(2+0), 3(3+0)         | 50 marks (Internal) | -                    | 50 marks (External)      |
| 3. Courses containing only Practical Credits such as 1 (0+1), 2(0+2), 3(0+3)     | -                   | 100 marks (Internal) | -                        |

### 3. EXAMINATION SCHEDULE

- (i) The examination period for Mid-Term as well as Final Examination shall be mentioned in the Academic Calendar of the respective session.
- (ii) The final examination schedule shall be prepared and notified by the Registrar at least 15 days before the commencement of the examination with the consultation of the Deans of the Faculties. The schedule can be suitably modified in the case of the exigencies of the situations.

### 4. SEATING ARRANGEMENTS

The examination shall be conducted in all the colleges of which arrangements shall be made by the Registrar. As far as possible the students of the college shall be allotted examination halls in the same college.

The students shall be seated strictly according to seating plan. Invigilators and the Examination Superintendents shall enforce this and the Invigilator In-charge shall be supplied with a copy of the seating arrangement chart in each room.

Refusal of a student to occupy the seat allotted to him in the seating plan shall be construed as an attempt to use of unfair means.

### 5. SUPPLY OF EXAMINATION MATERIALS

- (i) Examination materials such as answer book, twin drawing papers, log tables, graph papers etc. will be supplied by the Registrar.
- (ii) Every student shall be required to bring examination materials such as squares, scales and the like himself, as he shall not be permitted to borrow any materials from other students in the examination hall.

### 6. DURATION OF EXAMINATION

|       |                                   |          |
|-------|-----------------------------------|----------|
| (i)   | Mid-Term Theory Examination       | 2.30 Hrs |
| (ii)  | Practical Examination             | 2.00 Hrs |
| (iii) | Semester Final Theory Examination | 3.00 Hrs |

### 7. INSTRUCTIONS FOR THE PAPER SETTERS AND EXAMINERS

#### (a) Mid-Term

The Internal Examiners as notified by the Dean for the various courses shall be responsible for the setting of question papers within prescribed portion of the course and he will reach to the Examination Hall 30 minutes before the commencement of examination with sufficient number of the copies of question papers.

#### (b) Final Examination

For the semester Final Examination two sets of the question papers shall be set by the External Examiner keeping in view the following guidelines:-

- (i) Every question and every part of a question shall be strictly within the prescribed course of study in that particular paper.
- (ii) Every question and every part of the question should be clear in language and free from ambiguity.
- (iii) The question paper should be fairly distributed over the whole course of study and not concentrated on any one or a few portions only.

- (iv) The distribution of marks should be so specific that the total of the marks of all the questions expected to be attempted is exactly the same as is given at the top of the question paper. Each part of a question shall separately be assigned marks.
- (v) The question particularly the Technical terms should be legibly written in capital.
- (vi) Two sets of question papers shall be set, one containing of 30 objective type questions out of which 20 questions shall be asked to attempt carrying 20 marks and the other containing 7 descriptive questions carrying 30 marks. Four questions may be asked to be attempted out of the 7 descriptive questions.
- (i) The duration of the objective paper shall be 30 minutes, whereas, the duration of the descriptive paper shall be 2.30 Hrs.
- (ii) The papers shall be set both in Hindi and English at UG level and in English at P.G. level.

## 8. QUESTION BANK

For internal examination a question Bank will be created in Registrar Office for the each course including written comprehensive examination for Ph.D. Students and a committee comprising Dean P.G. concerned, Dean and HOD will finalize the question paper.

## 9. INSTRUCTION FOR INVIGILATORS

- (a) All Invigilators shall come to the examination office at least half an hour before the commencement of the examination.
- (b) All the Invigilators may check in each room the identity cards of all the students in their examination room to verify their identity.
- (c) A blank answer book marked "A" shall be provided to each student in the first instance. Students demanding additional answer book shall be provided with blank answer book marked "B".
- (d) Invigilator Incharge shall take attendance of the students 30 minutes after the commencement of each examination on the sheet to be provided and in the manner required by the Registrar. While checking the attendance, the invigilator should append his signature on the attendance sheet.
- (e) After taking attendance, the Invigilators shall check and see that the balance of question papers/answer books left over tallies with the attendance.
- (f) At the end of the examination, Answer books shall be collected from all the students by the invigilator. The Invigilator I/c shall deposit blank answer books etc. in the examination office immediately after the examination over and deliver filled up answer books to the instructor concerned directly in case of mid-term examination and to the registrar office in case of final examination.
- (g) The Invigilator shall allow only those students in the examination hall as are mentioned in the room chart of the examination hall. In case of omission of the name of any student from the chart, the Invigilator I/c may exercise his own discretion and notify the fact to the Centre Superintendent immediately who will inform the position to the Registrar.
- (h) Invigilator finding any student resorting to unfair means in the examination or creating disturbance or acting in any manner so as to cause any inconvenience to other students in the examination hall, shall report the matter at once to the Center Superintendent for suitable action.



## 10. APPOINTMENT OF EXAMINERS

Head of the respective department will submit the panel of Examiners to the Dean of faculty after getting the panel from the Major Advisor of the respective student for evaluation of the Thesis and Viva-Voce.

Dean will submit the panel of Examiners obtained from Head of Departments to Registrar Office and the Registrar will place it before the Vice-Chancellor for the nomination of the Examiners.

The appointment of paper setters for final theory examination will be dealt by the Registrar and Vice Chancellor.

## 11. SUPERINTENDENT AND ASSISTANT SUPERINTENDENTS OF EXAMINATION

Dean in respective colleges shall act as Superintendent of Examination for the respective colleges and shall be responsible for the proper conduct and supervision of the examinations. Assistant Superintendent of Examinations shall be appointed by the Vice-Chancellor. For this purpose, the Dean will make recommendations to the Vice-Chancellor through the Registrar. Invigilators shall be appointed by the Deans concerned. Superintendents/Assistant Superintendents shall not leave the Headquarters during examination days.

## 12. PREPARATION OF FINAL EXAMINATION RESULTS

- (i) Each Instructor shall prepare four copies of Instructor's result slips (grade reports) in the performa prescribed by the Registrar giving the academic performance of the student in his course in the mid term examination.
- (ii) Each copy of the Instructors result slip shall be signed by the Instructor and his Head of the Department.
- (iii) Each external examiner shall fill the marks obtained by the students in the prescribed form.
- (iv) The Registrar office will complete the marks obtained by a student in the internal and external examination on the prescribed proforma in two copies, one copy of the compiled sheet will be sent to Dean office by the Registrar.

## 13. TABULATION OF RESULTS

- (i) Tabulation of result shall be done from the Instructor's result slip in the office of the Dean and the Registrar separately simultaneously and independently of each other.
- (ii) The tabulation work shall be completed within one week from the last date of the receipt of the grade slip from the Instructors.
- (iii) Tabulation sheets shall be supplied by the Registrar and tabulation at both offices shall be done in accordance with the procedure and rules prescribed by the Registrar.
- (iv) To assist the Registrar's office in the tabulation and preparation of the results, each college shall depute clerk/typist to the office of the Registrar.
- (v) Each Tabulation sheet shall be signed by the Clerk - Incharge and the officers concerned.

## 14. CHECKING OF TABULATION SHEETS

- (i) After the tabulation sheets in the office of the dean are ready, he shall send the same to the office of the Registrar, which shall be returned to him after results are compared.
- (ii) The Deans of colleges will nominate two pairs of staff members from respective college for comparing the tabulation sheets prepared in two different offices.
- (iii) In case, any entry does not tally, the teacher deputed for this purpose shall check it from the

original result slip, registration card, adding/withdrawal form too, if necessary and recalculate the grade point average whenever found wrong. Each such correction shall be signed and separate entry shall be recorded for such mistakes by the checking officer.

## 15. PREPARATION OF GRADE REPORTS

- (i) After comparison of the rolls by the checking-officer(s) is completed, the assistants shall transcribe the grades on the individual report cards.
- (ii) The teachers deputed for this purpose shall further check the transcribed grade on the student report cards and put up their signature on the individual report cards.
- (iii) The grade reports shall mention specifically both the name of the course and course number.

## 16. EVALUATION AND GRADING

Evaluation and grading of students admitted to the degree programme shall be done on 10 point grading system in the manner summarized below:

- (i) A Course shall be a unit of instruction or segment of subject matter to be covered in a semester. It shall have a title number and credits.
- (ii) Each credit shall represent one hour lecture or 2 to 3 hours laboratory or field practical each week.
- (iii) The marks obtained by a student at various examinations prescribed in a course during a semester including final examination shall be added up. Total marks obtained in a course shall represent the percentage of marks-obtained by a student.
- (iv) The percentage of marks so obtained by a student in a course then shall be divided by 10 to work out the grade point obtained by a student in a particular course. The grade point shall be expressed correctly up to two decimal figures.
- (v) Credit point of a course shall be the product of credit hours and grade point obtained by a student. This credit point of a course shall be utilized in calculation of the grade point average.
- (vi) Grade Point Average (GPA) shall be the quotient of the total grade point obtained by a student in the courses completed by him/her during a semester divided by the total credit hours registered by the student in the semester and expressed correctly up to second decimal point.
- (vii) Overall Grade Point Average (OGPA) shall be quotient of cumulative credits points obtained by student in all the courses credited by him from the beginning of the first semester of the degree course/programme divided by the total credit hours of all the courses which student had completed up to end of a specific semester from the first semester. OGPA shall be expressed-correctly up to three decimal places.
- (viii) In under-graduate programmes, Grade Point 5.0 shall be considered as pass grade for a course and a student shall have to maintain a minimum OGPA of 5.00 in 10 point scale for successful completion and clearing the semester as well as for meeting-requirement for completion of degree.
- (ix) For M.Sc. (Ag.)/Ph.D. Degree programmes the minimum pass grade shall be 6.00 but the student shall have to maintain minimum OGPA of 6.50 for successful completion and clearing the semester as well as for meeting-requirement for completion of degree. This will also be applicable in case of continuing students of all programmes.
- (x) Students securing grade point less than 5.00 and 6.00 in undergraduate and post-graduate programmes, respectively shall fail. Such students shall be required to repeat the course

whenever offered.

- (xi) In the case of students securing less than 5.00 in U.G. and 6.00 in P.G., the actual marks/point obtained by such students, be taken into account for calculation of GPA/OGPA such students shall have to repeat the course whenever offered. However, the credits of the course in which a student has failed will be finally counted only once even though the difference in marks obtained after repetition will be shown with indication of letter, in the records of all semesters during which the course was repeated. For preparing OGPA, the credit of the repeat course shall be deducted from the total, credit of previous semester while adding it to the semester when repeated.
- (xii) The instructor shall not award any grade point in a course to a student if he/she has been permitted by the Dean to withdraw from a course.
- (xiii) Students registered for thesis research for M.Sc. (Ag.) degree shall be graded through letter grade 'S' or 'US'. 'S' means satisfactory and 'US' means unsatisfactory. In case of 'US' grade, a student shall have to repeat the thesis research work.
- (xiv) When a student is not able to appear in the final examination due to sickness or any other unavoidable reason, he/she will be awarded 'I' grade if approved by the Dean. Such a student will be awarded 'O' (zero) grade in the course.
- (xv) As regards awarding of grades to P.G. students for submission of thesis 'I' grade will be awarded if the Thesis is submitted and Viva-Voce could not be held in time before the start of next semester, such students will have to register in the next semester by paying only the registration fee.
- (xvi) If the student although registered, yet could not submit the thesis in a particular semester 'W' grade shall be awarded at the end of semester with due permission of the Dean.

### 17. PRESERVATION OF ANSWER BOOKS

Answer books of all examinations will be shown to the student and then preserved by the concerning teacher for a period of atleast one semester and then deposited in the office of the Dean.

### 18. USE OF UNFAIR MEANS

If a student has been found using unfair means in any test/examination, he/she shall be awarded '0' (zero) in all courses undertaken by him/her during the semester in addition to being placed on conduct probation for two semesters.

In addition to the above provision in case of unruly behavior shown during examination, such action as deemed appropriate shall be taken in accordance with regulations' by the Dean.

An example as to how grade point average shall be calculated in the 10 point scale is given in the following table.

### 19. CALCULATION OF G.P.A. IN 10 POINT SCALE

| S. N. | Course No. | Course Title | Credit | Mid Term Exam | Assignment | Practical Exam | Final Exam | Total | Grade Point | Credit Point |
|-------|------------|--------------|--------|---------------|------------|----------------|------------|-------|-------------|--------------|
| 1     | -          | -            | 2(1+1) | 30            | -          | 20             | 50         | 100   | -           | -            |
|       |            |              |        | 27            | -          | 18             | 40         | 85    | 8.5         | 17.00        |
| 2.    | -          | -            | 3(2+1) | 30            | -          | 20             | 50         | 100   | -           | -            |
|       |            |              |        | 28            | -          | 19             | 39         | 86    | 8.6         | 25.80        |

|                     |   |   |        |          |         |          |          |                                  |          |            |  |
|---------------------|---|---|--------|----------|---------|----------|----------|----------------------------------|----------|------------|--|
| 3.                  | - | - | 4(3+1) | 35<br>29 | 10<br>8 | 20<br>19 | 35<br>32 | 100<br>88                        | -<br>8.8 | -<br>35.20 |  |
| 4.                  | - | - | 2(0+2) | -<br>-   | -<br>-  | -<br>-   | -<br>-   | 100<br>93                        | -<br>9.3 | -<br>18.60 |  |
| 5.                  | - | - | 2(2+0) | 50<br>42 | -<br>-  | -<br>-   | 50<br>40 | 100<br>82                        | -<br>8.2 | -<br>16.40 |  |
| Total               |   |   | 13     |          |         |          |          |                                  |          | 113.00     |  |
| Total credit Hrs:13 |   |   |        |          |         |          |          | Total Credit Point Earned:113.00 |          | GPA:8.692  |  |

## 20. CONVERSION OF MARKS INTO POINTS

| Degree | Percentage of Mark Obtained        | Conversion into points |
|--------|------------------------------------|------------------------|
| All    | 100                                | 10 points              |
|        | 90 to <100                         | 9 to <10               |
|        | 80 to <90                          | 8 to <9                |
|        | 70 to <80                          | 7 to <8                |
|        | 60 to <70                          | 6 to <7                |
|        | 50 to <60                          | 5 to <6                |
|        | <50 (Fail)                         | <5                     |
|        | e.g. 80.76                         | 8.076                  |
|        | 43.60                              | 4.360                  |
|        | 72.50 (but shortage of attendance) | Fail (1 Point)         |

## 21. CALCULATION OF GPA/CGPA/OGPA

GPA = Total points scored / Total credits (for 1 semester)

CGPA =  $\frac{\sum \text{Total points scored}}{\text{Course credits}}$

OGPA =  $\frac{\sum \text{Total points scored (after excluding failure points)}}{\text{Course credits}}$

% of marks =  $\frac{\text{OGPA} \times 100}{10}$

## 22. AWARDING DIVISION

### (a) U.G. Programme

| OGPA            | Division                    |
|-----------------|-----------------------------|
| 5.000 – 5.999   | Pass                        |
| 6.000 – 6.999   | II division                 |
| 7.000 – 7.999   | I division                  |
| 8.000 and above | I division with distinction |

### (b) P.G. Programme

| OGPA            | Division    |
|-----------------|-------------|
| 6.000 – 6.999   | II division |
| 7.000 and above | I division  |

## CHAPTER-VII

# REGULATIONS ON CONDUCT OF STUDENTS AND MAINTENANCE OF DISCIPLINE

Students of the University shall exhibit good behavior and maintain good conduct within the College, in hostels and anywhere in the university campus and shall not indulge themselves in acts of in-discipline.

### 1. THE FOLLOWING SHALL CONSTITUTE ACTS OF IN-DISCIPLINE

- (a) Keeping or using any fire arms, lethal weapons, Knife with a blade of more than four inch length in the room or outside.
- (b) Keeping or using intoxicants in any form.
- (c) Gambling in any form.
- (d) Ragging, bullying or harassing of students.
- (e) Demonstration in any form including processions and meetings.
- (f) Strike or hunger strike.
- (g) Boycotting of any University function, programme or activity.
- (h) Using intemperate language.
- (i) Recourse of violence, assault, intimidation, rioting.
- (j) Showing or causing to show any disrespect to a teacher or staff member of the University, inside or outside the campus.
- (k) Incitement to commit any act of indiscipline.
- (l) Any breach or law of the country, of the State or the Status; regulations Rules of the University or orders of a competent authority.
- (m) Disturbing other students in their studies; (n) Damaging any University property.
- (o) Disorderly behavior in any form.
- (p) Attending or organizing meetings other than those authorized by the competent authority and participation in such meetings.
- (q) Displaying notices, leaflets, or posters, not signed or countersigned by the Dean Student Welfare or other University officer authorized by the Vice-Chancellor on the hostel and University notice boards or other places or distributing such notices or leaflets.
- (r) Any act specifically forbidden by the Asstt. Warden, Warden, Chief Warden, Dean of Student welfare, or an officer of the University.
- (s) 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.
- (t) Adoption of unfair means in an examination.
- (u) Molestation/rape/eve/teasing.
- (v) Physical injury to fellow students or employees or anyone in the campus.
- (w) Hostility towards a member of the faculty or university employee.
- (x) Any other acts of misconduct which in the opinion of the competent authority amounts to indiscipline.

2. The reports of incidents involving an act of indiscipline will ordinarily be made in the manner given below:

| S. No. | Place of occurrence   | Reporting officer                                    | Authority to whom the report is to be submitted        |
|--------|---|--|--|
| (a)    | In a class-room, lecture theatre, laboratory, farm  | Teacher-in Charge                                    | Head of the Department                                 |
| (b)    | In class tour   | Teacher-in-Charge                                    | Dean of the College through the Head of the Department |
| (c)    | On a play field   | Games official                                       | Dean Student Welfare                                   |
| (d)    | At any place within or outside the including College and other building of the University | Any Teacher, Students or employees of the University | Dean Students Welfare                                  |
| (e)    | In a hostel or its premises   | -do-   | The Warden   |
| (f)    | In a written or Practical Examination   | The invigilator/ teacher conducting the examination  | The Dean of the College concerned                      |

3. For an act of in-discipline, a student may be awarded a minor punishment or a major punishment.

(i) **Minor punishment means any of the following punishments**

- (a) Warning
- (b) Monetary fine
- (c) Reprimand of record
- (d) Conduct probation

No appeal will lie against a minor punishment.

(ii) **Major punishment means any of the following punishments**

- (e) Suspension
- (f) Expulsion
- (g) Rustication

#### 4. REPRIMAND OF RECORD

This shall consist of an official warning to the student not to repeat any act of in-discipline. This will be noted on the student's permanent record but not on any outgoing Semester Report or Transcript.

#### 5. CONDUCT PROBATION

A Student found guilty of the violation of the Rules and Regulations of the Hostel/College/University or found guilty of an act of in-discipline or misbehavior may be placed on conduct probation for a specified period, which shall not be less than one month.

- (i) A student placed on conduct probation, for the first time shall not be eligible to receive any scholarship, fellowship or stipend. When a student is deprived of a scholarship or fellowship or stipend on account of his placement on conduct probation, the loss entailed will be

permanent and no arrears shall be payable subsequently on his being restored to good standing; provided that if he is otherwise eligible to such monetary benefit, such benefit will be restored to him from the date on which the ceases to be on conduct probation and is restored to good standing.

- (ii) A student placed on conduct probation for the second time shall, apart from the withholding of scholarship, fellowship or stipend be not entitled to:
  - (a) Represent his College/University in sports cultural, contests etc. in or outside the University;
  - (b) Hold office in any student organization, club or professional society in the University.
- (iii) If a student has been on conduct probation on two previous occasions, and is again found guilty of in-discipline he/she shall not be considered for admission to the next degree programme.

**6. (1) Different authorities shall have the power to award punishment to the extent maintained below:**

|                                    |   |
|------------------------------------|---|
| <b>Asstt. Warden</b>               | Warning and/or fine up to Rs. 500/- Warning and/or fine up to Rs. 100/- and / or reprimand of Record/ placing on Conduct probation. In addition he shall have power of suspension from the Hostel up to one semester on the recommendation of the Discipline Committee. |
| <b>Warden / Head of Department</b> | Warning and/or fine up to Rs. 1000 and reprimand of records.  |
| <b>D.S.W./ Dean of College</b>     | Placing on Conduct probation and/or Fine up to Rs. 2000/-. In addition he shall also have the power of suspension from the college up to one Semester on the recommendation of the Discipline Committee.  |

(2) Serious cases of in-discipline such as those mentioned in 2(l); (u); (v) and other cases on in-discipline in respect of which the Dean of the College/ DSW is satisfied that punishment would not be adequate to meet the ends of justice, he may refer it to the Vice Chancellor. If the Vice Chancellor is satisfied, he may refer the case to the Discipline Committee.

The case of in-discipline falling under 2 (t) will also be dealt with in accordance with the rules laid down for the purpose separately.

- (3) In event of a criminal proceeding against a students, by police/ any other department the student will be treated as discharged from the University until the case is finally decided by court of law.
- (4) The recommendations of the Discipline Committee shall be forwarded to the Vice Chancellor as expeditiously as possible. The Vice Chancellor may impose any of the following punishments:
  - (i) Suspension
  - (ii) Expulsion
  - (iii) Rustication

(i) **Suspension:** means removal of a student from the Hostel/College for a specified period. Notwithstanding anything contained in the foregoing Provisions, the Dean of Student Welfare/Dean of the College shall have the power to suspend a student from the Hostel/College for a specified period not exceeding 15 days, pending receipt of recommendations of the Discipline Committee.

The Discipline Committee will submit its recommendations to the Vice Chancellor within the said period.

(ii) **Expulsion:** is the removal of a student from the rolls of the College for a specific period, as a punishment for in-discipline. An expelled student may rejoin his class in the same College after the expiry of the period of expulsion with the permission of the Vice Chancellor and on such conditions as Vice Chancellor may stipulate.

(iii) **Rustication:** of a student from a college shall mean that name of the students shall be removed permanently from the rolls of the University and he/she shall not be permitted to get admission to any constituent college of the University the punishment of rustication shall be awarded subject to the approval of the academic council.

#### 7. Procedure to be followed for awarding punishment for an act of indiscipline

On receipt of a complaint of an act of in-discipline against a student the authority prescribed in clause 3 or rule 3 above, shall reduce it in writing and call for the explanation of the student/ students concerned. If he is not satisfied with the explanation offered, he may conduct an inquiry and record statements of witnesses for and/ against and pass suitable orders. If he feels that a punishment more than is powers, is called for in the case, he shall submit it to the next higher authority who will dispose of the case in the same manner.

#### 8. Appeal and review of orders

Within a fortnight from the date of issue of the orders passed by the Dean of the College/ D.S.W., a student can appeal to the Vice Chancellor. The Vice Chancellor may offer an opportunity to the student for being heard in person. The Vice Chancellor may accept, reject or modify the punishment in such manner as they may deem proper. After the orders passed by the Vice Chancellor for expulsion of the student from the University, the student concerned may request for review. In the case of order for rustication, the Vice-chancellor may place the matter before the Academic Council for reconsideration whose decision will be final.

By order



(D. K. Dwivedi)  
Dy. Registrar



(P. K. Singh)  
Registrar



