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CHAPTER –1
REGULATIONS ON MEETING
OF
THE BOARD OF MANAGEMENT

The quorum for any meeting of the Board shall consist of four members. Provided that if a meeting is adjourned for want of quorum, no quorum shall be required for that adjourned meeting.

CHAPTER –II

REGULATIONS ON THE CONDUCT OF MEETING OF THE ACADEMIC COUNCIL

- 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 Copies of agenda notes shall be supplied by the faculty /department concerned duly signed, at least 21 days in advance of the date of the meeting to the secretary, Academic Council. Every item must be received with a detailed agenda note regarding different aspects of the item, the earlier decisions and the existing regulations on the subject, the impact, if any, of the proposed changes on existing programmes/courses, and a concrete suggestion or draft of the resolution for approval at the end of the agenda note. No item should be taken up for discussion in the Academic Council without a proper agenda note. The items received without proper agenda note would be returned to the person concerned by the secretary, Academic Council. The agenda notes shall be carefully screened by the Dean, Director/HOD concerned before these are sent to the secretary
- 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 A mention about the presence/absence, of the members with or without intimation, shall be made in the minutes of the meeting concerned.

- 6 Items for discussions in the meeting may originate from or with the permission of the Chairman of the Board of faculties, the standing committees of the Council or on a reference/direction of the Board of Management or by an individual member with the prior permission of the Chairman. An item not included in the agenda may be placed before the Council only if permitted by the Chairman to be considered under the item with the permission of the Chair.
- 7 The agenda and notice for any 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 emergency meeting must normally be issued three days before the meeting. However, decisions taken in an emergency meeting with less notice will not be invalidated because of inadequacy of notice.
- 8 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.
- 9 Follow-up action on the decisions of a meeting shall be taken by Dean/Directors/Faculty Secretary/sub-committees and a report about the action taken shall be forwarded to the Secretary, Academic Council atleast 10 days in advance, for reporting the same to the Council at the next meeting.
- 10 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.
- 11 On all matters not specifically provided for in these Regulations from clause 1 to 10 about the conduct of meeting of the Academic Council, the decision of the Vice-Chancellor shall be final.

Formation of Academic Council

- 1 The Academic Council shall consist of the Deans of the Colleges, Director of the Agricultural Experiment Station, Director of Extension, the HOD, All Professor and two members from each of the categories of Associate Professors and Assistant Professors from each faculty in rotation in order of seniority for a period of two years and one person elected by the Board of each faculty of the University out of the members of the faculty. The term of member elected by the Board of each faculty shall be one year. Membership on any standing committee of the Academic Council

- shall be open to a member of a faculty and carries with it the privileges of the floor of the Academic Council including that of voting, so long as such membership continues
- 2 The following officers of the university shall be ex-officio members of the academic Council
 - 1 Comptroller
 - 2 Dean student welfare
 - 3 Director Extension
 - 4 Director training & placement librarian and such other officers as may be recommended by Academic Council and approved by the Board of management
 - 3 The Vice-Chancellor shall be the presiding officer of the Academic Council but, in his absence or inability to preside, this function shall be exercised by one of the deans nominated by the Vice-Chancellor
 - 4 The Academic Council shall hold at least four regular meetings during the academic year on dates to be fixed by it. Special meetings of the Academic Council may be called at any time by the Vice-Chancellor
 - 5 A special meeting of the Academic Council shall also be convened upon written requisition of one-third of the membership of the academic Council, and delivered to the secretary of the academic Council, such meeting to occur not later than ten calendar day after receipt of such requisition by the secretary, unless the requisition designate a later date, which shall be the date of the special meeting. Written notice of regular meetings shall be sent to all members at least five days before the meeting. Written notice of special meeting with a list of the subjects to be considered, shall be sent to all members at least three days before the meeting. Only subjects specifically listed in the notice, of a special meeting may be considered at the meeting. A QUORUM for any regular or special meeting of the Academic Council shall consist of one-third of the total membership of the academic Council.
 - 6 Except as otherwise provided in the Statutes, the Academic Council shall determine.
 - i Requirements for admission to the several colleges and other teaching divisions.
 - ii Questions of education policy.
 - iii Relations between colleges, and other teaching divisions.
 - iv Changes in the amount, character or quality of work required for admission to the colleges, and other teaching divisions; and
 - v The degree and diploma which shall be awarded and the conditions for their award.
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- 7 The Academic Council shall elect a committee on student discipline which may appoint one or more discipline Boards in which, unless the Academic Council determines otherwise, there shall be student representatives.
- 8 The Academic Council shall recommend candidates for diploma, degrees and certificates to be conferred by the Vice-Chancellor.
- 9 The Academic Council shall recommend the establishment, amalgamation, division or abolition of faculties or departments.
- 10 All new line of work involving general education policy shall be established upon the approval of the Academic Council except as otherwise provided in the statutes.
- 11 The Academic Council shall elect annually by ballot from its membership a committee on (i) Educational policy (ii) the library and (iii) Student discipline and such other standing committees as it may from time to time authorise.

CHAPTER-III
REGULATIONS ON ADMISSION, ENROLMENT &
CONTINUANCE OF STUDENTS

GENERAL

Date of Enforcement

- 1 These regulations shall come into effect from 26th Sept. 2002, the date of this resolution.

Extent of Application

- 2 These regulations shall apply to students (a) on the rolls (b) seeking admissions and (c) admitted to the University hereafter, except for regulations on admission, which shall apply only to students admitted in 2005 session and thereafter.

Interpretation

- 3 Subject to such advice as may be given by the Chancellor, the decision of the Vice-Chancellor shall be final and no suit, application, petition revision or appeal shall lie in a court of law or any authority outside the University in respect of interpretation of these regulation.

ADMISSION

- 4
 - a) The academic year shall be from July to June.
 - b) The academic year shall be divided into two academic terms, roughly of 21 weeks duration each, known as semester.
 - c) Specific dates for advisement, registration of students and commencement of instruction and semester final examinations for each semester shall be fixed by the Registrar in advance.

Time of admission

- 5 Admission to each degree programme except for sponsored/ICAR candidates or Fellowship holders in various postgraduate degree programmes shall be made in the I Semester of the ensuing year only. However, admissions to various Ph.D. degree programmes may be made in first and/or second semester as decided by the Academic Council every year in advance.

Application Procedure

- 6 The application for admission to a degree programme shall be made to the Registrar /Coordinator (Admission) in a prescribed form obtainable from his office on payment of such fee may be prescribed each year.

- 7 The application duly filled in, in the candidates own handwriting and complete in all respects together with such entrance examination and other fee and in such manner as may be prescribed each year in respect of the candidates seeking admission to the University must reach the Registrar /Coordinator (Admission), before the last date fixed for the purpose. Each applicant shall submit along with his/her application attested/original copies of such certificates as may be demanded by the Registrar /Coordinator (Admission).

Number of seats

- 8 The number of students to be admitted each year to the various academic programmes shall be fixed in advance by the Academic Council.

Medical Fitness

- 9 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.

Verification of antecedents of Students

- 10 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.

NOTE - It may very carefully be noted by the candidate that no student who has been punished at any time in his earlier academic career for having taken part in the activities of indiscipline or who has ever used unfair means in any of the examination of the Institution last attended by him shall be eligible for admission to this University. In case he secured admission by the concealment of any of the facts on these points or through the oversight or the clerical error in the Admission cell /Registrar's Office, the admission shall be liable to be cancelled as and when this is detected and the University shall not be responsible for any adverse effect of this cancellation.

Minimum eligibility qualification for Admission

- 11 The minimum eligibility qualification for admission to the various academic programmes shall be laid down by the Academic Council every year in advance.

Mode of Admission

- 12 (i) The admission to under graduate programmes and post graduate programmes shall be made on the basis of a competitive written examination to be organized by the university separately for under-graduate programmes and post-graduate programmes every year according to the detailed regulations to be framed by the Academic Council in advance.
- ii) The allotment of programmes of B.Sc. (Ag.) and B.Tech. (Biotechnology) subject to availability of seats shall be made on the basis of marks secured by the candidates in the competitive examination of the University in order of merit. At the masters level the allotment of majors shall be made on the basis of marks secured by the candidate in the entrance examination subject to availability of seats. At Ph.D. level all admissions shall be made on merit on the basis of marks secured by the candidates in the entrance examination.
- iii) 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.

Maximum Age Limit

- 13 (i) Maximum age limit for admission to all undergraduate programmes shall be 22 years as on June 30 of the ensuing year. (25 years for SC/ST/OBC categories). This limit may be relaxed in case of sponsored/nominated candidates and university employees. This regulation shall not be applicable to the candidates seeking admission to postgraduate programmes.

Refusal of Admission

- 14 (a) 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 best interest of the University. The decision of the Vice-Chancellor shall be final.
- (b) The students who have been permanently dropped or temporarily dismissed from this University either on account of poor academic performance or on account of acts of indiscipline, or those who have been debarred from seeking admission in this University shall not be allowed to appear in the entrance examination or seek admission as a sponsored/nominated candidate. If such a candidate appears in the entrance examination by concealing the facts or due to oversight on the part of Admission Cell, the candidature of such a candidate shall be rejected.

- (c) The candidates found using unfair means in the entrance examination of this University shall be rejected and further such candidates shall also be debarred from appearing in the entrance examination of the University in future.
- (d) It is the responsibility of the candidate to furnish full and correct information on the application form. Any admission made on the basis of wrong or concealed information supplied by the candidate or due to any oversight or error in the Admission Cell and detected subsequent to the admission or joining of the candidate, would be cancelled at the cost and risk of the candidate.

Reservation of Seats for Admission

- 15 The number of seats to be reserved for admission to the various programmes will be determined by the Academic Council every year in advance.

Admission of Employees of University

- 16 (1) Subject to his fulfilling the minimum admission requirements, an employee of the University who has completed two year service after bond period, may, if approved by the Vice-Chancellor, be given admission to any of the degree programmes (except B. Tech) after his application submitted to the Registrar/Coordinator (Admissions) has been recommended by the Dean/Director/Sectional Head under whom he is working and the Dean of the College to which admission is sought. However admission to Bachelors degree programmes shall be subject to his having qualified the Competitive Entrance Examination. Such employees shall be governed by the following conditions:
- (a) No fees shall be charged from an employee allowed for part-time study but the employee under full time study programme shall pay normal tuition and other fees/charges of the University.
 - (b) In case of post-graduate programmes, not more than 7 credits in semester and 12 in a session, and in case of under-graduate programmes not more than 10 credits in a semester and 17 in a session shall be permitted under part-time study programme to an employee.
 - (c) The maximum period allowed to complete the various degree programmes under part-time study programme shall be as follows:
 - (i) Twelve semesters for master's degree programme.
 - (ii) Sixteen semesters for Ph.D./B.Sc. Ag.
 - (d) The maximum degree duration under full-time study programme shall be at par with the regular students.

- (2) The maximum number of staff candidates from University Departments who may be permitted by the Vice-Chancellor to undergo higher studies on the recommendations of the Head of the Department and the Dean of the College concerned, shall be as follows.
- i) 20% of the total staff strength of a Department at a time for part-time study in the University.
 - ii) 10% of the total staff strength of a Department at a time for full time study in the University or outside.
 - iii) Minimum eligibility qualification for staff candidates sponsored by S.V.B.P. University of Agriculture & Technology, Meerut and the candidates sponsored by the Indian Council of Agriculture Research/Government of India/Self supporting Foreign Nationals sponsored by Government of India/In service candidates sponsored by Indian Universities etc. shall be laid down by the Academic Council every year in a advance.

Submission of Documents

- 17 (a) In order to register himself as a student of the University, a candidate finally selected for admission to a particular course, at the time of admission has to:
- i) Pay necessary fees as may be prescribed or required for the purpose;
 - ii) Submit transfer certificate from the institution last attended.
 - iii) Submit migration certificate or eligibility certificate as the case may be, from the University from which he came alongwith all other documents as may be required for the purpose;

Provided, however, that student passing Intermediate examination from the board of High School & Intermediate Education, U.P. and joining the University direct, need not submit any migration or eligibility certificate.
 - iv) Certificate of physical fitness from the Medical Officer of the University.
- (b) A candidate, who for any reason, cannot submit all or any documents required under regulation 17 (d), may be admitted and registered provisionally on payment of necessary fees subject to an undertaking to submit necessary documents within a stipulated period failing which the admission will be cancelled and all money paid be forfeited.
- (c) No student who is admitted or registered provisionally under Regulation 17 (b) and who has not submitted required documents within the stipulated period shall not ordinarily be entitled to obtain his grade card of the final examination of the semester, till he submits the documents.

- (d) The documents and certificates required by the University and submitted by the student for admission and registration shall be the records of the University and they will not be returned, even temporarily, to the student concerned under any circumstances.

Registered/Enrolled Number

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

Cancellation of Admission

- 19 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.

ENROLMENT (REGISTRATION)

Advisement

- 20 (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 groups 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 Postgraduate level .
- (b) The Advisor shall help the under-graduate students in planning the programme of his studies and the choice of courses. He shall also guide the student in determining the credit load, which he can safely and conveniently carry 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 adviser and keep himself informed of their progress. Problem cases needing special measures shall be brought to the notice of the Dean concerned by the Advisor.

Registration

- 21 (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.
- (b) Normally a student shall not be permitted to offer a course unless he has cleared its pre-requisite course. In case any student has failed in a pre-requisite course after attending the course at least for 15 weeks, the Dean concerned may permit him to register for 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.

Mode of Registration

- 22 Registration shall consist of the following steps:
- (i) Enrolment of the students in various courses with individual Instructors at a particular place, date and time.
 - (ii) Payment of the University fees and other dues to the Comptroller and the Dean student Welfare.
 - (iii) Depositing with the Registrar the prescribed registration cards/forms, duly filled in and signed by the Advisor, Instructors and other officers concerned.

Registration of Fresh Students

- 23 Registration for the first semester of the first 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 a newly admitted student being permitted by the Vice-Chancellor to register late, he shall pay late registration fee as prescribed under Regulation 25 (a) for continuing students, unless exempted by the Vice-chancellor.

Registration of continuing students

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

Late Registration Fee

- 25 (a) A continuing student who does not register on the day of registration, shall be required to pay a late registration fee of Rs. 100.00 for the first day and Rs. 25.00 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.

Last Day of Registration

- 26 The registration of continuing students shall not be permitted later than ten working days from the scheduled date of registration in each semester unless allowed by the Vice-Chancellor with late registration fee mentioned in 25(a). No student shall be permitted after expiry of 15 working days from date of registration under any circumstances.

Summary Cancellation of Registration

- 27 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, absents from class (es) 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.

Suspension of Registration

- 28 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 the receipt of a 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 can not 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.

Registration necessary for award of degree

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

Minimum Credit Load

- 30 (a) The following shall be minimum credit requirements for registration in each semester.

Undergraduate Student: 12 Credits

Postgraduate Students: 12 Credits

(including Teaching/Research Assistantship)

Note : If a student is left with less than 12 credits in his approved programme, above limit will not operate.

- (b) *Exceptions:* The Dean concerned may permit a lower credit load, among others, on the following grounds to be specifically recorded in each case.
- i) Marginal adjustments;
 - ii) Unavoidable clashes in time table;
 - iii) Non-availability of sufficient number of course to be covered;
 - iv) Non-availability of suitable course or failure to clear pre-requisites or for other reasons;
 - v) Need for taking up preparatory course;
 - vi) In case of post-graduate students completion of course requirement and being left with only credits for research;

Maximum Credit Load

- 31 (a) The following shall be the maximum credit load to be allowed by an Advisor :
- i) Under-graduate: 22 credits in a semester (excluding credits for N.S.S., Work Programme, N.C.C. Games & Sports & New Education/Liberal Education courses).
 - ii) Full time Post-Graduate (with teaching/Research Assistantship:) 16 credits in a semester.
 - iii) An Advisor may permit an under-graduate student to take up a maximum of 24 credits in a particular semester on either of the following grounds:
 - 1) The CGPA of the student at the end of the preceding semester was not less than 7.500 and he has also not been placed on Academic Probation for the instant semester.
 - 2) The GPA of the student in each of the preceding two semesters was not less than 7.500 and his CGPA at the end of preceding semester was less than 6.000.
 - iv) In genuine cases an Advisor may also permit a marginal adjustment upto 1 credit over the credit load prescribed in clause (i) to (ii) above.

NOTE For purposes of maximum and minimum credit load, staff members enrolled as Post-Graduate students under the Joint Participant Training Programme shall be treated as full-time student. Such students shall be required to complete their programme in two years, for which period full salary will be paid to them. In special circumstances, however, they may be permitted by the Vice-Chancellor, on the recommendations of the Dean, Post-Graduate studies and the Registrar to take one additional year, for which, however, they will be on half salary.

- (b) *Exceptions:* The Dean concerned may permit an increase in the maximum credit load (as specified above) upto the limits detailed below on any of the grounds listed in (c) below.
- i) Under-Graduate students: 25 credits
 - ii) Full-time Post-Graduate students: 20 credits
- (c) The grounds for increase in maximum credit load up to the limits laid down in 31 (b) above shall be as follows, but they shall not operate in case of students on Academic Probation.
- i) Where extra departmental or extra-non-credit courses are deemed necessary;
 - ii) Where a course is not offered in the subsequent semester within the time laid down for the maximum duration of the course;
 - iii) Where only thesis requirements are left to be completed; and
 - iv) Where four or less credits remain to be covered in the subsequent semester.
 - v) Last semester of the degree programme
- (d) Any increase beyond the limits prescribed in (b) above, or on grounds other than those listed in (c) above may be permitted by the Vice-Chancellor on the recommendation of the Dean concerned for reasons to be recorded.

Maximum class strength

- 32 (a) No unscheduled course shall be offered except with the specific permission of the Dean which should be communicated to all concerned including the Registrar unless the number of students offering that course is 5 in the case of under-graduate course (s).
- (b) In Genuine cases where the number of students below the number prescribed in (a) above, the requirement of minimum class strength may be waived by the Dean concerned.

Record of Class Attendance

- 33 Each Instructor shall maintain a record of the students attendance in each course taught by him in each semester in a register prescribed by the Registrar.

All postgraduate students (both Master's and Ph.D. programmes) during the course of their registration for thesis research only shall regularly sign on the register maintained in the Advisor/HOD office, as decided by the department. Further, any student leaving for his/her personal work outside the University shall have to take permission from the Advisor, HOD and Dean of the college concerned.

Minimum Class Attendance

- 34 (a) Each student shall be regular in attending classes and shall be required to have a minimum of 85% attendance in each course in each semester, failing which he shall be awarded failure grade in that course unless withdrawal from the course is permitted.
- (b) 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, practical and tutorials attended by him and those actually held between the date of commencement of instructions and the date of closing of instruction, irrespective of the date of registration/or the duration of leave granted to him provided that attendance in respect of the students representing the University in games and sports, debates etc. outside the campus shall be calculated after ignoring the period which they spend outside the campus on due authorization by the Dean of the College concerned and Dean Students Welfare subject to the condition that such authorized absence should normally not exceed 7 days in a semester *and further that no condonation even under this clause shall be allowed below 75%.*
- (c) (i) The Dean concerned may, on the recommendation of the Instructor/Advisor, condone shortage in attendance up to 5% in a course (s) in exceptional circumstances and allow students with an attendance of 80% or more to appear at the final examinations.
- (ii) The Vice-Chancellor may, on the Recommendation of Instructor/Advisor/Dean concerned condone shortage in attendance upto 10% in a course (s) in exception circumstances and allow students with an attendance of 75% or more to appear at the final examination .
- (d) All the Instructors shall display on the College notice board(s) the shortage of attendance of the students (below 85%) in particular course before the start of the final semester examinations with a copy to the Dean concerned. The student will submit the application for condonation of shortage of attendance to the office of the Dean concerned through Instructor, Advisor within a week of the start of semester final examinations. The shortage in attendance of student may be condoned on the grounds and limits as given in (a), (b) and (c). In case the condonation of the attendance is granted by the Dean, the student will apply to the Registrar through Instructor/Advisor/Dean concerned on plain paper for the revision of his grade. No application for the condonation of shortage in attendance will be entertained under any circumstances after prescribed date mentioned above.

- (e) Further in view to have the regularity in the academic programme following shall be observed.
- (1) No teacher shall leave the campus without making arrangement for the class.
 - (2) The attendance must be taken whenever class is scheduled whether any student attends or not, not-withstanding.
 - (3) The monitoring about holding of the scheduled classes be done by the Head of the Department and Dean concerned.
 - (4) Reports about defaulters must be promptly submitted and action taken.
 - (5) The provision of the regulations regarding attendance shall be strictly adhered to.
 - (6) Alternative question papers be prepared and kept sealed from the start of the semester, for use at the final examinations.
 - (7) All formalities towards condonation of shortage in attendance must be completed within 7 days of commencement of semester final examination.

Leave for Illness

- 35 In case of unavoidable absence from the class e.g., serious illness, the student shall apply for leave to the Dean of the College concerned through his Hostel Warden, in the prescribed form. The Dean of the College concerned, if satisfied, may permit him such leave and shall inform all the Instructors and Heads of Department concerned. In such cases efforts should be made to make up the work missed by the students.

Addition /Withdrawal of course(s)

- 36 (a) A student who desires to add/withdraw course(s) from the original registration has to complete the following steps failing which the addition/withdrawal will not be allowed under my circumstances:
- i) The application is made on the prescribed form, obtainable from the office of the Dean concerned.
 - ii) The recommendations of all concerned are obtained in person.
 - iii) The approval/recommendation of Dean concerned is obtained.
 - iv) The form is submitted in the office of the Registrar in person after payment of necessary fee of Rs. 25/-per course within the prescribed time limit, and
 - v) The orders are obtained from the office of the Registrar supplied to the Advisor and Instructor(s) concerned within the prescribed time limit.

- (b) The course withdrawn within the prescribed period and manner stated above shall not be shown on the transcript.
- (c) (i) A student may be allowed to add a course(s) in original registration upto 6 working days from the scheduled date of registration by the Dean concerned on the recommendation of Advisor and Instructor (s) on payment of fee of Rs. 25/- per course with the condition that the credit load of the student does not exceed the prescribed maximum credit limit, However, in genuine cases, the Vice-Chancellor may permit addition of course(s) upto 15 working days from the scheduled date of registration on payment fee as prescribed above.
- (ii) A student may be permitted to withdraw from a course within 4 weeks from scheduled date of registration in the semester by the Dean concerned on the recommendation of Advisor and Instructor(s) concerned on payment of fee of Rs. 25/-per course. In case of prolonged illness, duly certified by the Medical Officer of the University, a student may be permitted to withdraw from a course worth upto 4 credits, upto six weeks by the Vice-Chancellor on the recommendation of Advisor, Instructor(s) and Dean concerned subject to the following conditions:
- i) The credit load after withdrawal does not fall below 12 credit for UG and Master's students and 10 credits for Ph.D. Students.
 - ii) If the credit loads of a student as at (i) falls below 12 credits, the student will not be entitled for graduate Assistantship.
 - iii) If the credit load does not fall below 9 credit in UG and 4 credits in PG Programme for staff students under full time study programme.
- (d) The first year Under-graduate students shall not be permitted to withdraw from the non-credit (Remedial) courses of English, Mathematics, Physics, Chemistry and Agriculture.

Auditing the course(s)

- 37 A student may be permitted to audit course(s) offered in a semester by the Dean concerned on the recommendation of the Advisor. The student shall have to attend at least 75% classes and have to secure at least 50% marks in various examinations conducted in the course(s) to get the course recorded in the transcript as an audit course.

Note : In a situation where the course first announced and offered but could not be run, the registration of the course be either cancelled by the Dean and the Advisor should ensure that withdrawal of the course is permitted within the prescribed period.

CONTINUANCE OF STUDENTS

Withdrawal from the University

- 38 (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 case 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 examinations after obtaining upto date no dues from the Comptroller.
- (c) (i) No student will be permitted to drop the Ist semester of his Ist year both at under-graduate and Post-graduate level. However, the Vice-Chancellor may permit the dropping of the Ist semester of the Ist year on the recommendations of the Dean of the college concerned in exceptional circumstances i.e.
- 1 Hospitalization for one month or more in the Ist semester.
 - 2 Confinement to bed for one month or more in the Ist semester as a result of serious illness/ailment.
- (d) A student may be permitted to drop the IInd 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 Ist semester shall be allowed to drop the IInd 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 Hospital, advised by the University Medical Officer Incharge or advised complete rest by the University Medical Officer Incharge or the I/C of such Hospital to which his case was referred by the Medical Officer Incharge, 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 make ups thereof . The application, on this ground duly countersigned by the University Medical Officer Incharge and supported by the relevant certificate(s), is to be 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 Incharge, is to be made with in a week from the day the student is declared fit to attend classes.
 - iii) In case where a student has left the University Campus on authorized leave on any ground including the unfortunate death of parent/guardian and falls sick there and has to undergo treatment for such a period that his/her attendance falls short of the minimum prescribed limit he/she may also be permitted by the Dean to drop/withdraw from a semester if he/she makes formal application to the Dean through his guardian/parent duly supported by Medical Certificate(s) from a M.B.B.S. registered medical practitioner within a fortnight from the date of expiry of the authorized leave.
 - iv) Any other unforeseen circumstance 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 from the University for more than two semester under the Regulation 38 (b), (c), (d) and (e).
- (h) The Vice-Chancellor may, on the recommendation of the Advisor and Dean, college concerned, permit temporary discontinuance of studies for maximum period as detailed below on grounds prescribed under 38 (i).
- i) Under Graduate programme 2 semesters
 - ii) Master's programme 3 semesters
 - iii) Ph.D. programme 4 semesters

In exceptional circumstance where the Vice-Chancellor is convinced that the duration of withdrawal beyond the limits prescribed above, has become necessary for reasons beyond student's control, he may, on the recommendation of the Advisor and Dean concerned permit a student to withdraw from the University for a longer period, within the provisions of Regulations 42 of these regulations and clause 10 of Regulation on Award of Degrees & Diplomas (Chapter VII).

- (i) Permission to discontinue studies may be accorded on the following grounds:-
 - (i) The student has to join service and extension in joining date is not possible.

- (ii) In case of in-service sponsored student the sponsoring institution wants to withdraw the student for a temporary period.
 - (iii) 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.
 - (iv) Any other circumstances which in the opinion of the Vice-Chancellor, is 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) (i) No student shall be permitted to withdraw from the University for a period laid down in clause 38(h) above on any ground whatsoever.
- (ii) 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/she feels completely fit to resume studies.
 - (iii) The case of dropping/withdrawal of a semester in respect of such students as may have a CGPA of less than 5.500 in case of U.G. and OGPA of 6.500 in case of Master's & 7.250 for Ph.D. upto the end preceding semester, shall be referred to the Petitions committee for disposal.
 - (iv) The student permitted to withdraw for one or two semester on medical grounds shall be required to submit a certificate of fitness from the University Medical Officer Incharge on rejoining.

Clearance Certificate

- 39 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 and Heads of Deptt. concerned and deposit in the office of the Registrar . A student not following this procedure shall be liable to pay the University fees and other charges until a 'Clearance Certificate' has been filled by him/her or by somebody else on his/her behalf.

Procedure for Withdrawal

- 40 (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 withdraw 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 the University , no refund of the amount due to him/her shall be allowed, nor shall the transcript and any other documents be issued to him/her.
- (d) The 'No Dues certificate', may be obtained by the student himself/herself immediately after completion of his/her degree or at the time of his/her being permitted to withdraw from the University . The 'No Dues Certificate' may also be obtained by making an application to the Comptroller in this behalf.
- (e) It shall be the responsibility of the Sectional Heads concerned , eg. the Warden, the Librarian, the Dean Student Welfare and the Heads of Department etc. to report to the Comptroller immediately, at the end of each semester final examinations, the dues if any outstanding against any student.
- (f) It shall be the duty of the Comptroller to prepare and maintain, an upto date statement of dues outstanding against student and also to 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 show against a student in the list , shall cause to issue the transcript or any other documents which can be issued to a student after withdrawl from the University.

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

Refund of Caution Money

- 41 The refund of caution money of a student shall be made only after he/she 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 upto a period of five years from the date the student leaves the University, where after it shall be credited to the University revenue.

Readmission of Students

- 42 Students who withdraw from the University or who have been dropped by the University may petition to the Vice-Chancellor for readmission. However, on readmission 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.

Concession to Students Joining Armed Forces in An Emergency

- 43 (a) A student who has withdraw from the University to join the Armed Forces during a period of emergency of in normal times may petition to the Vice-Chancellor for readmission. Re-admission in such case may be granted by the Vice-Chancellor on the recommendations of the Dean concerned.

- (b) If the students has withdraw from the University during the currency of a semester after completing instruction for not less than 14 weeks the grade in the courses for which he had registered in a semester; shall be deferred. On readmission he/she may be given a proficiency examination.
- (c) The maximum duration for the degree in case of student as in (a) above may at the discretion of the Vice-Chancellor, be extended by the period for which he had been in the Armed Forces on temporary commission. This concession shall not be allowed to students having regular commission in the Armed Forces except in case of candidates who might have suffered injury in the battle field rendering him of 'low medical category' or otherwise disabled in any way.
- (d) In such cases where concession has been allowed for joining Armed Forces, the graduation requirements may be adjusted in terms of the regulations on courses of studies for degree and diploma.

Academic Probation

- 44 If at the end of any semester of an academic year the CGPA (GPA in case of Ist year students at the end of Ist semester of their study) of an under-graduate student falls below 5.500 in case of undergraduate, 6.500 in case of Master and 7.250 in case of Ph.D. he/she shall be placed on academic probation for the duration of the following semester.

Removal of Academic Probation

- 45 If at the end of the semester during which a student has been on academic probation, the CGPA of the student for that semester is 5.500 or above in case of undergraduate, 6.500 or above in case of Master and 7.250 or above in case of Ph.D. he/she shall cease to be on academic probation.

Dropping from the University

- 46 (a) If any student fails to remove the academic probation in accordance to the regulation 45, he/she shall be dropped from the University for poor academic performance, with the right to petition for the admission. The student shall, however, be finally dropped with no right to petition if he/she fails to attain a CGPA of 4.000 in case of undergraduate, 5.000 in case of Master and 6.000 in case of Ph.D. at the end of an academic year. In case a student has been permitted to drop Ist or IInd semester of his Ist academic year or he/she has been admitted in second Semester, his/her CGPA at the end of first two semesters of his stay in the university will be counted for this purpose.
- (b) Any student failing in the same course thrice shall finally be dropped from the University. In exceptional circumstances, however, the Vice-Chancellor may permit a fourth chance on the recommendation of the Advisor and Dean concerned.

Repetitions of Courses

- 47 (a) If a student secures a 'F' grade, he shall have to repeat the course whenever it is offered by the University.
- (b) In case a student obtains 'F' grade in a course and repeat it, the grade secured by the student on repeating the course shall be reflected in the grade report but not on the final transcript.
- (c) No student shall register again a course which he/she has already cleared with a passing grade. If he/she register again a course already passed, subsequent grade shall be ignored.

Cancellation of studentship of Staff Members of the University

- 48 (1) The studentship of an employee of the University shall cease *ipso facto* if he/she ceases to be in the employment of the University.
- (2) Such an employee shall have the privilege of petitioning to the Vice-Chancellor for re-admission as full-time regular student.
- (3) No such employee shall be given re-admission if:
- (i) He had been dismissed from the University services;
 - (ii) He had been convicted by a court of law for any criminal offence involving moral turpitude;
 - (iii) Whose re-admission, in the opinion of the Vice-Chancellor, will not be in the interests of discipline in the University.
- (4) In case of his readmission, he/she shall be liable to pay the University fees like other full-time regular student.
- (5) He/she shall be treated as any other student of the University and shall have to abide by the rules and regulations etc. which may be in force from time to time.

Disposal of Petitions for Readmission

- 49 The petitions of dropped students for re-admission shall be examined by a petitions 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. In case student has to take make-up examination (s) his performance for the purpose of dropping shall be judged on the basis of the results already available without waiting for the make-up examination. The decision of the Vice-Chancellor in such cases shall be final. The petitions committee constituted above shall also decide the complicated cases of make-up examinations not strictly covered in the regulations, referred to it by the Deans of the Colleges and make necessary recommendations. On the basis of the recommendations of the petitions committee necessary decision may be taken by the Dean of the College concerned.

Breach of Discipline and Punishment(s) there for

50 Acts of Indiscipline :

- (1) The following shall constitute acts of indiscipline.
 - (a) Keeping, carrying, using or supplying of any fire arms, lethal weapons, knife with a blade or more than four inches length in the room or outside.
 - (b) Keeping, using or supplying intoxicants in any form.
 - (c) Gambling in any form.
 - (d) Ragging, bullying or harassing of students.
 - (e) Demonstration in any form including procession and meeting
 - (f) Strike or hunger strike.
 - (g) Bycotting of an University function, programme or activity preventing any student from attending to classes, functions, programme or any other activity of the University.
 - (h) Abusing.
 - (i) Recourse of violence, assault, intimidation, rioting.
 - (j) Showing or causing to show any disrespect to a teacher or officer or any misbehavior or intimidation or an employee of the University.
 - (k) Incitement to commit any act of indiscipline.
 - (l) Any breach of law of the country or the state or the Statute, Regulation, 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 unauthorized meetings and participation in such meetings.
 - (q) Displaying notices, leaflets or posters not signed or countersigned by the Warden or other University officers authorized by the Vice-Chancellor at the hostel and University notice boards or other places or distributing such notices or leaflets or disfiguring or defacing or writing slogans and undesirable things on the building, property etc.
 - (r) Any act specifically forbidden by the Warden, Chief Warden, Dean Student Welfare or any officer of the University.

- (s) Any other act intended or calculated to cause inconvenience, annoyance, injury or damage to any other intimate of the hostile, employee of the University or resident of the campus, or guest's visitors to the University.

(2) Punishment for Indiscipline

- i) Any inmate who violates any regulation or otherwise indulges in any act of indiscipline in clause 50 (1) may be fined upto Rs.250/- by the Warden/Incharge of the hostel/Instructor, if the Warden/Instructor is satisfied that the fine is adequate punishment for the act of indiscipline.
- ii) Cases of indiscipline, which in the opinion of the Warden/Instructor are so serious that a fine of Rs. 250/-or less would not be sufficient punishment shall be referred by the Warden to the Chief Warden/Dean of the College concerned for taking disciplinary action against the inmates.
- iii) The Chief Warden/Dean on the recommendation of the Discipline Board of his college may award any of the following punishments:-
 - (a) Fine upto Rs. 1000/- This shall be noted on the inmate's permanent record card but shall not go out on the transcript.
 - (b) Placing the inmate on 'Conduct Probation' on the recommendations of College Discipline Board. This will consist of an official warning to the students that one more incident of indiscipline might lead to the dismissal of the student from the University. It shall be noted on the inmate's permanent record card and shall go out on the transcript of the student so long as the student is on such probation.
 - (c) *Reprimand of Record*: This shall consist of an official warning to the student not to repeat any act of indiscipline. This will be noted on student's permanent record card but not on any outgoing transcript.
- (iv) Cases of more serious indiscipline in respect in respect of which the Chief Warden/Dean is satisfied that the forgoing punishment in clause 50 (2) above, would not be adequate to meet the ends of justice and call for more severe punishment or cases involving students of more than one college/hostel, shall be referred to the Discipline committee by the Chief Warden or any other officer of the University coming across any acts of indiscipline to the Secretary of the Discipline Committee.
- (v) The recommendations of the Discipline Committee shall be forwarded to the Vice-Chancellor as expeditiously as possible.
- (vi) The Vice-Chancellor after considering the recommendations of the discipline Committee may award any one or more of the following punishments:

- (a) *Monetary Fine*
- (b) *Collective or Group Fine* : May be imposed on a group of students, as a whole, when the Vice-Chancellor, on the recommendation of the Discipline Committee, is of the opinion that it is not possible to fix the responsibility on individual member of the group, for any act of indiscipline.
- (c) *Reprimand on Record*: This shall be consist of an official working to the student not to repeat any act of indiscipline. This will be noted on student's permanent record card but not on any out going transcript.
- (d) *Conduct Probation*: This shall consist of an official warning that one more incident of indiscipline might lead to the dismissal of the student from the University. It shall be noted on the permanent record card and shall go out on the transcript so long as the student is on conduct probation.
- (e) *Temporary Dismissal*: The student shall be dismissed from the University for a specific semester(s) and required to leave the University immediately. This will be entered on the permanent record card and shall go out in transcript of the student if the same is issued during the period of temporary dismissal. It shall, however, not be mentioned in the outgoing transcript, in case the transcript is issued after re-admission. However, he/she shall be debarred from admission to the University for any further programme.
- (f) *Permanent Dismissal /Rustication from University*.
The student shall be dismissed permanently from the University and shall be required to leave the University immediately. The punishment shall be entered in the permanent record card and transcript of the student and he shall be debarred from admission to the University for any further programme.

(3) Suspended Dismissal:

- (I) If a student has been awarded the punishment of temporary dismissal for one or more semester and he has only two semesters or less to complete his degree then the punishment of temporary dismissal may be suspended on compassionate ground and he may be placed on 'Conduct Probation' by the Vice-Chancellor to enable him to complete his degree on his moving an application duly countersigned by his parent/guardian and filling in a bond of good behavior with such conditions as may be imposed for the remaining period of his stay in the University .
- (II) In the case of permanent dismissal, if a student has completed at least two semesters satisfactorily in this University prior to being awarded the punishment of permanent dismissal may be suspended on compassionate

grounds and the student may be re-admitted on bond with such conditions as may be imposed of good behavior under this regulations.

- (III) Readmission through suspension of punishment shall invariably be subject to the following conditions:
- i) The student concerned may be readmitted not as a matter of right but only on compassionate ground on the submission of an unconditional apology.
 - ii) The student concerned will remain on conduct probation during the remaining period of his stay in the University.
 - iii) The student concerned will fill a bond of good behavior as prescribed duly countersigned by his parent/guardian which would remain operative for the entire period of his stay in the University.
 - iv) He will not apply for nor will be entitled to admission to any new degree programme in the University.
 - v) If the student concerned has been permanently dismissed he may be considered to apply for relief under this regulation only after expiry of three semesters from the date of issue of orders of punishment but in no case will be entitled to re-admission before the expiry of less than four semesters from the effective date of punishment.
 - vi) No student shall be eligible for seeking relief under this regulation unless he has completed at least 2 semesters satisfactorily in this University prior to his being awarded the punishment of permanent dismissal.
 - vii) No student shall be eligible to seek or be granted relief under this regulation if he commits any act of indiscipline in the University campus or misbehaves with any officer or teacher of the University within the campus or outside during the period laid down in clause (v) above.
- (IV) Before granting the *extraordinary concession of Suspension* of the permanent or temporary dismissal the Vice-Chancellor may follow any procedure that he considers appropriate in order to ascertain as to whether the student applying for the same is likely to abide by the rules and regulations of the University and is not likely to himself indulge or instigate others to indulge in violation of the Rules and Regulations. During the period of suspension of permanent /temporary dismissal, the daily attendance of the student concerned shall be taken by the Warden /Asstt. Warden of the hostel and it shall be obligatory for him to present himself before either of them when called upon to do so.
- (V) The Vice-Chancellor may revoke the order of suspension of punishment on his/her own initiative or on the receipt of a report from the Chief-Warden/Dean of the College concerned /Dean Student Welfare /Registrar to the effect that the

student concerned has violated conditions of the bond which will in addition to any other specific conditions which may be enforced at Vice-Chancellor's discretion, invariably require him not to:

- i) Absent himself from the hostel for two or more days consecutively without prior permission of the Warden /Chief Warden.
- ii) Boycott or absent himself from any examination without prior permission.
- iii) Fall below 75% in attendance in any of the course offered by him/her.
- iv) Fail to present himself/herself before his/her Advisor, Warden, Chief Warden despite having been asked to do so.
- v) Commit any of indiscipline as defined.
- vi) Fail to maintain a GPA of 5.500 in the case of under-graduate, 6.500 in the case of Master's and 7.250 in case of Ph.D. degree programme.

(VI) However, while the benefit of this regulation may be available to cases of indiscipline where the punishment of temporary or permanent dismissal has been awarded for the first time, it is hereby laid down that (i) the suspension of temporary dismissal may be given to student only once during his stay in the University, (ii) if the orders of suspension of punishment of permanent dismissal have been revoked by the Vice-Chancellor on his own or on receipt of a report from the Chief Warden/Dean of the College concerned/Dean Student /Welfare /Registrar to the effect that the student concerned has violated the conditions of the bond or other conditions imposed upon him at the time of readmission , then such a student may apply for the review of revocation order only after the expiry of four semesters from the date of issue of revocation orders of suspended dismissal and may be readmitted on bond with such conditions as may be imposed of good behavior under the regulations and this re-admission, through review of revocation order of permanent dismissal shall invariably be subject to the same conditions as imposed earlier. In case such a student violates any conditions of the bond or other conditions imposed by the Vice-Chancellor or involve in any act of indiscipline then the student shall be permanent with no right to appeal for readmission.

(VII) The regulations shall also not apply in case a student is awarded the punishment of temporary dismissal for copying or to any student who is awarded the punishment of temporary or permanent dismissal and who after having been debarred from entering the campus is reported to be seen entering the campus without specific permission of the Vice-Chancellor. If a student indulges in any act of indiscipline after completing the graduation requirement and or after obtaining the Provisional Degree Certificate, in such cases a F.I.R. will

invariably be lodged with the police and his character certificate will be issued only after the final decision.

(4) The advisor of the student concerned, hostel warden concerned may also be invited by the College Discipline Board /Discipline Committee while enquiring into a disciplinary case.

(5) A punished student may file a request for review of the decision within one month from the date of issue of the orders after which no review application shall lie and only one review application can be field.

(6) **Procedure for the Removal of Conduct Probation**

A The Dean of the College concerned may remove a student from the conduct probation on the recommendation of the Advisor, Warden and if necessary of college discipline board in case he was not involved in acts of indiscipline more than once under the following conditions :-

- 1) If the student was placed on conduct probation by the Dean/Chief Warden on the recommendation of the College Discipline Board.
- 2) If the student was placed on conduct probation by the Vice-Chancellor and has completed the graduation requirements.

B The Vice-Chancellor may remove a student from the conduct probation on the recommendation of the Discipline Committee under the following situations:

- 1) If the student was placed on conduct probation by the Vice-Chancellor on the recommendation of the Discipline Committee;
- 2) If the student was placed on conduct probation either by the Dean/Chief Warden or by the Vice-Chancellor and was involved in acts of indiscipline more than once.

C The procedure for removal of Conduct Probation for the students temporarily dismissed or permanently dismissed but readmitted under regulation 50 (3) shall be as under :-

- 1) The Conduct Probation of students, temporarily dismissed once and for one semester may be removed by the Vice-Chancellor on the recommendations of the Discipline Committee.
- 2) The conduct probation of students permanently dismissed but readmitted under regulation 50 (3) may be removed by the Academic Council on the recommendation of the Committee constituted by the Council.
- 3) The Conduct Probation of students, temporarily dismissed more than once for two semesters or more may be removed by the Academic Council on the recommendation of the Discipline Committee.

NOTE: The constitution of Academic Council's Sub-Committee for removal of Conduct Probation and issuance of documents with good conduct or otherwise in case of permanently dismissed students will be as per the following procedure:

"If a student who was awarded the punishment of permanent dismissal but was subsequently allowed relief under regulation 50 (3), wishes that he shall be given a clean record of conduct, he may apply for the same after the completion of his degree. On receipt of such an application a committee would be constituted by the Academic Council on whose recommendation it would be decided as to whether or not the fact of permanent dismissal would be recorded on the outgoing transcript and if a satisfactory character certificate should be issued to him. This committee would be constituted in a meeting of the Academic Council and shall consist of 7 members of the Academic Council to be selected randomly either with the help of a computer or through table of random members. This committee may follow such procedure as it may deem necessary and may also consider the reports of the Advisor, Warden, Head of the Department and Dean of the College concerned or of any other person whose views the committee may deem relevant."

51 Students awarded the punishment of 'dismissal' may at the discretion of the Vice-Chancellor, be readmitted after the expiry of the period of punishment on the recommendation of the Dean concerned and the Discipline Committee on such conditions as may be prescribed in this behalf. No student will, however, be entitled to readmission as a matter of right.

52 **1) Temporary Dismissal**

The fact of punishment of temporary dismissal or suspended dismissal during the period of temporary dismissal shall be recorded on the permanent record card and shall be mentioned in the outgoing transcript until the punishment has been revoked and the student is re-admitted. It shall, however, not be mentioned in the outgoing transcript after readmission of the student. However, if any prospective employer or institution etc. request for details about the student concerned, the punishment awarded to the student shall normally be intimated to them only after obtaining the orders of the Vice-Chancellor on the desirability or otherwise of giving such information to the party concerned.

2) Permanent Dismissal

The fact of punishment of permanent dismissal or suspended dismissal shall be recorded in the permanent record card and shall be mentioned in the outgoing transcript, unless the sub-committee to be constituted as per the procedure laid down under regulations 47(6) (c), recommended otherwise.

53 Issue of Character Certificate to various categories of students

- (1) Character Certificate with good conduct as well as the prescribed two-points Character Certificate shall be issued to all students who are not punished at any time during the period of their studentship as well as to those who are awarded the punishment of (1) Reprimand of record/warning, (2) Monetary fine and (3) Conduct Probation, provided the Conduct probation has been removed at the time of issuing the certificate.
- (2) The two-point Character Certificate shall not be issued to the following categories of students:
 - (i) All students awarded the punishment of permanent dismissal, rustication or temporary dismissal for any length of time, even after their re-admission.
 - (ii) All students who were found guilty of using unfair means in any examination at any time during their stay in the University.
 - (iii) Character Certificate with satisfactory conduct may be issued to the students who are awarded the punishment of temporary dismissal only once during period of their stay in the University if the same is recommended by the Discipline Committee and approved by the Academic council.
- (3) Character Certificate with satisfactory conduct to the students who have been awarded (1) punishment of temporary dismissal more than once or (2) punishment of permanent dismissal /rustication may be issued if they are allowed readmission under regulation 50 (3) only after the recommendation of the Committee constituted by the Academic Council as defined in the note for regulation under 50 (6) (c) of the regulations on Admission, Enrolment and continuance of Students.

The Sub-Committee of the Academic Council may collect information from various sources like Advisors, Deans concerned, Wardens, Security Officer and the Discipline Committee before making their recommendations about the issue of Character Certificate to such students.

54 Refusal of Admission to students against whom cases in the Courts were pending

No student who is involved as an accused in a case involving a cognizable offence or who has been convicted of such an offence or of an offence involving moral turpitude shall be admitted to any degree programme in the University.

CHAPTER-IV

REGULATION ON CONDUCT OF EXAMINATIONS

1 Date of Enforcement

These regulations shall come into force with effect from the date of this resolution i.e. 29.8.2005.

2 Extent of Application

These regulations shall apply to all the students already on the rolls of the University as well as those seeking admission to the University or admitted to the University hereafter.

3 Interpretation

Subject to such advice as may be given by the Chancellor, the decision of the Vice-Chancellor about the interpretation of any Regulation (s) shall be final and no suit, application, petition, revision or appeal shall lie in a court of law or any other authority outside the University in respect of interpretation of these Regulations.

4 Types of Examinations

The examinations shall be of the following types :

- i Pre-final examinations.
 - a Short quizzes (unannounced)
 - b Hourly examinations
 - c Practical /lab /viva
- ii Semester final examinations
- iii Other examinations:
 - a Preliminary examinations
 - b Proficiency examinations
 - c Make-up examinations
 - d Any other types of examinations as may be prescribed by the Academic Council from time to time.

- 5 There shall be at least two pre-final examinations in each course. The first pre-final examination shall be held in the 6th –7th week and the second in the 12th – 13th week of the Semester.

"As pre-final make-up examination shall be conducted in the 15th week of the Semester, which shall be called make-up for any one of the missed pre-final examinations. No make-up of this examination shall be granted under any circumstances. This pre-final make-up examination shall include the course covered upto the 14th week of the semester".

The distribution of marks for course of normal nature having lectures, laboratory and assignment, would be 40% for final, 40-50% for pre-final and 10-20% for final lab. examination, viva-voce, assignment etc.

For courses consisting of only lectures, the distribution of marks would be 50% for final and 50% for pre-finals. However, if the instructor decides to conduct more than two pre-final examinations, the distribution of marks would be 40% for final and 60% pre-finals.

No pre-final examination shall carry weightage of more than 25%

There shall be no written semester final examination in purely laboratory type course and courses of special type like P.C.P., Project, Seminar, Special Problem, Clinical Practice, NSS and the like. For such courses distribution of marks will be decided by the Instructor with the approval of HOD. No change in the distribution of marks would be permissible without prior approval of the HOD.

6 Final Lab/Practical/Viva-Voce Examinations

All final practical & Viva-Voce examinations shall be finished one week before the commencement of Semester final examinations. Practical and Viva-Voce shall carry 10-20% of marks except for courses of purely practical nature. The make-up of Final Lab./Practical/Viva-Voce shall be completed before the start of semester final examinations subject to regulations on make-up for final examinations.

7 Semester Final Examinations

The semester final examination shall be held on the dates notified by the Registrar and shall carry 40% marks except in case of courses of purely theoretical nature where the weightage of marks of final examination may go up to 50%

- a The educational tours may be organized in such a way that it should not disturb the academic programme, i.e. advisement, registration and examination. To utilities the full tour money, students can be paid halting allowance if the funds permit

The Deans/Directors should fix such tours in Semester break or during the summer vacation.

- b The Academic programme must always get preference over any programme including extra-curricular activities, tours etc

Guidelines for preparation of Question paper for semester Final Examinations/ Semester Final Make-up Examinations

In order to strengthening the existing system of examination, the Instructor(s) concerned and one more faculty member of the department will set the paper containing questions two times more than the number of questions to be attempted and should cover the entire syllabus of the course(s). The paper so prepared will be handed over to the HOD concerned in a sealed cover 2-3 days prior to date of examination. The HOD and one more senior faculty member of the department will moderate the question paper and ensure that the entire course contents are covered and get the question paper finalized and hand over to the Instructor concerned for conduct of examination. After the examination is over, the evaluation of the answer-books will be done by the other faculty member of the department. The marks given shall be handed over to the Instructor concerned who shall thereafter submit the grades. However, in the department(s) where there are only 2-3 faculty members available and the course(s) is of highly specialized in nature, the Instructor concerned will set the question paper containing questions three times more than the questions to be attempted and covering the entire course contents and hand over to the HOD 2-3 days prior to date of examination. The HOD after doing moderation will get the question paper finalized and hand over it to the Instructor concerned for conducting the examination. In such cases the Instructor teaching the course(s) will also evaluate the answer-books and submit the grades. In case where HOD is teaching the course(s), the other senior faculty member of the department will moderate the question papers. At the time of showing the answer books to the students, both the Instructor teaching the course and the person evaluated the answer books shall be present.

8 Adjustment of Examinations dates

In the event of any break-down or dislocation of the normally academic functioning of the University for whatever reasons, the dates specified as above for pre-final and other examination shall be suitably adjusted by the Dean of the College concerned.

9 Preparation of Examination Schedule

The final examination schedule shall be prepared by the Registrar and notified to the students and staff ten days before the commencement of the examinations.

The final examinations once fixed shall not be postponed and nobody should issue orders for such postponement and that no major activity would be scheduled during the examination period.

10 Seating Arrangement

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

The student shall be seated strictly according to seating plan. Invigilators and the Exam. Superintendents shall enforce this and the Invigilators Incharge 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.

11 Supply of Examination Material

Examination material, such as answer-books, twine, drawing papers, log tables, graph paper etc. will be supplied by the Registrar.

12 Duration of Examinations

Courses having less than 3 credits shall have the final examination of at least, one hour and those having 3 credits or more, 2 hours or more.

13 Appearing the Final Examination

Candidates coming late by more than 30 minutes in any examination shall not be allowed to appear in that examination and no examinee shall be allowed to go out of the examination hall for the first 30 minutes.

14 Proficiency Examination

A proficiency examination may be administered in any course that the student has passed before entering the University. The student shall apply to the HOD for proficiency Examination, who would recommend the case to the Dean of the College concerned. All such examinations must have the prior approval of the Registrar.

15 Grades

The grade in Proficiency Examination shall be

- i Satisfactory or
- ii Unsatisfactory

No student shall be given a grade as 'Satisfactory' unless he has made at least 6.000 in the examination. Proficiency examination shall be given under the following restrictions and no official record shall be made of failure in the examinations.

- i They may not be taken only by persons who are in residence.
- ii They may not be taken by students who have received credit for one Semester or more in the subject in advance of the course in which the examination is requested.

- 16** A Proficiency Examination may also be administered upto a maximum adjustment of 10+1 credit (i.e. limit remains at 10 credits with marginal adjustment of 1 credits.) of course work subject to the following conditions:
- i Such Proficiency Examination(s) shall be administered at the end of the degree programme.
 - ii If a student fails in this proficiency examination he can appear in one more change for a proficiency examination after a lapse of one month. Normally a student shall not be allowed a third chance for proficiency examination except in the following exceptional circumstances:
 - 1 That the student has already cleared all other courses with satisfactory performance and is left with only one course in which he failed twice in the proficiency examination.
 - 2 That he has completed a maximum duration permissible for completion of the degree programme.
 - iii The following procedure shall be observed in granting this third proficiency examination under exceptional circumstances :
 - a The third time a proficiency examination must be administered after a lapse of two months. The instructor for this proficiency examination should be specifically assigned by Dean concerned in advance. This Instructor should call the student after a period of one month from the date of earlier proficiency exam. and before administering the final exam. must give him two or three examinations in the nature of hourly examination to judge whether he has studied well and to ensure that he has been paying full attention to the third proficiency examination
 - b These periodically administered examinations will not be marked nor will they count towards the proficiency examination
 - c It should be made clear to the student in the order sanctioning proficiency examination for the third time that further chance for proficiency examination or re-registration in the course would not be permissible under any circumstances.
 - iv If a student fails in the second attempt also, he will have to repeat the course.
 - v Such Proficiency Examination(s) shall be given out of the entire course, which the student, could not pass because of any reason including the missing or failure in any hourly, quiz and Semester final Exam. or for other reasons where in the opinion of the Dean the student has sufficient exposure to the subject matter of the course.

- vi Such Proficiency Examination (s) shall be given only after the student has a minimum attendance of 50% in that course.
- vii The student shall be awarded grade 'E' in the first instance when he has either failed to appear in the final examination or otherwise obtained the grade 'E' in the course.
- viii The student shall apply to the HOD through the Instructor /Advisor requesting for a Proficiency Examination in the course in which he desires to apply under the above conditions.
- ix The decision on such applications would be taken by the Dean of the College concerned and the Proficiency Examination (s) sanctioned will be administered by the Instructor concerned or by other Instructor who may be nominated by the Dean.

17 Exemptions

Exemption in the particular course shall be granted to the student if he has already passed an equivalent examination of the graduate or postgraduate standard. Such cases shall be examined by the Instructor(s) concerned who would recommend the case through the HOD to the Dean of the College in which the course is being taught. The student shall be exempted from such course (s) by the Dean concerned. He shall be given credit (s) without awarding the grade.

18 Make up Examinations

- a Pre-final Examinations** Out of Pre-Exams. student will be allowed make-up for any one of the Exams. missed by him by the Instructor himself . Under no circumstance a make-up for more than one examinations would be permissible irrespective of the reasons. The make-up examination in lieu of the missed pre-final examination shall be administered in the 15th week of the Semester. No make-up of these examinations shall under any circumstances be permissible
- b Final Lab Practical/Viva-Voce Examinations** Make-up of the final lab practical /Viva-Voce examinations missed by a student shall be completed before the announcement of the Semester final examinations. This make-up will be allowed by the Dean of the college as per regulation for Semester final make-up No make-up of the final lab/Viva-Voce examinations will be admissible after the commencement of the Semester final Examinations
- c Final Examinations** Normally no make-up shall be permissible in lieu of the missed final examination(s). However, under special circumstances, make-up examination may be permitted at the discretion of the Dean of the College concerned subject to such directions as may be issued by the Vice-Chancellor from to time on any one or more grounds such as:

- 1 Hospitalization of the student for a period of 72 hours in Govt. Hospital or as per reference of the Medical officer Incharge of the University.
No exemption may be allowed for the diseases for which no clinical examination is possible. In other words, headache, abdomen pain, giddiness etc. shall not be regarded as sufficient justification for make-up examination
- 2 Death of parent(s)
- 3 Attending interview (for final year students, i.e. if his degree is to be completed within next semester only).
- 4 Attendance in court case(s)
- 5 Participation in national level competitions, Debates, Sports & Games etc. organized by various central agencies.

Note Question Paper for Semester Final Make-up Examination shall be prepared in accordance with the provisions made under 7(c) above.

Procedure for obtaining the make-up examination

- 1 If a student failed to appear at any semester final examination for reasons beyond his control, he must file an application on the very day on which the examination is missed.
- 2 The application for make-up examination must be supported with medical certificate and medical examination report and should be routed through the hostel Warden/Advisor /Dean concerned.
- 3 No application for make-up examination shall be considered if received after 72 hours from the expiry of the last date of the semester final examination.
- 4 The application for exemption should be submitted on the date of commencement of sickness itself. The student should be examined by the Advisor/Warden and Chief Warden, besides the Medical Officer.
- 5 Exemption should be granted only if the Chief Warden certifies that he has himself seen the student and found him in a state of sickness to justify the exemption and that the student has been admitted to the hospital.
- 6 The make-up examinations would be held immediately after regular examination as per schedule, notified by the Dean of the college concerned.

19 Restrictions for Student on Academic Probation

Students on Academic Probation shall not be allowed to represent the University in functions held outside the campus.

20 Instructions for Paper Setter Instructors /Invigilators

- 1 Normally no staff member shall be assigned to teach a course, conduct of examination, evaluation, invigilation (in the particular exam.) etc. where his/her immediate blood relation may be a student.
- 2 All the paper setters shall reach the college in which their examination has been fixed along with the question papers, to distribute the question paper among the students atleast half-an-hour before the commencement of the exam. concerned. There shall be sufficient extra papers for each room to meet any emergency.
- 3 In case any instructor goes on leave during the final examinations or pre-final examinations or make-up examinations or lab final examinations, he should hand over the question papers to the Dean/Director/HOD concerned, who will be responsible to make necessary arrangements to hold these examinations on scheduled dates and time.
- 4 In each college, one room shall be earmarked as Examination Office where the examination material shall be available.
- 5 All paper setters shall prepare in advance separate packets of question papers for each room of exam. The number of papers shall be clearly marked on each packet. The student appearing for a particular exam. shall be mentioned in the exam. schedule.
- 6 All invigilators shall come to the examination office at least half an hour before the commencement of the examination. The examination halls shall be opened 15 minutes before the start of examination in the presence of the Instructor I/C.
- 7 All the invigilators will check in each room the identity cards of all the students in their exams. rooms to verify their identity.
- 8 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'.
- 9 Invigilator Incharge shall take attendance of the students 20 minutes after the commencement of each exam. on the attendance sheet to be provided and in the manner required by the Registrar.
- 10 After taking attendance, the invigilators shall check and see that the balance of question papers left over tallies with the attendance.
- 11 At the end of the examination, answer books shall be collected from all the students by the invigilators. The Invigilator Incharge shall deposit blank answer books etc. in the examination office/immediately after the examination is over and deliver filled up answer books to the Instructor concerned directly.

- 12 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 Incharge may exercise his own discretion and notify the fact to the Registrar immediately.
- 13 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 Registrar and the Dean concerned for suitable action.

21 Examination Superintendent

The Deans of College or their nominees shall act as Superintendent of Examination for the respective Colleges and shall be responsible for the proper conduct of supervision of the examinations.

22 Flying Squad

To make surprise inspections at various examination centers during the semester final examination a flying squad consisting of 2 to 4 Professors belonging to other faculties may be constituted by the Registrar. The name of Professor will be obtained from the Dean of the College. The flying Squad will be expected to make inspection of observance of regulations of Conduct examinations and will submit report to the Vice-Chancellor with copies to Dean of the College concerned and Registrar immediately after the final exams. are over.

23 Cyclostyling and Duplicating of Question Papers

- 1 All the clerks assigned the work of cyclostyling /duplicating shall remain with the Instructors till the commencement of the examination. The teachers may, however type out their own papers, if they know typing.
- 2 One room in each college shall be earmarked as Confidential Room for examination purposes and typing and duplicating work will be done in that room.
- 3 Typing and duplicating work shall be taken a day before the start of each examination in the presence of the Instructor concerned in the confidential room earmarked for the purpose.

24 Preparation of Final Examinations Result

- 1 Each Instructor shall prepare four copies of Instructor's Result slips (Grade Reports) in the proforma prescribed by the Registrar giving the academic performance of the student in his course
- 2 Each copy of the Instructor's Result slip shall be signed by the Instructor and his HOD

- 3 Each Instructor shall fill the marks obtained in the various examinations in the Semester and final grade obtained by the Student in the prescribed form. In case of over writing or alteration or cutting, the Instructor shall delete the whole line and re-write the whole matter and put his signatures.
- 4 The result slips shall be prepared in four copies. The Instructor, at the end of the course in a Semester, shall send two copies of the result containing the marks of various examinations during the Semester and grades of the students in his course to the Dean through HOD. The Dean shall forward one copy to the Registrar. The third copy shall be sent to the HOD and the fourth copy shall be displayed on the Notice Board for the information of students.
- 5 Each Instructor shall prepare the Result Slip College-wise and Id. No. wise.
- 6 The Instructor shall submit the grade slips with in 6 days from the date of examination positively.

25 Tabulation of Results

- 1 Tabulation of the 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.
- 2 The tabulation work shall be completed within three days from the last date of the receipt of the grade slips from the Instructors.
- 3 Tabulation sheets shall be supplied by the Registrar and tabulation at both officers shall be done in accordance with the procedure and rules prescribed by the Registrar.
- 4 To assist the Registrar's office in the tabulation & preparation of results, each college shall depute clerk/typist(s) to the office of the Registrar.
- 5 Each tabulation sheet shall be signed by the Clerk Incharge and the officer concerned.

26 Checking of Tabulation Sheets

- 1 After the tabulation sheets in the officer of the Dean are ready, he shall send the same to the office of the Registrar, which shall be returned to him after the results are compared.
- 2 The Deans of the College will nominate two pairs of staff members from respective college for comparing the tabulation sheets prepared in two different offices.
- 3 In case any entry does not tally, the teacher deputed for this purpose shall check it from the original result slip registration card adding/withdraw 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.

27 Preparation of Grade Reports

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

28 Accuracy of Tabulation Charts/Sheets and Grade Reports

The tabulation clerks shall do their best to bring accuracy on preparation of tabulation charts/sheets & grade reports. In case of more than three mistakes he shall have to explain therefore.

29 Mid Term Report

The Instructor(s) concerned of the different course shall send the mid term reports of the students whose performance is unsatisfactory through the Adviser(s) to the guardian/parent on the prescribed proforma within ten days from the first pre-final exam. The results of the first pre-final exam shall form the basis for the purpose of this clause.

30 Student Records

All the student records maintained in the office of the Registrar shall be treated as official and final.

31 Evaluation and Grading and Significance of Grades

- 1 Each course offered in the University shall be given a certain number of credit hours in accordance with the amount of work which the student does in the class room, the laboratory and outside study.
- 2 Each student shall be examined in every course from time to time throughout the semester. While examining the students, the Instructor shall mark individual questions in numerical (no rounding off) and then convert the total number of marks obtained into points.

The 'Points' earned in a course will be total marks obtained by a student out of 100, divided by 10. The Points secured in course(s) will be 'Points in course(s) X Credit(s) of the course(s)'. The significance of points for undergraduate students shall be as follows :

Percentage of Marks	Points
100	10
90-below 100	9-below 10
80-below 90	8-below 9
70-below 80	7-below 8
60-below 70	6-below 7
50-below 60 (Barely Pass)	5-below 6
Below 50 (Fail)	Below 5
e.g., 80.76	8.076
57.25	5.725
43.80	4.380
72.50 (But Shortage of Attendance)	Fail (1 Point)

- 3 After the marks obtained by a student at various examination held in a course during a semester including semester final examinations are added up and result awarded.
- 4 Divisions shall also be mentioned on the complete transcripts, and the provisional degree certificates of the graduates of the University along with the overall grade point average on the basis of the following equivalence:

32 Calculation of GPA/CGPA/OGPA

- 1 For calculation of Grade Point Average (GPA), Cumulative Grade Point Average (CGPA) and Overall Grade Point Average (OGPA), the following shall be the formula/procedure

$$\text{GPA} = \text{Total Points Secured} / \text{Total Credits (For I Semester only)}$$

$$\text{CGPA} = \text{Total Points Secured} / \text{Course Credits}$$

$$\text{OGPA} = \text{Total Points earned (after excluding failure points)} / \text{Course Credits*}$$

- 2 The following shall be the formula for conversion of the overall grade point average into aggregate percentage of marks

$$\text{Formula Percentage of Marks} = \text{OGPA} \times 100/10$$

e.g. if the OGPA is 6.000 then the percentage of marks would be $6.000 \times 100/10 = 60\%$

- 3 While converting the credits of the course from Semester to Trimester system anyone of the following alternatives may be followed without any disadvantage to the students
 - i OGPA shall be calculated without any conversion i.e. Trimester credits and points and Semester credits & Point shall be taken as such for calculating the OGPA
 - OR
 - ii The Semester credits may be converted into Trimester credits and OGPA may be worked out
 - OR
 - iii Trimester credits may be converted into Semester credits
- 4 For purposes of Academic Probation, Dropping, readmission only CGPA will be taken into account.

Minimum Credit to be completed in a year

- 5 Each undergraduate student must complete a minimum of 24 credits during a year consisting of two semesters.

33 Uniformity of Standards for Examinations

- 1 When a course is being taught by more than one Instructor the common course work, evaluation, grading & final marking shall be on a common standard for all the examinations. They shall mutually consult each other and the HOD and the Dean in this regard.
- 2 When more than one Instructor(s) are teaching same subject to the same class in various groups, they shall maintain the uniformity of standards for the same class and for the same course examined at the same time through a common examination conducted by all the Instructors together and grades given on the basis of consensus. If the Instructors are unable to reach the consensus, they shall give marks separately according to their own judgment. The grades shall be based on the average of the marking by all the Instructors.
- 3 a If a HOD is satisfied or has reasons to believe that marking /grading in a particular course has been abnormal, he shall submit a detailed report to the Dean of the College concerned recommending re-evaluation or re-assessment of the answer books giving full details of the reasons for his belief that the marking/grading has been abnormal
- b On receiving such a report, the Dean, after such an enquiry or checking as he may deem proper, pass necessary orders on the report

- c In case the Dean is satisfied that there is not a prima facie case and there has been no abnormality in marking /grading of the answer books, he may communicate the same to the HOD and submit a report accordingly to the Vice-Chancellor
- d In case where the Dean is satisfied that there is a Prime facie case he shall appoint a committee for re-assessment and re-examination of the answer-books with the approval of the Vice-Chancellor. The committee shall consist of 3 to 5 member, the majority of whom shall be of the same specialization in which the answer books are to be re-examined. The committee shall submit its report within a week from the date of receiving such a reference. Among other things, the committee shall specifically report whether the grading/marking has been uniform or whether there has been any abnormality in marking/grading from student to student and also whether in the opinion of the committee the abnormal variation has been because of negligence or of any malafide intentions
- e If as a result or re-evaluation/re-exam. of the answer books it is found that the marks awarded by the Instructor are not significantly different, there should be no change in the marks/grades
- f In case, however, it is revealed that the variation in marking/grading as reported by the committee and as done by the Instructor is significant, the marks awarded by the committee shall be treated as final. Consequent change(s) in grades as a result of re-marking of the answer books shall be affected after the approval of the Vice-Chancellor
- g All re-assessment or re-evaluation that may be necessary shall be completed within two weeks of the date of registration in the following semester, except in case of final semester students who are to complete their degree in a particular semester when it should be completed within a week from the date of registration in the following semester after which all such case shall be treated as closed and no re-evaluation shall be done under any circumstances.

34 Scrutiny

- 1 a If any student desires scrutiny in any course, he shall be permitted to do so with scrutiny fee of Rs. 100.00 per paper
- b He shall have to file an application on the prescribed form which can be obtained from the office of the Registrar
- c After having the approval of the Registrar, he will present the form to the Instructor concerned

- 2 Scrutiny means checking of marks, examination of question(s) left unmarked and reassessment of the question(s) already marked.
- 3 Answer-books of the semester final examinations shall be shown by the Instructor concerned to the students on the day following registration in the following semester.
- 4 Application for scrutiny of results shall be entertained upto seven days after showing the semester final examination answer book to students, after which no such application shall be entertained that is normally after eight days of the start of the semester.
- 5 The result of scrutiny shall be intimated to the Registrar as soon as possible, but in no case later than two weeks from the date of registration.

35 Change of Grades as a Result of Scrutiny

After the grade has revised as a result of scrutiny the Instructor will send the grade, with reasons under which grade has been revised, through his HOD to the Dean, who will examine and forward the same to the office of the Registrar. All such grade revised as a result of scrutiny will be forwarded to the Vice-Chancellor after the last date of scrutiny. Necessary correction in the students' report card would be made after the approval of the Vice-Chancellor is received.

36 Retention of the Examination Answer Books

- 1 Instructors must retain the answer books with them till at least the last date for revision of the grades was over and show the answer book to the students to understand their mistakes after the commencement of the next semester.
- 2 The Instructors shall announce the date, time and place for showing the semester final examination answer-books to the students, after reopening of the University in the following semester in the last lecture of the class. Any change in the date so fixed shall be notified to the students immediately after reopening of the University in the following semester.
- 3 After the last date for revision of the grades was over and the answer books had been shown to the students, the Instructor may pass on the answer-books to the HOD concerned for disposal.
- 4 Marks obtained by students in pre-final and semester final examinations should be shown to students, explaining the mistakes committed by them and the reasons for deducting marks. In the case of Semester final exams, the Instructors shall retain the answer-books with them till the commencement of the next semester.

37 Concession to Student on Joining Armed Forces

In a given semester, if a student has pursued the studies for not less than 14 weeks, he shall, on his readmission be given a proficiency examination for which the grade shall be either 'pass' or 'fail'. No letter grade shall be awarded.

If a student leaves the University for joining the Armed Forces, before complete at least 14 weeks of study, he shall have to repeat a course on his readmission to the University. However, he shall be allowed to drop the course without prejudices.

38 Use of unfair Means

- 1 The terms 'use of unfair means in the examination' or 'attempt to use unfair means in the examination' shall denote the items prescribed by the Academic Council, through its resolutions, from time to time. The following items are included in the category:
 - i Possession of any books, notes, chits or such other material and also any note(s) or signs written on any part of the body, furniture or any other material pertaining to the subject-matter or the examination in the examination hall during the exam. hours
 - ii Talking, whispering or signaling in any form in the examination hall or outside the examination hall during the examination hours
 - iii Copying or allowing to copy
 - iv Any other activity, which may give undue advantage in the examination to any student
 - v Any attempt to use any other means which in the opinion of the Vice-Chancellor may be construed to be unfair
- 2 Every student shall be required to bring his own examination material, such as set squares, scales and the like, himself, as he shall not be permitted to borrow any of these material from fellow student in the examination hall
- 3 If any student is found to have used or attempted to use 'Unfair means' in any examination, his answer-book shall be seized by the Invigilator Incharge forthwith. The student may, however, be permitted to answer the remaining part of the question paper but on a separate answer book.
- 4 The Invigilator Incharge shall submit a detailed report along with the answer books of the student and other related material if any, to the examination superintendent (Dean of the College) concerned immediately after exam. is over, with a copy to the Registrar & the Dean of the college concerned

- 5 A written statement of the student, found to use or attempting to use unfair means in the examination hall will be obtained by the Invigilator Incharge and be forwarded with his report along with any other materials found with the student which should be signed by the student concerned in token of the same having been recovered from his possession.
- 6 In case the student refuses to give a statement, he shall not be forced to do so but the fact of his refusal recorded by the Invigilator Incharge in his report
- 7 The Examination Superintendent shall forward the report of the Invigilator Incharge to the Student Discipline Committee for detailed investigation, which shall send its report to the Vice-Chancellor with specific recommendations within a week from the date of report
- 8 Student found using or attempting to use unfair means or copying during a pre-final examination shall be debarred from that Semester
- 9 Student found using or attempting to use unfair-means or copying during a Semester Final Examination shall be debarred from the current and the next Semester
- 10 Debarring a student would be treated as having been dropped from the University

39 Medium of Examination

The medium of examination shall be the same as prescribed by the Academic Council as the medium of instruction.

40 Medium of Instruction

- 1 Hindi/English shall be the medium of Instruction for B.Sc. Ag. Programme.
- 2 Instruction shall also be imparted in English in the above mentioned degree programmes for the facility of foreign students and the students whose mother tongue is other than Hindi and who do not know Hindi provided sufficient number of students are available to comprise one section.
- 3 The medium of instruction for B. Tech. (Biotech.) /Master's /Ph.D. programme should continue to be English until such time as suitable text books become available.

Allotment of Medium of Instruction

- 4 The medium of instruction shall be allotted on the basis of performance of students in entrance examination in order of merit and their choice by the Dean of the college. Foreign students and students whose mother tongue is other than Hindi may be allowed English medium provisionally.

- 5 The student who fail to get English medium in the beginning of the first Semester may be permitted to change the medium of instruction from Hindi to English if they secure a grade point average of 7.500or above at the end of first semester. Such change shall, however, be permitted in order of merit according to the G.P.A. and also subject to the availability of seats in English medium section(s).

41 Proficiency Examination in Hindi (For undergraduate students)

- 1 All foreign students shall be exempted from the Hindi course. However, foreign students desirous of learning Hindi, with a view to be better conversant with Indian culture shall be allowed to offer the Hindi course(s), and in case they pass course(s), a mention of the same shall be made in their transcripts.
- 2 All undergraduate students who have not passed their High School or equivalent examination with Hindi and who are required to offer Hindi course(s) shall be divided by the instructor concerned in the following two categories on the basis of proficiency examination (oral or written) to be conducted by the Department of Social Sciences& Humanities
 - a Those who are totally unacquainted with Hindi as judged on the basis of proficiency exam.
 - b Those who have some acquaintance with the rudiments of Hindi learning, as judged on the basis of proficiency examination.

The student in the first category shall be required to study Hindi remedials and the students in the second category shall be required to study only one Hindi course.

42 Formula For Conversion of Quarter/Trimester and Annual Credits

The following formula shall be applied for purpose of conversion of Quarter, Trimester and Annual credit into Semester credits

2 quarter credits	= 1 semester credit
1.5 trimester credits	= 1 semester credit
1 annual credit	= 2 semester credit

CHAPTER –V
REGULATIONS ON THE AWARD OF
POST-GRADUATE DEGREES

1 Advisor

Every student on admission to the college of Post-Graduate Studies shall be assigned to an advisor. An Advisor must be specialist in the field of studies of the student and shall be:

- a A statutory member of the Board of Post Graduate Faculty
- b Staff of the University accredited for appropriate Post-Graduate level of research
- c Staff at the other institution in case of joint training programme who are given honorary membership of Post-Graduate Faculty
- d The HOD concerned shall propose an advisor for each and every student in the department according to guidelines, if any, within one month of the date of registration of the student and submit the proposal to the Dean of the College concerned. The Dean of the College concerned may, at his discretion; either endorses the proposal submitted by the HOD or proposes change in the proposal submitted by the HOD and forward the final proposal to the Dean Post-Graduate Studies normally within fifteen days of the receipt of the proposal from the HOD. The reasons for not accepting the proposals of HOD shall be recorded in writing by the Dean concerned with a copy to the HOD concerned. In case there is difference of opinion between Dean of the college and Dean, Post Graduate Studies, the matter shall be referred to the Vice-Chancellor whose decision shall be final. The Dean Post-Graduate Studies shall intimate the final approval on the proposal normally within fifteen days of the receipt of the proposal from the Dean of the College concerned

The allotment of PG students shall preferably be made to those accredited faculty members who have research project (funded by outside agencies like ICAR/CSIR/AICTE etc.) in their name as Project Leader/Co-Project Leader. While allotting the PG students to the faculty members, a Committee of 3-5 members (consisting of HOD, senior faculty members) be constituted in each department. The said Committee shall examine the allotment of students considering the infrastructure/facilities available in the department/project and also the interest of the candidates for area of their specialization. Further, the maximum number of students with a faculty member at a given time will be 5, M. Sc. & Ph.D. both

- e An Advisor once assigned to a student will normally not be changed. Where the need for the change of Advisor becomes necessary, either because the Advisor has resigned and left or is on long leave or is unable to function as an Advisor or in any other circumstance where the Dean of the college of Post Graduate Studies is convinced or has reasons to believe that the change of Advisor has become imminent, the Dean, PGS may after consultation with the HOD The Dean of the college concerned, and such member of the Advisory Committee as he deems proper, allow assignment of another Advisor

In all such cases, the circumstance under which such a change became unavoidable shall be recorded and intimated to the Registrar. While assigning another Advisor, among other things, the stage of the research work /thesis of the student and the guidance required as well as the availability /possibility of the Advisor providing the guidance with out detriment to the quality of thesis /research or unduly prolonging the duration of the thesis /research work must be taken into consideration.

- f Normally no staff member registered for Ph.D. degree of this University shall be an Advisor and if an Advisor registers himself for a Ph.D. degree of this University, he shall cease to be an Advisor thereafter.

Allotment of Students to the retiring persons

- g Normally, retiring person may not be allotted M.Sc. student if he is left with less than 2 years of service and Ph.D. student if left with less than 3 years of service. However, in special circumstances, permission may be obtained from Dean, P.G.S. by the concerned HOD.

2 Advisory Committee

- a For every student in the college of Post-Graduate Studies, there shall be an Advisory Committee consisting of not fewer than three members in the case of a candidate for Master's degree and four in the case of Ph.D. degree with the Advisor as Chairman. The Advisory Committee should have representative from the major and minor fields
- b The Advisor in consultation with the HOD concerned shall within fifteen days of his appointment as Advisor recommend through the Dean of the college concerned to the Dean of the Post-Graduate Studies names of the members of the Advisory Committee from amongst the members of the P.G. Faculty and the staff of the University accredited for appropriate Post-Graduate level research. However, in those departments where qualified staff exists but due to unavoidable reasons post-graduate degree programmes are not existing, the staff having post-graduate teaching experience of three years or more may be included in the Advisory Committee as member representing the minor

- c The Dean of the college of the Post-Graduate Studies shall appoint the committee by the end of the semester of student's admission in the P.G. programme after making such changes, as he considers necessary
- d The Advisor should convene a meeting of the Advisory Committee atleast once a Semester. The summary record should be communicated to the HOD, Dean of the College concerned, Registrar and Dean, Post-Graduate Studies for information.

3 Staff members on extra ordinary leave or study leave or ex-staff to continue as Advisor

- 1 Normally staff members of the University on extra ordinary leave or on study leave or who leave the University service will cease to continue to serve as Advisors of the Post-Graduate Studies of the University. However, the Dean, Post-Graduate Studies may permit them to continue to serve as Advisor subject to the following conditions
 - a The concerned staff member must be resident in India and if he agrees to guide research must be available for occasional consultations
 - b An application is made by the student concerned and that is duly supported by the Advisory Committee
 - c In case of a Ph.D. student, he must have completed his preliminary examination and the research work must be well in progress and it is expected that the student will submit the thesis within a year
 - d The HOD and the Dean of the college concerned agree to the proposal
 - e The staff member, after leaving the University service is granted the status of honorary faculty's membership by the Vice-Chancellor on the recommendation of the Dean, Post-Graduate Studies for guiding the thesis /theses of the student(s) concerned only.

Staff Member for guiding outside students

- 2 a Teachers in the University departments where Ph.D. programme do not exist or where there is no likelihood of Ph.D. programmes being started in the near future be permitted to guide research of outside students registered in other University subject to the following conditions :
 - i Such permission should be restricted in number
 - ii When a student utilizes the facilities provided for by the University special permission shall have to be obtained and the student shall have to pay for use of such facilities

- b In case of staff members of this University only registered at some other University for Ph.D. degree, a staff member may be permitted by the Vice-Chancellor to guide such students. In case the University where the staff member has been registered for Ph.D. degree requires that a person in the department of this University may act as Co-guide/Co-supervisor that may also be permitted by the Vice-Chancellor.

4 Requirement for the Master's degree

- a A minimum of 45 Semester credit hours shall be required for the Master's degree out of which 15 credits may be earned by research and thesis work
- b The remaining Semester credit hours may cover course work in one major field, or the candidate may select a major and one minor with the approval of his Advisory Committee, the concerned HOD, the Dean of the college concerned and the Dean Post-Graduate Studies. Such minor shall carry at least 8 Semester credits in that field.
- c As undergraduate pre-requisites required for postgraduate study in his major and minor subjects, a student must have completed such work as the department concerned may require. If a student is deficient in his under graduate pre-requisite, he may remove such deficiency by taking courses for which graduate credit will not be given.
- d Full-time staff members registered for Master's degree programme shall be exempted from the formal registration of thesis /research credits for the degree if the Advisory Committee certified that the research carried out by the candidate in the discharge of duties as a member of the staff had been used for thesis and the amount of work put in was equivalent to a minimum of 15 credits as case may be.

5 Requirements for the Ph.D. degree

- a The minimum requirement for course work for Ph.D. after Master's degree shall be 30 Semester credit hours mad up of one major and at least one minor. Not more than two minors shall be permissible.
- b The Ph.D. major should carry atleast 20 Semester credits.
- c The group of courses to be known as ' Minors' should carry 10 Semester credits and should not be from the same field of study as the major.
- d In case of two 'Minors' the course requirements may go up to 40 credit hours instead of 30 credit hours as prescribed in (a) above. If, however, both the 'Minors' are in closely related fields, the course requirement in each minor shall be minimum of 8 semester credit hours.
- e The minimum requirement for thesis work for Ph.D. shall be 30 credit hours.

- f In the case of full time staff members registered for Ph.D. degree, the maximum credits permissible in a semester would apply only to course work. No formal registration for thesis would be required, if the Advisory Committee certified that the research carried out by the candidate in the discharge of duties as member of the staff, had been used for thesis and the amount of work put in his equivalent to a minimum of 30 credit hours.

6 Programme of Study

- a A detailed programme of studies giving the course requirement of the students admitted to the Master's or Ph.D. degree programme shall be prepared by the respective Advisory Committee and submitted by the Advisors within first fifteen days of the second Semester of the joining of the students through the HOD and Dean of the college concerned to the Dean, PGs. for his approval. The Dean, PGs. shall issue the approved programme of studies within one month of the receipt of the programme of studies by the Advisors after making such changes, as he may deem necessary.
- b The programme of study shall be prepared out of the approved courses and shall be so devised as to ensure the inclusion of the core, major and basic supporting courses prescribed.

Making core courses of M.Sc. programme of a particular discipline compulsory at Ph.D. level for the students admitted from the related majors

- c The students admitted to a Ph.D. degree in a discipline from the related area would be required to study the core courses of the Master's degree of that discipline. This will be over and above the requirements of 30 credits

7 Courses

- 1 There shall be the following types of courses in each Post-Graduate major:
 - a Core Courses.
 - i Major: These shall consist of courses from the Department concerned, which are compulsory for a particular major.
 - ii Supporting Courses: These courses shall consist of such basic supporting course from departments, other than the major department, which shall also be invariable components of each individual programme of study of Post-Graduate students taking up a particular major.
 - b Open Electives. These shall consist of the courses both from the major Department and other department which may be required to be offered by a post-graduate student.
- 2 The core and basic supporting courses in each major shall be compulsory for all Post-Graduate students and shall carry credits. If a student has studied the

equivalent course(s) the matter may be examined by the Committee consisting of (1) Advisor of the student, (2) Head of the majoring Department concerned, (3) The HOD to which the course belongs, on whose recommendations the Vice-Chancellor may exempt the student from studying the course (s)

- 3 For each Post-Graduate programme the core courses and basic supporting courses shall be defined by the Department concerned and approved by the Academic Council
- 4 Of the total course requirement for the Post-graduate degree the composition of the Core, Basic Supporting courses and open elective shall be as follows:

	Master's degree	Ph.D. degree
a Core & Basic Supporting courses	2/3	1/2
b Open Elective	1/3	1/2

8 Change in the programme of studies

No change in the programme of studies shall normally be permitted. However, under special circumstances Dean, Post-Graduate Studies may, on the recommendation of the Advisory Committee/Head(s) of Department(s) and Dean (s) of College(s) concerned, for reasons to be specified, permit a change in the programme of studies comprising of the Open Elective component of the major.

9 Evaluation

Each student shall be examined in every course from time to time throughout the semester. While examining the students, the Instructor shall mark individual questions in numerical (no rounding off) and then convert the total number of marks obtained into points.

- a The 'Points' earned in a course will be total marks obtained by a student out of 100, divided by 10. The Points secured in course(s) will be 'Points in course(s) X Credit(s) of the course(s)'. The significance of points for undergraduate students shall be as follows :

Percentage of Marks	Points
100	10
90-below 100	9-below 10
80-below 90	8-below 9
70-below 80	7-below 8
60-below 70 (Barely Pass)	6-below 7
Below 50 (Fail)	Below 6

e.g.,	80.76	8.076
	57.25	5.725
	43.80	4.380
	72.50 (But Shortage of Attendance)	Fail (1 Point)

- b A student shall be eligible for the award of Master's degree only if he maintains an OGPA of 6.500 out of 10.000, in 500 series courses included in the course programme. However, a student shall be eligible for the award of Ph.D. degree only if he maintains an OGPA of 7.250 out of 10.000.

10 Research Thesis

- a Requirements of the Master's degree shall include successful completion of scientific investigation and creditable research reported in the form of a thesis.
- b The ability to widen the field of knowledge by distinct original contribution shall be one of the out-standing qualifications for the Ph.D. degree. A candidate must therefore, present satisfactory evidence of such ability by submitting a thesis embodying the results of the research on a creditable problem within the field of his major subject.

Seminar before writing of the thesis

- c Each Ph.D. student should present seminar on his/her thesis in the department, which will be open to all before submitting his/her thesis.

11 Subject of the thesis

- a The subject of thesis research must be approved by :
 - 1 Advisory committee of the student
 - 2 The Head of the Department in which the student is majoring
 - 3 The Dean of the College where the research is carried out and
 - 4 The Dean, Post-Graduate Studies
- b The approved problem of research shall be communicated by the Dean, Post-graduate Studies to the Registrar not later than two Semesters from the time of admission of the student. The actual title of the thesis may be communicated later, but it must reach the office of the Registrar at least a month before the date of the submission of the thesis by the candidate.
- c No change in the title of the thesis can be made without the prior written permission of the Dean, Post-Graduate Studies.

12 Submission of thesis

- a A candidate for Master's or Doctorate degree must present to the Dean, Post Graduate Studies, three typed written copies of the thesis approved by his Advisory Committee and forwarded by the HOD latest by the end of the Semester. In case of fellowship holders the number of copies as prescribed by the Dean, PGs. shall be submitted.
- b If a candidate fails to submit the thesis before the commencement of the subsequent semester, he shall be required to register himself for the semester and pay the necessary dues.
- c The student shall not be required to pay any fee for the period between the submission of thesis and the conduct of the Viva-Voce examination. For all purposes the student shall be considered to have been enrolled till the end of the month in which the thesis is submitted.

Submission of research paper alongwith the thesis

- d At least one research paper must be submitted by the Ph.D. students prior to submission of Ph.D. thesis. Further, the Dean PGs. will have a certificate from the Advisor to this effect along with the copies of the paper(s) from each Ph.D. students at the time of Ph.D. thesis submission.

Number of thesis abstracts to be submitted by the Ph.D. students

- e 10 copies of thesis abstracts must be submitted by a Ph.D. student at the time of submitting the thesis.

13 Appointment of External Examiner

After the receipt of the thesis, the Registrar, in consultation with Dean of Post-Graduate Studies, shall appoint an examiner who shall not be a person on the staff of the University, in the following manner:

- a The Advisor in consultation with the HOD concerned shall suggest for every thesis a panel of atleast three names for being appointed as examiner which shall after the approval of the Dean of the college concerned be submitted to the Registrar the name of the person to be appointed as examiner
- b Where the number of students to be examined in any field of specialization is more than four, additional examiner(s) may be appointed to the panel.
- c Normally, no person should be appointed as examiner for more than two years consecutively. After a break of one year or more the same person shall, however, be eligible for re-appointment.
- d The Chairman Advisory Committee or in his unavoidable absence the HOD concerned shall act as the Internal Examiner.

- e While asking the consent of the examiner for evaluating the thesis, it shall also be indicated to him that the thesis for a master's degree has to be evaluated within 30 days and the thesis for a Ph.D. degree has to be evaluated within 60 days and in case the evaluation of the thesis is provided that Viva-Voce examination shall not be conducted before 15 days have elapsed from the date of the dispatch of the thesis by the office of the Registrar.

14 Evaluation of Thesis

- a After the Advisory Committee of a Post-Graduate student has been satisfied with the quality and the norms prescribed by the Dean, PGs. for the assessment of the thesis, the Chairman, Advisory Committee shall forward the thesis to the HOD.

The HOD after being satisfied shall forward the thesis to the Dean, Post-Graduate Studies, who shall forward the same to the Registrar for its evaluation by the examiner appointed for the purpose.

- b In case the HOD does not approve the thesis he shall assign reasons for the same and return the thesis to the Chairman of the Advisory Committee for necessary modifications.
- c The thesis shall be sent to the external examiner by registered post and the examiner must send the report of the evaluation of the thesis to the Registrar.
- d On receipt of a favorable thesis evaluation report from the external examiner, the Registrar shall communicate the same to the advisor along with the date suggested by the external examiner for the conduct of examination. If the external examiner has suggested no date, the Advisor and External Examiner will decide a date and communicate it to the Registrar for approval. The examination may be conducted within 15 days before or after the date approved for the examination without violating the provision of regulation 14(e) In case the examination is not conducted within this period, a fresh date may be requested for by the Advisor and approval obtained. The examination shall be conducted on that, date. The examination conducted without prior approval of the Registrar will not be accepted and re-examination shall be arranged. If any oral examination has been conducted in violation of this regulation, the University shall not be liable to pay TA & DA to the External Examiner. Under exceptional circumstances, however, the decision of the Vice-Chancellor in this regard shall be final.

NOTE: The above procedure shall also apply for oral preliminary examinations (in case of Ph.D. students).

- e In case the thesis is rejected by the External Examiner, a student shall be required to resubmit the thesis after incorporating the changes as required not earlier than three months from the date of rejection of thesis after payment of proper registration fees.

Provided that a student shall be allowed not more than three chances to modify his thesis after its rejection by the external examiner, and as far as possible same external examiner shall be appointed to evaluate his thesis.

15 Preliminary Examination

- a A candidate for the Ph.D. degree of the University shall be required to pass a preliminary examination to be conducted in three phases namely; written examinations in major and minor subjects separately, oral examination by the Advisory Committee and oral examination by the External Examiner along with the Advisory Committee.
- b A candidate for the Ph.D. degree of the University shall be required to pass a preliminary examination only after completing the course work with a minimum OGPA of 7.250 in 500 and higher series courses included in the programme of studies. In special cases, however, a student may petition to Dean PGs. for relaxation of this regulation provided he has completed at least prescribed courses for the minor and at least 75% of the courses prescribed for the major with the minimum OGPA requirements specified above.
- c The preliminary examination shall consist of written and oral tests covering the entire field of study of the candidate for the Ph.D. degree.

Written Preliminary Examinations

- d The written examination in major field of study shall be conducted by the Advisory Committee other than the member from the minor area under the coordination of Advisor. The written examination in each minor field of study shall be conducted by the member of Advisory Committee from the respective minor field of study.
- e The student shall be required to secure satisfactory grade (S) by securing not less than 60% marks in the major and minor areas separately. A student securing unsatisfactory (US) grade in major or minor field of studies shall have to appear for written examination after a lapse of not less than one month if he/she fails in one paper and after a lapse of one semester, if he/she fails in both major as well as minor.
- f The student shall apply for written preliminary examination to the Registrar through Advisor, HOD and the Dean PGs. The examination shall be conducted only after written approval for the same by the Registrar.
- g The result of the written preliminary examination shall be sent by the Advisor/Examiner of minor field to the Dean PGs. and the Registrar through HOD of the major department and that of the oral preliminary examination by the Advisor through the same channel.

Oral Preliminary Examinations

- h After successfully completing the written preliminary examination, each Ph.D. student shall be required to appear for oral preliminary examination to be conducted by the Advisory Committee on approval of the Dean PGs. The result of the examination shall be sent to the Dean PGs. by the Advisor and if the student has been cleared by the Advisory Committee, he/she will be allowed to take oral preliminary examination to be conducted by the External Examiner along with the Advisory Committee. The student shall be graded Pass or Fail at both the stages of oral preliminary examination.
- i If a student fails in oral preliminary exam. conducted by the Advisory Committee, he/she shall not be eligible to re-appear in the exam. before the expiry of one month. If a student fails in an oral preliminary exam. conducted by the Advisory Committee along with the External Examiner, he/she shall not be permitted to re-appear in this preliminary exam. before the expiry of a period of one month.
- j No candidate shall be permitted to appear in the written or oral preliminary exam. more than two times. Normally, the same External Examiner shall be associated with the conduct of second oral preliminary exam. However, in special circumstances, another External Examiner can be appointed by the Dean PGs. after obtaining a panel of External Examiners from the Advisor and the HOD.

Note The oral preliminary examinations in respect of Ph.D. programmes may be held by grouping the candidates in the departments, as far as possible, on quarterly basis. For this purpose, a panel of 3 Examiners with their specialization will be submitted by the Advisors/Projects Guides to the HOD, who will communicate the same to the Dean PGs. through Dean of the college concerned. The Dean PGs. will finally select the Examiners from the list so provided by the HOD for seeking consent as per existing procedure. If M.Sc. student also requires to undergo through these programme.

16 Final Viva-Voce Examination

- a A Post-Graduate student failing to show 'Satisfactory' performance in his final Viva-Voce examination shall be permitted by the Registrar to take the examination again after expiry of atleast three months form the date of his first Viva-Voce examination.
- b In case the student again fails to show 'Satisfactory' performance in the second chance, he shall be given a third chance by the Registrar to take the Viva-Voce

examination after the expiry of atleast one month from the date of his second Viva-Voce examination. No further chance to take the Viva-Voce examination shall be given.

- c Normally the same external examiner shall be associated with the conduct of second and third Viva-Voce examination
- d The Viva-Voce examination in case of Ph.D. student shall be held at College/University level. The Chairman of the Advisory Committee will ensure to notify the venue, time and date of the open thesis defense/Viva-Voce examination of the student to all PG Departments/Dean/Directors and also make all necessary arrangements for the same
- e For conduct of Viva-Voce examination at both Master's and Ph.D. level another External Examiner may be invited to conduct the Viva-Voce examination based on the report of the first External Examiner if he (who evaluated the thesis) has sent his refusal not to conduct the Viva-Voce examination.

17 Additional Requirement for Ph.D. Degree

A postgraduate student may also be required to undertake and complete successfully the additional requirements necessary for the degree he is registered for.

18 Remuneration to External Examiners

- a A person not on the staff of the University, who is appointed to examine the thesis and conduct the Viva-Voce examination thereof for the M.Sc. and Ph.D. degree or conduct the oral preliminary examinations shall be paid the remuneration as decided by the Academic Council from time to time. The present rates of remuneration are as follows :

	Particular	Remuneration per student	
		M. Sc.	Ph.D.
1	To evaluate the thesis and conduct Viva-Voce examination	Rs. 200.00	Rs. 300.00
2	To evaluate the thesis only at each time	Rs. 100.00	Rs. 200.00
3	To conduct Viva-Voce only at each time	Rs. 100.00	Rs. 200.00
4	To conduct oral preliminary exam at each time	—	Rs. 200.00

- b Normally the same external examiner shall be appointed to evaluate the thesis and conduct the Viva-Voce examination at each subsequent time with regard to the same student.

19 Collaboration for Ph.D. Degree with other Institutions

- 1 A student may be permitted to complete the course requirement or research work for his degree in full or in part at another institution subject to following conditions
 - a The courses to be taken and the credits to be given shall be determined by the Dean, PGs. in consultation with the authorities concerned
 - b The research problem shall also be approved by the Dean, PGs. in consultation with the concerned authorities of this University and the co-advisor of the student at the institution where the research work has to be undertaken
- 2 Where a candidate for a post-graduate degree of the University is permitted to complete the course work or research in full or in part at another institution recognized for this purpose, such course or research work may be accepted in fulfillment of the course requirement, or may be permitted to be submitted as thesis for the same degree at this University. Further if the candidate has successfully completed the preliminary examination at the cooperating institution he shall also be exempted from taking the preliminary examination at this University.

20 Minimum Class Attendance

- a Each student shall be regular in attending classes and shall be required to have a minimum of 85 per cent attendance in each course in each semester, failing which he/she be awarded 'D' grade unless withdrawal from the course has been permitted. This however shall not apply to students leaving the University to join the Armed Forces during a period of emergency provided that they attended classes and tests for at least 14 weeks in that semester
- b The percentage of attendance of a student in a course of lectures, practical, 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 his registration and/or the duration of leave duly granted to him
- c The Vice-Chancellor may on the recommendations of the Instructor/Advisor/Dean of the college where the department is situated and the Dean, PGs., condone shortage in attendance up to ten percent in a course(s) in exceptional circumstances and allow students with an attendance of seventy five percent to appear at the final examination
- d More than ten percent shortage of attendance shall not be condoned under any circumstances.

21 Continuance

For continuance in the University a post-graduate student shall maintain a minimum OGPA of 6.500 in case of Master's and 7.250 in case of Ph.D. out of 10.000 in programme in each semester in 500 and higher series of courses included in his/her programme of studies.

22 Academic Probation

If at the end of any semester the overall grade point average of any post-graduate student falls bellow 6.500 in case of Master's and 7.250 in case of Ph.D. programme out of 10.000 in 500 and higher series of courses included in his/her programme of studies, he shall be placed on 'Academic Probation' for the duration of the following semester.

23 Removal From Academic Probation

If at the end any semester during which a post-graduate student has been on Academic probation the overall grade point average of that student for that semester in 500 and higher series courses is 6.500 for Master's and 7.250 for Ph.D. or above out 10.000 he shall cease to be on 'Academic Probation'.

24 Dropping for Poor Academic Performance

- 1 If at the end of any semester during which a postgraduate student has been on Academic probation the Overall Grade Point Average of the student in 500 and higher series courses falls below 6.500 out of 10.000 in case of Master's and 7.250 out of 10.000 in case of Ph.D. programme, he/she shall be dropped from the University for poor academic performance with a right to petition for readmission. However, a student falling in the following categories will be finally dropped from the University with no right to petition for readmission:
 - a A student having an OGPA less than 6.000 in case of Master's and 6.500 in case of Ph.D. programme out of 10.000
 - b A student having 6.000 points in more than 10 credits
- 2 Any postgraduate student failing twice in the same course/examination shall be dropped from the University for poor academic performance. In exceptional circumstances the Vice-Chancellor may permit a third chance to pass the course to the student on the recommendation of the concerned Advisor, HOD and Dean PGS. Any student failing in the same course/examination thrice shall be finally dropped from the University with no right to petition.
- 3 No post-graduate student shall register again in a course, which he/she has already cleared with a passing grade. If he/she registers again a course already passed the subsequent grade shall be ignored.

- 4 A Post-graduate student unable to complete his courses as well as thesis within maximum permissible degree duration with on OGPA of 6.500 in case of Master's and 7.250 in case of Ph.D. programme out of 10.000 will be finally dropped from the University with no right to petition.
- 5 A postgraduate student whose petition has been rejected by the Vice-Chancellor will have no further right to petition for readmission.

25 Petition for re-admission

Any Post-Graduate student dropped from the University for poor academic performance shall have the privilege of petitioning to the Vice-Chancellor for readmission.

26 Disposal of petitions

Petition for readmission after dropping on academic grounds must be filed within one week from the date of registration for the semester immediately following the semester in which the student has been finally dropped. No petition may be entertained after this date.

All petitions made by the dropped students for readmission shall be examined by a petitions committee appointed by the Vice-Chancellor. The petitions 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. In case any student has to take make-up examination his performance for the purposes of dropping be judged on the basis of results already available without waiting for make-up examination results. The decision of the Vice-Chancellor in such cases shall be final. Once a petition has been rejected by the Vice-Chancellor no further petition shall be entertained.

27 Repetition of Courses

- 1 If a post-graduate student secures a failing in a course included in his programme of studies, he/she shall have to repeat the course and shall be provided one more chance to pass the course. In case, however, he again fails in the course no further chance to repeat the course shall be given and the student shall be dropped from the University.
- 2 In case a post-graduate student obtains a failure grade in a course in the first attempt and repeats the same course, the grade/points secured by the student on repeating the course shall be counted for computation of his overall grade point average though the failure grade secured by the student in the first attempt shall be shown in his transcript.
- 3 The course(s) that form the degree requirements of students are required to be passed. Many a times students also register for course(s) which are in addition to

their degree requirements. Such additional courses are taken in all seriousness after full application of mind by the Student/Advisor/Dean of the college concerned. Therefore, a course once registered whether part of degree requirement or not must be cleared through a passing grade.

Guidelines for Implementation of Regulations Clauses 23 to 27

- a If any course of 300 and higher series is offered in the first semester after admission at the time of registration the Advisor shall clearly indicate whether it is taken for credits or as non-credit course. No change in this shall be permissible
- b The Post-Graduate faculty should devise ways and means to review grades in Post-Graduate course after the end of each semester as is being done by other faculties
- c Credits courses in certain majors which carry numbers in series below 300 should for purposes of credit load of graduate student in a particular department who offer such courses for credits, be reconsidered and raised to 500 series or above
- d For purpose of calculating OGPA, the failing grade in a course will be counted for the OGPA till it is repeated after which only repeat grade will be counted.

28 Class division

No Division shall be awarded at Ph.D. level. In case of Master's degree, however, equivalent division that is 'First' or 'First Division with Distinction' or 'Second' shall be written in Brackets both in the transcript as well as in the degree certificate.

29 Addition or Withdrawal of Courses

- a Subsequent to his registration a student may add or withdraw any course, in the manner prescribed below
 - i Application for addition or withdrawal shall be made in the prescribed 'Change of Course(s) Form' obtainable from the office of the Dean concerned.
 - ii The advisor of the student and the instructor of the course shall give their recommendations with reasons on the form itself.
 - iii After completing (ii) above the student shall go to the Dean, College of Post-graduate Studies and obtain his approval for the change.
 - iv In the event of the permission for the change being granted by the Dean, Post-graduate Studies the student shall deposit the prescribed fee of Rs. 25.00 in the office of the Comptroller and obtain a receipt there of.

- v After the fees as (iv) above has been deposited, the student shall deposit one copy of the 'Change of Course(s) Form' with his Advisor and the remaining two copies in the office of the Registrar. The Registrar shall inform the Instructors concerned through HOD about the addition or withdrawal of the course(s) by the student and shall also forward a copy of the completed ' Change of Course (s) Form' to the Dean concerned.
- vi Until all the procedures mentioned above are completed, the change shall not become effective.
- b Course(s) may be added by a student not later than seven days from the date of registration. In exceptional cases exemption from this rule may be given by the Vice-Chancellor on the recommendation of the Dean concerned
- c Students may withdraw any course(s) in the manner prescribed without payment of fee up to two weeks from the date of registration. The course(s) withdrawn within the prescribed period shall not be shown on the transcript
- d Normally students shall not be permitted to withdraw from courses beyond a period of two weeks specified in clause(c) above. However, under special circumstances to remove genuine difficulties which may arise on account of any one or more of the following reasons, Vice-Chancellor, may on the recommendation of the Dean of the college concerned permit withdrawal of courses beyond two weeks from the date of registration upto six weeks on payment of a Rs. 25.00/- :
 - i Where a student has not been able to adjust clashes in the time-table within a period of two weeks and has to drop either of the two courses.
 - ii Change of major and/or minor.
 - iii Wrong advisement by an Advisor. The Advisor will submit a note to the Dean as to how the wrong advisement took place and if approved by the Dean, withdrawal from a course shall be permitted.
- e Withdrawal of courses beyond the normal date for withdrawal shall automatically result in failure grade for that course. In case of prolonged absence of a student on account of severe illness certified by the University Medical Officer, the Vice-Chancellor, may on the recommendation of the Advisor and Dean, PGs. permit him to withdraw course(s) beyond two weeks from the date of registration on payment of prescribed fee.

30 Formula for conversion of OGPA into percentage of marks

The formula for conversion of the Overall Grade Point Average into aggregate percentage of marks is as under

Formula

Percentage of marks = $\text{OGPA} \times 100/10$

e.g. if the OGPA is 6.000 then the percentage of marks would be

$6.000 \times 100/10 = 60\%$

31 Conversion of Quarter, Trimester and Annual credits

The following shall be applied for purposes of conversion of Quarter, Trimester and Annual Credits into Semester credits.

2 Quarter Credits = 1 Semester Credit

1.5 Trimester Credit = 1 Semester Credit

One Annual Credit = 2 Semester Credit

32 Recognition of Institutions For Carrying Out of Research/Course work

All the Agricultural Universities, National Institutes deemed to be Universities, all chartered U. S. Universities and such other institutions as may be approved by the Academic Council by name, are recognized for purposes of clause 6 of the Statutes under Chapter-XXVII reproduced below:

The course work or research for the degree and diplomas of the University may be completed at a University or some other institution approved for this purpose by the Academic Council. Where the requirements are completed at some institution other than the University the credits so earned may be transferred to the University and counted towards the requirements for the degree or diploma concerned. Where the research has been conducted at some institution other than the University it may be submitted as a thesis to the University in partial fulfillment of the requirements for the degree or diploma concerned.

- 33** The Indian Veterinary Research Institute, Izatnagar (Bareilly), Indian Agriculture Research Institute (IARI), New Delhi, National Dairy Research Institute (NDRI), Karnal, Central Avian Research Institute (CARI), Izatnagar, Institute of Forestry Genetics & Tree Breeding, Coimbatore, Indian Grassland and Fodder Research Institute, Jhansi, Central Food Technology Research Institute, Mysore, International Crop Institute for the Semi-Arid Tropics (ICRISAT), Himachal Pradesh Krishi Vishwavidyalaya, Palampur, all the 5 IITs, Roorkee University, Tata Institute of Fundamental Research, Bombay, Indian Institute of Science, Bangalore, Snow and Avalanche Study Establishment (SASE)/Defence Research & Development organization (DRDO), Regional Engg. College, Kurukshetra, and International Rice Research Institute (IRRI), Manila, Philippines, are recognized for the purpose.

CHAPTER –VI

REGULATION ON AWARD OF Ph.D. SCHOLARSHIP/FELLOWSHIP

The agenda was put up by the Actg. Dean PGs. The members of the committee discussed thoroughly and decided that name in the above agenda should be scholarship and not fellowship. Although the proposal was also earlier put up in the faculty of College of Agriculture, it was passed-on to the faculty of PGs. by the Secretary Faculty of Agriculture. The following decisions were made and finalized regarding the award of Ph.D. scholarship after detailed point wise discussion in the meeting.

These regulations shall apply to the students admitted to various Ph.D. programmes in the academic year Jan. 2006 and thereafter through Entrance Examination. However, the students of previous batches on the roll of the university will be entitled to get the scholarship from January 2006 onward for the left over period of their degree programme.

The value of scholarship shall be Rs. 1500 per month or as revised as per state government decision from time to time. The Board of Management shall approve it on the recommendation of the Academic Council. Normally, there shall be two scholarships in each discipline. The total number of scholarships thus provided are not utilized due to any valid reasons whatsoever, the university shall be free to redistribute the allocation of the vacant scholarship position and award the same to other student who could not be granted scholarship in the first instance due to the aforesaid restriction of two scholarships in each discipline. However, this latter award shall be based on the academic rating and shall be made after all admissions in question have been made for the academic year.

Application for the scholarship shall be made by the concerned student on the prescribed form obtainable from the office of the Dean Student Welfare and shall be submitted through Advisor, Head of the majoring Department, Dean of the college concerned, Director Agricultural Experiment Station and the Dean Post Graduate Studies.

The scholarship shall commence from the date of the registration of the students in the semester of his/her admission and shall be tenable for a maximum of 36 months during Ph.D. programme of the candidate. However, the payment of scholarship for any semester shall be made only after satisfactory performance of the student in that semester.

Student on Academic or Conduct Probation shall not be eligible for this scholarship.

Continuance of the scholarship shall be subject to the satisfactory performance of the student concerned in academic programmes as well as his conduct. The scholarship may, however, be restored with effect from the date the academic performance as well as his conduct is rated satisfactory.

In case, the student drops a semester or discontinues his studies he shall lose the scholarship for that semester. In case a student drops a semester after studying some time in the semester he shall lose the scholarship for the remaining part of the semester. The scholarship may, however, be restored in such case only after the student is allowed to resume his studies and will be tenable for a period not exceeding 36 months.

A student awarded the scholarship will devote his whole time to the approved study and will not be allowed to accept any financial assistance from other agencies. In the event of award of outside scholarship, the recipient shall have to refund the amount paid to him by the university for the duration for which outside scholarship has been availed by him. In such cases, the scholarship may be awarded to the student next in the rating for the duration for which the outside scholarship has been availed.

The scholarship will be terminated on the date:

- a. The recipient ceases to be on the roll of the university
- b. The recipient completes his degree programme, i.e., submission of his thesis etc.
- c. The recipient is awarded any punishment by the competent authority either on the recommendation of the College Discipline Board or on the recommendation of Discipline Committee. In such cases, the scholarship may be awarded to the students next in the rating.

The award of scholarship will be made by the Dean Student Welfare. However, the records and accounts will be handled by the Comptroller Office

The Advisor of the concerned recipient would submit a progress report of the work through proper channel to the Dean Student Welfare at the end of every semester failing which his scholarship will not be renewed

The scholarship may also be terminated by the Vice-Chancellor at any time without assigning any reason and in all matters not provided in these regulations, the decision of the Vice-Chancellor shall be final.

CHAPTER –VII (A)

REGULATIONS ON CONVOCATION

SPECIAL CONVOCATION PROCEDURE FOR THE HONORARY DEGREES OF THE UNIVERSITY

- (1) A special convocation for conferment of the Honorary Degrees of the University shall be held on date and time as fixed by the Vice-Chancellor
- (2) The academic dress for the convocation shall be a Black buttoned up Coat with closed collar, White Trousers and a Hood as prescribed below, or the robes of the University from which the person takes his Degree.
 - (i) FOR CHANCELLOR
A hood with golden and silver zari work
 - (ii) FOR GUEST OF HONOUR
A hood with golden and silver zari work
 - (iii) FOR CHAIRMAN, BOARD OF MANAGEMENT & VICE-CHANCELLOR
A hood with silver zari work
 - (iv) FOR REGISTRAR, DEANS, MEMBERS OF BOARD OF MANAGEMENT AND ACADEMIC COUNCIL AND OTHERS
A scarlet hood
 - (v) FOR HONORARY DEGREE RECIPIENTS
A hood in green colour with golden embroidery work having University insignia in the middle or a scarlet – red hood.
- (3) An UTTARIYA about 7.1/2" 7' with the University seal, 3 wheat ears and traditional motif design on the bottom shall be used being draped around the neck in different colours as per details given below:
 - (i) For Chief Guest, Chancellor and Vice-Chancellor.
One cream silken cloth with embroidered emblem in zari as given above.
 - (ii) For members of Academic Council and Board of Management.
Light cream colour silk or some other cloth with the University seal and traditional motif embroidered with 3 wheat ears painted or printed in red and green colours thereon.

- (iii) In addition to the above, hood, head wear and gown shall also be used for the Chief Guest, Chancellor, Vice-Chancellor, Registrar, Deans and members of the Board of Management and other distinguished visitors attending the Academic Procession.
 - (iv) In case of female members of the Academic Council or the Board of Management, the dress shall be white or cream colour Sari with red boarder, hood, gown and Uttariya.
- (4) The Chancellor, Vice-Chancellor, Chairman and Members of Board of Management and Members of the Academic Council and other distinguished guests shall assemble in the place notified for the purpose at the appointed hour and shall walk in procession in rows of two in the following order to the Convocation hall. The procession will be led by the Registrar.

REGISTRAR

MEMBERS OF THE ACADEMIC COUNCIL

MEMBERS OF THE BOARD OF MANAGEMENT

VICE-CHANCELLOR

HONORARY DEGREE RECIPIENT(S)

CHANCELLOR

SECRETARY /ADC TO THE CHANCELLOR

- (5) On the procession entering the hall the assembly shall rise and remain standing till the Chief Guest Chancellor, Chairman Board of Management and Vice-Chancellor, distinguished Guests and Members of Academic Council and Board of Management have taken their seats.
- (6) The Chancellor, Chairman of the Board of Management, Vice-Chancellor, Registrar and Chief Guest shall be seated in the front of the dias and the members of the Board of Management and Academic Council and distinguished guests, if any, in the rear of the dias, as mentioned below.

Registrar, Vice-Chancellor, Chief Guest,	Chancellor
Members	Members
Academic Council	Board of Management
Distinguished Guests	Honorary Degree Recipients

- (7) The Honorary Degree Recipients shall be seated on the dias as guests.

- (8) The proceedings of the Special Convocation shall commence with the singing of the "Vandematram" song (The "Rashtriya-Geet")
- (9) The Chancellor shall declare the Special Convocation open.
- (10) The Registrar shall read out the proposal of the University for the conferment of the Honorary Degree in the following form:

"The Board of Management of the Sardar Vallabh Bhai Patel University of Agriculture & Technology, Meerut, on the recommendation of the Academic Council and confirmation by the Chancellor, have decided to confer the Honorary Degree of DOCTOR OF SCIENCE (Honoris causa) on Mr/Dr..... and DOCTOR OF LITERATURE (Honoris causa) on Sri. /Dr.

- (11) The Vice-Chancellor will present the Honorary Degree Recipients to the Chancellor in the following form.

"Mr. Chancellor: I have the honour to present to you Mr. /Dr.....for conferment of the degree of DOCTOR OF SCIENCE /DOCTOR OF LITERATURE (Honoris causa) for his outstanding contribution to the objects of the University (read out the citation).

Object of the University :

The University shall be deemed to have been established and incorporated for the purposes, among others, of -

- (a) making provision for the education of the rural people of Uttar Pradesh in different branches of study particularly agriculture, rural industry and business and other allied subjects;
- (b) furthering the prosecution of research, particularly in agriculture and other allied sciences; and
- (c) Undertaking field and extension programmes.

I pray, Mr. Chancellor, that Mr. /Dr.be honoured by conferring the degree of DOCTOR OF SCIENCE (Honoris causa) /D. Lit (Honoris causa) of this University."

- (12) The Chancellor will confer the degree in the following forms:

"By virtue of the authority vested in me as Chancellor of the Sardar Vallabh Bhai Patel University of Agriculture & Technology Meerut, I confer the honorary degree of DOCTOR OF SCIENCE /DOCTOR OF LITERATURE (Honoris causa) on Mr. /Dr.....

"(The Chancellor will decorate the recipient with hood and present the degree).

- (13) In case, the Honorary degree Recipient may not be able to receive the degree in person, formal announcement for the award of the degree shall be made by the "Vice Chancellor in the Special Convocation, in the following form:

"The Board of Management of the Sardar Vallabh Bhai Patel University of Agriculture & Technology Meerut, on the recommendation of the Academic Council and confirmation by the Chancellor, have decided to confer the Honorary degree of DOCTOR OF SCIENCE /DOCTOR OF LITERATURE (Honoris causa) on Mr./Dr.....for his outstanding contribution for the objects of the University.....(read out the citation).

Object of the University :

The University shall be deemed to have been established and incorporated for the purposes, among others, of -

- (a) making provision for the education of the rural people of Uttar Pradesh in different branches of study particularly agriculture, rural industry and business and other allied subjects;
- (b) furthering the prosecution of research, particularly in agriculture and other allied sciences; and
- (c) Undertaking field and extension programmes.

I pray, Mr. Chancellor, that Mr./Dr.....be honoured by conferring the degree of DOCTOR OF SCIENCE /DOCTOR OF LITERATURE (Honoris causa) of this University in absentia.

- (14) The Chancellor, will confer the degree in the following term:

"By virtue of the authority vested in me as Chancellor of the Sardar Vallabh Bhai Patel University of Agriculture & Technology Meerut, I confer the honorary degree of DOCTOR OF SCIENCE /DOCTOR OF LITERATURE (Honoris causa) on Mr./Dr.....in absentia."

- (15) Speeches by the Honorary Degree Recipients.
- (16) Convocation Address by the Chancellor.
- (17) Thanks by the Registrar.
- (18) The Chancellor will declare the Special Convocation closed.
- (19) Singing of the "Jan-Gan-Man" song (the Rashtriya Gaan)
- (20) The Academic Procession will leave the pandal and the Assembly will stand.

सरदार वल्लभ भाई पटेल षि एवं प्रौद्योगिक वि वविद्यालय, मेरठ



की प्रबन्ध परिषद्
व
विद्वत् परिषद् की संस्तुति पर

श्री/श्रीमती/डाको

विज्ञान वारिधि की मानद उपाधि

आज दिनांक 20 को प्रदान करता है।

**SARDAR VALLABH BHAI PATEL UNIVERSITY OF
AGRICULTURE & TECHNOLOGY, MEERUT**

The Board of Management, on the recommendation of the
Academic Council confers the Degree of

DOCTOR OF SCIENCE (HONOURS CAUSA)

Mr./Mrs./Dr.

on this day of two thousand.....

कुलपति
Vice-Chancellor

कुलाधिपति
Chancellor

सरदार वल्लभ भाई पटेल षि एवं प्रौद्योगिक वि वविद्यालय, मेरठ
उार प्रदेा भारत की



विद्वत् परिषद् की संस्तुति पर

.....ना सं
जिन्होंनेहेतु निर्धारित पाठ्य म
में पूरा किया, को उक्त उपाधि आज दिनांकको प्रदान की गयी।
मध्यमानांक/10.000 श्रेणी

On the recommendation of the Academic Council of the
**SARDAR VALLABH BHAI PATEL UNIVERSITY OF
AGRICULTURE & TECHNOLOGY, MEERUT**

Uttar Pradesh (India)

.....Id.No.
having completed the prescribed requirements for the.....
inhas been admitted to the said degree on this
..... day of two thousand.....
O.G.P.A. /10.000 (Division

कुलसचिव
Registrar

कुलपति
Vice-Chancellor

सरदार वल्लभ भाई पटेल षि एवं प्रौद्योगिक वि वविद्यालय, मेरठ
उार प्रदेा भारत की



विद्वत् परिषद् की संस्तुति पर

.....ना सं
जिन्होंनेहेतु निर्धारित पाठ्य म
में पूरा किया, को उक्त उपाधि आज दिनांकको प्रदान की गयी।
मध्यमानांक/10.000 श्रेणी
मुख्य विषयगौण 1 2

On the recommendation of the Academic Council of the
**SARDAR VALLABH BHAI PATEL UNIVERSITY OF
AGRICULTURE & TECHNOLOGY, MEERUT**
Uttar Pradesh (India)

.....Id.No.
having completed the prescribed requirements for the.....
inhas been admitted to the said degree on this
..... day of two thousand.....
O.G.P.A. /10.000 (Division)
Major Minor (1) (2)

कुलसचिव
Registrar

कुलपति
Vice-Chancellor

CHAPTER—VII (B)

REGULATION ON ANNUAL CONVOCATION

1. Normally, a convocation shall be held annually on the University campus to confer the degrees on such date as may be fixed by the Vice-Chancellor in consultation with the Chancellor and the Chief Guest, unless it is decided that in a particular year formal convocation might not be held for reasons to be specified and the formalities for conferment of degree in absentia be completed by the Members of the Board of Management and the Academic Council in a convocation without organizing a formal function or the convocation may not be held at all in that particular year and the degrees may be awarded at the next convocation.
2. Every candidate for a degree must appear in person at the convocation to receive the degree. Such candidate should inform the Registrar in writing of his intention to be present. No candidate shall be admitted to the Convocation who has not sent his name to the Registrar within the prescribed time. In exceptional cases the Vice-Chancellor may permit candidates who have not sent their names to Registrar within the prescribed time, to be admitted to the Convocation, Provided their applications are received by the Registrar not later than 48 hours before the time of Convocation and are accompanied by a fine of Rs. 750/-in each case. No candidate whose application and requisite fee is received later than 48 hours before the time of the Convocation will be allowed to take his degree at the convocation.
3. Such candidates who are unable to present themselves in person at the convocation will be supplied their degree direct by the Registrar on application and on payment of a fee of Rs 150/-.
4. Candidates must appear in the prescribed academic dress at the time of convocation.
5. A rehearsal shall be arranged on or before the day of Convocation at which candidates for degree must be present.
6. Registrar shall issue a notice to each recipient of a degree intimation the convocation programme and the procedure to be observed.
7. The academic dress for the convocation shall be a black coat with closed collar, white trouser, hood and robes as proscribed below.
 - i. For Chancellor: A hood with golden zari work.

- ii. For Chief Guest : A hood with golden and silver zari work.
 - iii. For Chairman, Board of Management & Vice-Chancellor : A hood with silver zari work.
 - iv. For Deans, Registrar, Members of Board of Management and Academic Council and Others : A scarlet hood.
 - v. For Honorary Degree Recipients : A hood in green colour with golden embroidery work having university insignia in the middle.
 - vi. For Bachelors degree recipients: A hood of green silk and white lining.
 - vii. For Master's and Doctor's degree recipients : A scarlet red hood.
8. An UTTARIYA about $7\frac{1}{2}$ '' 7" with University seal, 3 ears and traditional motif design on the bottom shall be used being draped around the neck in different colours as per details given below.
- i. For Chief Guest : Chancellor and Vice-Chancellor—One cream silken cloth with embroidered emblem in zari as given above.
 - ii. For Postgraduate students and members of the Academic Council and Board of Management—Light cream colour silk or some other cloth with the University seal and traditional motif embroidered with 3 wheat ears painted or printed in red and green colours thereon.
 - iii. For Graduates—Light cream colour cloth with the University seal and traditional motif with 3 wheat ears painted or printed in blue and green colours thereon.
 - iv. In addition, to the above, head wear and gown shall also be used for Chief Guest, Chancellor, Vice-Chancellor, Guest (S) of Honour, Deans, Registrar and Members of the Board of Management and other distinguished visitors attending the Academic Procession.
 - v. For girls graduating students, the academic dress shall be white or cream colour Sari with red boarder, hood and uttariya.
 - vi. In case the female members of the Academic Council or the Board of Management, the dress shall be white or cream colour sari with red boarder, hood, gown and uttariya.

Convocation Procedure

1. The Chancellor, Vice-Chancellor and Chairman of the Board of Management, Members of the Board of Management, Members of the Academic Council and other distinguished guests shall assemble in the place notified for the purpose at the appointed hour and shall walk in procession in rows in rows of two in the following order to the Convocation Hall. The procession will be led by the Registrar.

REGISTRAR

MEMBERS OF THE ACADEMIC COUNCIL

DEANS OF FACULTIES AND

MEMBERS, OF THE BOARD OF MANAGEMENT

DISTINGUISHED GUESTS

VICE-CHANCELLOR AND CHAIRMAN, BOM

A.D.C. & A.D.C.

CHANCELLOR CHIEF GUEST

SECRETARY TO THE CHANCELLOR

2. The Chancellor, Chairman of the Board of Management and Vice-Chancellor and Chief Guest shall be seated in the front the dais and the members of the Board of Management and Academic Council and distinguished guests, if any, in the rear of the dais, as mentioned below :

Registrar	Vice-Chancellor	Chief Guest	Chancellor	Guest (S) Honour
Members of the AC			Members of BOM	

3. On the procession entering the hall the assembly shall rise and remain standing till the Chief Guest, Chancellor, Chairman Board of Management and Vice-Chancellor, distinguished guests and members of the Academic Council and Board of management have taken their seats.
4. The proceedings of convocation will commence with the singing of the "Vande Matram" or the "University Song". Then the Chancellor, if he is present, will declare the convocation open. When the Chancellor is not present, the Vice-Chancellor will declare the convocation open.
5. The Vice-Chancellor shall read out his report.

6. After the report of the Vice-Chancellor is over, there be the exhortations as mentioned below by him :

कुलपति	मैं दीक्षा देता हूँ- सत्य बोलो, कर्तव्य-पालन करो, अध्ययनशील रहो।
स्नातकगण	मैं प्रतिज्ञा करता हूँ
कुलपति	स्वस्थ बनो, समृद्ध बनो, उदार बनो।
स्नातकगण	मैं प्रतिज्ञा करता हूँ
कुलपति	देश को बलवान बनाओ, देश को सुखी बनाओ, देश को गौरवपूर्ण बनाओ।
स्नातकगण	मैं प्रतिज्ञा करता हूँ
कुलपति	कृषि के विकास के लिए नए-नए अनुसंधान करो, नये ज्ञान का अध्यापन करो, अनुसंधान के परिणामों का प्रसार करो।
स्नातकगण	मैं प्रतिज्ञा करता हूँ
कुलपति	सत्य से विचलित न होना, कर्तव्य से विचलित न होना, उत्थान कार्य से विचलित न होना, कल्याण कार्य से विचलित न होना।
स्नातकगण	मैं प्रतिज्ञा करता हूँ
कुलपति	तुम्हारा जीवन मंगलमय हो।

7. The Honorary Degrees, if any, shall then be presented.
8. The Registrar will then request the Deans of Faculties to present their students to the Chancellor/Vice-Chancellor for the award of Degrees, The Deans shall present their students in the following order :
 1. Doctor of Philosophy
 2. Master of Science
 3. Bachelor of Science :
 - (A) Agriculture
 - (B) Bio-Technology

All the Presentees will stand when the Dean presents them to the Chancellor/Vice-Chancellor for the Degree and will remain standing till admitted to the Degrees.

9. Deans will say :

"Mr. Chancellor/Vice-Chancellor, I present to you candidates who have been examined and found qualified for Degree to which I pray they may be admitted and on behalf of those who have been permitted to secure their Degree in Absentia, I pray that they may also be admitted thereto".

The Chancellor/Vice-Chancellor will say :

"By the authority vested in me as Chancellor/Vice-Chancellor of Sardar Vallabh Bhai Patel University of Agriculture & Technology, Meerut, I admit you one and all to Degree and I charge you that ever in your life and activities out prove yourselves worthy of the same. I admit the other candidates also to the Degree in Absentia".

10. After the distribution of Degrees is over, the Registrar shall call the recipients of University Gold Medalists. They shall stand before the Chancellor/Vice-Chancellor who shall present the medals.
11. The Chancellor/Vice-Chancellor will introduce the Chief Guest and request him to deliver the Convocation Address.
12. The Chief Guest will then deliver the Convocation Address.
13. Thanks by the Registrar.
14. The Chancellor/Vice-Chancellor will then declare the Convocation closed.

15. Singing of National Anthem.
16. The procession will leave the Convocation Hall in the following order and the assembly will stand.

REGISTRAR
 SECRETARY TO THE CHANCELLOR ETC.
 A.D.C. & A.D.C.
 CHANCELLOR & CHIEF GUEST
 VICE-CHANCELLOR & CHAIRMAN BOM
 DISTINGUISHED GUESTS
 MEMBERS OF THE BOARD OF MANAGEMENT
 DEANS OF FACULTIES
 MEMBERS OF THE ACADEMIC COUNCIL

Regulations on No Dues or Clearance Certificate

Students should be required to produce a clearance within ten days of their completing the degree requirements and the names of those who fail to do so should not be recommended to the Academic council for conferment of degrees.

Regulations on Weight of Various Gold/Silver/Bronze Medals Awarded by the University at the Annual Convocation

The weight of various Gold/Silver/Bronze medals awarded by the University at the Annual Convocation shall be as follows :

Medal :	Weight	Name of Metal
(1) Chancellor's Gold Medal	15 grams	Made by Silver Polish
(2) Vice-Chancellor's Gold Medal	10 grams	Made by Gold Polish
(3) Vice-Chancellor's Silver Medal	15 grams	Made by Silver
(4) Vice-Chancellor's Bronze Medal	15 grams	Made by Bronze

All recipients to Gold, Silver and Bronze medals shall be awarded a certificate in addition to the medals.

CHAPTER – VIII

REGULATION ON NUMBER OF COURSES

1. B.Tech. (Biotechnology)

Course No.	Name of Course	Credits
BBB 110	Elementary Biology	3(2,0,1)
BPM 110	Elementary Mathematics	3(3,2,0)
APA 110	Elementary Agriculture	3(2,0,1)
BCP 110	Elementary Physics	2(1,0,1)
BHE 110	Elementary English	2(2,1,0)
BPC 110	Elements of Organic Chemistry	3(2,0,1)
BHE 210	Structural and Spoken English	2(1,1,1)
BTF 110	Structural Property of Nucleic Acid	2(2,0,0)
AET 110	Principles of Food Processing	3(2,0,1)
BTW 110	Work Program	1(0,0,1)
BPM 110	Fundamental of Computer	3(2,1,1)
BPS 210	Elementary Statistics	2(1,1,1)
BTB 310	Biochemistry -I	3(2,0,1)
BTM 210	Fundamental of Genetics	4(3,0,1)
BTC 110	Organic Evaluation of Life & molecules	2(2,0,0)
AET 120	Fluid Mechanics	3(2,1,1)
BTM 220	Principles of Molecular Genetics	3(2,0,1)
BTB 320	Biochemistry-II	3(2,0,1)
BTP 310	Microbiology	3(2,0,1)
BTC 310	Cell & Molecular Biology	4(3,0,1)
BPM 220	Information Technology	2(2,1,0)
BTR 310	Introductory to RDT Technology	3(2,0,1)
AET 210	Solid Mechanics	3(2,1,1)
AET 220	Thermodynamics	2(2,1,0)
BTC 320	Protein Synthesis	3(3,0,0)
BTC 330	Metabolism	3(3,0,0)

BTB 330	Biophysical Chemistry	4(3,0,1)
BPM 310	Data Management	2(2,1,0)
AET 340	Basics of Electronics	3(2,1,1)
BTI 310	Immunology	3(2,0,1)
AET 350	Basics of Instrumentation	3(2,0,1)
BTM 320	Gene Regulation	3(2,0,1)
BTP 410	Industrial Microbiology	3(2,0,1)
BPM 320	Computer Graphics	3(2,1,1)
AET 360	Heat Transfer Operation	3(2,0,1)
BTB 340	Enzymology	3(2,0,1)
BTO 310	Fermentation Technology	4(3,0,1)
BTR 410	Genomics & Functional Genomics	2(2,1,0)
BTR 320	Bioinformatics	2(2,1,0)
ACD 330	Communication Skills	3(2,0,1)
BTO 320	Bioseparation & Downstream Process	3(2,0,1)
BTM 330	Principles & Application of Genetic Engineering	4(3,0,1)
BTO 330	Bioprocess Engineering	3(2,0,1)
BTB 350	Enzyme Kinetics	3(2,0,1)
BTS 110	Seminar	1(0,0,1)
BTJ 110	Project	5
BTO 340	IPR, Bioethics & Biosafety	2(2,0,0)
BTO 210	Tissue Culture Technology	3(2,0,1)
BTC 310	Environmental Biotechnology	3(2,0,1)
BTI 320/BTF 310	Animal Biotechnology /Plant Biotechnology	3(2,0,1)
BTJ 120	Project	10

SEMESTER WISE COURSES PROGRAMME

B.Sc. Ag.

Semester I	S.N.	Course No.	Name of Paper	Credits
	1	BCP 110	Elements of Physics	2(1-0-1)
	2	BPC 110	Elements of Organic Chemistry	3(2-0-1)
	3	BPM 110	Elementary Mathematics	3(3-2-0)
	4	BBB 110	Elementary Biology	3(2-0-1)
	5	APA 110	Elementary Agriculture	3(2-0-1)
	6	BHE 110	Elementary English	2(1-0-1)
	7	BHE 210	Structural and Spoken English	2(1-1-1)
	8	AEM 210	General Economics	2(2-2-0)
	9	APA 320	Weed Management	2(1-0-1)
	10	APS 320	Fundamental of Soil Science	3(2-0-1)
	11	APS 310	Introductory Agro-meteorology	2(1-0-1)
	12	AAF 310	Principles of Aquaculture	2(1-0-1)
	13	AWP 110	Work Programme	1(0-0-1)
				30
Semester II	1	BPS 210	Elementary Statistics	2(1-1-1)
	2	BBC 210	Elementary Plant Biochemistry	3(2-0-1)
	3	APA 310	Principles of Agronomy	3(2-0-1)
	4	APP/APS 210	Agril. Microbiology	3(2-0-1)
	5	AGP 310	Elements of Genetics	3(2-0-1)
	6	APE 310	Introductory Entomology	3(2-0-1)
	7	APP 310	Introductory Plant Pathology	3(2-0-1)
	8	AEM 310	Agril. Marketing and International Trade	3(2-0-1)
				23
Semester III	1	BPO 210	Computer Application	2(0-0-2)
	2	AGP 320	Introductory Plant Breeding	3(2-0-1)
	3	APS 330	Soil Fertility, Fert. & INM	3(2-0-1)

	4	AAH 310	Breeding and Impromvement of Farm Animals	3(2-0-1)	
	5	APE 320	Economic Entomology	3(2-0-1)	
	6	AEM 320	Farm Management and Natural Resources Economics	3(2-0-1)	
	7	APA 340	Crop Production I (Kharif)	3(2-0-1)	
	8	NSS 210	N.S.S.	2(0-0-2)	
					22
Semester IV	1	AAH 320	Principles of Animal Nutrition	3(2-0-1)	
	2	AGP 330	Breeding of Field Crops	3(2-0-1)	
	3	APH 310	Fundamentals of Horticulture	3(2-0-1)	
	4	APP 330	Crop Diseases & their Management	3(2-0-1)	
	5	APE 330	Insect-Pests & their Management	3(2-0-1)	
	6	APA 341	Crop Production II (Rabi)	3(2-0-1)	
	7	AET 310	Farm Machinery and Power	3(2-0-1)	
					21
Semester V	1	ABT 210	Introduction to Plant Biotechnology	2(1-0-1)	
	2	AET/AAH 340	Human Food and Nutrition	2(1-0-1)	
	3	APH 320	Fruit & Plantation Crops	3(2-0-1)	
	4	AAH 330	Livestock & Poultry Management	3(2-0-1)	
	5	APH 340	Vegetable Production	3(2-0-1)	
	6	ACD 310	Fundamentals of Extension Edn. and Rural Development	3(2-0-1)	
	7	APA 220	Environment of Science & Agro-Ecology	3(2-0-1)	
	8	APA 370	P.C.P.	2(0-0-2)	
					21
Semester VI	1	BHS 210	Rural Sociology & Edn. Psychology	2(2-0-0)	
	2	APA 210	Elementary Crop Physiology	3(2-0-1)	
	3	APS 340	Cons. & Mgt. of Soil & Wat. Res.	3(2-0-1)	
	4	APH 330	Ornamental Horticulture	3(2-0-1)	
	5	APP 320	Mushroom Cultivation	1(0-0-1)	

	6	AEM 330	Agril. Coop., Finance and Business Management	3(2-0-1)	
	7	ACD 320	Comm. & Diff. of Agril. Innovation	3(2-0-1)	
	8	APA 330	Irrigation Water Management	2(1-0-1)	
	9	APA 370	P.C.P.	2(0-0-2)	
					22
Semester VII	1	ARE 390	Rural Agricultural Work Experience	20	
					20
Semester VIII	1	APA/APH 360	Silviculture & Agroforestry	3(2-0-1)	
	2	AGP 340	Seed Production & Technology	3(2-0-1)	
	3	AET 330	Elements of Food Technology	3(2-0-1)	
	4	AET/AEH 350	Post Harvest Management and Processing of Fruits and Vegetables	3(2-0-1)	
	5	APA 350	Rain-fed Agriculture	2(1-0-1)	
	6	APA 380	Farming Systems & Sustainable Agriculture	2(2-0-1)	
	7	AET 320	Post Harvest Engineering	2(1-0-1)	
					18
				Total	177

CHAPTER – IX

RULES AND REGULATIONS ON STUDY LEAVE

Teachers including Professor/Associate Professor/Assistant Professor and SMS shall be entitled to study leave for Research leading to Master's or equivalent/Ph.D. degree or other post graduate studies subject to the following condition.

- 1 (a) Where a teacher is nominated/sponsored and sent by the University on study leave under QIP/FIP programme or equivalent and the Government of India, Indian Council of Agriculture Research/University Grant Commission or any other outside agency undertakes to pay for the salary and allowances of the substitute to be appointed during the period of study leave, or the department concerned undertakes that they can spare the teacher concerned for study under QIP/FIP without any substitute, the incumbent shall be allowed full salary along with dearness allowance as may be admissible under the University rules for the period of Study Leave. In case the incumbent proceed on study leave is allowed any scholarship/fellowship or any other emoluments like travel grant etc. by any out side agency during the period of study leave, he shall be allowed to avail of the same in addition to the full salary and dearness allowance paid by the University. It is restricted to two staff from one college/Directorate for the year.
- (b) In case a teacher, as defined in section 2(k) of the Uttar Pradesh Agricultural University Act, is nominated or sponsored by the Vice-Chancellor for prosecuting a post-graduate course of study directly related to the sphere of his duty and it is certified that the course of study shall enable the teacher to keep abreast with modern developments in the field of his work and there by improve his competence and usefulness to the university he may be granted leave with full pay and dearness allowance.
- (c) In case where a teacher has, with the permission of the Vice-Chancellor, obtained a fellowship/scholarship from any outside agency on his own initiative and has not specifically been nominated and sponsored by the University under QIP/FIP programme under clause (a) or (b) above, he shall be paid by the University the difference between the salary plus dearness allowance admissible to him and the scholarship/fellowship amount allowed to him by the outside agency. The incumbent may also avail of earned leave on full pay due to him at his option and in that case, difference as indicated above will not be payable to him for the period of earned leave as per University rules with the approval of the competent authority.
- (d) If the case is not covered under sub-clause (a), (b) and (c) above, the teacher shall be allowed earned leave on full pay due to him and the remaining period of study leave will be allowed on half pay plus dearness allowance admissible thereon as per University rules.

- (e) The University staff teaching/non teaching may be permitted for the higher studies from other Universities on part time/full time as per need of the course preferably on course programme system and as per University rules on the approval of the Vice-Chancellor under clause a,b,c & d as above.
 - (f) The permission would be granted subject to the course programme taught in the university. For the course programme which are not being taught in the university, out side permission may be granted to the staff.
- 2 The period of study leave shall be 2 years, which can be extended upto 3 years under exceptional circumstances.
 - 3 He should have at least 03 years to retirement.
 - 4 In the case of teachers nominated/sponsored for a post-graduate course of study in the interest of the university, in an institution in a foreign country, the person concerned shall be allowed to avail of such scholarship/fellowship etc. as may be granted to him by the institution/agency offering the course of study.
 - 5 No teacher shall be entitled to study leave as a matter of right. Leave will be sanctioned at the discretion of the Vice-Chancellor keeping in view the teaching, research and extension responsibilities of the department of the applicant and the implications of leave in the light of availability of adequate and appropriate personnel to meet the requirements of the University.
 - 6 Applications for grant of study leave shall be made by the teacher concerned to the Vice-Chancellor at least 3 months before the date on which he intends to avail of such leave, furnishing the following details in his application:
 - (a) The course(s) of study which is/are contemplated with detailed programme;
 - (b) Full particulars of financial assistance relating to scholarship/fellowship/assistantship/travel grant, salary of payment of salary etc. of substitute by outside agency etc., if any, that are likely to be received or paid by Government or outside agency with all relevant details.
 - (c) The incumbent shall also submit a copy of his application simultaneously to the Head of Department, who shall forward the same to the Vice-Chancellor through Dean concerned/Registrar with his recommendations. The Dean will also record his recommendations thereon and then send the same to the Vice-Chancellor with the detailed proposals about arrangement of work during the proposed study leave.
 - (d) The Vice-Chancellor may refer the application to a suitable committee for opinion if he considers it necessary and/or he may sanction the leave at his own discretion.
 - 7 Where the University pays full salary or difference of salary, such payment shall be subject to a half yearly satisfactory report from the supervisor/tutor/teacher under

whom the incumbent is availing the study leave for higher qualification/study/research. In case such progress report is not received or the progress report is unsatisfactory, the study leave may be cancelled and the incumbent shall then have to resume duties immediately. No application for study leave shall be entertained from such an incumbent during rest of the period of service.

- 8 The incumbent granted study leave as above shall be required to execute a bond before proceeding on study leave to serve the university on return from the study leave, for a period of at least 3 years in case he is granted study leave, for a period of one year, and a bond to serve the university for at least 5 years in case he is granted study leave for more than one year. In case, the incumbent fails to serve the University for the period stipulated in the bond, he shall be required to pay the University a sum equal to the amount paid to him by the University during the study leave period plus liquidated damages, as determined by the Vice-Chancellor, caused to the University. For purposes of satisfying the conditions of the bond, the incumbent may be required to submit a fidelity bond of a National General Insurance company for the amount as may be determined by the Vice-Chancellor or he may File bond executed by two sureties undertaking to make good the amount that may be determined by the Vice-Chancellor on the above account, subject to the condition that the sureties shall be permanent teachers of the University.
- 9 Normal annual increments will continue to accrue to the incumbent during the period of study leave.
- 10 The incumbent shall be allowed to continue to contribute towards the University Provident Fund during the period of his study leave as permissible under the University rules as if he was drawing full salary. The University contribution will also be made provided he contributes his due share.
- 11 No teacher shall be allowed study leave more than twice through out his service, subject to the provision that the aggregate period of study leave shall not exceed three years.
- 12 Study leave shall be admissible to teachers only after having rendered a minimum continuous service of 2 years as a teacher in the University.
- 13 The maximum number of staff candidates from University Departments who may be permitted by Vice-Chancellor to undergo higher studies on the recommendation of the Head of the Department and the Dean of the college concerned/Registrar shall be as follows.
 - (i) 10% of the total strength of a department at a time for full-time study.
 - (ii) 20% of the total strength of a department at a time for part-time study.

CHAPTER-X

REGULATIONS ON MAINTENANCE OF STUDENT'S RECORD

The proposal submitted by Secretary Academic Council was approved as below :

The following procedure shall be adopted for maintenance of the student's record:

- 1 The "Live and closed" filing system should be introduced for student records. The name of the student who is registered with the University should be on the file. After he has completed the course and left the University his file should be closed and kept in the record room. If any student leaves the University in the middle, his file should temporarily be consigned to the record room and requisitioned from there whenever needed in future. An upto-date list of "Live & Closed" files should always be readily available.
- 2 It may be ensured that every student file should have an index at the beginning to facilitate prompt location of any particular paper kept in the file.
- 3 All students' files should be checked regularly and required formalities should be completed without waiting for the students to come and remind the office at the nick of time.
- 4 Applications should be obtained at the end of each semester from those students who think that they have completed their course successfully. This would, however, be only by way of an additional check.
- 5 A consolidated statement showing the important documents such as registration cards, results, etc. which are not available in individual student record file be prepared and a copy of which may be sent to Dean/Director concerned and the records be completed.
- 6 Complete information as to how many students have registered and how many students have graduated semester-wise should be readily available.

Migration Certificate shall not be asked from the candidates who join the University after completing the qualifying examination from the institution/University which does not issue Migration Certificate or from the candidates who passed the qualifying examination from the foreign universities.

CHAPTER-XI
REGULATIONS ON ISSUING OF DOCUMENTS
TO THE STUDENTS

The proposal submitted by Secretary, Academic Council was approved as below :

1. All the students who are admitted to the University shall be required to submit copies of the following documents:
 1. Attested Copies of mark sheets and Certificates for all educational qualifications starting from High school or equivalent to the qualifying examination.
 2. Character Certificate in original from the last institution attended.
 3. Transfer Certificate /Migration Certificate (in original) from the last institution attended.
 4. Certificate for utilizing the intervening period, if any, after leaving the last institution.
 5. Passport size five copies of recent Photograph.
 6. Any other certificate as may be prescribed.
2. The office of the Registrar will issue the following documents as per the procedure outlined below:
 - (1) Semester Report Card.
 - (2) Bonafide Certificate.
 - (3) Degree/Course Completion Certificate.
 - (4) Provisional Degree Certificate.
 - (5) Transcript.
 - (6) Transfer Certificate or Migration Certificate.
 - (7) Character Certificate.
 - (8) Degree.

If any student requires any other type of certificate or signature on some forms, the same may also be issued by the office of Registrar if considered necessary.

3. No documents shall be issued to students unless the required documents detailed hereunder are submitted by them:
 - 1 **Semester Report Card:** It may be issued without insisting any earlier document because registration in subsequent semester is involved.
 - 2 **Bonafide Certificate:** On submission of TC/Migration (in original), mark sheet of qualifying examination and 5 copies of photographs unless not done already.
 - 3 **Degree Completion Certificate, Course Completion Certificate, Thesis Submission Certificate, Character Certificate and Incomplete Transcript:** On submission of documents at sl.no. 2 above, mark sheets of earlier examinations, two point character certificate, gap certificate (if any) and upto date no dues from the comptroller.
 - 4 **Complete P.D.C. and Character Certificate:** On submission of documents at sl.no.2 and 3 above plus all copies of certificates/degrees and final no dues. In case any certificate/degree are lacking he will give an undertaking to submit the same later.
 - 5 **Transcript/Migration/TC:** As 4 above except if some certificate is from where he passed that examination that it has not been issued to him.
 - 6 **Degree:** On submission of all documents only.
- 4 Character Certificate with satisfactory conduct may be issued to the students who are awarded the punishment of temporary dismissal only once during the period of their stay in the university if the same is recommended by the Discipline Committee and approved by the Academic Council.
- 5 In case of foreign students, in whose cases the institutions last attended i.e. Universities or Colleges, are located abroad, exemptions shall be given from submitting the two point character certificate, transfer certificate, migration certificate and gap certificate. However, if foreign students have completed last degree certificate from the institution located in India, the above exemption will not apply.
- 6 For staff students, gap certificate and may not be insisted if they produce a certificate from the office of the C.P.O. that their antecedents have been verified satisfactorily with the provision that character certificate to staff students will be issued from the office of the C.P.O.
- 7 Students who have qualified privately, would be required to submit Transfer Certificate and Two-point Character Certificate, from the institution from where they passed earlier examination as regular student.

- 8 The name of the students, both in English and Hindi, in the documents to be issued by this University, shall be spelled as given in the Marksheet and Certificate/Degrees of the qualifying examination only. In case, the name of the student either in Hindi or English are not available in the marksheet certificate of earlier examination, the same shall be spelled as given in the application form submitted by the students at the time of admission.
- 9 The surname of graduating girl students may be changed only after submission of marriage certificate or satisfactory evidence to this effect by the student concerned. In place of Ms./Km. word Mrs./Smt. be added as brief after the name changed as above.
- 10 **Issuing of Duplicate copy (ies) of Certificates:** The rates of various certificates issued to the students by the Registrar shall be as under:

Particulars of Documents	Fee (in Rupees)
1 Degree Certificate (Duplicate)	200/-subject to fulfillment of prescribed norms
2 Degree (in absentia)	150/-
3 Transcript (Duplicate):	
1 st copy	100/-
2 nd copy	200/-
3 rd and onwards copies	300/-
4 Migration (Duplicate)	
1 st copy	150/-subject to fulfillment of prescribed norms
2 nd and onwards copies	300/-subject to fulfillment of prescribed norms
5 P.D.C. (Duplicate)	
1 st copy	100/-
2 nd and onwards copies	200/-
6 Duplicate Character Certificate, Thesis Submission Certificate, Bonafide Certificate and Course Completion Certificate etc.	
1 st copy	50/-
2 nd and onwards copies	100/-

- 11 The University may issue a duplicate copy of the Degree certificate to a student who might have lost it in the following manner :
- a) The candidate who has lost the degree shall swear an affidavit in the court of law to the effect that he has lost the degree and submit the same to the University.
 - b) He shall also issue a notice in the press that he has lost the degree immediately after the loss of the same and enclose with his application a copy of press notice issued in this regard, while intimating detailed circumstances under which the original degree has been lost.
 - c) The candidate applying for issue of a duplicate copy of a degree shall also give an undertaking to the effect that in case his original degree is recovered subsequently he will surrender the duplicate copy of the degree to the University.

CHAPTER-XII

REGULATIONS FOR THE AWARD OF THE CHANCELLOR/VICE-CHANCELLOR MEDALS

The rules and regulations framed by the committee for the award of Chancellor and Vice-Chancellor medals are as below :

- a. At the end of each academic year, a Gold Medal to be named as "Chancellor's Gold Medal" shall be awarded to the alround best graduating student of the University on the basis of the composite index for academic as well as co-curricular and extra curricular activities provided that the Vice-Chancellor on the advise of the Academic Council may declare that in any particular year no "Chancellor's Gold Medal" shall be awarded.

At the end of each academic year, the Dean Student welfare will propose the name of candidates who fulfill the following requirements, shall be eligible for being considered for the award of the medal.

- a. That he should have obtained a Cumulative Grade Point Average of 7.500 or above out 10.000 at the end of the degree programme.
- b. That he should have successfully completed the prescribed course of study for the degree programme within the minimum prescribed period;
- c. (i) That he should not have been on Academic Probation/C Probation at any time during his stay at this University.
(ii) He should not have been convicted by a court of law for any criminal offence involving moral turpitude.
- d. That he should have actively participated in at least one extra-curricular/co-curricular activity and should have secured at least fifty percent marks, out of a total of 25 in co-curricular/extra-curricular activities.
- 3 The graduating students who are eligible for the award of the medal on the basis of the criteria laid down in clause 2 above shall be evaluated by awarding marks as follows :
- | | |
|---|-----------|
| (a) For Academic performance | 75 marks |
| (b) For performance in co-curricular and extra-curricular
Activity excluding work programme and N.S.S. | 25 marks. |
- 4 The marks on academic performance shall be awarded according to the following formula:

O.G.P.A.	%age of Marks
7.5	75.00
7.6	76.00
7.7	77.00
7.8	78.00
7.9	79.00
8.0	80.00
8.1	81.00
8.2	82.00
8.3	83.00
8.4	84.00
8.5	85.00
8.6	86.00
8.7	87.00
8.8	88.00
8.9	89.00
9.0	90.00
9.1	91.00
9.2	92.00
9.3	93.00
9.4	94.00
9.5	95.00
9.6	96.00
9.7	97.00
9.8	98.00
9.9	99.00
10.0	100.00

5 The marks for performance in co-curricular and extra-curricular activities, as in clause 3(b) above, shall be awarded on the following basis :

Total Marks : 25

(i) Games/Sports /NCC	(a) 3 marks for each year for being member of any University team	07 maximum marks
(ii) Cultural and Literary activities	(a) 3 marks for each year for being member of any University team	07 maximum marks
(iii) Any intervarsity /state/National participation resulting in Winning any prize (first 3 positions)		07 marks
(iv) Captain /Vice-Captain of University team.		02 marks
(v) Any others (community development etc.)		02 marks

- 6 After grading the eligible candidate for the award of the Medal on the basis of clause 4 and 5 above, a committee consisting of the following officers shall scrutinize the proposals and finalize the recommendations:
- (i) Registrar
 - (ii) Deans of the Colleges
 - (iii) Dean Student Welfare
- (7) The recommendations of the committee appointed under clause (6) shall be submitted to the Vice-Chancellor and the Academic Council for approval.
- (8) In case of tie, the Medal shall be awarded to each of the candidate securing equal marks.
- (9) The award of 'Chancellor's Gold Medal' shall not deprive a candidate of another Medal/Prize which he might be entitled to by virtue of his having good first as a graduating student of the faculty during that year.

- (10) The Medal shall be awarded at the annual convocation of the University and shall commence from.
- (11) The material contents of the Medal shall be as per rules prescribed by the State/Central Government from time to time.

- (12) The inscription on one side of the Medal shall be:

CHANCELLOR'S GOLD MEDAL AWARDED TO THE ALL ROUND BEST GRADUATING STUDENT OF THE YEAR

and on the reverse side:

SARDAR VALLABH BHAI PATEL UNIVERSITY OF AGRICULTURE & TECHNOLOGY MODIPURAM MEERUT

(With the University insignia)

- (13) Any matter not provided for in these regulations shall be determined by the Vice-Chancellor, on the recommendation of the Academic Council. The decision on the Vice-Chancellor on all such matters shall be final.

b. Regulations for the award of Vice-Chancellor's Gold, Silver and Bronze Medals to under graduate students.

- 1 At the end of an academic year a Gold/Silver/Bronze shall be awarded in each graduate degree programmes to those graduating students who secure First, Second and third positions respectively on the basis of their over-all grade point average (including Failure Points) and completed the degree with in minimum prescribed period. Provided further that in case of tie, the medal shall be awarded to each of the candidate securing equal marks.
- 2 To be eligible for the award of Vice-Chancellor's Gold/Silver/Bronze medal astudent should have obtained an OGPA of 8.000 or above out of 10.000 at the end of his degree programme.
- 3 He/She should not have been placed on Conduct Probation at any time during his stay at the University.
- 4 In order to be eligible for this award, a graduating student shall have completed the graduating requirements within the minimum period prescribed for the degree concerned.
- 5 The names of medalists shall be displayed on an honors Board fixed in the building of the college concerned.

- 6 The award of these medals shall not deprive a student for the award of other medal (s) and prizes to which he/she might be entitled to by virtue of his being eligible for the same.
 - 7 The Vice-Chancellor whose decision shall be final shall determine any matter not provided for in these regulations.
- Note :** Course (s) of New Education/Liberal Education shall not be taken into consideration while computing the OGPA for award of these medals.

CHAPTER XIII

REGULATIONS FOR THE AWARD OF DEGREES IN ABSENTIA IN THE JOINT MEETING OF THE BOARD OF MANAGEMENT AND THE ACADEMIC COUNCIL

1. The date of joint meeting of the Board of Management and the Academic Council shall be the date as decided by the Board of Management.
2. All the degree recipients shall be intimated by the Registrar through a letter that the degrees would be awarded without holding the formal convocation and that they should send the formal application for the same, the draft of which is annexed (Appendix-1).
3. A free of Rs. 75.00 for the award of degree in absentia shall be charged from each degree recipient.
4. The detailed procedure for the joint meeting of the Board of Management and the Academic Council for conferment of degrees in absentia without holding formal convocation shall be as under—
 - (i) The Vice-Chancellor, Members of the Board of Management and the Academic Council shall assemble in a place and at the appointed time notified for the purpose.
 - (ii) The Vice-Chancellor shall declare the joint meeting open.
 - (iii) The Vice-Chancellor shall read out his report.
 - (iv) The Registrar shall then request the Deans of the Faculties to present the list of the degree recipients of their faculties for the award of degrees in absentia to the Vice-Chancellor. The Deans shall present their list in the following order—
 1. Doctor of Philosophy
 2. Master of Science
 3. Bachelor of Science : (a) Agriculture (b) Biotech
 - (v) The Deans shall say :

"Mr. Vice-Chancellor, I present to you the list of candidates who have been examined and qualified for the award of degree to which I pray they may be admitted.

The Vice-Chancellor shall say :

"By the authority vested in me as Vice-Chancellor, Sardar Vallabh Bhai Patel University of Agriculture & Technology, Meerut admit all the candidates who have been examined and found qualified for the degree."

- (vi) After the award of degree is over, the Registrar shall present the list of recipients of the various Gold, Silver and Bronze medals.
- (vii) The Vice-Chancellor shall then declare the joint meeting closed.
