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Academic Rules for Postgraduate Programme(s)

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CHAPTER-II

ACADEMIC RULES FOR POSTGRADUATE PROGRAMMES

1 Academic year and Semester Calendar:

- 1.1 The academic year shall ordinarily be from **August to July**. It shall be divided into two semesters of 21 weeks each. The semester calendar for each academic year shall be issued by the office of the Registrar during the second semester of the previous year.

2 Admission: Registration for First Semester:

- 2.1 Admission to a programme which shall be made by the Registrar, shall include selection after entrance examination and/or counselling/interview, payment of the prescribed fees and registration for the first semester.
- 2.2 Admission to Master's programme shall be made in the beginning of semester. Admission to Ph.D. will be made in 1st semester as per ICAR norms; however, for left over seat(s) the admission may be made in the 2nd semester. No admission will be made in the subsequent semesters for both the programmes.
- 2.3 A selected candidate shall pay his/her fees for admission and get himself/herself registered within the prescribed date which, normally, shall not be later than the working day immediately preceding the date of commencement of classes. However, the Registrar may, on the recommendation of the Dean, permit the late admission of a candidate up to the working day immediately following the expiry of one week from the date of commencement of the classes.

Provided that, if a student after registration fails to attend the classes without written permission of the Dean for the last seven consecutive calendar days during the spell of 12 calendar days commencing from the date of registration, his/her registration shall stand automatically cancelled and the seat vacated by him/her will be filled during the subsequent counselling(s) on merit basis, subject to provisions of the **Academic Rule 2**.

- 2.4 Unauthorized absence from the registration at the time of admission shall be treated as a serious lapse and the seat be declared vacated and will be filled as per rules/criteria during subsequent counselling(s).

3 Registration for Subsequent Semester:

- 3.1 Registration for the subsequent semester shall be governed by the following schedule:
- (a) **Advisement:** On the prescribed date(s) which shall be at least one day prior to the commencement of the classes.
 - (b) **Registration without late fee:** On the prescribed date which shall be a day prior to the commencement of the classes.
 - (c) **Registration with late fee:** Registration for maximum up to ten days may be allowed to the students of all programmes with prescribed late fee.

Provided that the Registrar may, on the recommendation of the Dean concerned register a student after the last date fixed for registration in each semester up to the last date for adding a course.

- 3.2 Unauthorised absence from the advisement/registration programme will be treated as a serious lapse and for this lapse; a late fee will be charged. If during the day of registration, a student happens to be outside the University in connection with his/her studies, field work or due to other unavoidable and legitimate circumstances, he/she may be permitted to register himself/herself in absentia through his/her advisor by submitting registration cards and paying fees with the prior approval of the Dean concerned.

4 Change of Course:

Application for change of course including any addition or withdrawal shall be made in the prescribed form along with prescribed fee in accordance with the instructions given on the back of the form provided. However, the exemption from this fee may be granted by the Dean when the change of course is necessitated due to administrative considerations.

The last date for adding a course shall be the working day immediately following the expiry of four weeks in the semester from the date of commencement of the course work. The last date for withdrawal of course, shall be the working day immediately following the expiry of **five weeks from the date of commencement of the course work** for the semester.

Note: Student who adds a course after the start of the semester will not be allowed to withdraw that course.

5 Advisory System:

A major advisor shall be assigned to each postgraduate student **within two months of admission** by the concerned Head of the Department keeping in view the recommendations of the Departmental Academic Affairs/ Teaching Committee and approved by the Dean, Postgraduate Studies. Besides, there shall also be an Advisory Committee for each student which will be appointed by the Dean, Postgraduate Studies, on the recommendations of the advisor through the Head of the Department. The members of the Advisory Committee shall be chosen from the postgraduate faculty.

For a student preparing for the **Master's degree**, the Advisory Committee shall consist of minimum of **four members**. Two members of the faculty shall represent the major subject and one of them will be the major advisor who will also be the Chairman of Committee. The third member shall represent the minor subject pertaining to the area of research of the student and the fourth member shall represent nominee of the Dean, Postgraduate Studies. Moreover, the Dean, Postgraduate Studies may give approval to add one or more member(s) to the Committee, on the request of advisory committee.

For students preparing for **Doctorate degree**, the Advisory Committee shall consist of minimum of **five members** as given below:

- (i) Two members representing major subject, one of them will be the major advisor who will also be the Chairman of the Committee.
- (ii) At least two members from outside the major discipline with at least one from the minor field.
- (iii) One or more nominee(s) of the Dean, Postgraduate Studies.

The Advisory Committee shall guide the student in the choice of courses in major, supporting and minor fields, with a view to enhance the quality, usefulness and to avoid repetition of research. Each department shall fix priorities in advance in tune with the overall research priorities/mandates decided for the department at the University level. Within these, the research problems of individual students be finalized by a committee consisting of Major Advisor, Head of the Department, and Chairman of the Research Committee of the Department along with the Advisory Committee of the student. The student will also be associated in this exercise and shall deliver synopsis seminar at the Departmental level. The details of the programme of the study (synopsis) prepared by the student, in consultation with the Advisory Committee shall normally be submitted to the Dean, Postgraduate Studies before the registration of 2nd Semester. However, in case of delay, the synopsis must be submitted by the end of 7th week of 2nd Semester with the prior approval of the Dean, Postgraduate Studies on the recommendation of student's Advisory Committee. Time gap between synopsis and thesis submission shall be two semesters for Master's programme and four semesters for Ph.D. programme.

6 Evaluation of Course Work:

The evaluation of student's achievements in a course shall be based on his/her performance in various kinds of tests, laboratory and library assignment, special problems, seminars and other types of exercises. The relative weightage to be given to these shall not be rigid and shall be determined by the instructor in consultation with the Head of the Department.

In addition to course outline, every instructor shall prepare a scheme of examination for- his/her course and shall submit this scheme to the Dean through the Head of the Department. This scheme of examination must include the mid-semester examinations, the end of semester examinations and at least one evaluation short test/written test/assignment before the end of semester examinations, the result of which shall be declared within six weeks after registration. Some of the different types of tests which may be employed by the instructor are described below:

i. *Mid-semester Examinations*

During the 11th week of each semester, there shall be an examination in each course lasting for at least 1-2 hour(s). The probable date of examination and the subject matter to be covered therein shall be announced by the instructor to the student(s). However, the make-up examination(s) shall be completed by the end of 12th week of the semester.

ii. *End of semester Examinations*

Toward the end of the semester, there shall be one examination in each course which shall last for at least two-three hours and shall cover the entire subject matter of the course. This examination shall be scheduled by the Instructor(s) keeping in view that no student shall be required to appear in more than one examination in one day.

6.1 **Make-up Examination(s):**

If a student misses an examination (other than the end of semester examination) on account of illness or some other valid reason(s), he/she may file petition through his/her advisor and the instructor to the Head of the Department concerned **within three**

working days from the completion of the examination. The examination on medical ground should be allowed as certified by the Senior Medical Officer, Civil Hospital or Medical Superintendents of Hospitals recognized by the University or Senior Medical Officer or Chief Medical Officer of the University Hospital. If the Head of the Department is satisfied that the student was prevented from appearing in the examination for valid reason(s), he/she may direct the instructor to hold a special make-up examination for the student and endorse a copy of his/ her order to the Registrar with a copy to the Dean, Postgraduate Studies for being included in the student's personal file. It will be the responsibility of the students to get in touch with his/her instructor and have a date fixed for the make-up examination. **For end of term examination, permission will be taken from the Dean, Postgraduate Studies.**

Such a student shall be required to take up the make-up examination within 7 working days from the completion of examination.

The student(s) who are deputed by the University to participate in various sports and extracurricular activities at Zonal/National or International level as authenticated by the Director Students' Welfare-cum-Estate Officer and also those students who are hospitalized during examination days as authenticated by the Chief Medical Officer of the University/Civil Surgeon, be given special examination in lieu of final examination missed which should be conducted along with supplementary examination(s) of that course(s). Even if no supplementary examination is being held for that course, the special examination is to be conducted for the course for these students.

6.2 Supplementary examination(s):

Supplementary examination(s) may be allowed to the students who have appeared in the end of term examination and failed in theory securing not less than 20% marks in the end of term examination provided (i) their attendance requirements have been duly met with, and (ii) they have secured pass marks in the practical (viz. 50%). In case the course comprised only practical (say 0+2), no supplementary will be given in practical. The students who fulfil these conditions shall be eligible to appear in the supplementary examination(s) in not more than three courses irrespective of the number of courses they have failed in that semester. The Dean of the college shall display the list of students eligible for appearing in supplementary examination(s) in various courses on the College notice board on receipt of the grades. The students shall apply for appearing in the supplementary examination(s) to Dean through the Advisor by paying the prescribed examination fees, within seven working days of the display of the list of eligible students. The supplementary examination(s) shall be held within seven working days of the last date of receipt of application for supplementary examination(s). The result of the supplementary examination(s) shall be submitted to the Dean, Postgraduate Studies within three days of holding the supplementary examination(s) for a particular course. The student who fails to obtain prescribed grade/credit points in the supplementary examination(s) shall have to register for the same course(s) on regular basis.

Provided that, if the supplementary examination course is a pre-requisite for another course being offered in the same semester, the student may register for the latter course

on provisional basis, subject to the condition that the registration shall be regularized provided the supplementary examination is successfully cleared.

The candidates who have to appear in supplementary examination(s) will appear only in final examination. Their marks for mid-term/practical and other types of exercise etc. as already obtained by them will be counted.

6.3 Award of Grades/Credit Points:

- (a) At the end of each semester, the instructor in each course shall in consultation with the Head of the Department, give credit points to the students on the basis of the cumulative results of different kinds of tests, examination(s) and on the basis of performance of the laboratory and the library assignment(s), special problem and seminar(s) and other types of exercise.

The Overall Credit Point Average (OCPA) may be rounded off up to three decimal places after taking into account the fourth place of decimal as shown below:

Per cent of marks obtained in a particular course	Corresponding credit points
100.0	10.000
99.0	9.900
98.0	9.800
97.0	9.700
96.0	9.600
95.0	9.500
and so on	

From credit points for different courses taken by a student in a semester, the Credit Points Average (CPA) of the semester shall be calculated taking into consideration the credit hours of different courses. Similarly, the OCPA of the student shall be calculated taking into account the accumulated credit hours and the accumulated credit points. If a student obtains lesser than 60.0 percent marks in a particular course, he/she shall be awarded 'F' grade. No credit point shall be awarded for a course in which the student obtains 'F' grade. The student shall be required to repeat all the courses in which he/she has obtained 'F' grade for successful completion of the degree programme.

- (b) The Head of the Department concerned shall submit these credit points to the Dean, Postgraduate Studies for onward transmission to the Registrar for which the course has been offered.
- (c) If the credit point(s) of course(s) are not received by the Registrar in respect of a student up to the end of the subsequent semester, the student shall be automatically awarded 'F' grade in that/those course(s) and the result shall be declared accordingly unless intimation is received within this period from the Dean, Postgraduate Studies

that a particular result has been held up for reason(s) to be specified in the communication.

- (d) The credit point sheet shall be kept as permanent record by the teacher, Head of the Department and Dean of the college for future reference.

6.4 Significance of grades:

In addition to the credit points, the significance of various grades shall be as follows:

F	-	Fail
I	-	Incomplete
S	-	Satisfactory
US	-	Unsatisfactory
W	-	Withdrawn
NC	-	Non-Credit Course

- 6.4.1 In order to complete a course and earn the credit points corresponding to that course, a student is required to pass in theory and practical separately and must get a minimum of 6.000 (10.000 basis) credit points.
- 6.4.2 A student who has failed in a particular course but has attended the requisite number of classes may register for the same course when it is offered to the next class. It will be compulsory for such students to meet attendance requirements in practical along with regular class in this repeat course. However, the attendance in theory for such students will be optional. They will be required to appear in all the examinations/assignments etc. along with regular class. These courses will be designated as special courses. If a student taking a special course again fails, he/she will have to take it subsequently whenever offered as a regular course and will have to meet all the requirements including attendance in theory and practical as well as the examinations. The students may be allowed to register for special courses in a semester, within the maximum prescribed limit of credit load. The students on good standing may be allowed to register for one additional special course in addition to the maximum credit.
- When a student gets grade 'F' in a course, the credit points corresponding to that course shall not be counted for requirements for completion of degree, but the credits and credit points shall be taken into account for computing the credit point average subject to the provision of Rule 7.6.3.1 only.
- 6.4.3 An instructor shall award 'W' in his/her course only to a student who has been permitted to withdraw from a course under Rule 6.4.
- 6.4.4 Research work done at the postgraduate level may extend to two or more semesters. Pending evaluation of the thesis and the final oral examination, the progress made during each semester shall be graded as 'S' or 'US'. If a student does not put in the required effort(s) for the credits for which he/she was registered, the Major Advisor may either give him/her 'US' grade for the entire credit for which he/she was registered or may give 'S' grade for the reduced number of credits. Credits corresponding to research for the semester shall count

towards degree requirement only, if the student gets 'S' grade for research for that semester. 'S' and 'US' grades will also be awarded to indicate:

- (i) that a Master's/Ph.D. student has passed the preliminary comprehensive examination.
- (ii) that a student has successfully completed the programme of practical field-work, when it has been prescribed as a part of the requirements for completion of degree.

6.4.5 When a student cannot complete the special problem or seminar on account of a valid reason, the instructor may award him/her 'I' grade which the student must clear subsequently.

When 'I' grade is awarded in a course, the Registrar shall declare the result of the student showing 'I' grade in that course.

6.4.6 While sending the semester report to the parents/guardian of a student, the progress made by the student shall be indicated.

6.5 Answer papers of all the tests and examinations except that of end of semester examinations, shall be returned to the students by the instructors. After the end of semester examinations, students may see the answer books of the final examinations within 15 days of the start of the next semester. The answer books should be kept by the concerned teachers for two semesters following that in which the examination is conducted. After this period, the teacher may dispose off the answer books with concurrence of the Dean, Postgraduate Studies through the Head of the Department.

6.5.1 Where an instructor finds that he/she has made a mistake in reporting of the credit points achieved by a student, he/she shall immediately bring it to the notice of the Dean, Postgraduate Studies. The Dean, after going through all the documents and satisfying himself/herself that there has been a genuine mistake, shall write to the Registrar recording the circumstances and giving the correct credit points. The Registrar shall accordingly issue a revised semester report. Such corrections should be normally reported to the Registrar within 15 days of the issuance of the semester report.

6.6 Preliminary Examination:

There shall be a preliminary examination for Master's and Ph.D. students to be held on successful completion of at least 75 per cent of the course work. The preliminary examination shall include a written examination followed by an oral *viva-voce* as mention below:

Particulars	Master's programme	Doctoral programme
Major Subject	One paper	Two papers
Minor subject	-	One paper (Internal)
Paper setting	External	External
Evaluation	Internal	Internal
Qualifying marks	60%	60%
Viva-voce	No	External
Grading	Satisfactory/Unsatisfactory	Satisfactory/Unsatisfactory

The written examination shall consist of theory papers from the major field and minor field. The Major Advisor shall be responsible for conducting the written examination in the major field in consultation with the teachers who have offered various courses related therewith. The written examination in the minor field shall be conducted by the advisory committee member representing the minor field. The question papers shall be so designed that these tests judge the overall comprehension of the student in the major/minor field and are not restricted only to the courses studied. The process of written examination of both major and minor fields shall be completed within a month after the start of first examination and the two papers of major field for Ph.D. shall be conducted within one week.

6.6.1 *Evaluation of Major and Minor field theory comprehensive papers*

External Examiner(s) specialist(s) in the student's major and minor field will be appointed by the Dean, Postgraduate Studies from the panel recommended by the Head of the Department, provided that the Dean, Postgraduate Studies, may appoint any person(s) outside the panel recommended by the Head of the Department.

(a) For Master's programme

Paper setting for Major comprehensive examination should be done externally and evaluation should be done internally. The Head of the Department will make panel of two teachers from the discipline, wherever, possible, for evaluation of comprehensive paper. The evaluation of the paper will be done in the presence of the Head of the Department.

(b) For Ph.D. programme:

Minor written comprehensive examination: It should be conducted internally as there is variability of courses taken by the students from the same discipline as well as from different disciplines. Thus it is not possible to set common paper for minor written comprehensive examination externally. Paper setting should be done by the Head of the Department of minor field, providing true weightage to the concerned teachers who have taught the courses. The Head of the Department will make panel of two teachers from the discipline, wherever possible, for evaluation of minor written comprehensive paper. The evaluation of the papers will be done in the presence of the Head of the Department.

Major written comprehensive examination (Paper-I & Paper-II): Paper setting should be done externally and evaluation should be done internally. The Head of the Department will make panel of two teachers from the discipline, wherever possible, for evaluation of major written comprehensive paper. The evaluation of the papers will be done in the presence of the Head of the Department.

6.6.2 *Oral comprehensive examination for Ph.D. (to be conducted within one month of result declaration)*

The oral examination shall be conducted by the Student's Advisory Committee with an additional member from outside the University who shall be chosen by the Dean, Postgraduate Studies, from a list of names submitted along with the result of the written examination to him/her by the Head of the Department in

the major field, provided that the Dean, Postgraduate Studies may also appoint any person outside the panel recommended by the Head of the Department.

If a student fails in the preliminary examination, he/she shall be allowed to re-appear in the **examination(s) not earlier than three months after the first examination.**

6.7 Thesis Requirements:

6.7.1 A postgraduate student shall submit to the Dean, Postgraduate Studies, through major advisor, the subject of his/her proposed thesis/dissertation and its synopsis. The subject of the thesis shall, as far as possible, relate to the research priorities/mandates/needs decided for the Department at University level and the area of specialization of the major advisor and shall be approved by the committee consisting of the following:

- i. Student's Advisory Committee
- ii. Head of the Department concerned
- iii. Dean of the College
- iv. Dean, Postgraduate Studies
- v. Director of Research
- vi. Director of Extension Education

6.7.2 Submission of thesis/dissertation

Thesis/dissertation may be submitted provided the student has fulfilled all the requirements. However, the rough draft of the thesis shall be submitted at least 10 days before the actual submission of the final thesis/dissertation. The maximum time for the submission of final thesis (Master's) and final dissertation (Doctorate) shall be thirty (30) and sixty (60) days, respectively after the submission of rough draft of the thesis/dissertation. However, the Dean, Postgraduate Studies may grant permission for extending the time period for the submission of final thesis/dissertation as per following norms:

Sr. No.	Extension period	Fees (in Rs.)
1.	Up to one week	5,000/-
2.	Up to two weeks	10,000/-
3.	Up to three weeks	15,000/-
4.	Up to four weeks	20,000/-

Failing to submit final thesis/dissertation after the aforementioned extension period(s), the student would have to register for the entire semester by paying the semester fee.

6.7.3 The student shall be required to submit two copies of final draft of thesis in case of Master's programme and three copies of dissertation in case of Ph.D. programme having loose (*kacha*) binding for external evaluation to the Head of the Department through his/her advisor. The Head of the Department shall send one copy in case of Master's and two copies in case of Ph.D. student to the Dean, Postgraduate Studies. The Dean, Postgraduate Studies will send the thesis/dissertation directly to the external examiner(s) with information to the Registrar and Head of the Department concerned. After the final

thesis/dissertation oral examination, the student will submit five (5) revised copies of the thesis in case of Master's and six (6) revised copies of dissertation in case of Ph.D. with final binding, after incorporating correction(s) marked/suggested by the external examiner(s), to the Head of Department, who will send these copies to the Dean, Postgraduate Studies. Immediately after approval of the thesis/dissertation, the Dean, Postgraduate Studies shall send three (3) copies of the thesis/dissertation to the Head of Department (one for the Departmental Library, one for the major advisor and one for the student) and two/three copies to the University Librarian in case of Masters' and Ph.D. student, respectively, who would keep one copy for the use of readers and rest of the copies under lock and key as permanent record of the University. The student shall submit one soft copy of the thesis/dissertation to University Library, in both .docx and .pdf formats, which should be true replica of the final thesis/dissertation.

6.7.4 The thesis shall be evaluated in accordance with Rule 6.8

6.7.5 Master's students will write and submit one research paper based on their research work in the journal having minimum NAAS Rating of 4, before submission of final thesis or file a patent out of research work before submission of final thesis.

In case of Ph.D. students, two research papers should have been submitted to the journal(s) having minimum NAAS Rating 4 or one patent filed out of research work before submission of final dissertation.

6.8 Evaluation of the thesis and final examination:

The thesis shall be evaluated and the final oral examination conducted by an examining committee constituted as under:

- a) Student's Advisory Committee.
- b) External Examiner(s) specialists in student's major field to be appointed by the Dean, Postgraduate Studies from a panel of four external examiners recommended by the Head of the Department in consultation with the major advisor, provided that the Dean, Postgraduate Studies, may appoint any person outside the panel recommended by the Head of the Department. The oral examination of Master's/Ph.D. students shall be conducted by the external examiner and the Advisory Committee along with the Head of the Department.

Note: The names of the teacher(s)/scientist(s) who have retired for more than three (3) years will not be forwarded by the Head of the Department as external examiner(s). The panel will be updated every year.

Procedure:

- (i) **Thesis/Dissertation Writing:** The thesis/dissertation writing shall be approved only after a seminar is delivered by the student presenting all the data and its analysis. After the approval by the Advisory Committee on the quantum of work done, the thesis/dissertation writing shall be taken up by the student.

- (ii) The reliability and authenticity of experimental results of thesis/dissertation shall be the exclusive responsibility of the student and the Major Advisor rather than any other member of the Advisory Committee.
- (iii) The Head of the Department shall in no case withhold the draft thesis/dissertation, but can send his/her comments, if any, while forwarding the thesis/dissertation to the Dean, Postgraduate Studies.
- (iv) **Approval of the draft of thesis/dissertation:** The draft of the thesis/dissertation shall be submitted to the members of the Advisory Committee on any date before submission to the Dean, Postgraduate Studies. However, the draft of the thesis/dissertation shall be submitted to the Dean, Postgraduate Studies at least ten days before the actual submission of the final thesis/dissertation. A certificate to this effect shall be given to the Dean at that time by the members of the Advisory Committee and such thesis/dissertation will be accepted provided other formalities have also been met with. The preliminary examination should have been passed at least six months before the submission of dissertation in case Ph.D. students. **Time gap between synopsis and thesis submission shall be as per Rule 5.**
- (v) The Master's thesis shall be sent to the one External Examiner for evaluation and Ph.D. thesis shall be sent to two External Examiners for evaluation. The Examiner(s) shall submit a report commenting on thesis/dissertation and indicating whether examiner recommends its acceptance or rejection. If the Examiner recommends acceptance, then the oral examination of Masters' students shall be conducted by the External Examiner and Advisory Committee along with the Head of the Department. In case of Ph.D. students, after receiving the dissertation evaluation report from both External Examiners, the examination shall be conducted by the one out of two External Examiners appointed by the Dean, Postgraduate Studies and Advisory Committee along with Head of the Department. If the Examiner rejects the thesis/dissertation, his/her evaluation report shall be placed before the Advisory Committee and Head of the Department for a decision. If the Advisory Committee along with the Head of the Department accepts the recommendations, then the thesis/dissertation will be rejected. If the Advisory Committee along with Head of the Department does not agree with the report of the External Examiner(s), then the thesis/dissertation shall be re-examined by another External Examiner(s) whose decision for conducting oral examination as above or not, shall be final.
- (vi) If the thesis/dissertation is not accepted or the performance of the student in the oral examination is found unsatisfactory, the student shall have to resubmit the thesis/dissertation or re-appear in the oral examination in the following semester (not earlier than three months).
- (vii) A student who fails to appear in the final oral examination should apply for arranging a fresh examination through the Head of the Department. If the circumstances are beyond the control of the student, the Dean, Postgraduate Studies may permit the re-examination within the same semester. If, however, the Dean, Postgraduate Studies is not satisfied with the circumstances stated by the

student, the student shall register for one more semester and the examination shall be arranged on the payment of the thesis/dissertation re-submission fee.

6.8.1 The performance of the candidates will be recorded in a certificate of thesis/dissertation and oral examination for Master's/Ph.D. candidates *mutatis mutandis* and submitted to the Registrar through the Dean, Postgraduate Studies. The failure of the candidate to appear in the oral examination will be regulated in accordance with rule 6.8(vii).

6.9 In the programme of study, a student may be required to take such special courses as Seminar (691, 791, 792), Special Problems etc. Seminar of one (1) credit hour will be compulsory for all Master's programmes and two seminars of one (1) credit hour each will be compulsory for Ph.D. programme. The Advisory Committee shall specify the credits for Special Problems. However, a postgraduate student may be given a maximum of three credits. A special problem would be assigned to the student only when there are specific assignments for techniques of laboratory training to be undertaken by him/her during a term. For such credits, the student is required to maintain a regular record of the work done and to write a report at the end of his/her project. On the basis of the work done and report submitted, the student is graded 'S' or 'US' in Special Problem. Every student has to clear four non-credit compulsory courses as envisaged in Rule 7.7.1.

7 Requirements for Completion of Degree:

7.1 General

The University has prescribed the minimum qualification for admission to various programmes. But there may be candidates with qualifications similar to but not exactly the same as those mentioned in the minimum qualifications, but still may be considered by the University to be eligible for admission. There may also be student(s) with pre-admission qualifications higher than the minimum prescribed. In all such cases, the pre-admission qualifications will be evaluated by the Student's Advisory Committee. The committee shall, after evaluating the deficiencies and/or additional attainments of the candidates (by holding a proficiency test (if necessary), recommend additional courses and/or grant exemption from certain course(s).

7.2 The residential requirements for completion of programme(s) shall be as under:

Sr. No.	Programme	Number of Semesters	
		Minimum	Maximum
1	Master's	4	8
2	Ph.D.	6	12

Note: (i) The residential requirements in the University shall include the stay at the University campus and/or stay at its' research station(s) and such other institution(s)/research station(s) with which the University enters into cooperative and collaborative arrangements.

(ii) Period of discontinuation of study shall not be counted for calculating the maximum time limit of study period.

- (iii) If the student fails to complete his/her programme successfully within the maximum time limit prescribed for the programme as above, he/she shall no longer be a student of this University.

7.2.1 *Attendance Requirements for Postgraduate Programme*

All postgraduate students are expected to attend 100% lectures and practical(s) scheduled in each course. However, postgraduate students must have attended at least 75% of lectures and practical(s) in each of the courses (5% additional relaxation on medical grounds will be given) failing that, he/she shall not be allowed to appear in the End of semester Examinations in theory or practical(s) of the course in which his/her attendance falls short. Credit Points in that course shall be submitted on the basis of the marks obtained in the course excluding the End of semester Examinations (not taken). The requirement of attendance is also applicable to credit hours for which postgraduate students have registered for research, failing which 'US' grade will be submitted for the total registered credit hours.

7.3 **Credit requirement for completion of degree programme:**

The minimum credit requirements for degree shall be prescribed by the Academic Council from time to time and published in the Resident Instruction Bulletin, subject to the provisions of Rules 7.1 and 7.4.

7.4 **Transfer of credits/migration:**

When a student migrates to this University after having obtained his/her degree, no migration shall be necessary. When a student migrates to this University in the middle of a programme from any other University, he/she shall be required to furnish a certificate regarding transcript of courses and credits taken by him/her in the previous University from the Head of the Institution in which he/she studied first.

When a student migrates to this University from another University in the middle of a programme, transfer of credits will be possible. This will be determined by a committee constituted by the Dean, Postgraduate Studies, which will examine the course(s)/subject(s) already studied by the student, the examination passed and the syllabi thereof, and also conduct a proficiency test, where it may be considered necessary. It should, however, be noted that while credits may be transferred, credit points shall not be. The overall credit point average of the student shall be determined entirely by the courses undertaken by him/her in this University and the credit points achieved there in.

The student seeking migration shall satisfy the following:

1. The system of education in the institution from where the student is seeking migration and that of the Guru Angad Dev Veterinary & Animal Sciences University should be the same including the medium of instruction i.e. English.
2. The student seeking migration to Guru Angad Dev Veterinary & Animal Sciences University must have successfully completed one-year study in the institution where he/she has been studying before seeking migration. He/she must have completed 1st year of the course/programme with overall credit point average of

7.000 (10.000 basis) and/or above. He/she should not be on conduct probation in the study programme and also should not have got 'F' grade during the whole course curriculum. A migration fee as applicable should be charged if a student is allowed to migrate from some other University to this University under the same category.

3. The tuition/annual fees and other charges for such students will be same as paid by them in the previous college or as per fee structure of the college being migrated to, whichever is higher, along with admission fees as applicable.
4. The migration may be allowed only against the vacant seat.
5. If there are more than one students seeking migration, the migration should be allowed strictly on merit *inter-se* applicants for migration, subject to the fulfilment of prescribed condition(s).
6. The student may apply for migration at least one month before the start of the academic session.
7. The student(s) admitted in this University will not be allowed to migrate to other Institution/University unless he/she paid full fees except miscellaneous University charges/dues for the entire programme in instalment(s).
8. Migration of postgraduate students admitted through the ICAR/Guru Angad Dev Veterinary & Animal Sciences University to other University/Institute should not be allowed.

Migration from/to Guru Angad Dev Veterinary & Animal Sciences University in respect of students admitted under NRI quota (including NRIs, wards of NRIs)

- (i) The status of the student(s) admitted in the NRI category in this University will remain unchanged.
- (ii) The student(s) admitted in the NRI category in this University will not be allowed to migrate to other Institution/University unless he/she has paid full fees except miscellaneous University charges/dues for the entire programme in one instalment.
- (iii) The status of the student(s) from NRI will remain unchanged at the time migration to this University. Such student(s) will have to pay the fees prescribed for the NRI for the particular programme of this University. He/she will produce a certificate from his/her previous institution regarding the period he/she has studied along with details of fees paid. He/she will also produce 'No Due' and 'No Objection' certificate along with his/her request for migration at this University. The University will charge fees prescribed for NRI candidates for the subsequent period along with other dues of the University being collected from the students of general category.

7.5 Normal, maximum and minimum credit load in a semester:

The normal full-time programme of work in a semester shall be 15 credit hours. A maximum of 18 and a minimum of 9 credit hours may be taken by a student. The postgraduate students may be allowed to register for two extra credit hours than the prescribed maximum limit of credit hours during their final semester by the Dean, Postgraduate Studies, provided the student is not on scholastic probation.

7.6 Minimum Credit Point Average Requirement:

7.6.1 Requirement of GOOD STANDING for Completion of Degree

The minimum Overall Credit Point Average required at the postgraduate level shall be 6.500 (out of 10.000). A student, who has achieved this minimum requirement, shall be deemed to be on GOOD STANDING.

7.6.2 Scholastic Probation

If a student fails at the end of a semester to achieve the minimum standard prescribed under Rule 7.6.1 above, he/she shall be placed on SCHOLASTIC PROBATION during the semester immediately following.

7.6.3 Repeating Courses in order to fulfil the Minimum Requirement

The postgraduate students getting 6.000 to 6.490 credit points may repeat that course with the prior permission of the Dean, Postgraduate Studies, subject to the following conditions:

- a) The repetition shall be allowed only once at the end of the completion of the course work.
- b) The repetition shall be permitted only to enable the student to fulfil the minimum Credit Point Average (CPA) requirement and not for the improvement of his/her CPA or for enabling him/her to qualify for the award of a scholarship/ fellowship or for competing for a Certificate of Merit or for a position in the University.
- (c) When a postgraduate student repeats a course after getting grade 'F' or if permitted to repeat the course after getting 6.000 to <6.500 credit points, as the case may be, credits corresponding to that course shall be counted only once for the post-graduation requirements.
- (d) When a postgraduate student is allowed to repeat a course with 6.000 to <6.500 credit points, the revised credit points shall be mentioned if there is an improvement in the credit points, otherwise the original credit points shall stand. But in the official record of the student maintained in the Registrar's office, both the earlier and the credit points obtained after repetition improved or otherwise, shall be mentioned and the fact that he/she repeated the course **shall be indicated by the letter 'r' written above the credit points** which he/she obtained after such repetition. But till such time as the student repeats the course, the original credit points and credits shall be used to compute the overall credit point average.

If a postgraduate student, even after repeating a course with 6.000 to <6.500 credit points does not obtain an OCPA of 6.500 or above, he/she shall be allowed to repeat the course with 6.000 to <6.500 credit points in other course(s) to complete his/her degree requirement subject to provision of Academic Rule 8.2.

7.6.4 Dropping a student or extension of the period of Scholastic Probation

- (a) Those postgraduate students who fail to achieve OCPA of 6.000 and/or also fail to clear a minimum of 18 credit hours (including deficiency courses) at the end of first two semesters of their studies (excluding the semesters dropped by the student on medical ground), shall be dropped from the University by the Registrar automatically. Such students shall have the right

to petition for re-admission to the 1st year class only once. They may be granted admission against additional seats subject to the following conditions:

- (i) They will be allotted revised/old admission numbers.
- (ii) They will be granted exemption from those courses which they have cleared with minimum 6.500 credit points or with 'S' grade in deficiency courses. In order to avail this exemption they shall have to apply to the Dean, Postgraduate Studies through Advisor within seven working days from re-admission to the 1st year class after which the request of the exemption shall not be accepted.
- (i) The condition of 9 credit hours under **Rule 7.5** shall not be applicable to such re-admitted students for the first two semesters.
- (iv) For calculation of OCPA of re-admitted students the credit hours and credit points for exempted courses shall be included in corresponding semester in which the course(s) are offered as per schedule of the programme.
- (v) Such re-admitted students shall have no right to petition again for admission.

Note: A semester which is cancelled on any ground by the University shall not be taken into account for counting two semesters for the purpose of automatic dropping. Similarly, a semester for which a student is allowed to drop on valid ground or semester(s) for which he/she is rusticated shall not be taken into account for counting two semesters for the purpose of automatic dropping. For both the eventualities, the next semester(s) for which he/she gets registered will be counted.

- (b) If a postgraduate student obtains unsatisfactory grade in research for two semesters continuously, he/she shall be dropped.

7.6.5 ***Re-admission of students***

A student who is dropped under Rule 7.6.4 may, within seven working days of the passing of such order, petition to the Registrar through respective Deans for re-admission, provided he/she is not placed on conduct probation on account of indiscipline in and outside the University. The petition shall be considered by a committee constituted for this purpose and the decision of the committee shall be final, provided, however, that if the Dean, Postgraduate Studies decides to allow his/her re-admission, the student shall continue to be on scholastic probation for another semester. On the detection of a patent error of fact, the Dean may review his/her decision.

The academic programmes of postgraduate students are prepared for them individually and courses are also prescribed in accordance with their research problems; therefore, every case of their dropping from the University will be decided on its own merit and cannot be quoted as a precedent.

7.6.6 ***Registration of Student Re-admitted under Rule 7.6.5***

A Student who is permitted to seek re-admission under Rule 7.6.5 shall be allowed to register for the semester without any fine for late registration within two days of the passing of the order allowing him to be so re-admitted and with

a late fee a further period of ten (10) days or up to the date for registration with late fee which is generally prescribed for all students for that programme whichever is later.

7.6.7 *Dropping of Semester, discontinuation of study and readmission*

(a) Dropping of a semester

A student may drop the current semester for which he/she has registered, with the permission of the Dean, Postgraduate Studies due to personal sickness (at least for two weeks duration)/the female students who are on the family way/suffer miscarriage/undergo medical termination of pregnancy. The medical certificate from the Senior Medical Officer, Civil Hospital or Medical Superintendents of Hospitals recognised by the University or Senior Medical Officer of the University Hospital will be required. The permission to drop the semester must be obtained before the start of end of semester examinations. Such a student can register for the next semester with the permission of the Dean concerned.

(b) Discontinuation of study programme and readmission

Discontinuation of a study programme shall be allowed only for such postgraduate students who have secured jobs and want to join the post and/or other unavoidable and legitimate circumstances with prior approval of the Dean, Postgraduate Studies. Such students must have completed at least two semesters. Discontinuation shall be allowed from any date after submission of result of the semester by the instructor to the Head of Department as per academic calendar. A student leaving in the middle of the semester, thereafter, will have to register for that semester again on his/her return to the respective academic programme. Students have to pay the prescribed fee for the entire period he/she discontinues his/her studies.

Such student may be re-admitted by the Dean, Postgraduate Studies, if the student seeks re-admission and joins the programme in the following semester. The approval of the Academic Council will be required if the period of this discontinuation exceeds two (2) semesters but is not than four (4) semesters. In such cases the student shall have to clear the comprehensive examination afresh even if he/she had cleared the examination earlier

The request for re-admission for consideration of the competent authority should be submitted to the Dean at least 7 days before the commencement of the semester in which the student intends to seek re-admission. All such students will be re-admitted against the additional seats.

The student who discontinues his/her study programme without the permission of the Dean shall not be eligible for re-admission.

7.7 Preliminary Examination and Language Requirements for Postgraduate Programme:

- (a) Passing in a preliminary Examination as given in Rule 6.6 shall be one of the requirements for completion of the Master's and Ph.D. degree.

- (b) Every candidate for the Ph.D. degree shall also be required to obtain a certificate of satisfactory reading knowledge of one foreign language, viz. German, French or Russian.

7.7.1 *Non-Credit compulsory courses for postgraduate programme*

Every postgraduate candidate admitted to the Guru Angad Dev Veterinary & Animal Sciences University has to clear four non-credit compulsory courses as approved by the academic regulations.

8 Role of Head of Department, Dean Postgraduate Studies and Registrar:

- 8.1 The Head of the Department concerned will ensure that each instructor actually completes the entire course that he/she has to teach during a semester and will send a report to the Dean, Postgraduate Studies that he/she has satisfied himself/herself about it.
- 8.2 The Dean, Postgraduate Studies will keep a complete track of the departmental activities pertaining to postgraduate students and will ensure that all the examinations have been conducted in time in the spirit of academic rules and approved schedule.
- 8.3 To ensure that requirements for the award of a degree have been completed by a student, the Registrar will keep a record of the courses completed by students.
- 8.4 In all matters relating to admission and the operation of the semester system, the Registrar shall ordinarily act in accordance with recommendations of the Selection Committee or the Dean concerned. Where, however, the Registrar does not agree with such recommendations/decisions, he/she shall refer the matter to the Vice-Chancellor whose decision would be final.

9 Unfair Means in Semester Examinations:

- 9.1 The Dean shall be responsible for dealing with all cases of use of unfair means in the semester tests and examinations.
- 9.2 The Instructor/Invigilator/Supervisor concerned shall report to the Dean through the Centre Superintendent/Head of Department concerned **within two working days** of the occurrence of each case of unfair means with full details of evidence and the explanation of the student(s), if any.
- 9.3 The Dean shall take appropriate action and the penalty may be imposed as indicated below:
 - (a) Student(s) found using unfair means during a short test may be required to withdraw from the course in that semester.
 - (b) Student(s) found in possession of copying material or found using unfair means during mid semester examination/practical examination may be debarred from the College for the unexpired portion of the semester and deemed to have failed in all courses during the semester.
 - (c) Student(s) found in possession of copying material or found using unfair means during the semester examination(s)/supplementary examination(s) may be deemed to have failed in all courses taken by him/her in the relevant semester and placed on conduct probation for two subsequent semesters.

- (d) Student(s) found in possession of copying material or found using unfair means for the second time, in any of the examination, may be deemed to have failed in all courses taken by him/her in the relevant semester and also debarred from the College/University during the subsequent semester.

9.4 Impersonation in Examination/Fake Degree Certificates:

- (a) The student who is impersonated shall be deemed to have failed in all the courses in the current semester; debarred from registration for next one semester; and placed on conduct probation for the subsequent two semesters.
- (b) If a person who impersonates a student in any examination during a semester is a student of the University (i) he/she shall be deemed to have failed in all the courses in the current semester; (ii) debarred from registration for the next semester; and (iii) placed on conduct probation for two subsequent semesters.
- (c) If the person who impersonates is not a student of any constituent college of the University, the case may be registered with the police.
- (d) If impersonation in the Entrance Test/Interview/Counselling (as applicable) or using fake certificate(s) is detected after the admission has been finalized, or after the candidate has registered for the programme, the admission of such candidate **shall be cancelled forthwith** and he/she shall be debarred from seeking admission to any programme of the University, and the case may be **registered with the local police**.
- (e) In all cases of use of unfair means/impersonation in the entrance test, the decision of Superintendent/Assistant Coordinator/Coordinator/Controller of Examination to expel or disqualify any candidate from the entrance test under the Admission Rules shall be final.
- (f) If any student of the University impersonates in the entrance test conducted by the University, action will be taken against him/her in the spirit of above rules.

- 9.5 **Appeal for punishment under Rule 9.4:** The aggrieved student may appeal before the Vice-Chancellor against the order of the Dean within two weeks from passing of such orders and decision of Vice-Chancellor shall be final.

Note: If a case of impersonation and/or **using fake certificate(s) to get admission**, comes to notice during subsequent period, necessary disciplinary action will be taken in the spirit of the **above rule for students. Action will also be taken against the University employee** as per the **University rules, in case his/her ward(s) uses fake certificate(s) to get admission in the University. The case will also be registered with local police.**

10 Other Rules:

10.1 Conduct probation

Any student involved in the violation of rules and regulations of the University or an act of indiscipline, may be placed on conduct probation by the Dean, as below:

- (a) Placed on conduct probation with respect to all academic activities.

or

- (b) Debarred from accommodation in the hostel.

or

- (c) Placed both on conduct probation for
 - (i) academic activities and
 - (ii) debarred from hostel accommodation.

Such student(s) shall not represent the College/University team and shall lose any office that he/ she may be holding in any student organization. If a student, who is on conduct probation or who was on conduct probation on two previous occasions still commits an act of indiscipline, he/she shall be dropped from the rolls of the College.

10.2 Maintenance of discipline

All students are expected to maintain discipline and proper academic atmosphere. The student(s) indulging in an act(s) of indiscipline and misdemeanor, such as taking out processions, holding demonstration in the residential area(s) of the University and threatening the University Officer(s), interfering with the smooth functioning of the University, defacing of University building(s) by writing slogans, disturbing the classes in session, assaulting teachers and students etc., will be liable for the severe disciplinary action.

10.3 Regulations regarding rustication and expulsion of students:

- (a) The Dean of the College shall have the power to expel or rusticate a student for sufficient reasons including acts of indiscipline and misconduct inside or outside the college on the recommendation of College Disciplinary Committee/Director Students' Welfare-cum- Estate Officer.
- (b) Cases of rustication and expulsion shall be reported to the Registrar by the Dean of the College immediately after rustication or expulsion for registration and notification.
- (c) The Dean may revise his/her decision within 15 days of the date of passing of the order of rustication or expulsion. The revised decision together with reasons shall be communicated to the **Registrar for being placed before the Academic Council.**
- (d) The Registrar shall notify the orders of rustication by putting a notice on the website of the University after the expiry of 15 days period allowed to the Dean for revision of the decision.
- (e) The minimum period of rustication shall be **two semesters** and the maximum period of rustication shall be **four semesters.**
- (f) The student under rustication shall have the option of re-joining the classes during the ensuing academic year after the expiry of the period of rustication.
- (g) It shall be obligatory on the part of the college to readmit a rusticated student if he/she wishes to re-join after the expiry of the rustication period.
- (h) The name of the rusticated student shall **not be maintained on the rolls** of the college nor shall any **fees be charged during the period of rustication.**
- (i) A student expelled from the college shall not be allowed to seek fresh admission into the same college or into another affiliated/constituent college without sanction of the Academic Council. In no case, such a student shall be allowed to do so before the expiry of two academic years excluding the academic year in which he/she was expelled.

- (j) When facts come to the knowledge of the Vice-Chancellor which makes him think that the order of the Dean requires revision, the Vice-Chancellor may bring the case to notice of the Academic Council after consideration of which, the decision of the Academic Council shall be final.

10.4 Ragging in College/Hostel

Ragging is strictly prohibited in the University premises as well as in the hostels. Any student found indulging in any of the act of ragging, will be strictly dealt with according to the direction(s) issued by the **Hon'ble Supreme Court of India vide Supreme Court order in May 2007 and implemented by the University Grants Commission under Regulations called "UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009" vide No: F.1-16/2007(CPP-II) dated 17th June, 2009.**

The anti-ragging committees and squads constituted at the college level shall keep a check on the incident(s) of ragging. The student(s), if found guilty, may invite punishment up to his/her expulsion from the institute or registration of F.I.R. under the provisions of the Indian Penal Code.