

No. AAU/RG/ACAD-245(AT)/2023-24/ -1....4.. 3 Dated lta/D5 /2023

NOTIFICATION

On the basis of the recommendation of the 245th meeting of the Academic Council held on April 05, 2023, the Hon'ble Vice Chancellor, AAU, is pleased to approve the Amended versions of both the PG Regulation and Academic Guidelines. These regulations shall be applicable from the Academic Session 2022-23 and the provisions of the regulations shall govern the students seeking admission to and admitted in the University in the Academic Session 2022-23. This supersedes the previous notifications issued by this office on PG Regulations. The PG Regulation and detailed guidelines are enclosed at **Appendix I** and **Appendix II** respectively.

Sd/- Registrar
Assam Agricultural University
Jorhat - 785 013

No. AAU/RG/ACAD-245(AT)/2023-24/""::f4lt - --:..-b (Dated 16/05 /2023

Copy forwarded for information and necessary action to:

1. The Secretary to the Hon'ble Vice Chancellor, AAU, Jorhat.
2. The Dean, Faculty of Agriculture/Community Science/Veterinary Science/ Fisheries Science, AAU, Jorhat/Khanapara/Raha.
3. The Director of Post Graduate Studies, AAU, Jorhat.
4. The Director of Research (Agri./Vety.), AAU, Jorhat/Khanapara.
5. The Director of Extension Education, AAU, Jorhat.
6. The Director of Students' Welfare, AAU, Jorhat.
7. The Associate Dean, BNCA, Biswanath Chariali/SCSCA, Dhubri/Lakhimpur College of Veterinary Science, North Lakhimpur/ College of Horticulture & FSR, Nalbari.
8. The OSD (i/c), College of Sericulture, AAU, Titabar.
9. The Joint Registrar (Academic), AAU, Jorhat/Khanapara.
10. The Prof. & i/c AKMIT Cell, AAU, Jorhat. He is requested to make necessary arrangements for uploading the PG Regulation and Academic Guidelines in the **AAU Website.**

Registrar
Assam Agricultural University
Jorhat - 785 013

**Regulations on Academic Matters
of
Assam Agricultural University, 2022 (Amended)
As Per NCG & BSMA
(Restructured and Revised Syllabi of Post – Graduate Programmes)**

**FOR
POST-GRADUATE DEGREE
PROGRAMMES
(Under Section 43 of AAU Act, 1968)**



**Assam Agricultural University
Jorhat 785 013, Assam**

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CHAPTER I

INTRODUCTORY

10.01 General :

10.01.01 Title: These Regulations shall be called the "Regulations on Academic Matters of Assam Agricultural University, 2022 (Amended) for Post Graduate Degree Programmes", here in after referred to as Regulations. These embody Regulations relating to the various post-graduate degree programmes offered under semester system in the different Faculties of the Assam Agricultural University and amended from time to time.

10.01.02 Date of enforcement: These Regulations shall come into force with effect from the academic session 2022-23.

10.01.03 Extent of application: These Regulations shall apply to students seeking admission to and admitted in the University.

10.01.04 Interpretation: Subject to such advice as may be given by the Board of Management or the Academic Council, the decision of the Vice Chancellor shall be final and no suit, application, petition, revision or appeal shall lie in any authority outside the University in respect of interpretation of these Regulations and any other matter not covered within these Regulations.

10.01.05 Regulations for extra-ordinary situation: Any matter which are not covered by the provisions of the clauses of the Regulations or are beyond the purview of the Regulations, the Academic Council may consider depending on the merit of the cases and for any case which may be referred to Academic Council by the Registrar/ DPGS/Dean.

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

10.01.07 Provision of guidelines and forms: In order to specify modalities of implementing these Regulations, a set of **GUIDELINES** shall be enacted specifying the clause of the Regulations for which it is applicable. The set of guidelines shall form a part of these Regulations.

10.02 Definition:

10.02.01 Academic year: The Academic Year of the University shall ordinarily be from August to July and shall consist of two semesters. However, considering the 5 and a half year duration of B.V.Sc and A.H programme (MSVE, 2016), the academic session for Master"s programme in Veterinary Science shall start from February every calendar year. The commencement of semester may, however, be modified by the Academic Council if and when it is considered inevitable.

10.02.02 Semester: A semester shall be of minimum 110 working days consisting of 95 instructional days and 15 examination days. The first semester of an academic year shall ordinarily extend from the month of **August to January** and the second semester shall extend from the month of **February to July** every year.

10.02.03 Minimum working days in a semester: In case the required number of working days falls short of the above, the same shall be extended by the Dean concerned, so that the minimum number of classes (for theory and practical components separately) for the different credit load of course (s) shall not fall short as noted hereunder:

1 (One)	Credit hour course	14 Classes (minimum)
2 (Two)	Credit hour course	26 Classes (minimum)
3 (Three)	Credit hour course	39 Classes (minimum)
4 (Four)	Credit hour course	52 Classes (minimum)
5 (Five)	Credit hour course	65 Classes (minimum)
6 (Six)	Credit hour course	78 Classes (minimum)

10.02.04 Credit hour(s): A credit shall signify the quantum of work done corresponding to minimum of 1 hour of theory class or minimum of 2 hours of laboratory or 3 hours of field practical every week during a semester in respect of a particular course.

10.02.05 Major discipline: Major discipline is the particular discipline in which a student is enrolled for the PG Degree Programme.

10.02.06 Minor discipline: Minor discipline is the particular discipline closely related to a student's major discipline.

10.02.07 Supporting discipline: Supporting discipline(s) are those in which a student shall take courses besides the courses from the major/minor discipline as recommended by the Advisory Committee. It could be any subject considered relevant for the student's research work or necessary for building her/his overall competence. However, a minimum of 3 credits in Statistics must be completed by those students (Both at Master's and PhD level) whose major or minor discipline is other than Statistics, as compulsory supporting course.

For M.Sc in Agricultural Biotechnology, instead of taking separate minor/supporting courses, a student will take **15 to 17** credit hours of supporting courses as identified and modified in the approved course syllabus from time to time.

These courses are being offered by various disciplines. Based on the requirement, any of the following courses may be opted under the supporting courses. The syllabi of these courses are available in the respective disciplines. If required, the contents may be modified to suit the individual discipline with due approval of the concerned BoS.

An indicative but not exhaustive list of supporting courses is given hereunder :-

CODE	COURSE TITLE	CREDITS
STAT 501	Mathematics for applied sciences	2+0
STAT 502	Statistical Methods for applied sciences	3+1
STAT 511	Experimental Designs	2+1
STAT 512	Basic Sampling Techniques	2+1
STAT 521	Applied Regression Analysis	2+1
STAT 522	Data Analysis using Statistical Packages	2+1
STAT 578	Mathematics for Agril. Economics	2+1
STAT 579	Non-Parametric	2+0
STAT 580	Operation Research	2+1
STAT 581	Applied Multivariate Analysis	2+1
Biochem 501	Basic Biochemistry	3+1
Biochem 505	Techniques in Biochemistry	2+2

10.02.08 Course(s): A course is a unit of instruction or segment of a subject matter under any discipline carrying a specific number of credit hour(s).

10.02.09 Core course(s): Core courses shall consist of those courses which a student must take as compulsory requirements for a particular degree programme in which the student is enrolled. For the programmes like MBA (Agribusiness) and ABT (GAT-B), where they have no specified Minor or Supporting Courses; may go for grouping as Core-I and Core-II of Major courses.

1.02.10 Optional course(s): Optional courses are those courses which the students may select over and above the core courses in the major discipline.

1.02.11 Common course(s): Five courses are of general nature and are compulsory for Master's Degree Programme. Ph. D. students may be exempted from taking these courses if already studied during Master's degree. The following Courses (one credit each) will be offered to all students undergoing Master's degree programme.

Sl.No	Course title	Course No.
1.	Library and Information Services	CC-501 (0+1)
2.	Technical Writing and Communication Skills	CC-502 (0+1)
3.	Intellectual Property and its management in Agriculture	CC-503 (1+0)
4.	Basic concepts in Laboratory Techniques	CC-504 (0+1)
5.	Agricultural Research, research Ethics and Rural development Programmes	CC-505 (1+0)
6.	Disaster management ²	CC-506 (1+0)

Some of these courses are already in the form of e-courses/MOOCs. The students may be allowed to register these courses/similar courses on these aspects, if available online on SWAYAM or any other platform. If the student has already completed any of these courses during UG, he/she may be permitted to register for other related courses with the prior approval of the HoD/ DPGS.

N.B : 1. In addition, the university may design and offer similar courses as and when desired with due approval from the BoS.

2. A PG student may opt for the course **CC-506 (1+0)**, in lieu of **CC-504** when Laboratory Techniques are of no relevant use, subject to recommendation of SAC

1.02.12 Pre-requisite course(s): It is the course which is specified for equipping the background knowledge of a student in a major course. Normally a student will earn credit for such a course, but if a post-graduate student is to undergo any undergraduate course as a pre-requisite, the student shall have to earn 'S' (satisfactory) grade *vide* clause 3.08.02 of these Regulations.

1.02.13 Deficiency course(s): The deficiency courses are those in which a student is considered deficient for a P.G. degree programme as decided by the concerned Student Advisory Committee (SAC). The student shall take such course(s) over and above the scheduled course(s) of major, minor and supporting disciplines as part of the degree programme. After successful completion of such course(s), the student shall have to earn 'S' (satisfactory) grade *vide* clause 3.08.02 of these Regulations.

1.02.14 Elective Course(s): Elective courses are the specialized courses from the major discipline that the student may select besides the core and optional courses. Elective courses are presently recommended for MBA (Agri Business) and M.Sc (Agril.Biotechnology) degree programme only.

1.02.15 Bridge Course(s): Bridge courses are the courses which the students from non- agricultural streams getting admission into PG degree programmes of the University must take, in addition to the scheduled Major, Minor and Supporting courses. For M.Sc in Agricultural Biotechnology students, provision of bridge course will not apply. Respective departments shall devise and maintain Bridge courses accordingly with the approval of the BoS.

1.02.16 Grade: Grade signifies the level of standard of qualitative/quantitative academic achievement, which a student attains in a particular course and is expressed in numerical value in 10.00 point scale [Illustration at Clause No.3.08.02].

1.02.17 Grade point: It represents the product of the grade (*vide* Clause No. 3.08.02) obtained in a course and the corresponding credit hours. Thus, in a course of 3 credit hours, if a student earns a grade of 7.500, her/his grade point will be $(7.500 \times 3) = 22.500$.

1.02.18 Grade point average (GPA): It determines the overall performance of a student in all courses taken together in a semester. It is the average of grade points of a student which is worked out by dividing the total Grade Points earned in all the courses taken in a semester by the total credits of the courses, excluding those of non credit courses in a semester. GPA shall be worked out up-to three decimal places. An example:

Course No.	Credit hours	Grade earned	Grade points
Agron-503 (2+1)	3	7.500	22.500
Soil-506 (2+1)	3	8.200	24.600
CP-509 (2+0)	2	7.900	15.800
PBG-510 (2+1)	3	8.000	24.000
PP-501 (2+1)	3	7.600	22.800
ABT-503 (3+0)	3	8.500	25.500
	17		135.200

So the GPA will be 135.200 divided by 17 = 7.95294 and shall be recorded as 7.952 but not 7.953 as no rounding up is allowed at this stage.

1.02.19 Cumulative grade point average (CGPA): It is the average of accumulated grade points of a student, which is worked out by dividing the cumulative total of grade points by the cumulative total of credit hours of all the courses taken (excluding those courses for which „S” or „US” grade is awarded) and completed by a student from the entry in a degree programme of the University at a specified time. For the first semester of a degree programme, the GPA and CGPA shall be the same.

The CGPA shall be worked out up-to three places of decimals as in the case of GPA and at the end of the degree programme, the same will be rounded up to two decimal places. In case of rounding up, adding of „1” has to be undertaken in the 2nd place of decimal only when the 3rd decimal is 5 or above. But in no case the CGPA should be rounded up to 6.00 or 7.00 or 8.00 or 9.00 or 10.00.

1.02.20 Course Teacher: Course Teacher is a faculty who is assigned by the HoD to teach a course/part of a course based on her/his specialization/ capabilities. There may be one or more Course Teachers for a particular course. The Course Teacher, besides conducting classes is also responsible to the HoD for ensuring the coverage of the prescribed syllabi, fulfilling the prescribed requirements mentioned in clause 1.02.03, evaluation of students” performance in the concerned course and preparation of grade sheets.

1.02.21 Course Leader: Course Leader is the Course Teacher who coordinates the teaching programme of the concerned course. The Course Leader, besides conducting classes is also responsible to the HoD for ensuring the coverage of the prescribed syllabi, fulfilling the prescribed requirements as mentioned in clause 1.02.03, evaluation of students” performance in the concerned

course, preparation of grade sheets and submission of grade sheets and attendance records to the DPGS, through the HoD.

1.02.22 Major Adviser: Major Adviser is a faculty from the Major Discipline who acts as a mentor for the student by guiding her/him in studies/research work as Chairperson in consultation with the other members of the Students Advisory Committee. He is also responsible for assigning the topic of research to the student, constituting the Students Advisory Committee (SAC), helping the student in preparing the synopsis of research, filling up and submitting the Programme of Work, Registration Card, Progress Report and research grades of the student at the end of each semester and getting done by the student all such corrections/modifications etc. as may be suggested by the faculty members in the thesis seminar, by the external examiner of the thesis and by the examiners in the thesis *viva-voce* of the student.

1.02.23 Student's Advisory Committee Member: Advisory Committee Member is a faculty from the Major, Minor and/or Supporting discipline(s) of the student who advises the student in her/his field of expertise, as and when needed by the student for carrying out the academic activities, more particularly the research. In special cases, the concerned HoD may induct member(s) from other disciplines/Faculties/Partnering institutions as well, if situations warrant, subject to endorsement by the BoS (Board of Studies) of the concerned faculty.

A faculty member must clear her/his probation period successfully to become a member to an SAC.

In those departments where qualified staff exists but post-graduate degree programmes do not exist, the staff having post-graduate teaching experience of two years or more may be included in the Students Advisory Committee as member representing the minor/supporting courses with prior approval from the DPGS.

10.03 Academic calendar:

10.03.01 Calendar: The Academic Calendar specifying the schedule of academic activities such as registration, advisement of students, commencement of instructions etc. and indicating the duration of semester shall be prepared by the Academic Cells of the respective Faculties. To the extent possible there should be a uniform Academic Calendar across the Faculties and the Registrar will work out the same in consultation and co-operation with the Academic Cell In-Charges (UG & PG) and the Director of Students' Welfare. The Academic Calendar thus prepared may be placed in the Academic Council for finalization. The same shall be notified by the Registrar well ahead of the beginning of each Academic Year. The Academic Calendar shall also include co-curricular and extra-curricular activities of the students as determined by the Academic Council. Students' holidays also shall be indicated in the Academic Calendar. Schedule of holding the Annual College

Week, Inter College meet and Foundation day(s) may be included in the Academic Calendar.

The Academic Calendar should be strictly adhered to by all concerned, and any activity in the Faculty other than those listed in the calendar should be accommodated in a manner not to cause any disruption to the scheduled critical activities like examination, admission *etc.*

10.03.02 Semester break: Normally, there shall be a break at the end of each semester as specified in the Academic Calendar.

10.04 Award of Degree:

10.04.01 Requirement of courses: The requirements of courses for the award of different degrees by the University shall be as recommended by the Academic Council from time to time.

10.04.02 Requirement for award of degree: A student, enrolled for a particular degree programme must fulfill the minimum requirements as given below, subject to the provision of clause 1.04.01, in order to be eligible for conferment of degree by the University.

Degree	Residence	
	Minimum required *	Maximum allowed**
(i) Master's Degree	4 Semesters	10 Semesters
(ii) Ph. D.	6 Semesters	14 Semesters

N.B.: In case a student fails to complete the degree programme within the maximum duration of residential requirement, his/her admission shall stand cancelled. The requirement shall be treated as satisfactory in the cases in which a student submits his/her thesis/dissertation/project works any time during the 4th and 6th semester of his/her resident ship at the University for Masters" and Ph D programme, respectively.

- A student may be allowed to discontinue temporarily only after completion of course works

* The minimum residential requirements for Master"s and Ph. D. programme in respect of the candidates serving as JRF/SRF/RA/Research functionaries in AAU and students belonging to non-agricultural background shall be not less than **6 and 8 semesters**, respectively.

The maximum credit load for the Master"s and Ph.D programme for the candidates serving as JRF/SRF/RA/Research functionaries in AAU and students belonging to non-agricultural background shall not exceed **14 credits including research in a semester.

- Further, students belonging to non-agricultural background shall have to undergo bridge courses, either simultaneously or separately.

- The maximum residential requirement will be counted with effect from the date of registration into the 1st year 1st Semester including the dropped Semester(s), if any.
- The total credit hours requirement for the Post Graduate degree programme of a student shall be determined by the Students Advisory Committee on the basis of the academic background. The minimum credit requirements for Master's and Ph. D. programmes are indicated below:-

Minimum Credit Requirement for Faculties of Agriculture, Veterinary Science, Community Science and Fisheries

Courses	Master' s Degree other than MBA(Agri-business) & MSc (Agric. Biotechnology)	MBA (Agri-business) Degree	M.Sc (Agricultural Biotechnology)	Ph.D. Degree
Major discipline courses (Core + Optional)	20	20	40	12
Minor discipline courses	8	8	–	6
Elective courses	–	–	2	-
Supporting discipline courses	6	6	15-17	5
Mandatory Course	–	For Internship -6 For Project Work-10	–	–
Sub-total	34	50	57-59	23
Common Courses	5	5	3	5*
Deficiency	–	–	3 (for students from Non-Agri background)	–
Seminar (Major)	1	1	1	1
Seminar (Minor)	–	–	–	1

Seminar (Thesis/Project)	1	1	1	1
Comprehensive examination	Internal oral Comprehensive examination shall be conducted by the SAC only. (Non-Credit)			Pre- Comprehensive oral test shall be conducted by the SAC followed by oral comprehensive examination by external examiner (Non-Credit)
Thesis Research	29 (26 Non- Credit+3 Credit for thesis evaluation)	9 (6 Non- Credit+3 Credit)	20 (17 Non- Credit+3 Credit)	74 (70 Non- Credit+4 Credit for thesis evaluation)
Summer Project/Internship	–	4 Non Credit	–	–
Total	70	70	85-87	100 (105**)

* Exempted if the student had already completed these Common courses in Master's programme

** The total credit requirement is 105 for those students who had not completed 5 credits of common courses in Master's programme.

- **M.Sc (Agricultural Biotechnology)** will continue as of now.

CHAPTER II

REGULATIONS ON ADMISSION, ENROLMENT AND CONTINUANCE OF STUDIES

2.01 Admission :

2.01.01 Admission notice: Notice for admission into various degree programmes of the University shall be issued by the Registrar through news papers well ahead of the date fixed for the commencement of the academic year. The same shall also be put up in the official website: www.aau.ac.in

2.01.02 Admission procedure: The candidate must apply online for admission, by registering and logging on to University's website www.aau.ac.in. The Information Bulletin for admission into the University is to be downloaded well on time and the candidates are expected to go through it carefully before filling up the online application form. Application submitted online within the prescribed date shall be screened by a **Screening-cum-Verification Committee** at the time of Counseling.

- Candidates shall have to appear personally before the Selection Committee at their own expenses, as per scheduled date(s) to be notified in AAU website. Selection and admission of the candidates is strictly on merit basis as per Regulations in force.
- In-service candidates must submit their Release Order/No Objection Certificate from the competent authority to prosecute higher studies in AAU. Admission of In-service candidates from AAU shall be governed by the revised study leave rule as notified from time to time. 1 (One) seat in each of the disciplines in all the Faculties shall be reserved for In-service candidates.
- Admission to M.Sc in Agricultural Biotechnology programme will be given on the basis of the national level entrance test (Graduate Aptitude Test in Biotechnology, GAT-B) conducted by the DBT recognized/approved agency and the qualified students have to apply to the university accordingly within the given time frame.

However, the admission portal shall remain open for the international students throughout the year. Subject to fulfillment of the eligibility criteria, they may be admitted into the next immediate semester. The prospective candidate shall be admitted into the desired programme and will be facilitated by the International Students Advisory Cell (ISA-cell) of the University.

2.01.03 Minimum admission requirement for various degrees: A student must have passed the qualifying examination as detailed below for admission into a particular degree programme of the University.

Degree Programme	Minimum requirement
1. M. Sc. (Agri.)	<ul style="list-style-type: none">• Passed B. Sc. (Agri)/ B. Sc. (Hort.)/ B. Sc. (Agri. Biotech)/B. Sc (Seri)/ B.Sc. (Hons) in Agriculture/ Horticulture/ Forestry from AAU or any other university recognized by AAU, securing a Minimum CGPA of 6.60/10 or 3.25/5 or 2.60/4 for Gen./OBC/UPS category

	<p>and 5.60/10 or 2.75/5 or 2.20/4 for SC/ST/PH. In case where Grade Points are not awarded but only marks are awarded, the candidate must have secured at least 60.00% marks for Gen./OBC/UPS categories and 50.00% and above marks for SC/ST/PH categories. This shall be relaxable for candidates having 5 years of service experience and deputed by the Govt. of Assam /AAU to a CGPA of 2.30 in 4.00 scale or 5.70 in 10.00 scale or 45.00% of marks in traditional system.</p>
2. M. V. Sc.	<ul style="list-style-type: none"> Passed B. V. Sc. & A. H. from AAU or any other university recognized by AAU, securing a Minimum CGPA of 6.60/10 or 3.25/5 or 2.60/4 for Gen./OBC/UPS category and 5.60/10 or 2.75/5 or 2.20/4 for SC/ST/PH. In case where Grade Points are not awarded but only marks are awarded, the candidate must have secured at least 60.00% marks for Gen./OBC/UPS categories and 50.00% and above marks for SC/ST/PH categories. This shall be relaxable for candidates having 5 years of service experience and deputed by the Govt. of Assam/AAU to a CGPA of 2.30 in 4.00 scale or 5.70 in 10.00 scale or 45.00% of marks in traditional system.
3. M.Sc. (Community Science)	<ul style="list-style-type: none"> Passed B. Sc. (H. Sc.)/B.Sc.(Hons.) Community Science from AAU or any other university recognized by AAU, securing a Minimum CGPA of 6.60/10 or 3.25/5 or 2.60/4 for Gen./OBC/UPS category and 5.60/10 or 2.75/5 or 2.20/4 for SC/ST/PH. In case where Grade Points are not awarded but only marks are awarded, the candidate must have secured at least 60.00% marks for Gen./OBC/UPS categories and 50.00% and above marks for SC/ST/PH categories. This shall be relaxable for candidates having 5 years of service experience and deputed by the Govt. of Assam /AAU to a CGPA of 2.30 in 4.00 scale or 5.70 in 10.00 scale or 45.00% of marks in traditional system. B. Tech. (Food Technology)/ B.Sc. Food Science & Technology/ Horticulture/ Biochemistry with the above CGPA/ Percentage of Marks may also apply for M.Sc.(H.Sc./C.Sc.) in Food Science & Nutrition B.Sc.(Agri) with the above CGPA/Percentage of Marks may also apply for M.Sc.(H.Sc./C.Sc.) in Community Science Extension & Communication Management
4. M. Sc. (Agri.) in Sericulture	<ul style="list-style-type: none"> Passed B.Sc.(Seri)/B.Sc. (Agri)/ B.Sc.(Hort)/ A candidate must have passed B.Sc. with Zoology, Chemistry and Botany, preferably with honours in Zoology with at least 45% marks in aggregate and should have at least 3 years of service experience and must be sponsored by the Govt. of Assam or the Central Silk Board. For fresh students, the candidate must have passed B.Sc.(Seri)/B.Sc.(Hons.) Sericulture from this University or any other University recognized by the Assam Agricultural University securing a minimum CGPA 2.60/4.00 or 3.25/5.00 or 6.60/10.00 scale for Gen/OBC/UPS Category and 5.60/10.00 or 2.75/5.00 or 2.20/4.00 for SC/ST/DAC Category. In case where Grade points are not awarded, only marks are awarded, the candidate must have secured at least 60% marks for GEN/OBC/UPS Category and 50% marks for SC/ST/DAC Category. <p>Candidates with B.Sc. (Agri)/ B.Sc. (Hons) Agriculture, with equivalent CGPA are also eligible to apply. However, preference will be given to B.Sc.(Seri)/ B.Sc.(Hons.) Sericulture students for admission into M.Sc.(Agri) Sericulture programme.</p>

5. M.B.A. (Agri Business)	<ul style="list-style-type: none"> A candidate must have passed the B.Sc. (Agri), B.E. (Agril. Engineering), B.Sc. (Dairy Science), B.Sc. (Home Science), B.F.Sc. or B.Sc. (Forestry), B.Sc.(Hons) Agri/Hort/H.Sc./ Forestry/B.Tech (Ag. Engg.) of four year duration or BVSc& AH degree examination of 5 or 5 and a half year duration of this University or any other University recognized by this University securing a minimum CGPA of 2.60 in 4.00 or 3.25/5.00 or 6.60/10.00 for Gen/OBC/UPS category and 2.20/4.00 or 2.75/5.00 or 5.60/10.00 for SC/ST/DAC category. This is relaxable to candidates having 5 years of service experience and deputed by Govt. of Assam to a CGPA 2.30 on 4.00 scale or 5.70 on 10.00 scale or 45.00% marks in the traditional system. In the case where grade points are not awarded only marks are awarded, the candidate must have secured at least 60% marks for Gen/OBC/UPS category and 50% marks for SC/ST/DAC Category.
6. M.F.Sc.	<ul style="list-style-type: none"> Passed B.F.Sc./B.Tech.(Fisheries Science) from AAU or any other university recognized by AAU, securing a Minimum CGPA of 6.60/10 or 3.25/5 or 2.60/4 for Gen./OBC/UPS category and 5.60/10 or 2.75/5 or 2.20/4 for SC/ST/PH. In case where Grade Points are not awarded but only marks are awarded, the candidate must have secured at least 60.00% marks for Gen./OBC/UPS categories and 50.00% and above marks for SC/ST/PH categories. This shall be relaxable for candidates having 5 years of service experience and deputed by the Govt. of Assam /AAU to a CGPA of 2.30 in 4.00 scale or 5.70 in 10.00 scale or 45.00% of marks in traditional system.
7. M.Sc. (Agri) in Biotechnology	<ul style="list-style-type: none"> A candidate must have passed bachelors degree of 4-year duration in Agriculture/Horticulture/ Forestry/ Sericulture from AAU or any other University recognized by AAU securing a minimum CGPA 2.60/4.00 or 3.25/5.00 or 6.60/10.00 scale for Gen/OBC/UPS Category and 2.20/4.00 or 2.75/5.00 or 5.60/10.00 scale for SC/ST/DAC Category. In case, where Grade points are not awarded, only marks are awarded, the candidate must have secured at least 60 % marks for GEN/OBC/UPS category and 50 % marks for SC/ST/DAC Category. While preference will remain with the graduates in agriculture and allied sectors, the programme shall also be open to the candidates with a bachelor degree in Biochemistry/Bioinformatics/ Biotechnology/Botany/ Microbiology as well, and in such cases, they shall have to undergo bridge courses, as determined by the University.
8. M.Sc in Agril Biotechnology (GAT-B)	<ul style="list-style-type: none"> The programme has been introduced from the year, 2020-21 with direct funding from DBT as per approved syllabi. The candidates shall be selected on basis of the Graduate Aptitude Test in Biotechnology (GAT-B) to be conducted nationally by DBT or DBT- approved agencies. Besides clearing GAT-B, a candidate must have <ul style="list-style-type: none"> - passed B. Sc. (Agri)/ B. Sc. (Hort.)/ B. Sc. (Agric. Biotech) /B.Sc.(Seri)/B.Sc.(Hons.)Agriculture/ Horticulture/ Fisheries/ Forestry/ Sericulture/Home/Community Science, from AAU or any other university recognized by AAU, securing a Minimum CGPA of 6.60/10 or 3.25/5 or 2.60/4 for Gen./OBC/UPS category and 5.60/10 or 2.75/5 or 2.20/4 for SC/ST/PH Category. <p style="text-align: center;">Or</p> Passed B.Sc. in Biology/Botany/Zoology/Life Sciences/ Biotechnology/Bioinformatics/Biochemistry/Microbiology from a recognized University.

	<ul style="list-style-type: none"> In the case where Grade Points are not awarded, but only marks are awarded, the candidate must have secured at least 60.00% marks for Gen./OBC/UPS categories and 50.00% and above marks for SC/ST/PH categories. This shall be relaxable for candidates having 5 years of service experience and deputed by the Govt. of Assam /AAU to a CGPA of 2.30 on 4.00 scale or 5.70 on 10.00 scale or 45.00% of marks in the traditional system.
9. M.Tech (Food Processing Technology)	<ul style="list-style-type: none"> B.E./B. Tech. in Food Science/Food science and Technology/Food Technology and Management/Food Technology/Food Process Engineering/ Food Engineering/ Dairy Engineering / Dairy Technology/Agricultural Engineering/ Agricultural & Food Engineering/Agricultural Process Engineering/ Dairy and Food Engineering /Chemical Engineering Or Minimum 4 year degree in Agriculture/ Horticulture/ Home Science/ Fisheries Science/ B.V.Sc/Biotechnology/Food Science/ Food & Nutrition and allied disciplines Or M.Sc. in Chemistry, Biochemistry, Biology, Zoology, Botany, Life Sciences, Food Sciences, Food Technology and allied disciplines (with three-year Bachelor degree).
10. M. V. Sc. in Veterinary Biotechnology	<ul style="list-style-type: none"> For admission to the M.V.Sc. the degree programme in Animal Biotechnology, a candidate has to pass B.V.Sc& A.H. from a recognized university securing a minimum CGPA of 2.60 on 4.00 scale or 6.60 on 10.00 scale. In the case where Grade points are not awarded only marks are awarded, the candidate must have secured at least 60% marks for Gen/OBC/UPS category and 50% marks for SC/ST/DAC category. Out of 15 seats available per year, 10 seats are open for candidates qualifying Graduate Aptitude Test in Biotechnology (GAT-B) to be conducted nationally by DBT or DBT-approved agencies. The rest of the seats will be filled up from the Common Merit List for the Faculty of Veterinary Sciences prepared based on NTA scores secured by the prospective candidates or as per the procedure decided by the Academic Council time to time.
11. Ph. D. in Agricultural Science/Community Science and Fisheries Science	<ul style="list-style-type: none"> A candidate must have passed M.Sc. (Agri)/ M.Sc.(H.Sc.)/ M.F.Sc. (As the case may be) degree examinations in the concerned discipline of this University or any other University recognized by this University with basic degree in Agriculture/Home Science/Fisheries Science with a minimum CGPA of 2.60 in 4.00 scale or 6.50 in 10.00 scale or 60.00% of marks in the traditional system relaxable for 20 deputed candidates having 5 years of service experience to a CGPA of 2.47 in 4.00 scale or 6.22 in 10.00 scale or 56.89% of marks in the traditional system. One seat in each of the disciplines shall remain reserved for in-service candidate of AAU/ Govt. of Assam. Note 1: Considering the HR needs in the field of Biotechnology, 30% of the total intake of the Ph.D. programme in the Department of Agricultural Biotechnology under the Faculty of Agriculture shall be made open to the Non-Agri students completing 10+2+3+2 pattern mastering in Biochemistry/ Bioinformatics/ Biotechnology/ Botany/Microbiology with 55% marks. Such students shall have to undergo a bridge course, either simultaneously or separately. Note 2: Candidates interested to pursue Ph.D. programme in Tea Husbandry & Technology shall have to clear an Entrance Test to be

	conducted by the concerned Department on a date to be notified separately. The students are to exercise their option in online application form accordingly. The Academic Council shall be at its liberty to modify the admission procedure as per need & situational demand.
12. Ph. D. in Veterinary Science	<ul style="list-style-type: none"> A candidate must have passed M.V.Sc. examination in concerned discipline of this University or any other University recognized by this University with basic degree in Veterinary Science with a minimum CGPA of 2.60 in 4.00 scale or 6.50 in 10.00 scale or 60.00% of marks in traditional system.

N.B:- The Academic Council shall determine from time to time the percentage of marks/CGPA and other requirements for admission and the same shall be incorporated in the Information Bulletin to be published every year for admission into different degree programmes of the University.

2.01.04 Registration of Project personnels for Ph.D programme:

- The candidates serving as JRF/SRF/RA/Technical Assistant/Research functionaries at AAU are eligible to apply for admission into the PG Programme subject to fulfillment of other eligibility criteria. The prior approval of PI of the project is mandatory to consider the application of project personnel for PhD admission.
- The candidates need to submit the declaration stating that the project work shall not be compromised because of PhD programme. Further, in order to justify the project work and PhD programme, the number of course credits should not be more than 14 including research in a semester for the project personnel.

2.01.05 Gap period certificate: In case of a candidate having a break in programme of studies at various levels, a Gap Period Certificate (format given in the *Information Bulletin* as **Annexure-I**) from the Local Police Authorities must be produced at the time of counseling.

2.01.06 Permanent Residence Certificate: All candidates belonging to the State of Assam and the candidates under Higher Fee Category must submit the Permanent Residence Certificate issued by the Competent Authority (Deputy Commissioner/ District Magistrate / SDO, Civil) of the Government concerned. However, it is exempted for the candidates belonging to the following categories:

- Sponsored by ICAR/VCI
- Nominated/sponsored by NEC
- Children of defense personnel, paramilitary force personnel, ex- service and serving armed force personnel
- Wards of Kashmiri migrants/non-migrants
- Belonging to the states/union territories other than Assam for specializing in Tea Husbandry & Technology
- In-service candidates deputed by the Govt. of Assam

(g) Foreign, NRI & NRI-sponsored candidates

(h) Students clearing the GAT-B

2.02 Admission capacity:

2.02.01 Maximum number of seats: The maximum number of students to be admitted to the various degree programmes each year shall be decided by the Academic Council as per provision of the AAU Act.

2.02.02 Reservation of seats: Subject to revision from time to time, the Board of Management, on the recommendation of the Academic Council, shall determine and prescribe reservation of seats, including the number, in various degree programmes of the University and to be notified through the Information Bulletin for admission into different degree programmes of the University.

- Subject to availability of seats, any Indian national can seek admission directly into various P.G. degree programmes of the University on payment of higher fee provided the essential eligibility requirements are fulfilled.
- The seats under International student's category shall be extra-numeral in nature and the number of seats under this category shall be determined by the Academic Council from time to time.

2.02.03 Filling up of reserved seats remaining vacant: The reserved seats left unfilled under any category shall be filled up from general merit list.

2.03 Screening and selection of students for admission to different degree programmes:

The Registrar with the approval of the Vice-Chancellor shall constitute the Screening-cum Verification Committee to screen/verify the applications on the date of Counseling, based on the prescribed qualifications and criteria. The counseling cum admission of students may be carried out either on offline or online mode depending on the situation, as decided by the Academic Council. On endorsement of the duly constituted Selection Committee, the eligible applicants shall be admitted in order of merit on the date of counseling itself.

- All students must submit their original certificates/ mark sheets at the time of admission.

2.04 Admission/Enrolment:

2.04.01 Admission of newly selected candidates into a degree programme:

- a) A candidate selected for admission into a degree programme shall have to get admitted/ enrolled by paying the requisite fees and other dues on the date of admission. In the event of failure to pay dues on the specified date(s) the student shall forfeit the seat and the seat so vacated shall be filled up by the next candidate in the merit list. The seats remaining vacant after the 1st counseling shall be filled up in order of merit, at the 2nd counseling, normally on the 7th working day after the 1st counseling. The student must be present in person at the College for necessary advice and orientation on the specified date(s) as may be notified.

- b) The date of joining the classes may be extended by the DPGS by 5 days from the scheduled date of orientation. However, such students should bring it to the notice of the DPGS in writing on the first day of orientation. Failing to do so will forfeit the seat and the same will be offered to the next candidate(s) in order of merit on the date of 2nd (second) counseling.
- c) A student may be allowed by the DPGS on the recommendation of the Head of Department to transfer his registration from one P.G. Department to another within 15 (fifteen) days from the date of commencement of the first semester/last round of counseling, provided that vacant seat is available in the Department to which the student wants to get transferred.

2.04.02 Medical fitness: Admission into any of the degree programmes of the University shall be subject to the candidates being declared medically fit by the University Medical Officer or a Medical Board constituted by the University for the purpose. The candidate shall have to submit a duly filled in prescribed format given in the Information Bulletin and present herself/himself for medical examination on the date of interview/admission, if and when necessary. Necessary fees as prescribed by the Academic Council shall have to be paid by the candidates for such test.

2.04.03 Fees: The fees and other charges *etc.* to be paid by the students shall be determined by the Academic Council from time to time and the same will be incorporated in the Information Bulletin.

2.04.04 Students' Roll Number: A student admitted into a degree programme shall be allotted a Roll Number, which will be used for her/his entire degree programme. In the Roll No., the year of admission is followed by the name of the Faculty (by mentioning only the first letter in upper case) suffixed by M (for Master's Degree) or D (for Doctorate Degree) and the name of the Campus (by mentioning the first letter in upper case) and then the student's serial number allotted at the time of admission. For instance, a student who has taken admission into Master's Degree programme in the Faculty of Agriculture at Jorhat Campus in 2010 and gets 25 as serial number will have Roll Number 2010-AMJ-25.

[In case of students admitted in the 2nd (second) semester of an academic year, the Roll No. shall be suffixed by (ii) at the end. [Example: 2022-ADJ-25(ii)]

2.04.05 Admission of continuing students: A continuing student shall get admitted into each semester by paying the prescribed fee for the purpose on the date(s) specified along with the necessary Admission Slip cum Clearance Certificate (**Form No. PG-01**). The date of admission can be extended by the DPGS for a period not exceeding 7 days with a late fine. However, under extraordinary circumstances arising due to serious illness, natural calamities, *bandhs* resulting in restriction of movement of the students, the DPGS may allow such student to take admission *in absentia* within the prescribed period. However, in case of serious illness, certificate from District Medical Officer and in case of natural calamities/ *bandhs*, certificate from the Deputy Commissioner/ Sub-Divisional Officer (Civil) must be produced. No further extension of time can be allowed under any circumstances.

2.05 Registration:

2.05.01 (a) Registration of student into the University : A student shall have to register her/his name as student of the University on payment of prescribed fees at the time of admission by submitting duly filled-in prescribed Application form for Registration of Students (**Form No. PG-02**) to the respective Heads of the Department, which

shall reach the Registrar within 2 (Two) months from the date of admission through the DPGS. The Registrar shall issue Registration Receipt (**Form No. PG-03**) to the student. Her/his registration shall continue until she/he migrates from the University. No student shall be awarded degree unless she/he is duly registered.

2.05.02 Procedure for transfer with migration: For transfer of a student from the University, she/he shall have to apply (**Form No. PG-04**) along with Clearance Certificate (**Form No. PG-05B**), deposit necessary fees, return the Registration receipt issued to her/him for obtaining the Migration Certificate *i.e* **Form No. PG-06**. A candidate from corresponding Faculties of other Universities of India recognized by this University may be considered for admission into a degree programme of this University subject to fulfillment of minimum requirements for admission and on production of proper credentials from the University/Board/ Council last attended in the form of a Migration Certificate. The Students' Scholastic Committee shall decide about the transfer of credits of such students.

2.06 Post-Graduate students' study programme:

2.06.01 Constitution of the Student's Advisory Committee:

- (a)** For every student admitted to a post-graduate degree programme there shall be a Students Advisory Committee (SAC). The concerned HoD shall, within 35 days (Thirty five) from admission into the first semester select a teacher of the discipline as Major Advisor. To the extent possible, equal opportunity be given to all the teachers/scientists/extension specialists of the discipline for guiding the post-graduate students. However, preference may be given to those faculty members who have handled or are handling research projects earned on competitive mode. Ph.D guide-ship may also be offered to the scientists of the Indian Council of Agricultural Research subject to fulfillment of the eligibility criteria *vide* Clause No. 2.06.02(b) below. An MOU to this effect shall have to be signed between such Institute(s) and AAU, clearly indicating the composition of the Students Advisory Committee (if already constituted), conduct of meetings, mobility of the Scholar/Major Adviser, financial implications, research ownership/outcome, patent rights and other relevant issues.
 - (b)** The Major Adviser/Chairperson in turn shall constitute a Student's Advisory Committee [as per provisions of clause 3.17.02] consisting of at least one member from the major discipline and one each from the minor and supporting discipline(s) of studies apart from herself/himself for Master's degree programme. For Ph.D. degree programme, at least two members from the Major discipline, one being the Head of the Department (in case the Head of the Department declines or otherwise becomes ineligible *vide* sub-clause (d) below to be the member) and 1 (one) each from the minor/supporting discipline(s) of studies shall be included.
- The maximum number of members in a Students Advisory Committee (SAC) of Masters and Ph.D programme should not exceed 6 (six) and 7 (seven) respectively. The Students Advisory Committee (**Form No. PG- 07 for Masters & Form No. PG-08 for Ph.D**) thus constituted shall be sent to the Director, Post-Graduate Studies within 45 (Forty five) days from selection of Major Adviser for his approval. In case the Major Adviser is from out campus, one of the members of the Students Advisory Committee from the major discipline shall act as Co-Major Adviser on advice of the Major Adviser.
 - Besides, if a scientist from any collaborating Institute/Organization, on the recommendation of the Board of Studies (BoS) of the concerned Faculty is included

in the Students Advisory Committee, she/he shall act either as Co-Major Adviser or as member primarily on the basis of intellectual input and time devoted for carrying out the research work at the particular institution in addition to the above members.

- (c) In case the Major Adviser leaves the University for a period exceeding 6 (six) months on training/higher studies *etc.* or a permanent vacancy is created due to any unforeseen reason, the Head of the Department shall select another member preferably from within the Students Advisory Committee (SAC) in the major field to act as the Major Adviser with the approval of the DPGS subject to fulfillment of eligibility criteria. In case of temporary absence, not exceeding 6 (six) months, of the Major Adviser, the other senior member of the Advisory Committee for the major field shall act as the Major Adviser till she/he returns. However, if the Major Adviser retires from service during the period of post graduate degree programme of the student, and if by then the student had completed a fair amount of research work as endorsed by the Student's Advisory Committee, she/ he may continue to be the Major Advisor up-to a maximum period of 6 (six) months after retirement with prior intimation to the DPGS. Any vacancy caused in the SAC shall be filled up by the Major Adviser with the approval of DPGS. In case a member of the SAC is absent for more than 2 (two) months, the Major Adviser will nominate another teacher as member for that period, if necessary, with the approval of the DPGS.

N.B: Retiring person may not be allotted Master's degree student if he/she is left with less than 2 years of service and Ph.D. student, if left with less than 3 Years of service.

- (d) A faculty member shall not act as Major Adviser of more than 5 (Five) students simultaneously, of which Ph.D. students should not be more than 3 (three), and shall not act as member for more than 10 (ten) Students Advisory Committees. However, this rule is relaxable in case of discipline(s) like Agricultural Statistics which is to be registered as Supporting Discipline as per requirement by large many students. The Head of the concerned discipline shall intimate the DPGS on time, seeking such relaxation.
- (e) A faculty member shall become eligible to become a member of the Students Advisory committee (SAC) only after successful completion of probation period.
- (f) The SAC should meet at least once in a semester to assess the academic progress of the student and send the Progress Report (**Form No. PG-09**) through the Head of the Department to the DPGS within the semester.

2.06.02 Qualifications of teachers for recognition as Major Adviser

a. Master's degree programme:

- (i) A teacher in the rank of Assistant Professor and above with Master's Degree having professional experience for at least 3 (three) years or an Assistant Professor with Ph.D. degree after completion of at least 1 (one) year of service after the probation period be recognized as Major Adviser for the Master's Degree programme.

Or

- (ii) An Assistant Professor having to her/his credit a minimum of 3 (three) NAAS/equivalent rated research papers each with score 6.00 or more than 6.00 and has successfully put in at least 1 (one) year of service after the probation period.

b. Ph.D. degree programme:

- (i) A teacher not below the rank of Associate Professor with Ph.D. degree who has completed at least 3 (three) years of service after Ph.D. degree and has successfully acted as Major Adviser of at least 3(three) Master"s degree students (after declaration to have qualified for the degree) of AAU or in any University/Institution recognized by the AAU.

or

- (ii) A teacher not below the rank of Associate Professor with Ph.D. degree who has completed at least 3 years of service after Ph.D. degree and published minimum 5(five) research papers in standard Journals (NAAS Rated / Web of Science/ Scopus indexed).

or

- (iii) An Assistant Professor or equivalent with Ph.D. degree who has completed 5(five) years of service in the rank and have successfully acted as Major Adviser of at least 3 (three) Master"s degree students of AAU or any University/Institute recognized by the AAU (after declaration to have qualified for the degree) and published at least 5 (five) research papers in standard journals (NAAS Rated / Web of Science/ scopus indexed).

The teachers/scientists shall apply with detailed particulars in prescribed proforma (**Form No. PG-10**) to the DPGS through the HOD, for her/his approval to be recognized as Major Adviser. A scrutiny committee is to be constituted by the DPGS for screening of such proforma submitted by teachers/scientist and the DPGS shall place the proposal before the Post Graduate (PG) Committee for recommendation.

2.06.03 Post-Graduate students" Programme of Work (PPW) : After due consultation with the Major Adviser, the student shall draw up the total programme of work (PPW) required for the Post- graduate programme which shall be finalized by the Students Advisory Committee and submitted for approval to the DPGS in prescribed form (**Form No. PG-11**), through the HoD, within 90 (Ninety) days from the date of admission into the programme. The last date of submission of PPW shall be mentioned in the Academic Calendar. Copies of the approved programme shall be retained in the Directorate of PG Studies and also be sent to the HoD, Major Adviser, Registrar and the student concerned. Any subsequent change(s) in the programme shall have to be approved by the Director, Post-Graduate Studies on the recommendation of the Students Advisory Committee and shall be intimated to all concerned.

2.06.04 Post-Graduate semester course registration: At the time of enrolment in a semester the student shall register for courses/research work of that semester as determined in consultation with the Major Adviser, subject to the provision of clause 2.06.03. A total of 5 (Five) copies of the programme (Semester Course Registration Card) in the prescribed form (**Form No. PG-12**) duly signed by the concerned persons shall be submitted to the DPGS who in turn shall send 1 (one) copy each to the Registrar, Head of the Department, Major Adviser and the student concerned.

2.06.05 Withdrawal/ addition of course : A Post-Graduate student on the recommendation of the Major Adviser may withdraw a course(s) or take new course but not later than 15 (fifteen) days after the commencement of the semester subject to the

minimum and maximum study load prescribed, as per clause 2.06.03 and 2.07.01. Request for such withdrawals or additions of course(s), if any, must be made in the prescribed forms (**Form No. PG-13**). In case of withdrawal, „**W**“ should be marked in the appropriate column of the Semester Course Registration Card.

2.07 Credit load in semester:

2.07.01 Maximum credit load: A Post-Graduate student shall not take more than **20** (twenty) credits in a semester including research work. However, the maximum credit loads for the students pursuing M.Sc (Agril. Biotechnology) shall stand at 24 (twenty four) credits in a semester. The maximum number of Course credits should not be more than 14 (fourteen) credits including research in a semester for the JRF/SRF/RA/Research personnel, who intend to register for Masters/Ph.D programme in AAU.

2.07.02 Students“ Scholastic Committee: There shall be a Students“ Scholastic Committee for Post Graduate students for each Faculty. The Committee shall recommend transfer of credit for students migrating from other Universities/ institutions recognized by this University. The Committee shall consist of:

(i) DPGS	Chairman
(ii) Registrar/Joint Registrar (Academic)	Member
(iii) One faculty member nominated by the Chairman	-do-
(iv) Two Heads of the Department nominated by the Chairman	-do-
(v) In-Charge Academic Cell (PG)	Convenor

The Chairman shall constitute the committee with the approval of the Vice Chancellor. The term of office of the nominated members shall be for 2 (two) years on rotational basis. The Chairman may co-opt another teacher as and when necessary.

2.07.03 Transfer of credit from other Universities:

- (a) On recommendation of the Students“ Scholastic Committee, transfer of the credit from other recognized University or other Institutions recognized by the Assam Agricultural University may be allowed.
- (b) The Scholastic Committee shall scrutinize the course credit of a student migrating from other Universities to this University for transfer of credit already earned in other Universities in relevant courses as per requirement of this University. The Committee shall determine her/his total credit requirements and course programme at this University. If need be, the Committee may conduct comprehensive test to ascertain the proficiency of the candidate in such course(s). The Committee may decide as to how many credits equivalent may be transferred towards calculating the CGPA of the candidate. The Advisory Committee shall accordingly determine the course programme for such student(s).

2.07.04 Post-Graduate Committee: There shall be a Post Graduate Committee for each Faculty consisting of the following members:

- | | | |
|-------|-----------------------------------|------------------|
| (i) | Director of Post-Graduate Studies | Chairman |
| (ii) | Dean/Assoc. Dean | Member |
| (iii) | Director of Research | -do- |
| (iv) | Joint Registrar (Academic) | -do- |
| (v) | All Heads of P.G. Departments | -do- |
| (vi) | In-Charge Academic Cell (PG) | Member Secretary |

- Presence of $2/3^{\text{rd}}$ (two third) members shall form the quorum.

Duties and responsibilities:

The Post Graduate Committee of a Faculty shall have the general jurisdiction over all matters relating to Post Graduate education including academic standard. But matters pertaining to introduction, alteration, addition and modification of Post Graduate curriculum shall be routed through the Board of Studies (BoS) to the Academic Council for consideration. The P.G. Committee shall recommend the names of teacher to be recognized as Major Advisers of Master's and Ph. D. Degree Programmes. The committee shall also finalize the application for the award of AAU State Merit Scholarship (SMS) and other related financial assistance as per the prescribed norms. The Committee shall normally meet once in a semester.

2.08 Course programme(s):

2.08.01 Course credits and syllabi: The details of the course credits and syllabi for different degree programmes shall be as approved by the Academic Council from time to time, on the recommendation of the Board of Studies (BoS). Proposal for introduction or changes in any course to be offered in any of the degree programme of the University shall be routed through the BoS for approval of the Academic Council. Any subsequent changes, felt necessary, of the approved course contents may be made by the BoS without changing the course title and credit hours. Such changes shall have to be communicated to the Registrar.

2.08.02 Approval of syllabus: There shall be an approved syllabus for each course offered by a Department in a degree programme. The syllabus shall be approved by the Academic Council on the recommendation of the BoS. A syllabus will consist of topics for theory and/or practical. The broad syllabus must be followed by a detailed lesson plan worked out for the purpose, by the course teacher(s) in consultation with HoD.

2.09 Class attendance:

2.09.01 Maintenance of record: The concerned course teacher(s) shall maintain a record of the students' attendance in the prescribed Attendance Register and submit the record to the concerned Academic Cell through the HoD along with the grade sheet within 10 (ten) days after the end term/Semester Final examination of the course. The HoD shall monitor the attendance of all the courses offered by the Department. The concerned course leader shall have the attendance register scrutinized by the

HoD before the mid-term and end term/ Semester Final examination and report the matter to the DPGS in case of any adverse situation.

2.09.02 Minimum attendance requirement: A student shall be required to maintain a minimum of 75 (seventy-five) per cent attendance separately for theory and practical in each course failing which she/he shall not be allowed to appear in the End-term/Semester Final examination and be awarded „P” grade in that course. Such a student shall not be allowed admission in the next semester, and shall have to repeat the course when offered. Her/his GPA/CGPA shall be calculated only after successful completion of the course(s). It shall be the responsibility of a student to ensure that her/his attendance requirement does not fall short of the minimum fixed. A student who fails to attend classes for the entire semester/year without necessary approval from the competent authority, her/his studentship shall stand cancelled forthwith and will be debarred from continuing the course of studies.

2.09.03 Condonation of attendance: The DPGS may on the recommendation of the Major Adviser concerned, condone shortage in attendance up to 15 (fifteen) percent in a course(s) in exceptional circumstances as given below (a,b,c) and allow students with an attendance of 60 (sixty) per cent or more to appear in the End-term/ Semester Final examination. No condonation under any circumstances shall be granted below 60 (sixty) per cent of attendance in any course(s).

- (a) **Authorized absence under official directives:** The Director of Post Graduate Studies (DPGS) on the recommendation of the Director of Students” Welfare may permit a student to represent the University/Faculty in the Inter-University or Inter-College event(s) or other selected events in the State and the National level. The period for which the student is deputed for the above shall be treated as authorized absence under official directive and be treated as leave. The Director of Students” Welfare as well as the student concerned shall, however, ensure first that minimum attendance requirement shall not fall short of 60 (sixty) per cent. The DPGS shall notify the name(s) of such student(s) with copies to the HoD(s) for conveying the information to the teachers concerned for record and to the Major Adviser. Condonation to the extent of 15 (fifteen) per cent shall also be applicable for the students taking part in training, seminars, conference, workshops etc. on recommendation of the SAC and HoD concerned and also for students” union activities.
- (b) **Serious illness:** Relaxation in minimum attendance requirement should be given up to 15 per cent only in case of indoor hospitalization or for suffering from contagious diseases, viz., chicken pox, jaundice, tuberculosis and hepatitis or for the surgical cases like fractures. If a student is prevented from attending classes owing to serious illness, the student concerned/guardian shall submit an application along with a Medical Certificate from the University Medical Officer and recommendation from the Hostel Warden (in case of a hosteller) or from a Registered Medical Practitioner (in case of a day scholar) within 3 (three) days from the date of reporting to the DPGS after illness, stating clearly in the Medical Certificate the period for which the student was advised treatment and rest. Such application shall be addressed to the DPGS, who may grant leave for those days of absence and inform the Heads of the Departments.
- (c) If a student fails to attend classes due to death of parent/guardian, brothers, sisters, spouse or children she/he shall intimate the DPGS within **7 (seven)** days.
- (d) If a student fails to attend classes due to serious illness of parent/guardian, brothers, sisters, spouse or children which requires her/him to accompany any such

ailing member for specialized treatment outside the state, she/he shall intimate the DPGS within **7 (seven)** days.

2.09.04 Notification regarding class attendance : The record of class attendance of all students in every courses shall be maintained by the course teacher(s) concerned till 3 (three) days prior to the date of commencement of the end-term/Semester Final examination and the names of the students whose percentage of attendance falls short of the prescribed minimum shall be notified 2 (two) days prior to the commencement of the end-term/Semester Final/annual composite examination with intimation to the HoD and the DPGS for their information. As warning to the students, the teacher concerned shall notify in the middle of the semester the name(s) of the student(s) whose attendance in the class(s) falls short of 75 (seventy five) per cent with intimation to the DPGS.

2.10 Departmental attendance for Post-Graduate students:

The Heads of the Departments shall maintain an Attendance Register for Post-Graduate students of each department. All PG students of the department shall sign **twice** in the Attendance Register at 10 a.m. and 4 p.m. on every instructional day. A minimum of 75 (seventy five) per cent attendance shall have to be maintained by all students. Condonation of attendance shall be given as per clause 2.09.03. Failure to maintain departmental attendance as prescribed shall result in cancellation of admission and such student shall have to get re-admitted in the next higher semester /concerned Semester in the next academic year. The HoD shall send a monthly attendance sheet of the students to the DPGS.

2.11 Release of student from a college:

- A student who wants to leave the College during or after completion of the course or after completion of degree programme shall apply in the prescribed format [**Form No. PG-05(A)**] and must officially be released by the Registrar on recommendation of the DPGS on obtaining a clearance certificate in a prescribed form [**Form No. PG-05(B)**].The application must be routed through the Major Adviser and Head of the Department concerned. The student shall return the identity card along with the application form to the DPGS. The copy of the release order shall be sent to the DPGS and the HoD concerned.
- The student shall apply for course completion certificate, if required to the DPGS/Jt. Registrar (Khanapara) with the endorsement from the Major Adviser and concerned HoD.

2.12 Re-admission of student:

A student who leaves the College with permission from the Registrar [**Form No.PG- 05 (A) & PG-05 (B)**] after completion of the course works may be re-admitted after a break of not more than **2 (two)** consecutive semesters [**4 (four)** consecutive semesters in case of AAU In-service candidates] on payment of prescribed re-admission fee. Such a student shall apply through the Major Adviser and Head of the Department to the DPGS for readmission at an appropriate time. The previous semester(s) completed by such a student shall be counted towards the total residential requirements and credits earned along with grades for the degree. This provision of permitted break and re- admission can be availed by a student only once during her/his entire Academic Programme.

2.13 Refund of caution money:

Refund of caution money shall not be made to a student within 1 (one) month from the date of release from the College concerned. The claim for refund of caution money shall not be entertained after a period of **1 (one)** year from the date of release of the student from the College. The caution money shall not be refunded if a student leaves the College without permission and/or does not join and attend any class after the admission. Refund of caution money shall be made against application in prescribed form (**Form No. PG-14**) and on production of Clearance Certificate [**Form No.PG- 05(B)**].

2.14 Collaborative Programmes:

In concurrence with the spirit of **NEP-2020**, the University will be open for collaborative programmes with other Universities/Institutions, both for course requirement and research, as per the terms and references, specifically delineated in the form of MoU. The broad outlines of the existing regulations shall hold good, mutatis mutandis, for this category of students/researchers as well.

2.15 Dual Degree Programme:

As emphasized in the NEP-2020, the university will be at its liberty to introduce dual degree Programme, the guidelines for which shall be prepared by the Academic Council from time to time.

CHAPTER III

CONDUCT OF EXAMINATION, EVALUATION AND GRADING OF STUDENTS

3.01 Coverage of syllabus:

3.01.01 Teaching: The teacher(s) assigned with responsibility by the HoD for a course shall be called Course Teacher(s). Ordinarily not more than two teachers shall be given such responsibility for a single course. However, under special circumstance(s) more than two teachers may also be assigned such responsibility. One of the Course Teachers shall act as the course leader and will co-ordinate the teaching programme of the course. The Course Teacher(s) shall be responsible to the Head of the Department for ensuring the coverage of the prescribed syllabi of the courses including fulfillment of the prescribed requirements as mentioned in clause 1.02.03 and proper training of the students both in theory & practical. The Director of Post-Graduate Studies shall co-ordinate the teaching programme and exercise supervision, through HoD.

3.01.02 (a) Departmental Academic Co-ordination Committee: There shall be a Departmental Academic Co-ordination Committee (**DACC**) with the Head of the Department as Chairman and minimum two to maximum five other teachers as members for a period of 2 (two) years. The members shall be nominated by the Chairman from amongst the faculty members in the discipline. In those departments, where sufficient numbers of teachers are not available in the discipline, the Chairman will nominate any teacher from within the Faculty.

(b) Faculty Academic Co-ordination Committee: There shall be a Faculty Academic Co-ordination Committee (FACC) with the Dean as Chairman and two HoDs, five other teachers as members for a period of 2 (two) years. The members shall be nominated by the Chairman from amongst the faculty members in the discipline.

Duties and responsibilities:

- (i) To verify coverage of syllabus prescribed for a course by the course teacher(s).
- (ii) To verify for compliance of guidelines for evaluation and marking of answer-scripts *etc.*
- (iii) To recommend suitable candidates for **IDEA** & to identify the Industry/Firm/Academia for placement of internes.
- (iv) Any other matter as may be referred to it within these Regulations and also by the DPGS from time to time.

The Committee shall meet twice in a semester at least 10 days ahead of the mid-term and end-term examinations and submit its report to the Dean. In case of Veterinary Faculty, the report will be submitted 10 days ahead of the terminal/annual composite examination.

3.02 Conduct of examinations:

3.02.01 Number and type of examinations in a semester:

- (a) There shall be 3 (three) examinations in Masters programme viz., First test, Mid-term and End-term examination. The End-term examination shall consist of both theory and practical components wherever necessary.
- (b) A student shall not be allowed to appear in the End-term examination without clearing Mid-term examination.
- (c) For Ph.D programme, only 1 (One) i.e Semester Final examination shall be conducted for a duration of 3 hours.

3.02.02 Distribution of marks: The distribution of pattern of questions, duration and marks in theoretical and practical examinations shall be well-defined. The concerned course teacher(s) and 1 (one) teacher nominated by the HoD shall conduct practical examinations. Normally, the distribution of marks for Masters and Ph.D programme shall be as under:

Degree Programme	Examination	Pattern of question	Marks	Duration
Masters	(i) First Test	Objective and short type questions	10	½ hour
	(ii) Mid-term	Objective 30 % and subjective 70%	30	1 hour
	(iii) End-term	Objective 30 % and subjective 70%	60	2 hours
	(iv) Practical	a) Class works, Class records and Assignments b) Practical examination c) <i>Viva-voce</i>	30 50 20	3 hours
Ph.D	(i) Semester Final examination	Objective 30 % and subjective 70%	100	3 hours
	(ii) Practical	a. Class works, Class records and Assignments b. Practical examination c. <i>Viva-voce</i>	30 50 20	3 hours

3.02.03 First test: Course teacher may be given the freedom to evaluate in terms of assignments/seminars/ test which is to be conducted 1(one) month after the commencement of the semester.

3.02.04 Mid-term examination:

- (a) Mid-term examination shall be conducted by respective departments in each College in the middle of the Semester as per Academic Calendar and Time Table circulated by the Directorate of PG studies.
- (b) Notice for Mid-term examinations shall be issued by the DPGS normally at least 15(fifteen) days ahead of the examinations. The notification of holding examinations shall be intimated to the Registrar for record. The schedule of examination shall be completed within **15 (fifteen) days**.

3.02.05 End-term/Semester Final examination:

- a. End-term examination/Semester Final shall be conducted centrally in each College at the end of the semester as per the Academic Calendar.

- b. Notice for End-term /Semester Final examinations shall be issued by the DPGS normally at least 15(fifteen) days ahead of the examinations. The notification of holding examinations shall be intimated to the Registrar for record. The schedule of examination must be completed within 15 (fifteen) days.
- c. The practical examination shall be conducted before the End-term/ Semester Final (theory) examination as per time table circulated by the respective departments.

3.02.06 Suspension of classes during examination:

Classes shall be suspended 3 (three) days prior to the date of commencement of the End-term/Semester Final theory examination.

3.02.07 Re-examination: In the event of any kind of breach of these Regulations, the Vice Chancellor may order for holding any examination afresh on the recommendation of Faculty Evaluation Committee (FEC). However, such re-examination shall have to be placed before the Academic Council for its appraisal.

3.03 Question paper:

The students shall be evaluated for their academic achievement in a particular course through a question paper set for the purpose, following the guidelines approved by the Academic Council from time to time. The question papers for different examinations shall be set as given under:

- Question papers in case of **Masters programme** covering 10 (ten) marks for First test, 30 (thirty) marks for Mid-term and 60 (sixty) marks for End-term shall be set by the course teacher(s) concerned in consultation with the HoD. However, under exceptional circumstances, the HoD may assign the responsibility of setting question paper to any teacher(s) other than the course teacher(s) with due intimation to the DPGS.
- The question papers must reflect the total course syllabus as prescribed. For multi-campus Faculties of Agriculture such as Colleges at Jorhat, Biswanath Chariali *etc.* there will be a common question paper for the End term theory examination for each course.
- For **Ph.D programme**, question paper shall be of 100 (hundred) marks for theory (30 % objective and 70% subjective) and 100 (hundred) marks for practical to be conducted by the course teacher(s) similar to that of Master"s programme.

3.04 Evaluation:

3.04.01 (a) Theory examination: The evaluation of answer scripts of First test, Mid-term and End-term/Semester Final examinations shall be done by the course teacher(s) as per the guidelines. However, under special circumstances, the Head of the Department may assign the responsibility to any other teacher(s) with permission from the DPGS. Evaluation of answer scripts shall be arranged centrally within the Department by the HoD within 10 (ten) days from the date of examination. Course teacher(s) will prepare the final grade sheet(s) and the Course Leader will submit it to the DPGS through the HoD for onward transmission to the Registrar.

(b) Practical examination: The evaluation of **End term/Semester Final/practical component of a course** shall be done by the course teacher and one teacher nominated by the HoD. However, under special circumstances, the HoD may assign the responsibility to any other teacher(s) with permission from the DPGS.

3.04.02 Grace marks:

Grace Marks in any form shall not be awarded under any circumstances.

3.05 Submission of evaluated assignment, answer scripts and mark sheet:

3.05.01 First test/Mid-term/End term (Theory and Practical) examination for Masters:

- After evaluation of the answer scripts of First test and Mid Term, the course teacher(s) shall prepare three copies of mark-sheet (**Form No. PG-15**) and the Course Leader will submit the answer scripts along with two copies of the mark-sheet to the HoD within specified date. The HoD shall notify the marks obtained by the students in the First test and Mid Term examination in the departmental notice board. The Course Leader shall retain the other copy of the mark-sheet for preparation of the final mark/grade-sheet after obtaining signature of HoD.
- After evaluation of the practical examination, the course teacher(s) shall prepare the mark sheet in the **Form No. PG-16** and shall retain the copy with him/her for final preparation of grade sheet in **Form No. PG-17**.
- After evaluation of the answer scripts of the End term and practical examination, the course teacher(s) shall prepare three copies of mark-sheet (**Form No. PG-17**), and the Course Leader shall submit the answer scripts along with two copies of the mark-sheet to the HoD within specified date. The HoD shall verify and submit the same to the DPGS for onward transmission to the Registrar.

3.05.02 Semester Final/Practical examination (For Ph.D):

After evaluation of the practical examination, the course teacher(s) shall prepare the mark sheet in the **Form No. PG-16 (Clause No.3.05.01)** and shall retain the copy with him/her for final preparation of grade sheet. The course teacher(s) shall prepare three copies of final mark-sheet (**Form No. PG-18**) and the Course Leader shall submit the answer scripts along with two copies of the mark-sheet to the HoD within specified date. The HoD shall verify and submit the same to the DPGS for onward transmission to the Registrar.

3.05.03 Minimum qualifying marks: A student must pass separately both in theory and practical examinations of a course and must secure the minimum 60%marks. If the student fails either in Theory or practical, he/she will be awarded „F” in that particular course (Also refer clause No 3.10.04 and 3.10.05).

3.05.04 Custody of answer scripts: The answer scripts (First test, Mid-term and End-term/Semester Final examination) after evaluation shall be in custody of the HoD till the end of the next semester. After that the same shall be handed over to the DPGS for disposal as per rules.

3.06 Absence from examination:

3.06.01 Permission of absence from examination: The students are expected not to remain absent from any of the examinations as mentioned above. A student may be granted permission to remain absent from appearing in any examination strictly under the following conditions:

A. Permission to remain absent shall be granted on the advice of a committee called **“Make-up Examination Committee”** consisting of DPGS / Dean /Assoc. Dean as Chairman and DSW /ADSW / DDSW and Medical Officer as members. In case of hostellers, additionally the concerned hostel warden shall also be a member. A student shall have to apply prior to the start of the examination/on the date of examination to the DPGS/Dean/Assoc. Dean through the Hostel Warden/ Parents/Guardian stating clearly the reason for absence. The Committee after a thorough scrutiny, will allow or disallow a student to remain absent from appearing in the scheduled examination and accordingly permit or forbid the student to appear in the Make-up Examination.

B. **Permission to remain absent from any examination can be granted only in case of-**

i) ***Death of mother/ father/ spouse/ children/ own sibling***

ii) ***Under medical cases:*** She/ he

(a) **suffers from Contagious diseases** (chicken pox/jaundice/ measles/typhoid/tuberculosis/cerebral malaria etc.) requiring at least 7 (seven) days isolation as confirmed by relevant clinical reports as applicable,

or

(b) **undergoes surgical cases** like fractures/major surgical operations requiring at least 3 (three) days post-operative indoor hospitalization supported by relevant clinical reports.

When a student suffers from any ailment as specified above, the University Medical Officer must be informed prior to the start of the examination, whose advice shall be binding on the student. The student shall submit a medical certificate along with all the relevant clinical reports etc. from the Attending Medical Officer/Hospital, which shall have to be countersigned by the University Medical Officer.

iii) ***The student is representing College/ University/ State on official directives of the University.***

- If permitted to remain absent, the student shall be marked **„Ab“** in the grade sheet and allowed to appear in the Make-up Examination upon remittance of the Make-up Examination fee of Rs. 1000.00 (One thousand) per course applicable for both theory and practical examination. However, the students remaining absent with official directives shall be exempted from paying the Make-up examination fee.

- Failure to comply with the above will result in the award of **„F“/“US“** grade in the course(s) concerned. Any breach of trust on the part of the student/parents/ guardian shall make the student liable for appropriate punishment (vide clause 4.07) besides awarding **„F“/“US“** grade for the course(s) concerned. If a duly permitted student fails to appear in the Make-up Examination on the scheduled date and time, she/ he shall be awarded **„F“/“US“** grade in the concerned course.

3.07 Procedure of holding Make-up Examination: The Make-up examination shall be arranged by the DPGS/Dean/Assoc. Dean within 20 (twenty) days from the last date of examination schedule in case of Mid-term; and in case of End term/Semester Final examination, within 20 (twenty) days from the date of commencement of the subsequent semester. The time table of Mid-term/End term/Semester Final/ Make-up Examination will be fixed by the DPGS/Dean/Assoc. Dean. The question papers of End term Make-up Examination will be common for all the campuses within the Faculty and the same time table will be followed. As such, an additional set of question papers should be obtained from the paper setter for any such Make-up Examination.

3.08 Grade points:

Grade points in 10.00 scale is the point expressed in decimal by converting the per_{rd} cent aggregate marks obtained by a student in a course and calculated up to 3 decimal. An example:

Examination	Maximum marks	Marks obtained
Masters" programme		
(i) First Test	10	09.000
(ii) Mid-term	30	18.500
(iii) End-term (theory)	60	51.000
(iv) Practical	100	75.000
Ph.D programme		
(i) Semester Final (theory)	100	78.500
(ii) Practical	100	75.000
Percentage of marks (153.5/200) X 100 = 76.75 (Up to two decimal place)		
Converted to 10.00 scale as grade point = 7.675		

3.08.01 Award of grade points: The concerned course teacher(s) shall award grade points in **Form No. PG-17 and 18 for Masters and Ph.D programme, respectively** following the example indicated above.

3.08.02 System of grading: The grading of a student shall be done in a 10.00 point scale as given below:

	Range of Marks/Particulars	Points/Grade
(i)	100%	10.000
(ii)	99%	9.900
(iii)	98%	9.800
(iv)	97%	9.700
(v)	60%	6.000
(vi)	Below 60%	F grade
(vii)	Satisfactory (60% marks or above)	Designated by „ S “
(viii)	Unsatisfactory (Below 60% marks)	Designated by „ US “
(ix)	Shortage of Attendance (Below 75%)	Designated by „ P “
(x)	Authorized absence in examination	Designated by „ Ab “
(xi)	Unauthorized absence	„ F “ grade
(xii)	Incomplete research work / thesis seminar	„ I “ grade
(xiii)	Incomplete Credit Seminar	„ F “ grade

N.B :

- „**F**“ grade shall carry **0 (Zero)** value
- Students securing „**I**“ grade shall have to register same courses in the next semester.

3.09 Scrutiny of examination related issues/matters:

The Faculty Evaluation Committee (**FEC**) can undertake scrutiny of any examination related issues/matters at any stage as per guidelines approved by the Academic Council from time to time. Such scrutiny shall also be undertaken at the request of student. The committee shall be formed as under:

(i)	Director of Post Graduate Studies	Chairman
(ii)	Director of Students' Welfare	Member
(iii)	Two Heads of Departments nominated by the Chairman	Member
(iv)	Two senior teachers nominated by the Chairman	Member
(v)	In- charge Academic Cell, DPGS	Member Secretary

The Chairman shall constitute the committee with the approval of the Vice-Chancellor. The term of office of the nominated members shall be for 2 (two) years on rotational basis. The Chairman may also co-opt the Associate Dean/HoD of the concerned College/Department as special invitee, if necessary.

3.10 Enrolment in next higher semester/class:

3.10.01 Provisional admission: A student will be allowed to take admission in the next higher semester provisionally, in the event of securing "F"/"US" grades in not more than the specified number of courses as per clause 3.10.04.

3.10.02 Academic Probation:

- If the CGPA of a student falls below critical limit of 6.500, the students shall be placed on Academic Probation till the CGPA is raised to the required minimum.
- A student securing critical CGPA of 6.500 or above in a semester registering „F"/"US" grade in any course shall be placed on „Academic Probation" till the „F"/"US" grade is cleared by appearing in Repeat/ Grade Improvement Examination

3.10.03 Removal of Academic Probation:

- A student on Academic Probation shall be allowed to improve her/his CGPA by appearing in the Grade Improvement Examination in the course(s) where she/he secured below 6.500 within 45 days from the date of commencement of the Semester.
- A student failing to raise her/his CGPA to the required minimum shall continue to be on Academic Probation. A student on „Academic Probation" during a semester who secures CGPA 6.500 or above, without „F"/"US" at the end of a semester shall cease to be on „Academic Probation". A student failing to maintain the minimum CGPA after completion of all the courses of a particular degree programme shall be declared as failed and shall have to register for those courses which she/he wants to improve. Only those courses where she/he secured grade points below 6.500 can be improved.

3.10.04 Examination for removal of „F"/"US":

- A student securing „F"/"US" in more than 3 courses in 1st year 1st semester and more than 2 courses in remaining semesters shall not be allowed admission in the next

semester. Such a student may register her/his name for those course(s) of the concerned semester, in which she/he secured „F“/„US“ grade in the next semester when offered.

- A student securing „F“/„US“ in not more than 3 courses in 1st semester of the 1st year class and not more than 2 courses in subsequent semesters shall be provisionally allowed admission to next higher semester. During this semester such a student shall be allowed to appear in Repeat/Grade Improvement Examination. If the student fails to remove her/his „F“/„US“ grade(s) even after availing the chance of Repeat/Grade Improvement Examination, she/he will not be promoted to the next higher semester. She/he will be readmitted to repeat those courses or all the courses of that semester, if she/he so desires, in the next Academic Session. The better of the two grades for a course shall be taken into account.
- A student completing all the requirements of a degree programme securing CGPA of 6.50 or above but registering „F“/„US“ in any course shall not be eligible for the award of the degree unless the student clears the „F“/„US“ as permissible under the Regulations and maintain the minimum CGPA required for the degree. The degree will be awarded to those students who fulfill all the requirements of the said degree programme and secure CGPA of 6.50/10.00 or above.

3.10.05 Procedure and Manner of holding Repeat/Grade Improvement Examination:

The Repeat/Grade Improvement Examination shall be arranged by the DPGS, within 45 (forty five) days from the date of commencement of the subsequent semester as per time table circulated by the Academic Cell. The Examination shall consist of both theory and Practical examinations to be conducted covering the entire course. The duration of the theory examination shall be of 3 hours having 100 marks in one sitting and the practical examination shall be of 100 marks. The manner of holding the examination shall be subject to clause 3.06.02.

3.11 Grade card:

After the declaration of results of a semester, every student shall be provided with a Grade Card by the Registrar (**Form No. PG-19**) containing the grades obtained in different courses with a copy to DPGS/Dean. The Grade Card after completion of all the requirements of the degree programme shall contain the Cumulative Grade Point Average (CGPA) obtained by the student in the entire degree programme.

3.12 Students“ record:

The DPGS shall maintain the record of academic performance and disciplinary actions and the Director of Students“ Welfare (DSW) shall maintain the records of co-curricular activities of students in the form of student“s records.

3.13 Post-Graduate students“ progress report:

At the end of every semester, a Post-Graduate student shall have to submit a progress report (**Form No. PG-09**) in duplicate, to the Major Adviser who shall forward the same to the Director, Post-Graduate Studies through the Head of the Department. The report must reach the DPGS within **10 (Ten) days** from the last day of End-term/Semester Final examination.

3.14 Requirement of minimum CGPA to qualify for a degree:

A student must obtain a minimum CGPA of 6.50 in 10.00 scale for qualifying for a post graduate degree. The student must remove „F“/„US“ grade, if any, to qualify for award of degree as per clause 3.10.04.

3.15 Award of „Distinction“ for Masters

A student shall be declared to have obtained „Distinction“ if she/he secures Cumulative Grade Point Average (CGPA) of 8.50 and above after completion of the programme. Besides the minimum CGPA, a student must fulfill the following criteria:

- a. Must not record „F“/„US“ grade during the programme of study for the degree
- b. Must not be placed under academic and/or conduct probation during the programme of study for the degree.
- c. Must not be convicted with any of the sections of IPC by any authority.
- d. Must have completed all the courses for which she/he was registered in a particular degree programme in the specified minimum duration of the concerned degree programme.

3.16 Comprehensive Oral examination for Post Graduate programme:

- All students undergoing post-graduate programme, shall be evaluated for academic achievement, only after successful completion of 100% course works by holding a comprehensive (oral) examination for which the concerned student shall apply in **Form No. PG-20**. In case of Ph.D programme, the students shall be charged with a comprehensive examination fee as prescribed.
- **For Master“s:** Internal oral Comprehensive examination is to be conducted by SAC members and the report of the comprehensive examination shall be submitted in **Form No.PG-21**
- **For Ph.D:** Pre-comprehensive oral test shall be conducted by the SAC members followed by oral comprehensive examination by external examiner in presence of SAC members, covering both the research problem and background (courses) and the report is to be submitted to the DPGS in **Form No.PG-22(A) and Form No.PG-22(B)**.

3.17 Thesis/Project report for Post-Graduate degree programme:

- To become eligible for a post-graduate degree, a student shall have to submit a thesis/dissertation/report in partial fulfillment of the total requirements. In case of Master“s degree, 50% of the students on roll may opt for **IDEA (Internship for development of entrepreneurship in agriculture)** in lieu of thesis research. As per recommendation of the BSMA, 2022, the students in such cases shall be selected separately as per the guidelines prescribed for the purpose (**Form No. PG- 37**) and they are to submit a project report similar to that of MBA (ABM) programme. The students of MBA (ABM) degree programme shall submit their project report as per prescribed guidelines in lieu of thesis.

3.17.01 Research work for the thesis/project:

- a. Each student of Post-Graduate Degree Programme of the University shall be required to undertake research work on a research programme, the findings of which shall be presented in the form of a thesis/project report. The student in consultation with the Major Adviser shall prepare such programme. The student shall then present the synopsis of the proposed research/project work in the department in presence of the members of the SAC for further suggestion/modification, if any. The student shall prepare five copies of the synopsis of research/project work in the prescribed form **[Form No. PG-23(A)] for Masters and [Form No. PG-23(B)] for Ph.D** and shall submit the same to the Director, Post-Graduate Studies through the Head of the Department, for approval within second semester of her/his joining degree programme.

On approval, the record of the programme shall be kept by the Director, Post Graduate Studies and copies of the same shall be sent by him to the Registrar, the Dean of the concerned Faculty, Head of the Department, Major Adviser and the student concerned. A declaration must be made in the synopsis that the work could be completed with the existing facilities of the university/collaborating institutes.

- b. Any subsequent change in the research programme shall have to be approved by the Director of Post-Graduate Studies. Such change(s) should be suggested by the Students Advisory Committee and routed through the Head of the Department to the Director of Post-Graduate Studies. A student failing to complete her/his research programme in the prescribed minimum period shall have to obtain permission from the Director, Post-Graduate Studies (**Form No. PG-24**) for continuing in subsequent semester(s).

3.17.02 Selection of topic of research/Project work: The selection of topic for carrying out the research programme shall be done as per guidelines prescribed by the Academic Council from time to time.

3.17.03 Thesis seminar/Project seminar: The student shall present a seminar on the research/project work with all the data and its analysis. Any suggestion/modification shall be incorporated in the thesis/project manuscript. The recordings of the thesis /project seminar shall be made in the form of a proceeding by the seminar-in-charge and shall be sent to the DPGS along with a certificate **[Form No. PG-25 for Masters and Form No. PG-26 for Ph.D]** by the Major Adviser and members of the SAC that the student has successfully completed the seminar. The proceedings shall also be sent to external examiner along with the thesis/project report for evaluation.

3.17.04 Procedure for writing thesis/Project: After presenting the thesis/project seminar the student shall prepare the thesis as per guidelines prescribed by the Academic Council from time to time. The student shall submit draft copies of manuscript by incorporating the recommendations of the thesis seminar, to all the members of the SAC for suggestion and modification before final typing.

3.17.05 Submission of thesis/project report:

- After completion of the prescribed courses and on successful completion of the research work to the satisfaction of the Students Advisory Committee (SAC), the student shall submit **2** (two) paper bound typed copies of the thesis in case of Master's Degree Programme and **3** (three) paper bound typed copies in case of Ph.D. degree programme along with a soft copy to the HoD through the Major Adviser as per the deadline specified in the Academic Calendar. The student is also requested to furnish

a declaration in prescribed format (**Annexure-I**) as per the UGC Regulation, 2018 for prevention of plagiarism in HEI (Higher education institute). The thesis must also accompany a certificate in prescribed form (**Form No. PG-27**) i.e **Certificate-I** signed by the Major Adviser and **2** (two) copies of abstracts.

- A Ph.D. student shall mandatorily submit at least two manuscripts of research publication at the time of submission.
- At the time of submission of the thesis the student shall have to produce **Form No. PG-25(A)** for Masters and **Form No. PG-26(A)** for Ph.D signed by the Major Adviser and members of the Advisory Committee showing that all suggestions/modifications have been incorporated in the thesis. A certificate from the Institutional Animal Ethics Committee (**Form No. PG-28**) is required to be appended in the thesis involving animal experimentation.
- As per **AAU Policy, 2021** for the **Academic Integrity and Prevention of Plagiarism**, the HoD shall forward the thesis to the Chief Librarian/Deputy Librarian/ Asst. Librarian/Faculty concerned for necessary checking for plagiarism which in turn, if found in order shall forward the same with comments in prescribed format (**Annexure-II**) to the DPGS for necessary evaluation by the external examiner.

Extract of the AAU Policy, 2021 for the Academic Integrity and Prevention of Plagiarism

- 11.1** Only those Students/Scholars who have fulfilled the requirement for submission of thesis as per rules of AAU shall be allowed to submit the same. It should have declarations of the Student/Scholar as well as the Major Adviser, as per formats provided by the Regulations on Academic Matters of Assam Agricultural University in force and modified to fit the requirement of the “University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018” to indicate that the document has been prepared by him/her and that the document is his/her original work and free of any plagiarism (**Annexure-I**).
- 11.2** The Professor & Head of the Department, after verification of the certificates (Para 11.1 above), shall forward the thesis in both softcopy and printed formats as per the Academic Regulations of AAU to the following officials:
- 11.2.1** - The Chief Librarian, Rev. B M Pugh Library, AAU, Jorhat for the Departments of College of Agriculture and College of Community Science.
 - 11.2.2** - The Assistant Librarian or an academic faculty nominated by the Associate Dean for the B.N.College of Agriculture, Biswanath Chariali
 - 11.2.3** - The Deputy Librarian, College of Veterinary Science, Khanapara
 - 11.2.4** - The Assistant Librarian or an academic faculty nominated by the Dean for the College of Fisheries Science, Raha
- 11.3** The concerned College Librarian or the nominated faculty shall check plagiarism in the submitted thesis using the University provided plagiarism detection software made available to all faculties, researchers, students and staffs; and generate the report. Based on the report, subsequent course of action of the concerned College Librarian or the nominated faculty shall be:

- 11.3.1 - For thesis with plagiarism up to 10% - shall forward the thesis to the DPGS or his representative for normal processing and evaluation.
- 11.3.2 - For thesis with plagiarism above 10 to 40% - shall return the thesis to the Chairman of the concerned DAIP who shall direct the student to submit a revised script within a stipulated time period not exceeding 6 months to his/her office .If contended, the DAIP shall forward the thesis to UAIP for subsequent action.
- 11.3.3 - For thesis with plagiarism above 40 to 60% - shall forward the thesis to the concerned DAIP for subsequent action.
- 11.3.4 - For thesis with plagiarism above 60% - shall forward the thesis to the concerned DAIP for subsequent action

3.17.06 Procedure for evaluation of thesis/Project: The thesis will be examined by external examiner(s) appointed for the purpose as per guidelines prescribed by the Academic Council from time to time. The External Examiner(s) shall send the thesis evaluation report in the prescribed format (**Form No.PG-29**).

3.17.07 Thesis *viva-voce*/Project: The Post-Graduate degree programme of a student shall be completed by holding a thesis *viva-voce* examination to be held in the department of major discipline. A student must exhibit satisfactory performance in the *viva-voce* examination for becoming eligible for a degree.

- a. **Master's degree programme:** On receipt of the favourable reports from the external examiner, the DPGS shall send a copy of the report to the Major Adviser for fixing up a date for holding the *viva-voce*. The Board of Examiners shall consist of the members of the SAC with the HoD as Chairman. In case the HoD is the Major Adviser or a member of the Students Advisory Committee (SAC), the DPGS will nominate a Chairman from the discipline but other than the members of the SAC. Presence of all the members of the Board of Examiners at the time of *viva-voce* examination is a must.
- b. **Ph.D. degree programme:** On receipt of the favourable reports from the External Examiners, the DPGS shall send the copies of the reports to the Major Adviser for fixing up a date for holding *viva voce*. The Board of Examiners shall consist of the members of the SAC and the External Examiner with the Major Adviser as Chairman. The DPGS will be present as a member of the Board of Examiner. Presence of all the members of the Board of Examiners at the time of *viva-voce* examination is a must. However, under exceptional situation, the *viva-voce* examination can be held in absence of the member(s) of the supporting discipline with due consent of the member concerned and approval of the DPGS.
- c. The report of the external examiner shall also be given to the student before the *viva voce* for clear perception about the comments on her/his research work and its presentation in the form of thesis.
- d. The student shall have to appear in the *viva voce* examination for fulfilling the requirements for the degree.
- e. In case the performance is not found satisfactory, the student shall be given 1 (one) more chance to appear for the *viva-voce* examination again within the next semester by depositing the prescribed fee.

- f. If the external examiner fails to attend *viva voce* due to reasons beyond his control, the thesis *viva-voce* may be conducted by other external examiner.
 - g. The Board of Examiners shall give a certificate (**Certificate-II**) *i.e* **Form No. PG-30** for **Masters** and **Form No. PG-31** for **Ph.D** on the performance of the student in the *viva voce* examination and give recommendation regarding award of degree.
- 3.17.08 Non acceptance of thesis/Project:** In the event of a thesis being adjudged unacceptable for award of degree due to any reason at any level of evaluation/ *viva voce* steps as per prescribed guidelines shall be followed. In the event of failure of the student in fulfilling the requirements, she/he will be declared to have failed in the degree programme.
- 3.17.09 Final submission of thesis/Project :** On successful completion of the *viva voce* the student shall have to incorporate necessary correction/ modifications, if any, as suggested by the Board of Examiners and shall submit the thesis in hard bound form within 15 (fifteen) days from the date of *viva voce* to the Major Adviser. A certificate [**Form No. PG-25A** for Masters and **Form No. PG-26A** for Ph.D] to the effect that the suggestions/ modifications suggested by the Board of Examiners have been incorporated in the thesis must be provided by the Major Adviser. The Major Adviser shall send all the hard bound copies of the thesis through the Head of the Department to the DPGS.
- 3.17.10 Permission to submit thesis/Project after specified date:** A student who fulfills the prescribed course and residential requirements but fails to submit the thesis on the specified date shall have to obtain permission from the DPGS to submit the same on a next specified date.
- 3.17.11 Thesis/Project examination fee:** A student registered in the Post Graduate degree programme shall deposit a prescribed thesis fee to the DPGS at the time of submission of thesis. In case a student is required and permitted to resubmit the thesis and/or reappear in *viva voce*, she/he shall have to pay the prescribed fee for the purpose again.
- 3.18 Declaration of results:**
- The semesters and final degree results shall be declared by the Registrar. The Registrar on receipt of the mark-cum-grade-sheet (**Form No. PG-17 and 18** for Masters and Ph.D respectively) shall compile the grades of each student for each course. GPA/CGPA will be calculated as per clause 1.02.18 and 3.08 and results declared accordingly. The declaration of results shall be completed before the start of the succeeding semester. However, in exceptional cases, results may be declared provisionally on the approval of the Vice Chancellor as per recommendation of the FACC. In such cases the admission of students shall be treated as provisional.
- 3.18.01 Examination Committee:** An Examination Committee consisting of the Vice Chancellor as the Chairman and the Director, Post-Graduate Studies, Dean and the Registrar as members shall approve the results.
- 3.18.02 Transcript:** A transcript shall show the courses taken by a student along with the grades obtained and the Final CGPA obtained by the student. The Registrar's Office shall issue a transcript (**Form No. PG-32**) and arrange to upload the same in DIGILOCKER/any other approved platform through NAD Cell to the student concerned on payment of prescribed fee.

3.19 Award of Degree Certificate:

On declaration of results by the office of the Registrar, the Award Certificates shall be made available in Digilocker for favour of NAD Cell, as per the prescribed format(s) **{Form No. PG-33}**.

3.20 University Convocation:

The University shall arrange Convocation at regular interval to give away the Medals and Prizes to the distinguished graduates & Post-graduates of different academic course of studies. All such achievements shall carry certificates duly signed by the Vice Chancellor.

3.21 Maintenance of confidentiality:

The whole process of any examination shall be handled in confidential manner. Only the results shall be made available for public use.

CHAPTER IV

STUDENTS" DISCIPLINE

The dictionary meaning of discipline is training that produces orderliness, obedience and self control. Discipline refers to a systematic and logical way of doing what ought to be done at the proper time with full faith conscience and compulsion. Such whole hearted self application to work incorporating discipline, duty and devotion is absolutely essential in all fields of activity. Discipline teaches us to do right thing, at right time, in the right manner. Discipline thus ensures not only good actions but living in harmony with others too.

4.01 General :

These Regulations shall apply to all students of Assam Agricultural University for enforcement of discipline and good behaviour within and outside the precinct of hostels, college and the campus of the University.

4.02 Responsibility for maintenance of discipline and good behaviour of students:

- a) The Dean/Assoc. Dean and DSW/ADSW shall be responsible to the Vice- Chancellor for the maintenance of discipline and good behaviour of the students of her/his College, within the College and Hostel and anywhere in the Campus or outside it.
- b) Wardens of the Hostels/DSW/ADSW/DDSW/In charge of Students" Welfare, as the case may be, shall be responsible to the Dean/Assoc. Dean concerned, for maintenance of discipline and good behaviour of hostellers in Hostel(s) and/or Campuses.
- c) DSW/ADSW/DDSW shall render all possible assistance to the Dean/Assoc. Dean concerned for maintenance of students" discipline.

4.03 Discipline in general

Disciplinary action shall be taken against a student if she/he is found to be involved in any of the following acts:

1. Misbehaviour with teachers, scientists and non-teaching employees of the University or an outsider and fellow students
2. Gambling
3. Stealing or damaging other"s property
4. Misconduct in class room, examination hall, hostel premises, library and inside or outside the University Campus.
5. Drinking of alcoholic liquor
6. Intoxication and drug addiction

7. Possessing arms, intoxicating drugs or any other forbidden materials
8. Moral turpitude
9. Use of University premises for any purposes other than for which it is meant, without the permission of the concerned authority.
10. Breach of any standing rules of the University
11. Any other causes/acts which may lower the prestige of the University.
12. Organizing meeting by students inside the campus or assisting outsiders to organize meeting inside the campus without permission of the appropriate authority.
13. Ragging of any form including verbal abuse, physical torture, mental torture, bullying inside or outside the campuses of the University /Colleges
14. Any other acts of indiscipline as considered by the appropriate authority.

4.04 Discipline in classroom/ department/ farm:

- a) The HoD/teacher shall be responsible to the Dean for the maintenance of discipline and good behaviour of students within her/his Department including class room or the farm and she/he shall keep the Dean/Associate Dean concerned informed of all acts of indiscipline and misbehaviour which have come to her/his notice/ knowledge and of the actions taken by her/him in this regard.
- b) Where a Warden or the HoD is of the view that a punishment which is heavier than he is competent to impose is necessary, she/he shall report the case to the Dean/Assoc. Dean with his recommendations in writing and the Dean/Assoc. Dean may take appropriate action as deemed necessary or place the matter before the Disciplinary Committee.

4.05 Discipline in examination:

4.05.01 Identification of examinee: An examinee shall carry her/his identify card to the examination hall and shall produce the same when asked for.

4.05.02 Late Comer: A student arriving at the examination hall 15 minute after the scheduled time shall not be allowed to sit in that examination. No examinee shall be allowed to go out of the examination hall within 30 minutes from the commencement of the examination.

4.05.03 Adoption of unfair means etc.: An act of possessing unauthorized materials and attempting to copy, copying there from, copying from the answer scripts of other students or from any other sources or sharing her/his answer scripts with others, discussion with others during any examination, creating disturbance or acting in a manner so as to cause inconvenience to other students in the examination hall or nearby shall be treated as adoption of unfair means.

4.06 Discipline in hostel and elsewhere within the campus or outside:

Boarders are expected to maintain discipline and proper atmosphere of study in the Hostels. The following acts of indiscipline are strictly prohibited:

1. All kinds of shouting, hooting, violent knocking or any other act, movement or

- behaviour that is likely to cause disturbance or annoyance to others
2. Switching on light and fan when boarders are not inside the room
 3. Entry of female visitors into the rooms of the boarders in Boys" Hostel and male visitors into the rooms of Girls" Hostel
 4. Maltreating or abusing the hostel employees, fellow-students, teachers and other University employees, campus dwellers, canteen staff, employees of Bank & Post Office, School *etc.* and others including outsiders.
 5. Involvement in/ holding of any meeting/activity not related to hostel affairs or academic affairs in hostel premises/ University campus without prior permission from the Authority
 6. Cooking inside the hostel room unless otherwise permitted as in case of International Hostel.
 7. The use of electric heaters, electric rod, electric stove and other similar electrical appliances unless otherwise permitted.
 8. Involvement in any form of gambling/betting inside or outside the campus
 9. Playing of audio and visual systems and other music instruments inside the room or in the hostel premises causing annoyance to other boarders and neighbours near the Hostel
 10. Possessing fire arms, weapons *etc.* or keeping such items in the hostel.
 11. Drinking alcohol, poisons, drugs and intoxicant of any kind inside as well as outside the University Campus
 12. Damaging, misusing and stealing of any Hostel properties or stealing others" belongings
 13. Boarders staying outside overnight without permission from the Warden
 14. Staying in the Hostels during a semester break without permission from proper authority
 15. Entry and housing of outsiders in the Hostel without permission of the Warden
 16. Ragging in any form inside or outside the hostel
 17. Keeping scooters, motorcycles or any automobile in the Hostels without permission of the Warden
 18. Absence of students from the Hostel after the stipulated time as fixed by the authority
 19. Not maintaining proper dress code in the Hostel premises

4.07 Disciplinary action:

4.07.01 Discipline in general: Any student found to be involved in any of the acts of indiscipline as described under clause 4.03, shall be subjected to the following punishment(s), as decided by the Disciplinary Committee.

Acts		Punishment
1.	Misbehaviour with employees	Stern warning and a fine of Rs. 500/- or more.
2.	Gambling inside and outside the Campus.	Stern warning with conduct probation for at least one semester.

Acts		Punishment
3.	Misbehaviour or misconduct outside the University	Stern warning and a fine of Rs. 500/- or more.
4.	Stealing/damaging any items from the campus	Conduct probation and rustication for at least one semester.
5.	Drinking of alcoholic liquor, intoxication and drug addiction.	Conduct probation on first instance of a particular student. If the same student repeats the same, rustication from Hostels and Colleges for at least two consecutive semesters.
6.	Moral turpitude	Conduct probation, stern warning and a fine of more than Rs.500/-
7.	Breach of any standing rules of the University	Stern warning, conduct probation/fine of Rs. 500 to 1000/- depending on the nature of indiscipline.
8.	Use of University premises for any purpose, other than for which it is meant without the permission of the concerned authority.	Stern warning with conduct probation for two semesters/fine of more than Rs.1000/-
9.	Organizing meeting by students inside the Campus or assisting outsiders to organize meeting inside the Campus without the permission of the appropriate authority.	Conduct probation for a period of two consecutive semesters with a stern warning/fine of Rs. 2500/- or more.
10.	Students not obeying the instructions given by the Disciplinary Committee.	Rustication from the College and Hostel for two semesters.
11.	Ragging involving physical and or mental torture inside or outside the University.	As decided by the Disciplinary Committee, which may include expulsion/rustication from the Hostel/College
12.	Any other act of indiscipline	As decided by the Disciplinary Committee/Vice Chancellor

4.07.02 In Class room: Students must follow the discipline as described in clause 4.04. violation of the same by any student will be subjected to the following punishment:

Acts		Punishment
1.	A student who is found not maintaining discipline and good behaviour within the Department including Class room, Farm or outside the Class room.	The HoD/teacher concerned will warn the student, and intimate the Dean concerned of all acts of indiscipline and misbehaviour which have come to her/his notice and of the actions taken by her/him in this regard.
2.	In repeating the same even after warning by the concerned HoD/teacher.	The HoD/teacher will impose a fine of Rs. 500/- to the concerned student(s) with intimation in writing to the Dean/ Assoc. Dean concerned to stop the scholarship/fellowship, if any.
3.	If a student makes such an offence where the HoD/teacher is of the view that a punishment which is heavier than he is competent to impose is necessary.	She/he shall report the case to the Dean/ Assoc. Dean with her/ his recommendation in writing and the Dean/ Assoc. Dean may take action as deemed necessary or place the matter before the Disciplinary Committee.
4.	Mass absence of students from the class without any acceptable reason	A fine of Rs. 500/- or more per head.

4.07.03 In Examination Hall: The students must follow strictly the discipline as described in clause 4.05. Violation of the same by any students will be subjected to the following punishment.

Acts		Punishment
1.	Any discussion sharing her/his views inside the examination hall, creating disturbance or acting in a manner so as to cause inconvenience to other students in the examination hall or near about.	The Invigilator shall warn the students.
2.	On non such as response to warning mentioned in (1)	The Invigilator shall deduct up to 10 marks from the marks secured in that paper and inform the Dean/Assoc. Dean in a recommended proforma (Form No. PG-34), who in turn shall intimate the matter to the concerned teacher/Head of the Department. The matter is to be notified.
3.	Any act of possessing unauthorized materials and attempting to copy, copying there from, copying from answer script from other students or from any other written source and/or non-response to the punishment stated in (2). In the event of detecting possession of unauthorized materials and copying there from by the student.	The Invigilator will take the unauthorized papers along with the student's answer script and ask the student to go out of the examination hall. The matter shall be reported to the Dean/Assoc. Dean who in turn shall debar the student from appearing in the remaining examinations and cancel the other examinations of the semester already appeared. Such students may be permitted to repeat the semester when offered.
4.	In regard to any offence of any nature by a student relating to examination not covered by clause 4.05	The Dean/Assoc. Dean will place the matter in the Disciplinary Committee.
5.	Forging teacher's signature in grade sheets, practical records, answer scripts etc.	Rustication for conduct probation.
6.	Willful scale absence in the mass	The students will be given „F" grade in the concerned course(s).

4.07.04 In Hostels: Students must follow the discipline as described in clause No. 4.06. Violation of the same by any student will be subjected to the following punishments:

Acts		Punishment
1.	All kinds of shouting, hooting, violent knocking or any other act of movement or behaviour that is likely to cause disturbance or annoyance to others.	Warning by the Warden at first instance. On repeating the same, a fine not less than Rs. 500/- be imposed.
2.	Switching on light and fan when boarders are not inside the room.	Warning by the Warden. After 3 warnings a fine not less than Rs. 500/- maybe imposed.
3.	Entry of female visitors into the rooms of the boarders in Boys' Hostel and male visitors into the rooms of Girls' Hostel.	Stern warning by the Warden with intimation to the Dean/Associate Dean concerned. On repeating the same offence, the boarders may be subjected to rustication for one semester by the Dean.

Acts		Punishment
4.	Maltreating or abusing the hostel employees, fellow-students, teachers and other University employees, campus dwellers, canteen staff, employees of Bank & Post Office, School <i>etc.</i> and others including outsiders	Stern warning by the Dean with a fine of Rs. 500/- or more and placement on conduct probation/rustication. Physically assaulting may lead to rustication
5.	Any meeting not relating to hostel affairs held in the hostel premises without prior permission.	Stern warning with a fine of not less than Rs. 250/- by the Warden and intimation to the DSW/ADSW/DDSW/ Dean/Assoc. Dean concerned.
6.	Cooking inside the room unless otherwise permitted as in case of International Hostel.	Stern warning with a fine of not less than Rs. 500/- by the Warden.
7.	The use of electric heaters, electric stove and other similar electrical appliances unless otherwise permitted	Stern warning and seizure of electrical appliances by the Warden with a fine of not less than Rs.500/-
8.	Any form of gambling inside or outside the Hostel premises and Campus.	Stern warning with conduct probation for one semester, rustication by Dean/Assoc. Dean
9.	Playing of audio and visual systems inside the room or in the Hostel premises causing annoyance to other boarders and neighbours near the Hostel.	Stern warning by the Warden at the first instance and on repeating the same the Warden may impose a fine of not less than Rs. 500/-. At the same time audio visual system will also be seized.
10.	Possessing with self or keeping fire arms, weapons <i>etc.</i> in the Hostel.	Conduct probation and rustication from Hostel for at least two semesters by Dean/Assoc. Dean.
11.	Drinking alcohol, poisons, drugs and intoxicants of any kind inside as well as outside the University Campus.	Conduct probation on first instance of a particular student. If the same student repeats the same, rustication from Hostels for at least two consecutive semesters.
12.	Damaging, misusing and stealing of any Hostel properties or stealing others" belonging.	Placement on conduct probation for one semester and a fine of an amount equivalent to the damaged or stolen item(s). Rustication from Hostel for one semester by the Dean/Assoc. Dean.
13.	Boarders staying outside overnight or absence from Hostel without permission from the Warden.	Stern Warning with a fine of not less than Rs. 500/- may be imposed by the Warden. The matter must be communicated to the Dean/Assoc. Dean/DSW/ADSW/DDSW for their record.
14.	Staying in the Hostels by boarders during a semester break without permission from proper authority.	Stern warning by Dean/Assoc. Dean. Fine of Rs. 500/- per day.
15.	Entry or housing of outsiders in the Hostel without permission of Warden	Rustication from Hostel for one Semester. Stern warning with a fine not less than Rs. 500/-.
*16.	Ragging of any form including verbal abuse, physical torture, mental torture, bullying inside or outside the campuses of the University / Colleges	As per the direction of the Hon"ble Supreme Court of India.
17.	Keeping scooters and motor cycles or any automobile in the Hostels without prior permission	The vehicle will be seized by the Warden in consultation with Dean/Assoc. Dean/ DSW/ADSW/DDSW with a stern warning from the Dean/Assoc. Dean concerned and fine not less than Rs. 500/-

Acts		Punishment
18.	Absence of students from the Hostel after the stipulated time as fixed by the authority.	Rustication from Hostel for not less than one month by the Dean/Assoc. Dean.
19.	Non-maintaining proper dress code in the Hostel premises.	Warning by the Warden at first instance. On repeating the same, a fine of not less than Rs. 500/- may be imposed.
20.	Unauthorized occupation of Hostel room and locking by ex-students etc.	Warden will verify the matter and report to the Dean/Assoc. Dean. Forceful vacating of the room immediately by the Warden with security staff, if necessary. Non issuance of degree certificate, character certificate, etc.

*Undertakings must be submitted to the Dean/Assoc. Dean by the student and parents/ guardian in accordance with the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 (Copies made available at the time of admission/ registration)

4.08 Disciplinary Committee:

4.08.01 Composition:

A. **Faculty Level Disciplinary Committee:** Each Faculty shall have a Disciplinary Committee which shall consist of the following–

1.	Dean / Associate Dean of the College	Chairperson
2.	Director of Post Graduate Studies	Member
3.	DSW/ADSW/DDSW	Member
4.	Hostel wardens	Member
5.	Two senior teachers of the Faculty (nominated by the Chairperson)	Member
6.	In-charge Academic Cell (PG)	Member
7.	An additional teacher member may be co-opted by the Chairperson, if felt necessary	
8.	One students" representative from UG/PG class (nominated by the Chairman)	Member
9.	In-charge, Academic Cell (UG)	Member Secretary

B. **Campus Level Disciplinary Committee:** There shall be a common Campus Level Disciplinary Committee for the AAU Headquarters, Jorhat in lieu of having separate committees for the Faculties of Agriculture and Community Science for maintenance of general disciplines in Hostels/Colleges. The Committee shall comprise of the following members :-

1.	Senior most Dean of the two Faculties	Chairperson
2.	Dean, FA/ C.C.Sc as the case may be	Member
3.	Director of Post Graduate Studies	Member
4.	DSW	Member
5.	One senior teacher from each Faculty	Member

	(nominated by the Chairperson)	
6.	Concerned Hostel Warden(s)	Member
7.	One students" representative from each Faculty (nominated by the Chairman)	
8.	In-charge, Academic Cell of both the Faculties	Member
9.	An additional member from any of the Faculties may be co-opted by the Chairperson, if necessary	Member

- To take a decision at least **2/3rd** two third of the members must be present in the Committee Meeting.

4.08.02 Placement on conduct probation: A student found guilty of violating the rules and regulations of the College/University/Hostel or any acts of indiscipline or misbehavior by the Disciplinary Committee may be placed on conduct probation by the Dean/Assoc. Dean for a specified period, which shall not be less than one month. During the period of conduct probation a student shall not be allowed to:

- a) Represent the College/University in sports, cultural contests *etc.* inside or outside the University.
- b) Hold office in a student organization or society.
- c) Receive any Scholarship, Fellowship or Stipend.
 - (i) When a student is deprived of a scholarship or fellowship or stipend on account of her/his placement on conduct probation, the loss entailed will be permanent and no arrears shall be payable subsequently on expiry of the period of conduct probation.
 - (ii) If a student who has been on conduct probation on two previous occasions, is again found guilty of indiscipline he shall be dropped from the roll of the College.
 - If a Final year student is placed under Conduct Probation, her/his results shall not be declared during the period of Conduct Probation.

4.08.03 Rustication/Expulsion: Rustication is the temporary removal of a student from the rolls of the College as a punishment for indiscipline. The minimum period of rustication shall be one semester in addition to the remaining period of the semester during which the order is passed.

- (i) Expulsion is the permanent removal from the College/Hostel. An expelled student shall not be permitted to get admission to that college or to any other constituent Colleges of the University.
- (ii) A rusticated student may rejoin his class in the same College after expiry of the period of rustication after obtaining formal permission of the Dean/Assoc. Dean concerned.

4.09 Procedure for rustication/expulsion from the college:

4.09.01 Procedures to be observed before a student is rusticated/expelled:

- i. On receipt of the complaint against the conduct of student, the Dean/Assoc. Dean shall enquire into the matter within 7(seven) days of receipt of the complaint and place it before the Disciplinary Committee not later than **15** (fifteen) days from the date of receipt. If the Disciplinary Committee is satisfied that there is *prima-facie* case for rustication/expulsion of the student, the student shall be allowed to explain in writing about the allegations against him or appear before the Disciplinary Committee to show cause why she/he should not be rusticated/expelled.
- ii. The concerned student shall have to submit her/his explanation within **7** (seven) days from the date of issue of the intimation by the Dean/Assoc. Dean.
- iii. After receiving the explanation or hearing in person the Disciplinary Committee shall examine the case.
- iv. If at this stage, the Disciplinary Committee is convinced that it is a fit case for rustication/expulsion the Dean/Assoc. Dean shall forward the recommendation for consideration and approval of the Vice Chancellor.

4.09.02 Other provision relating to rustication/expulsion:

- i. Every case of rustication or expulsion shall be reported by the Dean/Assoc. Dean to the Registrar of the University immediately after the order is passed by him.
- ii. The date of rustication/expulsion: It shall be the date on which the order is signed by the Dean/Assoc. Dean.
- iii. On the expiry of fifteen days from the date of the Dean"s/Assoc Dean"s order, the Registrar shall register the order of rustication/expulsion and notify it in full in the constituent Colleges of the University.

4.10 Recording of punishment:

- Whenever any action is taken against a student for indiscipline or misbehaviour or for the adoption of unfair means in an examination, and also when such action is revised an intimation shall be sent by the authority taking such action or taking such revision to the student"s Adviser, Director of P.G. Studies and the Dean/Assoc. Dean concerned, the Registrar and the DSW/ADSW/DDSW to enable them to make necessary entries in the students" cumulative record.
- Any disciplinary action taken against a student shall be intimated to the parent or guardian of the student. The record of disciplinary action shall be mentioned in the files of the concerned student.

4.11 Dress:

- Every student shall be required to dress as prescribed by the Dean/Assoc. Dean of the respective Faculties/Colleges for attending the theory classes, practical classes in Fields, Laboratories and Clinics *etc.*

- For attending the University functions and within the campus every student is expected to be properly dressed.

4.12 Use of mobile phones:

- Use of mobile phone or any other electronic appliance in the class room and in the examination hall is strictly prohibited.

4.13 Special powers of the Vice Chancellor:

- Notwithstanding anything contained in these Rules, the Vice Chancellor shall have the authority to institute an enquiry to be held into the conduct of any student or students and award punishment.

CHAPTER-V

AWARD OF FELLOWSHIPS, SCHOLARSHIPS, CASH, MEDALS ETC.

5.01 Merit scholarship/Fellowship:

5.01.01 Types of scholarship/Fellowship:

- (a) **The State Merit Scholarship:** The University shall award Merit Scholarship for Master's and Ph. D Degree programme of the University. The number and value of Scholarships shall be determined by the Board of Management (BoM) from time to time on the recommendations of the Academic Council. The number and value of scholarship are detailed in the Information Bulletin to be published every year. Students belonging to the State of Assam shall only be eligible for State Merit Scholarship
- (b) **ICAR Fellowship:** Candidates nominated by ICAR shall be eligible for Scholarship/Fellowship as per ICAR norms

5.01.02 Minimum academic requirement: A candidate for award of University scholarship must be of high academic standing. She/He must also maintain a satisfactory conduct. Scholarship for the 1st Semester of 1st year class of Master's and Ph. D degree programme shall be awarded in the 2nd semester based on GPA of 1st semester, and for subsequent semesters. Scholarships shall be awarded in the succeeding semester based on the GPA of the preceding semester. Students placed on academic or conduct probation in the preceding semester shall not be eligible for merit scholarship. Improved grades of the preceding semester shall also not be considered for the scholarship.

The minimum GPA requirement to be eligible for award of scholarship shall be as follows:

Merit scholarship for Master's degree programme:

- i. GPA-7.50 and above in 10.00 scale.

Merit scholarship for Ph.D. degree programme:

- i. For the semesters undertaking course GPA 8.00 and above in 10.00 scale.
- ii. For the semesters following completion of course requirements, CGPA 8.00 and above in 10.00 scale along with satisfactory report on the progress of research work from the Advisory Committee.

5.01.03 Submission of documents by scholarship holders : The students availing any scholarship disbursed by the University must give an undertaking to the effect that she/he shall refund the scholarship money in the event of her/his leaving the Faculty before completion of any degree programme. In addition all students admitted in a

given year must deposit the original certificates and mark sheets of the qualifying

examinations at the time of admission with the DPGS who will keep these in safe custody. Such documents shall be returned to the students only after the completion of the degree programme or on refund of scholarship money drawn, clearing the dues pending against her/him, if she/he prefers to leave the Faculty before completion of the degree programme.

5.01.04 Selection committee for scholarship: PG Committee constituted vide clause No 2.07.04 of the PG Regulations shall select the eligible candidates for award of scholarship.

5.01.05 Procedure for scholarship: The selection committee shall prepare a panel of names of eligible students with GPA/CGPA as per rules and in order of merit and submit to the Vice Chancellor for approval. In case of equality of GPA/CGPA, the GPA/CGPA secured in the immediate earlier semester/examination shall be considered to prepare the merit list.

5.01.06 Award of merit scholarship: On approval of the panel of names by the Vice Chancellor, the DPGS shall notify the names of students who are awarded the merit scholarships.

5.01.07 Tenure of scholarship:

- Subject to the provision made in the Regulations on Academic Matters, each scholarship shall be awarded for a period of one semester (as defined in Clause 1.02.02) only at a time.
- Scholarship shall be awarded for the period of minimum residence requirement for completion of a degree programme.

5.01.08 Continuation of scholarship: Subject to the provision of the Regulations, continuation of scholarship shall depend on the maintenance of overall satisfactory progress in studies, regular attendance, and good conduct of the student and clearance of the dues. The student shall also be on roll up to the last semester of each degree programme.

5.01.09 Discontinuation of scholarship:

- Students placed on conduct probation shall cease to get scholarship from the date of her/his conduct probation. The student may however, be eligible for award of scholarship after a lapse of one following semester from the semester during which the conduct probation is removed. Students on rustication shall cease to get scholarship from the date of rustication and shall be debarred from merit scholarship during the rest of the period of the entire programme.
- Scholarship shall not be awarded to a student against whom disciplinary proceedings are contemplated/ initiated in any authority either in the University or outside. The scholarships shall be awarded only during the minimum residence requirement (Clause 1.04.02) and shall not be awarded during the extended semester(s).

5.01.10 Bar on award of more than one scholarship: No student shall be eligible for more than one Scholarship/financial assistance from any of the sources at a time.

5.01.11 Non-eligibility for scholarship: Student on deputation receiving pay and/or deputation allowance and/or any other financial assistance from any source shall

not be eligible for any type of scholarship. No foreign students and sponsored students shall be eligible for any type of scholarship offered by the University.

5.01.12 Award of vacant scholarship: In the event of any Merit Scholarship remains vacant, the same may be awarded to a student on merit basis, who qualifies for the same. Vacant scholarship is not transferable between Faculties. The vacant scholarship shall not be transferable between the departments or between academic years and programmes in the same department.

5.02 Medals/cash prizes and other awards:

The University will accept medals/ cash prizes and other awards from individuals/ organizations interested to offer to students for their academic achievements. The terms and conditions of such awards shall be as laid down by the University in the Academic Guidelines. Such offers shall be awarded along with a certificate (**Form No. PG-35/36**) to the student(s) in the University Convocation.

ASSAM AGRICULTURAL UNIVERSITY

Faculty:

College:.....

ADMISSION SLIP-CUM-CLEARANCE CERTIFICATE

(For continuing student)

Name of student _____ Roll No _____

Class _____ Semester _____ Academic Session _____

Hosteller/Non-hosteller

Signature of the student

The above mentioned student is a regular boarder of Hostel No. _____ She/He has cleared all the dues upto _____ and bears no outstanding till date	Signature of Chief Warden/Warden (Seal)
The above mentioned student is a regular <u>Non-hosteller</u> . She/He has cleared all the dues upto _____ and bears no outstanding till date	DSW/DDSW (Seal)
The above mentioned student has returned all the books to the library and bears no outstanding till date.	Signature of Librarian (Seal)
The above mentioned student has no outstanding till date.	AKMIT (I/C)
The above mentioned student has cleared all the dues to the canteen and bears no outstanding till date.	Signature of Canteen Manager (Seal)
Permission is granted to the above mentioned student for admission into the current semester. She/He has produced the identity card at the time of admission.	Signature of I/C Academic Cell (Seal)
Admitted vide Book No. _Receipt No. _____ Date _____	Signature of Cashier (Seal)

N.B. The student must produce her/his identity card at the time of admission.

ASSAM AGRICULTURAL UNIVERSITY

Faculty:.....
College:.....

APPLICATION FOR REGISTRATION OF STUDENTS INTO THE UNIVERSITY

1. Name of the candidate in full: _____
(In block capital) (The name should be in accordance with that of the 10th Standard/
HSLC Certificate).
2. Sex:
3. Mothers Name:
4. Father's Name:
5. Home Address in full:
- 6. Contact details:**
Mobile No:-
Email :-
7. Date of birth (according to HSLC Certificate/Admit card):
8. Name of Last Examination with year she/he passed:
9. University/Board from which she/he passed with Roll & Number:
10. School/College which she/he passed from:
11. Class and date of admission in the class:
12. College Roll Number:
13. Registration No. of AAU (if any):
14. Original Migration Certificate attached (If applicable): **Yes/No**
15. Address to which the Registration Card should be issued:

Signature of the applicant

Registration fee paid/not paid/checked,
Forwarded and recommended

DPGS
Office Seal

**For use in the Office of the Registrar
Assam Agricultural University**

Registered under No. _____ Date _____

Rejected for _____

Registrar
Assam Agricultural University

- N.B. (1) No action will be taken unless Registration fee is deposited.
(2) Students coming from other Universities/Institute should submit Migration Certificate in original from the University/Institute concerned along with this form.

ASSAM AGRICULTURAL UNIVERSITY
JORHAT-785013

No. _____ Date _____

REGISTRATION RECEIPT

Received From _____
Of the College of _____
The Sum of Rs. _____

being the amount of fee registering her/his
name as a University Student .

Her/His Registration Number is _____
of 20 _____

Registrar

ASSAM AGRICULTURAL UNIVERSITY
JORHAT-785013

No. _____ Date _____

REGISTRATION RECEIPT

Received From _____
Of the College of _____
The Sum of Rs. _____

being the amount of fee registering her/his
name as a University Student .

Her/His Registration Number is _____
of 20 _____

Registrar

ASSAM AGRICULTURAL UNIVERSITY

Faculty:

APPLICATION FORM FOR MIGRATION CERTIFICATE

1. Name in full (in block letters)
2. Registration Number (with year)
3. Date of payment of migration fee with number and date of receipt
4. College or school where the student read last
5. Roll & No. with year in the last examination
(Name of Examination) she/he has passed
6. Reason for migration
7. Complete address to which the certificate should be sent

Countersigned by:

Signature of applicant

(Office seal of the DPGS/Dean)

Date.....

Date.....

RULES

- (a) An applicant for a migration certificate, who has passed any examination of this University should pay Migration fee of Rs 300/- (three hundred) and submit this application through the Head of the Institution under this University in which she/he prosecuted her/his studies last or through which she/he appeared the last examination
- (b) Migration certificate is issued only to the registered student of this University.
- (c) No action will be taken unless the prescribed fee is received by the office
- (d) Clearance certificate [**Form No.PG-05(B)**] along with registration receipt must be submitted along with this application

ASSAM AGRICULTURAL UNIVERSITY
Faculty:.....
College.....

Application for leaving the college during or on completion of course works/ degree programme

1.Name of the student in full:_____

2. Phone No:

3.Father's /Mother's name and address (with phone No.):

4. Degree programme (with year and semester):

5. Roll No.:

6. No. of semesters completed:

7. Reason of leaving the college:

a. Completion of degree programme:_____ (Name of degree programme)

b. Others(Specify):

8. No. of semesters leave applied for (not more than two and four consecutive semesters including the current semester for fresh students and AAU In-Service candidates respectively after completion of 100% course works):

Signature of student:

Countersigned by-

Warden/Guardian (in case of day scholar)_____ Major Adviser_____

Head of the Department (with seal)_____

Forwarded to the Registrar, for necessary action

DPGS (with seal)

ASSAM AGRICULTURAL UNIVERSITY

Faculty:.....

College.....

CLEARANCE CERTIFICATE [To be accompanied with Form No.PG-05(A)]

College:

Name of student

Roll No. Class

Sl. No.	Department concerned (Major/Minor/supporting)/ AKMIT/ Warden/ Librarian/Farm Manager	Remarks	Signature

OFFICE OF THE REGISTRAR

ASSAM AGRICULTURAL UNIVERSITY:: JORHAT 785 013

Shri/Srimati.....

bearing Regn. No.of 20..... who joined the University in

..... is hereby released with effect from for a duration of

one/two semesters (including the incomplete current semester, if applicable). She/he shall be

allowed to get readmission in the.....semester of..... session on payment of

prescribed fees.

Registrar
Assam Agricultural University

Jorhat785013

No. : {Certificate Number}

Roll Number : {Registration No.}

Assam Agricultural University, Jorhat

Migration Certificate



This is to certify that

{Student Name}

Son/Daughter of **{Father's Name}**

was a student of

{Organization Name}

an institution affiliated to Assam Agricultural University, Jorhat

registered for the **{Course Name}**

course/programme of the Institute.

The Institute has no objection to his/her joining any recognized University/College/Institution or taking examination of any University or Board established by law.

Dated : {Date}



Digitally signed on
Date : 01/03/2023 06:17:15 IST

Note:-

1. This is a digital certificate. The format of this certificate may differ from the document issued by the Institution/University.
2. This certificate is electronically generated by Digilocker- National Academic Depository.
3. This digitally signed document is legally valid as per the IT Act 2000 when used electronically.
4. To verify this certificate, download Digilocker Andra id application from Google Play and scan the QR code on the certificate.

ASSAM AGRICULTURAL UNIVERSITY

Faculty of.....

Students Advisory Committee Proforma (Master's Programme)

Department:.....College:.....

Students Advisory Committee in respect of

Roll.No..... is constituted with the following members as per provision of the Academic Regulation Clause No. 2.06.01(b)

Committee	Name	Designation	Signature
Major Adviser/Chairperson			
Co-Major Adviser			
Member (Major Discipline)			
Member (Major Discipline)			
Member (Minor Discipline)			
Member (Supporting Discipline)			
Member (Supporting Discipline)			
Member from other discipline/ Faculty/Institutes, if necessary			

Proposed by... (Major Adviser/Chairperson)

Forwarded by..... (Head of the Department)

Approved by.....(Director, PG Studies, AAU, Jorhat)

Memo No.....

1. Registrar, AAU, Jorhat
2. Head, Department of.....
3. Dr/Mr/Ms/..... Chairperson/Co-major Adviser/Member,
Students Advisory Committee, Department of.....College
of.....

Signature

Head of the Department

N.B: The maximum number of members in a Students Advisory Committee (SAC) of Masters and Ph.D programme should not exceed **6 (six)** and **7 (seven)** respectively.

ASSAM AGRICULTURAL UNIVERSITY

Faculty of.....

Students Advisory Committee Proforma (Ph.D. Programme)

Department:.....College:.....

Students Advisory Committee in respect of

Roll. No is constituted with the following members as per provision of the Academic Regulation Clause No. 2.06.01(b)

Committee	Name	Designation	Signature
Major Adviser/Chairperson			
Co-Major Adviser			
Member (Major Discipline)			
Member (Major Discipline)			
Member (Minor Discipline)			
Member (Supporting Discipline)			
Member (Supporting Discipline)			
Member (HoD, Major Discipline)			
Member from other discipline/ Faculty/Institutes, if necessary			

Proposed by.....(Major Adviser/Chairperson)

Forwarded by..... (Head of the Department)

Approved by..... (Director, PG Studies, AAU, Jorhat)

Memo No.....

1. Registrar, AAU, Jorhat
2. Head, Department of.....
3. Dr/Mr/Ms/ Chairperson/Co-major Adviser/Member,
Advisory Committee, Department of.....College
of.....

Signature,
Head of the Department

N.B: The maximum number of members in a Students Advisory Committee (SAC) of Masters and Ph.D programme should not exceed **6 (six)** and **7 (seven)** respectively.

ASSAM AGRICULTURAL UNIVERSITY

Faculty: _____
College.....

POST GRADUATE STUDENTS' PROGRESS REPORT
(Masters/Ph.D)

FOR THE PERIOD FROM _____ TO _____

1. Name of the student:
2. Department:
3. Programme of study:
4. Number of Semesters completed:
5. Number of courses and total credit to be completed during the whole programme:
6. Number of courses and credits completed:
7. Number of courses and credits offered during the current semester:
8. Title of the Research problem:
9. Progress of research till date:
10. Nature of leave availed till date:
11. Nature of Fellowship/Stipend availed:
12. Whether the courses as well as research works are expected to be completed in time:
13. If not, explain the reason:

Signature of the student

14. Remarks of the Advisory Committee:
15. Overall progress of the student:
16. Conduct of the student:

Name and Designation

Signature

1. Dr. _____ Major Adviser & Chairperson _____
2. Dr. _____ Co-Major Adviser _____
3. Dr. _____ Member (Major Discipline) _____
4. Dr. _____ Member (Major Discipline) _____
5. Dr. _____ Member (Minor Discipline) _____
6. Dr. _____ Member (Supporting Discipline) _____
7. Dr. _____ Member (Supporting Discipline) _____
8. Dr. _____ Member (HoD) _____
9. Dr. _____ Member (Other discipline/Faculty) _____

Submitted to the D.P.G.S., AAU for favour of needful

Signature of the Head
Dept.of _____

Approved\
Signature of DPGS (with seal):

ASSAM AGRICULTURAL UNIVERSITY

(Proforma for recognition of teachers as Major Adviser for Master's/ Ph.D. Degree students)

Name of Applicant with present designation and address	Year of obtaining degree	Subject With specialization	Date of joining AAU/ ICAR services	No. of Masters students guided	No. of research papers published (Enclose a list with reprints, mentioning Recent NAAS scores /Scopus Indexed/Web of Science	Experience of acting as Member of PG student's Advisory Committee
	i) Master's Year: ii) Ph.D. Year: iii)Others Year:		i) Asst. Professor or equivalent Date: ii) Assoc. Professor or equivalent Date: iii)Professor or equivalent Date:			

N.B- Enclose initial appointment/joining letters, Post graduate degree certificates and any other documents, if necessary

(Strike out whichever is not applicable)

Signature of the applicant with date

Recommended and forwarded by the HoD with signature and seal

Approved/Not approved in the PG Committee meeting held on.....

Signature of the DPGS:

Seal:

ASSAM AGRICULTURAL UNIVERSITY

Faculty :..... College:.....

POST-GRADUATE PROGRAMME OF WORK (PPW)

Submitted within 90 (Ninety) days from the date of Admission

To,
The Director, Post Graduate Studies
AAU, Jorhat-785013

The Advisory Committee ofbearing

Roll. No..... admitted to M.Sc / Ph.D degree Programme, majoring in the
 Department/Programme of
in the College of
 in the Year
Semester..... of Academic Session.....after a conference with
 her/ him, submit the following statement and recommendations:

Field of investigation for thesis/project/dissertation :

.....

Her/his **Minor field**.....and

Supporting field(s).....

Title of thesis research (if finalized):

.....

UNDERGRADUATE PREPARATION FOR THE MAJOR AND MINOR FIELDS

Courses or subject taken	Course No.	Credits or hours spent	Grade

PREVIOUS POST-GRADUATE TRAINING, IF ANY, FOR THE MAJOR AND MINOR FIELDS

Courses or subject taken	Course No.	Credits or hours spent	Grade

Contd....

COURSES TO BE COMPLETED BY THE STUDENT TO MEET POST-GRADUATION / Ph. D REQUIREMENTS

Classification of courses	Course No.	Course title	Credits	Department offering the courses
A. DEFICIENCY COURSES :				
i.				
ii.				
B. BRIDGE COURSES :				
i.				

C. MAJOR COURSES :	Sl.No	Course No	Title of the Course	Credits
(i) Core Courses (Core/Core-I/Core-II)	1.			
	2.			
	3.			
	4.			
	5.			
(ii) Optional Courses	Sl.No	Course No	Title of the Course	Credits
	1.			
	2.			
	3.			
	4.			
D. MINOR COURSES:	Sl.No	Course No	Title of the Course	Credits
	1.			
	2.			
	3.			
	4.			
E. SUPPORTING COURSES : [3 (Three) compulsory credit courses in Agricultural Statistics for both Masters and Ph.D programme except for PG students Majoring in Agril. Statistics]	Sl.No	Course No	Title of the Course	Credits
	1.			
	2.			
	3.			
	4.			
F. SEMINARS	Sl.No	Course No	Title of the Course	Credits
	1.			
	2.			
	3.			
	4.			
G. 5 Common Courses (Credit) (If already pursued, necessary documents may be submitted)	Sl.No	Course No	Title of the Course	Credits
	1.			
	2.			
	3.			
	4.			
	5.			

Contd...

Signature of the student

Endorsement of Students Advisory Committee:

Advisory Committee	Name & Designation	Department	Signature
Major Adviser & Chairman			
Co-Major Adviser, if applicable			
Member (Major Discipline)			
Member (Major Discipline)			
Member (Minor Discipline)			
Member (Supporting Discipline)			
Member (Supporting Discipline)			
Member (HoD, Major Discipline), if applicable			
Member from other discipline/ Faculty, if necessary			

NB: If the space is insufficient, separate sheet may be attached

Issue No..... Date

Forwarded **5** (five) copies to the Director of PG Studies, AAU, Jorhat/ Khanapara for approval

Head :

Department of

APPROVED/NOT APPROVED

Memo No. : AAU/PG/ dated

Forwarded to the Head of the Department for distribution amongst :

Director of PG Studies,
AAU, Jorhat/ Khanapara

Student

Major Adviser

Department



Hosteller/Day Scholar

ASSAM AGRICULTURAL UNIVERSITY

Hostel No.:.....

Faculty :

College :

SEMESTER COURSE REGISTRATION CARD

Dated :.....

(Please read carefully the instructions overleaf before filling in the card)

Name : RollNo : Phone No :

Year : 1st/ 2nd/ 3rd/ 4th/ 5th Semester : Academic Session : Degree Programme: M.Sc (Agri)/

M.Sc.(C.Sc.)/ M.V.Sc./ M.F.Sc./ Ph.D.(Agri)/ Ph.D.(C.Sc.)/ Ph.D.(Vety)/ Ph.D.(F.Sc.)

Major Discipline..... Minor Discipline

Supporting Discipline(s)..... Major Adviser (Name) :

Course Title	Course No.	Credit Hrs.	Nature of the Course, i.e. Credit/ Non-credit	Signature of the Course Instructor with name
A. Major Course(s)				
1.				
2.				
3.				
4.				
5.				
B. Minor/ Elective Course(s)				
1.				
2.				
3.				
C. Supporting Course(s)				
1.				
2.				
3.				
D. PGS Compulsory NonCredit Course(s)				
1.				
2.				
3.				
4.				
E. Pre-requisite/ Deficiency/ Bridge/ Elective Course(s)				
1.				
2.				
3.				
4.				

Signature of Student

Signature of Major Adviser

Signature of Head of the Dept.

Signature of Accountant (for fee payment)

Signature of DPGS

(Seal)

(Seal)

(Seal)

Contd...

INSTRUCTIONS

A. For Student:

1. Obtain 5 cards from the Office of the DPGS
2. Fill in the cards as per advice of the Major Adviser and get his signature
3. Obtain signatures (with name) of the instructors concerned and Head of the Department
4. Obtain Clearance Certificate from the Warden, if applicable
5. Deposit necessary fees Online/Offline in the Office of the DPGS and get signature of the Accountant and submit all copies of the Course Registration Card to DPGS
6. **Last date of submission of Semester Course Registration cards- Within 15 (Fifteen) days** from the date of admission.
7. **Withdrawal/ addition of course** : A Post-Graduate student on the recommendation of the Major Adviser may withdraw a course(s) or take new course but not later than **15 (fifteen) days** after the commencement of the semester subject to the minimum and maximum study load prescribed, as per clause 2.06.03 and 2.07.01. Request for such withdrawals or additions of course(s), if any, must be made in the prescribed forms (**Form No. PG-13**). In case of withdrawal, '**W**' should be marked in the appropriate column of the Semester Course Registration Card.

B. For Major Adviser:

1. Advise the student in filling in the card
2. While deciding the courses ensure that pre-requisite of any course has been already done
3. Do not allow registration by proxy
4. Sign the card after properly filling

ASSAM AGRICULTURAL UNIVERSITY

Faculty:.....

College:.....

WITHDRAWAL/ADDITION OF COURSE(S) CARD

I, Sri/Ms.....
 Roll..... a Hosteller/ Day Scholar studying in
 Semester.....Year..... Class.....with
 Major.....Minor.....and supporting
 subject(s).....propose to
 withdraw/add the following course(s) in to my Master's/Ph.D. programme.

Withdrawal:

Title of course	Course no.	Credit Hours	Nature of course, i.e. non-credit/credit	Total credits	Signature of Course Leader with name

Addition:

Title of course	Course no.	Credit Hours	Nature of course, i.e. non-credit/credit	Total credits	Signature of Course Leader with name

Total credits in the semester after withdrawal/addition:

Signature of the student

Endorsement of Students Advisory Committee

Advisory Committee	Name	Designation	Signature
Major Adviser/Chairperson			
Co-Major Adviser, if applicable			
Member (Major Discipline)			
Member (Major Discipline)			
Member (Minor Discipline)			
Member (Supporting Discipline)			
Member (Supporting Discipline)			
Member (HoD, Major Discipline), if applicable			
Member from other discipline/ Faculty, if necessary			

Forwarded to the DPGS, AAU for favour of approval

Signature of Head, Department of.....

Copy to-

1. Registrar/Jt. Registrar
2. The Dean of the concerned faculty
3. Major Adviser
4. Student concerned

Approved/ Not approved

Signature of DPGS

(with seal)

ASSAM AGRICULTURAL UNIVERSITY APPLICATION FORM
FOR REFUND OF CAUTION MONEY

1. Name in full (in block letters):
2. Roll No.:
3. Regn. No.:
4. Name of the Degree Programme:
5. College:
6. Class/Year:
7. Date of release:
8. Release order no.:
9. Date of obtaining degree:
10. Clearance certificate [**Form No.PG-05(B)**]: Attached/Not attached

Date.....

Signature of the student

RULES

1. Refund of caution money shall be made to a student within one month of the date of release from the college concerned.
2. The claim for refund of caution money shall not be entertained after a period of one year from the date of release of the student from the college.
3. The caution money shall not be refunded if a student leaves the college without permission and/or does not join and attend any class after admission.
4. Refund of caution money shall be made only on production of the Clearance Certificate [**Form No.PG-05(B)**]

ASSAM AGRICULTURAL UNIVERSITY
Faculty:

College.....

MARKS SHEET-I (Masters)

(FIRST TEST & MID-TERM EXAMINATION)

Class:

Course No.

Title of the Course:
Credit hours:

Roll No.	Name of student	Marks obtained	
		First test (10)	Mid term (30)

Signature of HoD

Signature of the course teacher(s)

Note: This marks sheet should be retained in the department for final preparation of Mark sheet-III (Form No.PG-17)

ASSAM AGRICULTURAL UNIVERSITY

Faculty:.....

College:.....

MARK SHEET-II (Masters/PhD)

(PRACTICAL EXAMINATION)

Class:_____ Course No.:_____ Title of the Course: _____

Credit hours: _____

Roll No.	Name	Class work	Class records	Written/ assignment	Practical Exam.	Viva - voce	Total
		10	10	10	50	20	100

Signature of the Course Teacher(s)_____

Signature of the Head of the Department

Signature of Course Leader

Note: This marks sheet should be retained and to be used for preparation of Mark sheet-III (PG Form No. 17/18) for final submission of the grades to the DPGS

ASSAM AGRICULTURAL UNIVERSITY

Faculty:

College:.....

MARK CUM GRADE SHEET-III (Masters)
 (END-TERM/REPEAT /MAKE UPEXAMINATION)

Department of: _____ Class: _____

Semester: _____ Session: _____

Course No.: _____ Credit hours: _____

Title of the Course: _____

Name of the Course Instructor: _____

Roll No.	Name	Theory Marks			Total (100)	Practical (100)	Grand Total (200)	% of marks	Grade (In 3 decimal only)
		First test (10)	Mid-term (30)	End-term (60)					

 Signature of course teacher

 Signature of course leader

 Signature of the HoD

 Signature of the I/C Academic Cell

 Signature of DPGS
 Signature of DPGS

ASSAM AGRICULTURAL UNIVERSITY

Faculty:
College:.....

MARK CUM GRADE SHEET-IV (Ph.D)

(SEMESTER FINAL/REPEAT /MAKE UP EXAMINATION)

Department of: _____ Class: _____

Semester: _____ Session: _____

Course No.: _____ Credit hours: _____

Title of the Course: _____

Name of the Course Instructor: _____

Roll.No	Name	Theory (100)	Practical (100)	Grand total (200)	% of marks	Grade (in 3 decimal only)

Signature of course teacher

Signature of course leader

Signature of the HoD

Signature of the I/C Academic Cell

Signature of DPGS

ASSAM AGRICULTURAL UNIVERSITY

Grade Card

College :

Name of the student: Roll No :

Degree Programme : Year :

Batch No. : Semester:

Sl.No.	Course Number	Title of the course	Cr.Hr.	Grade	Gr. Pt.
--------	---------------	---------------------	--------	-------	---------

Total

Description of Grades (10.00) scale

Grade point average
(G.P.A.)

Range of marks	Point
Remarks	
100%	10.00

Previous Cr.Hr.	Previous Gr.Pt.
-----------------	-----------------

99%	9.90
98%	9.80
97%	9.70
60%	6.00

Cumulative Cr.Hr.	Cumulative Gr.Pt.
-------------------	-------------------

Below 60% /below 6.00 **‘F’**

CUMULATIVE GRADE POINT

(FAIL for PG programme)
 Attendance below 75% **‘P’**

AVERAGE(C.G.P.A.)

Incomplete research work/thesis seminar **‘I’**

Prepared by:

Joint Registrar (Academic)

Checked by :

Copy for Student/Office file

ASSAM AGRICULTURAL UNIVERSITY

Faculty: _____

College: _____

APPLICATION FOR HOLDING COMPREHENSIVE EXAMINATION

(Internal Oral Comprehensive/ Pre Oral Comprehensive)

I, _____ Roll No. _____ of the Department of

_____ have successfully completed 100 (hundred) percent of the Major and Minor courses separately, excluding research. Hence, I may kindly be allowed to appear in the Oral Comprehensive Examination.

Courses completed by the student to meet Comprehensive Examination requirements (excluding research)

Classification of courses	Courses to be completed	Courses successfully completed till date	Total Credit hrs.		Per cent credit hrs. completed
			To be completed	Successfully completed till date	
iv)Major Courses					
Total credit hrs.					
v)Minor courses					
Total credit hrs.					

Submitted to the Major Adviser for necessary action.

Signature of the Student: _____ Date: _____

Forwarded to the Head of the Department:

Signature of the Major Adviser: _____ Date: _____

Forwarded to the DPGS:

Signature of the Head of the Department: _____ Date: _____

ASSAM AGRICULTURAL UNIVERSITY

Faculty: _____

College.....

REPORT OF INTERNAL ORAL COMPREHENSIVE EXAMINATION

(MASTERS PROGRAMME)

Dated: _____

This is to certify that Sri/Dr. _____ Roll No. _____ of the
Department of _____ has been examined by us. The oral examination was held on
_____. The performance in the examination has been found satisfactory/unsatisfactory and
he/she shall have to reappear in the internal oral Comprehensive examination.

Students Advisory Committee	Name	Designation	Signature
Major Adviser/Chairman			
Co-Major Adviser, if applicable			
Member (Major Discipline)			
Member (Major Discipline)			
Member (Minor Discipline)			
Member (Supporting Discipline)			
Member (Supporting Discipline)			
Member (HoD, Major Discipline), if applicable			
Member (Other discipline/ Faculty, if necessary)			

Memo No.: _____

Dated the _____

Forwarded (in duplicate) to the Director, Post Graduate Studies, AAU for necessary action.

Signature of the Head of the Department

Memo No. _____

Dated the _____

Forwarded to the Registrar, Assam Agricultural University, Jorhat for necessary action.

Signature of the D.P.G.S.
Seal

ASSAM AGRICULTURAL UNIVERSITY

Faculty: _____

College.....

REPORT OF PRE ORAL COMPREHENSIVE EXAMINATION OF
(Ph.D PROGRAMME)

Dated: _____

This is to certify that Sri/Dr. _____ Roll No. _____ of the
Department of _____ has been examined by us. The oral examination was held on
_____. The performance in the examination has been found satisfactory/unsatisfactory and
he/she shall have to reappear in the Pre-Oral Comprehensive examination.

Students Advisory Committee	Name	Designation	Signature
Major Adviser/Chairman			
Co-Major Adviser, if applicable			
Member (Major Discipline)			
Member (Major Discipline)			
Member (Minor Discipline)			
Member (Supporting Discipline)			
Member (Supporting Discipline)			
Member (HoD, Major Discipline), if applicable			
Member (Other discipline/ Faculty, if necessary)			

Memo No.: _____

Dated the _____

Forwarded (in duplicate) to the Director, Post Graduate Studies, AAU for necessary action.

Signature of the Head of the Department

Memo No. _____

Dated the _____

Forwarded to the Registrar, Assam Agricultural University, Jorhat for necessary action.

Signature of the D.P.G.S.
Seal

ASSAM AGRICULTURAL UNIVERSITY

Faculty: _____

College.....

REPORT OF ORAL COMPREHENSIVE EXAMINATION FOR**(Ph.D PROGRAMME)**

Dated: _____

This is to certify that Sri/Dr. _____ Roll No. _____ of the Department of _____ has been examined by us. The oral examination was held on _____. The performance in the examination has been found satisfactory/unsatisfactory and he/she shall have to reappear in the Oral Comprehensive examination.

Signature of external

Name :

Date :

Students Advisory Committee	Name	Designation	Signature
Major Adviser/Chairman			
Co-Major Adviser, if Applicable			
Member (Major Discipline)			
Member (Major Discipline)			
Member (Minor Discipline)			
Member (Supporting Discipline)			
Member (Supporting Discipline)			
Member (HoD, Major Discipline), if applicable			
Member (Other discipline/ Faculty, if necessary)			

Memo No.: _____

Dated the _____

Forwarded (in duplicate) to the Director, Post Graduate Studies, AAU for necessary action.

Signature of the Head of the Department

Memo No. _____

Dated the _____

Forwarded to the Registrar, Assam Agricultural University, Jorhat for necessary action.

Signature of the D.P.G.S.
Seal

ASSAM AGRICULTURAL UNIVERSITY

Faculty: _____

College.....

SYNOPSIS OF THESIS/DISSERTATION PROBLEM
(Masters degree programme)

Name of the student: _____ Roll No. _____

Programme of study:

Major discipline: _____ Minor discipline: _____

Supporting discipline: _____

1. Title of the Research Problem:/Project :
2. Objectives of Investigation:
3. A brief resume of work done in India and abroad:
4. Technical Programme of Work (Including location of place of work, facilities available *etc.*):
5. Collaboration with other Departments (Specify details):
6. Tentative budget:
7. Bibliography:

Name and Designation

Signature

1.	Dr. _____	Major Adviser & Chairprson	_____
2.	Dr. _____	Co-Major Adviser	_____
3.	Dr. _____	Member (Major Discipline)	_____
4.	Dr. _____	Member (Minor Discipline)	_____
5.	Dr. _____	Member (Supporting Discipline)	_____
6.	Dr. _____	Member (Supporting Discipline)	_____
7.	Dr. _____	Member (HoD)	_____
8.	Dr. _____	Member (Other discipline/Faculty/Institute)	_____

Declaration:

The work could be completed with the existing facilities of the university/collaborating institutes.

Forwarded (6 copies) to the Director, Post Graduate Studies, A.A.U., Jorhat for approval.

Head of the Department

APPROVED

Signature of the Director of PG Studies

ASSAM AGRICULTURAL UNIVERSITY

Faculty: _____

College.....

SYNOPSIS OF THESIS/DISSERTATION PROBLEM
(For Ph.D)

Name of the student: _____ Roll No. _____

Programme of study: _____

Major discipline: _____ Minor discipline: _____

Supporting discipline: _____

1. Title of the Research Problem :
2. Objectives of Investigation:
3. A brief resume of work done in India and abroad:
4. Technical Programme of Work (Including location of place of work, facilities available *etc.*):
5. Collaboration with other Departments (Specify details):
6. Tentative budget:
7. Bibliography:

Declaration:

The work could be completed with the existing facilities of the university/collaborating institutes.

Name and Designation

Signature

- | | | |
|--------------|---|-------|
| 1. Dr. _____ | Major Adviser & Chairperson | _____ |
| 2. Dr. _____ | Co-Major Adviser | _____ |
| 3. Dr. _____ | Member (Major Discipline) | _____ |
| 4. Dr. _____ | Member (Minor Discipline) | _____ |
| 5. Dr. _____ | Member (Supporting Discipline) | _____ |
| 6. Dr. _____ | Member (Supporting Discipline) | _____ |
| 7. Dr. _____ | Member(HoD) | _____ |
| 8. Dr. _____ | Member (Other discipline/Faculty/Institute) | _____ |

Forwarded (6 copies) to the Director, Post Graduate Studies, A.A.U., Jorhat for approval

APPROVED

Head of the Department

Signature of the Director of PG Studies

ASSAM AGRICULTURAL UNIVERSITY

Faculty:_____

College.....

**FORM OF APPLICATION FOR CONTINUATION OF POST GRADUATE PROGRAMME
BEYOND THE PRESCRIBED LIMIT**

To

The Director, Post-Graduate Studies
Assam Agricultural University,
Jorhat – 785 013
(Through the Major Adviser)

Sir,

I, Sri/Smt._____, a student of_____programme majoring in
_____could not complete my programme within the
prescribed minimum period due to_____.

I do hereby request you kindly to allow me to continue in the next Semester commencing from

_____.

Signature of the student:

Roll No.:

Recommendation of -

1. Major Adviser & Chairperson (Cite specific reasons):

Signature of Major Adviser& Chairperson.....

2. Head of the Department:

Signature of Head of the Department

Allowed/Not Allowed

Signature of DPGS

Assam Agricultural University
Jorhat/Khanapara

ASSAM AGRICULTURAL UNIVERSITY

Faculty_____

College.....

THESIS/PROJECT SEMINAR CERTIFICATE

(Masters)

This is to certify that_____Roll No._____

MSc(Agri)/MVSc/MSc(CSc)/MFSc/ Student of the Department of _____

Has presented a seminar on _____at_____

Her/ His work was found to be satisfactory and we recommend that she/he should be allowed to submit her/his thesis to the members of his advisory Committee.

Name and Designation

Signature

- | | | | |
|----|-----------|---|-------|
| 1. | Dr. _____ | Major Adviser & Chairman | _____ |
| 2. | Dr. _____ | Co-Major Adviser | _____ |
| 3. | Dr. _____ | Member (Major Discipline) | _____ |
| 4. | Dr. _____ | Member (Minor Discipline) | _____ |
| 5. | Dr. _____ | Member (Supporting Discipline) | _____ |
| 6. | Dr. _____ | Member (Supporting Discipline) | _____ |
| 7. | Dr. _____ | Member (HoD) | _____ |
| 8. | Dr. _____ | Member (Other discipline/Faculty/Institute) | _____ |

Memo No._____

Forwarded (in duplicate) along with a panel of External Examiners and copy of **Proceedings** of the seminar to the D.P.G.S. for necessary action.

.....
Seminar-in-charge

.....
Head

Department of_____

NB : The Seminar-In-charge shall enclose the proceedings of the seminar.

ASSAM AGRICULTURAL UNIVERSITY

Faculty _____

College.....

(CERTIFICATE OF INCORPORATION OF CORRECTIONS/MODIFICATIONS OF THESIS AS
SUGGESTED DURING THE SEMINAR/VIVA-VOCE (*MASTERS PROGRAMME*))

(To be submitted in duplicate)

Name of the student _____ Roll No. _____

Major:

Minor:

Supporting:

The corrections /modifications suggested during seminar/viva-voce by the Board of Examiners have been incorporated.

Signature of the student

Date _____

Title of the thesis _____

The Research Advisory Committee, certify that we have read the thesis/dissertation and that the corrections / modifications as suggested for improvement, have been incorporated.

Name and Designation

Signature

- | | | | |
|----|-----------|---|-------|
| 1. | Dr. _____ | Major Adviser & Chairperson | _____ |
| 2. | Dr. _____ | Co-Major Adviser | _____ |
| 3. | Dr. _____ | Member (Major Discipline) | _____ |
| 4. | Dr. _____ | Member (Major Discipline) | _____ |
| 5. | Dr. _____ | Member (Minor Discipline) | _____ |
| 6. | Dr. _____ | Member (Supporting Discipline) | _____ |
| 7. | Dr. _____ | Member (Supporting Discipline) | _____ |
| 8. | Dr. _____ | Member (HoD) | _____ |
| 9. | Dr. _____ | Member (Other discipline/Faculty/Institute) | _____ |

Memo No. _____

Forwarded to the Director of Post Graduate Studies

Signature of the Head

Department of _____

Date _____

Accepted :

Signature of Director of
Post Graduate Studies

ASSAM AGRICULTURAL UNIVERSITY

Faculty_____

College.....

THESIS SEMINAR CERTIFICATE

(Ph.D)

This is to certify that Sri/Smt._____ Roll No._____

Ph.D Student of the Department of _____ has presented a

Seminar on _____ at _____

Her/His work was found to be satisfactory and we recommend that she/he should be allowed to submit her/his thesis to the members of his advisory Committee.

Name and Designation

Signature

- | | | |
|--------------|---|-------|
| 1. Dr. _____ | Major Adviser &Chairperson | _____ |
| 2. Dr. _____ | Co-Major Adviser | _____ |
| 3. Dr. _____ | Member (Major Discipline) | _____ |
| 4. Dr. _____ | Member (Minor Discipline) | _____ |
| 5. Dr. _____ | Member (Supporting Discipline) | _____ |
| 6. Dr. _____ | Member (Supporting Discipline) | _____ |
| 7. Dr. _____ | Member(HoD) | _____ |
| 8. Dr. _____ | Member (Other discipline/Faculty/Institute) | _____ |

Memo No._____

Forwarded (in duplicate) along with a panel of External Examiners and copy of **Proceedings** of the seminar to the D.P.G.S. for necessary action.

.....
Seminar-in-charge

.....
Head

Department of _____

NB : The Seminar-In-charge shall enclose the proceedings of the seminar

ASSAM AGRICULTURAL UNIVERSITY
Faculty _____
College.....

(CERTIFICATE OF INCORPORATION OF CORRECTIONS/MODIFICATIONS OF THESIS AS
SUGGESTED DURING THE SEMINAR/ VIVA-VOCE (*Ph.D*))

(To be submitted in duplicate)

Name of the student _____ Roll No. _____

Major:

Minor:

Supporting:

The corrections/modifications suggested during seminar/viva-voce by the Board of Examiners have been incorporated.

Signature of the student

Date _____

Title of the thesis _____

The Research Advisory Committee, certify that we have read the thesis/dissertation and that the corrections /modifications as suggested for improvement, have been incorporated.

Name and Designation

Signature

- | | | |
|--------------|--|-------|
| 1. Dr. _____ | Major Adviser &Chairperson | _____ |
| 2. Dr. _____ | Co-Major Adviser | _____ |
| 3. Dr. _____ | Member (Major Discipline) | _____ |
| 4. Dr. _____ | Member (Major Discipline) | _____ |
| 5. Dr. _____ | Member (Minor Discipline) | _____ |
| 6. Dr. _____ | Member (Supporting Discipline) | _____ |
| 7. Dr. _____ | Member (Supporting Discipline) | _____ |
| 8. Dr. _____ | Member(HoD) | _____ |
| 9. Dr. _____ | Member(Other discipline/Faculty/Institute) | _____ |

Memo No. _____

Forwarded to the Director of Post Graduate Studies

Signature of the Head
Department of _____

Date

Accepted :

Signature of Director of
Post Graduate Studies

ASSAM AGRICULTURAL UNIVERSITY

Faculty of _____

College of _____

CERTIFICATE – I

This is to certify that the thesis/dissertation /project entitled (**Title of the thesis/project**) submitted to the Faculty of Agriculture, Assam Agricultural University, in partial fulfilment for the degree of (**Name of the degree programme**) in (**Name of the major discipline**) is a record of research/project work carried out by (**Name of the student, Roll No**) under my personal supervision and guidance.

All kinds of help received by him have been duly acknowledged.

No part of this thesis has been reproduced elsewhere for any degree. The thesis is plagiarism free/with similarity content below the accepted norms of AAU which does not affect the originality of research work.

Dated:..... , 2022

Signature of the Major adviser & Chairperson
Designation _____
Department _____
College _____
Assam Agricultural University,

ASSAM AGRICULTURAL UNIVERSITY

Faculty :.....
College:.....

INSTITUTIONAL ANIMAL ETHICS COMMITTEE CERTIFICATE

Approval No. 770/ac/CPCSEA/FVSc/AAU/IAEC/...../..... dated.....

Communication of Decision of the Institutional Animal Ethics Committee (IAEC)
Topic of the PG research/ Title of the research project:

Name of the Student/Principal Investigator:

Department:

Date of review (D/M/Y):

Date of previous review, if revised application :

Decision of the IAEC

Recommended

Recommended with suggestions

Suggested Revision

Rejected

Suggestion/Reasons/Remarks:

Please note *

- a. Inform IAEC immediately in case of any adverse events
- b. Inform IAEC in case of any change of study procedure, site and investigator
- c. Members of IAEC have right to monitor the trial experiment with prior intimation

Signature of Chairperson, IAEC

ASSAM AGRICULTURAL UNIVERSITY
Directorate of Post-Graduate Studies

THESIS/PROJECT EVALUATION REPORT

1. **Title of the thesis/project:**

2. **Name of the student:**

3. **Degree programme:** M.Sc.(Agri)/M.Sc.(Community Science)/ M.V.Sc./M.F.Sc.
/M.Sc.(Food Technology)/MBA(Agri-Bussiness)/Ph.D.:

4. **Department/Discipline of the student:**

5. **Report(Summary):**
 - A. **Acceptance of the thesis/project (Please tick mark the appropriate bullet):**
 - The thesis is accepted and considered fit enough for conducting the examination
 - The thesis is rejected on grounds specified below:
 - The thesis requires to be resubmitted after revision in the light of the detailed report after the expiry of one semester.

 - B. **Fitness of the thesis for publication:**
 - The thesis is fit for publication in its original form or in any modified form
 - The thesis is of such outstanding merit that the University would be justified in publishing it at own cost.

Signature of the External Examiner:
Name of the External Examiner:

Date:

Designation & Complete Address of the External Examiner:

Report in Detail:

(Report on each item should be given in detail. Extra sheets may be added, if needed)

1. Technical evaluation of the thesis (Chapter-wise). The Examiner may add more points to the ones listed below.

i) Introduction:

- a) Has the author been able to introduce the theme of research with justification of conducting the research work:
- b) Are the objectives well defined, relevant to the theme of research, and achievable:

ii) Review of Literature¹:

- a) Is the review relevant to the theme of research:
- b) Is the review exhaustive and critical:
- c) Are all works cited in the chapter 'Bibliography':

iii) Materials and Methods/Methodology:

- a) Has the author adequately described the materials used and the methodologies adopted in carrying out the research, in a comprehensible manner:
- b) Does the information provided in this chapter adequately match the findings:

iv) Experimental Findings/Results and Discussion:

- a) Are the findings/results presented systematically and clearly:
- b) Has the author adequately used tables, graphs, drawings, photographs etc. to explain the findings/ are some of them redundant:
- c) Has the author discussed the findings logically as well as critically, in relevance to earlier works of similar nature, if any:
- d) Has the author been able to draw inferences from the research and attain the set objectives:

v) Discussion²:

- a) Has the author discussed the findings logically as well as critically, in relevance to earlier works of similar nature, if any:
- b) Has the author been able to draw inferences from the research and attain the set objectives:

- c) Does the chapter look like a mere repetition of the previous chapter ‘Experimental Findings’:

vi) Summary and Conclusion/Summary Report:

- a) Does the chapter reflect the nature of work, time, place, objectives and brief methodology.
- b) Are the important features of the findings placed systematically and clearly:

vii) References/Bibliography³:

- a) Are all references cited in the text listed in this chapter:
- b) Are all references written and arranged following standard norms:

viii) Appendix(ces):

- a) Are the Appendices supportive to the research work:

ix) Abstract: Does the Abstract reflect the purpose of the research, methods used, important findings and their significance

2. Language and Grammar:

- i) Correctness:
- ii) Improvements suggested:

3. Additional comments, if any:

^{1,2} & ³are not for MBA (Agri Business) and IDEA Report

ASSAM AGRICULTURAL UNIVERSITY, JORHAT

Faculty: _____

College:.....

Certificate -II
Certificate of Thesis/Project Viva-voce

(Master's Degree Student)

This is to certify that thesis/dissertation/project entitled,

.....

..... submitted by Mr./ Ms./Dr.

.....
Roll No. to the Assam Agricultural University, in partial fulfilment of the requirements for the degree of Master of Science (Agriculture/Community Science/Fisheries Science)/Master of Veterinary Science/MBA (Agri-business) in the discipline ofhas been examined by us in a *viva-voce* held on

..... and found satisfactory/ unsatisfactory.

Board of Examiners:

Sl.No	Name	Designation	Signature
1.		Examiner (Internal/External)	
2.		Major Adviser &Chairperson	
3.		Co-Major Adviser/Co-chairman, if applicable	
4.		Member, Major Discipline	
5.		Member, Minor Discipline	
6.		Member, Supporting Discipline	
7.		Member (Other discipline/Faculty/Institute)	

Memo. No. _____ Dtd. _____

Forwarded to the Director of Post Graduate Studies

Signature of the HoD, _____

Memo. No. _____ Dtd. _____

Forwarded to the Registrar/Jt.Registrar (Acad), AAU for favour of necessary action

Signature of the Director of Post Graduate Studies
Assam Agricultural University

ASSAM AGRICULTURAL UNIVERSITY, JORHAT
Faculty of _____

Certificate -II
Certificate of Thesis Viva-voce

(Ph. D. Degree Student)

This is to certify that thesis/dissertation/project entitled,
.....
..... submitted by Mr./ Ms./ Dr.
.....
Roll No. to the Assam Agricultural University, in partial
fulfilment of the requirements for the degree of Doctor of Philosophy in the subject of
.....has been examined by us in a viva-voce held on
..... and found satisfactory/ unsatisfactory.

(Major Adviser & Chairperson)

(External Examiner)

Board of Examiners

Members of the SAC:

Name and Designation

Signature

- | | | | |
|----|-----------|--|-------|
| 1. | Dr. _____ | Major Adviser & Chairperson | _____ |
| 2. | Dr. _____ | Co-Major Adviser | _____ |
| 3. | Dr. _____ | Member (Major Discipline) | _____ |
| 4. | Dr. _____ | Member (Major Discipline) | _____ |
| 5. | Dr. _____ | Member (Minor Discipline) | _____ |
| 6. | Dr. _____ | Member (Supporting Discipline) | _____ |
| 7. | Dr. _____ | Member (Supporting Discipline) | _____ |
| 8. | Dr. _____ | Member(HoD) | _____ |
| 9. | Dr. _____ | Member(Other discipline/Faculty/Institute) | _____ |

Memo. No. _____ Dtd. _____

Forwarded to the Director of Post Graduate Studies

Signature of the HoD, _____

Memo. No. _____ Dtd. _____

Forwarded to the Registrar/Jt. Registrar (Acad), AAU for favour of necessary action

Signature of the Director of Post Graduate Studies
Assam Agricultural University

Registration No.: {Registration No.}

Assam Agricultural University, Jorhat

Transcript Year)
 (Degree Program)



Discipline {Course Name} Cal. Type {ExamType}

Name (Name) DateofBirth fDob}

Roll Number {Roll Number}

Father's Name {Father's Name}

College Dept. {Institute Name}

Level of Dissertation {Dissertation Title Name}

Subject {Subject}

Major {Major Subject}

Minor {Minor Subject}

Date of Passing the Qualifying Viva-Voc, Examination (Date of passing qualifying viva-voce)

Date of Submission of Thesis {Date of submission of thesis}

Date of Passing the Thesis Viva-Voc, Examination (Date of passing the thesis viva-voce)

Sem	Subject Code	Subject Name	Credit Hrs.	Grade Obtained	Total Credit
{Sem}	{Subject Code} {Subject I}		{Credit Hours}	{Grade}	{Credit Points}
	{Subject Code} {Subject II}		{Credit Hours}	{Grade}	{Credit Points}
	{Subject Code} {Subject III}		{Credit Hours}	{Grade}	{Credit Points}
	{Subject Code} {Subject IV}		{Credit Hours}	{Grade}	{Credit Points}
	{Subject Code} {Subject V}		{Credit Hours}	{Grade}	{Credit Points}

Total Credits Points:

Percentage {Percentage}

Total Credits Hours:

{CGPA}

Result: {Result}



Digitally signed on
 Date: 01/03/2023 06:06:15 IST

1. This is digitally signed certificate. The format of this certificate is fully different from the old one issued by the University.
 2. This certificate is electronically generated by DigLocker- National Academic Depository.
 3. This digitally signed document is legally valid as per the IT Act 2008 amended electronically.
 4. To verify this certificate, do load DigLocker Android app or scan the QR code on the certificate.



Assam Agricultural University, Jorhat

TRANSCRIPT

(Name) **Admission No.** (Registration Number)
Father's Name (Father's Name) **Mother's Name** (Mother's Name)
Admitted In (Date of Enrolment) **Completed In** (Certificate Issue Date)
Degree Programme (Course Name)
College (Institute Name)

[FIRST PROFESSIONAL]

Marks Obtained

Subject Name	Credit Hours	Internal Assessment			Annual		Total	Grade Points	Credit Points
		First	Second	Theory	Practical				
{Subject Name}	{Sub 1 Credit Hours}	{Sub 1 CE1 Mark}	{Sub 1 CE2 Mark}	{Sub 1 TH marks}	{Sub 1 PR marks}	{Sub 1 Total Marks}	{Sub 1 grade points}	{Sub 1 credit points}	
{Subject Name}	{Sub 2 Credit Hours}	{Sub 2 CE1 Mark}	{Sub 2 CE2 Mark}	{Sub 2 TH marks}	{Sub 2 PR marks}	{Sub 2 Total Marks}	{Sub 2 grade points}	{Sub 2 credit points}	
{Subject Name}	{Sub 3 Credit Hours}	{Sub 3 CE1 Mark}	{Sub 3 CE2 Mark}	{Sub 3 TH marks}	{Sub 3 PR marks}	{Sub 3 Total Marks}	{Sub 3 grade points}	{Sub 3 credit points}	
Total Credit Hours	{Total Credit Hours}						Total Credit Points	{Total Credit Points}	

[SECOND PROFESSIONAL]

Marks Obtained

Subject Name	Credit Hours	Internal Assessment			Annual		Total	Grade Points	Credit Points
		First	Second	Theory	Practical				
{Subject Name}	{Sub 1 Credit Hours}	{Sub 1 CE1 Mark}	{Sub 1 CE2 Mark}	{Sub 1 TH marks}	{Sub 1 PR marks}	{Sub 1 Total Marks}	{Sub 1 grade points}	{Sub 1 credit points}	
{Subject Name}	{Sub 2 Credit Hours}	{Sub 2 CE1 Mark}	{Sub 2 CE2 Mark}	{Sub 2 TH marks}	{Sub 2 PR marks}	{Sub 2 Total Marks}	{Sub 2 grade points}	{Sub 2 credit points}	
{Subject Name}	{Sub 3 Credit Hours}	{Sub 3 CE1 Mark}	{Sub 3 CE2 Mark}	{Sub 3 TH marks}	{Sub 3 PR marks}	{Sub 3 Total Marks}	{Sub 3 grade points}	{Sub 3 credit points}	
Total Credit Hours	{Total Credit Hours}						Total Credit Points	{Total Credit Points}	

Grand Total Credit Hours (Grand Total Credit Hours) Grand Total Credit Points (Grand Total Credit Points)
 Over All Grade Point Average (OGPA) (OGPA) Percentage of Marks (Percentage)
 Result (Result) Conduct (Remarks)
 Non Credit Hours (NC) (Non Credit Hours) Internship Duration (From Date) to (To Date)



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Enrollment/Registration No. : {Registration No.}

Assam Agricultural University, Jorhat

Degree Certificate



This is to certify that

{Student Name}

of

{Organization Name}

after having passed the prescribed course of study

was awarded the degree

of

{Course Name} {Stream}

for the Examination held in {Month} {Year} with {Division} and CGPA {CGPA}

Dated : {Date}



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Assam Agricultural University, Jorhat
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of
{Organization Name}
after having passed the prescribed course of study
was awarded the degree
of
{Course Name} {Stream}
for the Examination held in **{Year}** with **{Division}** and **OGPA {OGPA}**

Dated : {Date}



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ASSAM AGRICULTURAL UNIVERSITY
Faculty:.....
College:.....

**PROFORMA FOR DEDUCTION OF MARKS AGAINST THE STUDENT
VIOLATING DISCIPLINE IN THE EXAMINATION HALL**

To

The DPGS
AAU, Jorhat

Sir

The undersigned is pleased to deduct _____marks* from the total marks secured by
_____ (Name of the student with class &
Roll No) in _____ (Paper) in the Mid/End term Examination today, the
_____ (Date) due to non response to the warning given to her/him for violation of
the Clause 4.07.03 (1) of the Regulations of Academic Matters, AAU, which reads as

“Any discussion sharing her/his views inside the examination hall, creating disturbance or
acting in a manner so as to cause inconvenience to other students in the examination
hall or near about.

(Invigilator)

Name: _____

Designation: _____

Dept: _____

*N.B. The maximum mark deductable is **10** per incidence of violation



Assam Agricultural University, Jorhat

.....Gold Medal

This is to certify that (*Name of the candidate*) of the College of (*Name of the college*) has been awarded the Gold Medal for securing the highest Cumulative Grade Point

Average in/ in the (*Name of the degree*) degree programme of (*Year of passing*)

Place:

Vice Chancellor

Date:



Assam Agricultural University, Jorhat

Certificate of Cash Award

This is to certify that (*Name of the candidate*) of the College of (*Name of the college*) has been awarded (*Name of the cash award*) for (*Criteria for being awarded*) of the (*Name of the degree*) degree programme of (*Year of passing*)

Place:

Vice Chancellor

Date

Application for enrolment in IDEA Programme

Complete the following details for enrolling into the IDEA programme:

Sl.No	Particulars	Description
1.	Name (in capital letters)	
2.	College	
3.	Department	
4.	Roll. No	
5.	Email Id	
6.	Mobile No	
7.	Is there anybody in your immediate family who has started his/her own business in the recent times? If yes, please write a few lines about the enterprise. (Max. 25 words)	
8.	Do you already have an idea for your enterprise? Please write in brief about it. Indicate probable plan of work. (Max.50 words)	
9.	What support are you looking for, whenever you start your own enterprise to materialize your plan? (Max. 50 words)	

This is to certify that the above information furnished by me is true to the best of my knowledge and belief. If selected for the programme, I will put my best to make it a real learning experience to realize my dream.

Name and Signature of the Student

Forwarded by:

Head of the Department



Assam Agricultural University

Department of _____

College _____

Declaration by the student/Scholar

1. Name of Student/Scholar :
2. Degree programme :
3. Roll. No :
4. Email Address :
5. Mobile No. :
6. Name of Major Adviser :
Designation :
Address :
Email :
Mobile :
7. Title of Thesis :

The above thesis/dissertation was scanned for similarity detection by _____software* and is found to be plagiarism free/with plagiarism below AAU's accepted norms and it will not affect the originality of my research work.

Date:

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Assam Agricultural University

Format for forwarding a Thesis/Dissertation to DPGS for Evaluation

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[Ref: Para 11.2.1, 11.2.2, 11.2.3 & 11.2.4 of AAU Policy, 2021 for the Academic Integrity and Prevention of Plagiarism]

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Assam Agricultural University
Jorhat-785013

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.....XXXXXXXX.....

ACADEMIC GUIDELINES

**APPROVED BY THE ACADEMIC COUNCIL
DATED APRIL 05TH , 2023**

**Vide Clause No. 1.01.08 & 1.01.07 of Regulations on Academic Matters,
2017(UG)/2022(PG) (Amended)**



**Assam Agricultural University
Jorhat- 785 013**

Published by
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Jorhat - 785013

**ACADEMIC GUIDELINES
APPROVED BY THE ACADEMIC COUNCIL
DATED SEPTEMBER 23RD, 2022**

**Vide Clause No. 1.01.08 & 1.01.07 of Regulations on Academic
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ASSAM AGRICULTURAL UNIVERSITY
ACADEMIC GUIDELINES

Vide Clause No. 1.01.08 & 1.01.07 of the Regulations on Academic Matters, 2007/2022 (for UG/PG Programmes)

I. GUIDELINES FOR SCREENING AND SELECTION OF CANDIDATES FOR ADMISSION INTO VARIOUS DEGREE PROGRAMMES (REFER TO CLAUSE NO. 2.03)

1. Advertisement inviting application for admission into different degree programmes shall be issued well ahead of time but not lesser than a month from the scheduled date of admission.
2. Application for admission into all the degree programmes shall be obtained online against payment of prescribed fee to be determined by the Academic council from time to time.
3. All information relating to admission shall be incorporated in the Information Bulletin (*Vide* Clause no. 2.01.03) prepared for the purpose.
4. The Registrar shall receive the application forms for all the degree programmes.

A. Screening of application forms for Under-graduate and Post Graduate Programmes

The Online application forms submitted by prospective candidates shall be screened at the time of admission cum counseling by team to be constituted by the Registrar comprised of the following members:

1. The Team formed as under shall screen the application forms:
 - (i) In-Charge, AKMIT Cell, Jorhat
 - (ii) All Academic Cell In-Charges (UG & PG)
 - (iii) Any other teacher(s)/staff co-opted by the Registrar
 - (iv) Administrative Officer (Exam)
2. The team shall screen the applications based on the prescribed criteria as incorporated in the Information Bulletin.
3. Common and Category-wise merit list(s) of candidates shall be prepared by the team across the programme of studies.

B. Central Selection Committee

The Central Selection Committee for selection of candidate for admission into Under-graduate and Post-graduate degree programme shall be as under:

Registrar	Chairperson
DPGS	Member
All Deans	Member
All Assoc. Deans	Member
DSW, Jorhat	Member
Joint/Deputy Registrar (Acad.), Jorhat	Member Secretary

C. Procedure for selection of candidates for Under-graduate degree programme

1. The Central Selection Committee shall take personal interview of the candidates in order to see the aptitude of the candidates for different degree programmes.
2. The Committee shall verify the authenticity of the information submitted by the candidates.
3. The Committee shall admit the candidates into different Faculties/ Colleges as per their preferences and merit.
4. The Chairperson of the Committee shall be responsible for maintaining the norms of reservation and admission of candidates into the reserved quota.
5. Vacancy in any reserved quota shall be filled-up as per clause 2.02.02 & 2.02.03
6. Vacancy arising out of any reason shall be filled up by selection of second batch of candidates on 7th or a later day by clearly stating the vacant seats with cut off rank.
7. After filling up the vacant seats from the merit list in the 2nd or subsequent round of counseling, the additional vacancy, if any, may be made open for spot admission of the eligible candidates, if deemed fit.
8. Seats having no claimant, from Assam may be offered to the candidates from outside the state against payment of higher fees.
9. The Chairperson shall prepare a report on the admission for placing the same before the Academic Council.

D. Procedure for selection of candidates for Post-graduate degree programme

1. The Central Selection Committee subject to verification of original documents of the candidates will admit after counseling, into the different disciplines based on the rank in the merit list in order of preference after payment of required fees.

2. The Committee shall verify the authenticity of the information submitted by the candidates.
3. The Chairperson of the Committee shall be responsible for maintaining the norms of reservation and admission of candidates into the reserved quota.
4. Vacancy in any reserved quota shall be filled-up as per clause 2.02.02 & 2.02.03 of the Academic Regulation.
5. Vacancy arising out of any reason shall be filled up by selection of second batch of candidates on 7th or a later day by clearly stating the vacant seats with cut off rank.
6. After filling up the vacant seats from the merit list in the 2nd or subsequent round of counseling, the additional vacancy, if any, may be made open for spot admission of the eligible candidates if desired fit.
7. Seats having no claimant, from Assam may be offered to the candidates from outside the state against payment of higher fees.
8. The Chairperson shall prepare a report on the admission for placing the same before the Academic Council.

E. Placement of newly admitted students into different colleges under the same Faculty

1. Placement of the candidates in to a particular College shall be done on the basis of their preference as well as their position in the merit list.

F. Orientation

1. The Orientation Programme arranged by the University and/or by the respective Colleges is mandatory for all the newly admitted students.
2. The wait-listed candidates, when admitted, are also to undergo the Orientation Programme on the day of admission.

II. GUIDELINES FOR INVIGILATORS FOR CONDUCT OF EXAMINATION (REFER TO CLAUSE NO. 3.02)

1. The invigilator should report to the In-charge, Academic Cell at least 30 minutes before the commencement of the examination for collecting the question paper, papers etc.
2. The invigilator should be present in the examination hall/room at least 10 minutes before the commencement of examination.

3. The invigilator should take all precautionary measures associated with the conduct of examination and ensure that there is no communication among the students in the examination hall.
4. Late comers may be admitted up to 15 minutes after the commencement of the examination.
5. The invigilator should ensure that students leave their books, notes and all types of electronic gadgets etc. outside the examination hall before entering the examination hall.
6. The invigilator shall verify the cover page of the answer script, its content and entries made by the student and also check whether the answer script is in proper order.
7. The invigilator shall take the attendance of the students after the commencement of the examination on the attendance sheet provided for this purpose and prepare the absentee statement.
8. The invigilator should put her/his signature in the cover page and on additional pages of the answer script, if any, in the space provided.
9. No students shall be allowed to leave the examination hall earlier than 30 minute and 60 minute from the commencement of Mid-term and End-term/Semester final examination, respectively.
10. Invigilator should not engage herself/himself in any personal work in the examination hall.
11. In the event of detection of any unfair means adopted by students in the examination hall, the invigilator should follow the guidelines as specified in the Academic Regulations (UG Form No.18/PG Form No-37 *Vide* Clause: 4.07.03.02)
12. The question papers are to be unsealed only on the day of examination in presence of the DPGS/Dean/Assoc. Dean or the Supervisor appointed by her/him.

III. GUIDELINE FOR SETTING OF QUESTION PAPERS [REFER TO CLAUSE NO. 3.02]

1. For Under Graduate programmes the question papers for the End-term/End-term Repeat/ Grade improvement/professional examination shall be obtained from the external paper setter by the Dean/Jt.Registrar at the beginning of the semester/academic year. Paper for Mid-term examination shall be set internally.
2. For PG degree programme, First Test & Mid Term examination will be conducted internally in the respective departments by the Course instructors as per academic calendar.
3. Further, the question papers for the End - term / End- term Repeat/Grade improvement/Semester Final examination of the PG programme shall be obtained from the concerned course instructors in consultation with respective HODs by the DPGS **15 days** before the examination.

4. Common question papers- in case of multi campus Faculty shall be finalized by the HoD concerned and he/she will coordinate the process with respective Course instructors
5. The paper shall be in safe custody of the DPGS/Dean/Joint Registrar.
6. All question papers are confidential till the same are issued to the students in the examination hall.
7. The question paper must reflect the entire syllabus of the course.
8. Under no circumstances questions can be set from any other material except topics covered in the prescribed syllabus as reflected in the lesson plan.
9. There must be 30 per cent objective and 70 per cent subjective/descriptive/problem solving questions.
10. The marks allotted in a question must be such that it justifies the content of answer to the question.
11. The question must be clear with respect to the desired answer.
12. Pattern of question, marks distribution & duration of examination for the PG programme will be as follows:

Degree Programme	Examination	Pattern of question	Marks	Duration
Masters	(a) First Test	Objective and short type questions	10	½ hour
	(b) Mid-term	Objective 30 % and subjective 70%	30	1 hour
	(c) End- term	Objective 30 % and subjective 70%	60	2 hours
	(d) Practical	i) Class works, Class records and Assignments ii) Practical examination iii) <i>Viva-voce</i>	30 50 20	3 hours
Ph.D	(a) Semester final examination	Objective 30 % and subjective 70%	100	3 hours
	(b) Practical	i) Class works, Class records and Assignments ii) Practical examination iii) <i>Viva-voce</i>	30 50 20	3 hours

13. Pattern of question, marks distribution & duration of examination for the UG programme will be as follows:

Degree programme	Examination	Pattern of question	Marks	Duration
	i. Mid-term	Comprehensive and objective type questions	30	1 hour
	ii. End-term	Comprehensive and objective type questions	70	2 hours

UG	iii. Practical	a) Class works, Class records and Assignment	50/100*	2 hours
		b) Practical examination		
		c) <i>Viva-voce</i>		

* Courses with practical only

14. The question papers prepared shall be submitted to the DPGS/Dean in a confidential cover.
15. There shall be a Moderation Committee for UG programme constituted as follows:

Dean	Chairman
Concerned HoD	Member
I/C Academic Cell	Non-Member Secretary

- The Committee may change/modify the question papers to the extent of maximum 30% with justification.
- The Office of the Joint Registrar shall arrange for the moderation of the question papers in case of Veterinary Science.

IV. GUIDELINES FOR SELECTION OF EXTERNAL PAPER SETTERS FOR UG PROGRAMME [REFER TO CLAUSE NO. 3.03(b)]

A. Minimum qualification

1. No such person shall be appointed as an examiner or paper setter unless she/he has at least three year's teaching experience;
2. No person below the rank of Lecturer/Assistant Professor or equivalent shall be appointed as an examiner or paper setter.

B. Selection of panel

1. For setting the question paper of each course, there shall be an approved panel of external paper setters for a period of two (2) years.
2. The Head of the Department shall compile brief bio-data of probable paper setters.
3. The HoD shall discuss the bio-data of such persons in the DACC and finalize a list of 3 to 5 persons for each course.
4. This list shall be forwarded to the Dean by the HoD.
5. The Dean shall then obtain the consent of the persons listed.
6. This list will then be sent to the Vice Chancellor for his approval.

7. The Dean will then send a copy of the prescribed syllabus and lesson plan of the course to the paper setter from the approved panel.
8. Two sets of question papers as described above shall be invited for each of the courses.
9. An amount of Rs. 850/- (Eight hundred and fifty only) for two sets of papers shall be paid as remuneration against a particular course.

V. GUIDELINES FOR EVALUATION OF ANSWER-SCRIPT(S) (REFER TO CLAUSE NO. 3.04)

1. The evaluator shall check if the student has properly indicated her/his personal details as per format in the cover page of the answer-scripts.
2. The evaluator shall check if the invigilator(s) has signed the answer-script.
3. The evaluator shall check if the additional sheets bear the invigilator's signature.
4. The evaluator shall check if the written answer is properly referred to the question set in the question paper.
5. The evaluator shall use red ink only to award marks to a written answer.
6. More than one marking shall not be allowed against a particular evaluated answer.
7. While totaling the marks of the entire answer-script, care must be taken to properly sum up the marks. There shall be no rounding up of the total marks.

VI. GUIDELINES FOR SUBMISSION OF EVALUATED ASSIGNMENTS, ANSWERSSCRIPTS AND MARKSHEET (REFER TO CLAUSE NO. 3.05)

A. First test/Mid-term examination:

1. The course teacher after evaluation of the First test/answer scripts of the Mid-term examination shall make 3 (Three) copies of the mark-sheets (Form 13/PG Form No-15) and submit the same to the Head of the Department/Associate Dean within 10 (Ten) days of the date of examination.
2. One copy of the mark-sheet shall be displayed in the department notice board for information of the students.
3. The HoD/Assoc. Dean shall return one copy of the mark-sheet to the Course Instructor after signing.

4. The HoD/Assoc. Dean shall retain in safe custody the answer scripts and the remaining copy of the mark-sheet for subsequent use.

B. Practical Examination:

1. The course(s) teacher after evaluation of the practical examination shall submit the materials (answer-scripts/practical note book/assignment) to the Head of the Department along with 3 (three) copies of the mark-sheets (Form- 14/PG-16) within 3 days after the practical examination is over. The practical note book shall be returned to the students after one semester.
2. The HoD in turn shall return one of the mark-sheets to the course teacher(s) after signing.
3. The HoD shall retain in safe custody the evaluated materials and the two copies of mark-sheet for subsequent use.

C. End-term Examination for UG Programme

1. The external examiner after evaluation of the answer scripts of the End-term examination shall submit one copy of the mark-sheet (Form 15) to the Dean within the time specified for the purpose.
2. The Dean shall send a copy of the mark-sheet to the HoD for tabulation through the concerned course teacher.
3. The Course Instructor will prepare the final grade-sheet in duplicate and submit the same to the Dean.
4. The Dean, as and when necessary shall get the results verified by FACC and forward the same to the Registrar.

D. End-term/Semester final examination for Masters/Ph.D Programme

1. The Course Instructor will prepare the final grade-sheet in duplicate and submit the same to the DPGS through the HoD concerned (PG Form No. 17 for Masters and 18 for Ph.D).
2. The DPGS shall get the results verified and forward the same to the Registrar.

VII. GUIDELINES FOR SCRUTINY (REFER TO CLAUSE NO. 3.09)

A scrutiny of any of the processes of coverage of syllabus, examination, evaluation, computation and grading may be done by the Faculty Evaluation Committee (FEC) as per the procedure defined hereunder.

A. Scrutiny of coverage of course syllabus:

1. The DPGS/Dean may order for scrutiny by the FEC, of coverage of the prescribed syllabus of any course during the prescribed Academic Calendar. He/She may do so on the advice of the HoD or on his own.

2. The FEC will verify the syllabus prescribed for the course and the related lesson plan with the number of lectures/practical's conducted and the content of such lectures/ practical's.
3. On verification, if it is found that the course teacher(s) has failed to complete the prescribed syllabus within the specified time, the matter will be reported to the DPGS/Dean for necessary action.

B. Scrutiny of question papers:

1. The FEC will verify the syllabus prescribed for the course and the contents of the question paper.
2. On verification, if it is found that the question paper does not reflect the prescribed syllabus, the DPGS/Dean may order for resetting of the question paper.

C. Scrutiny of Grade/Grade points:

1. The FEC shall have the liberty to scrutinize randomly the grade awarded as reflected in the grade-sheet.
2. The I/C Academic Cell on receipt of the grades, will scrutinize the grade-sheet again before dispatching the same to the Registrar. If any discrepancy is noticed, the matter shall be brought to the notice of the DPGS/Dean who will get it re-scrutinized by the FEC and take necessary action as per decision of the FEC.
3. The Registrar shall make a summary check of the grade-sheet before announcing the results.

D. Scrutiny of answer-scripts:

1. After evaluation of the answer-scripts by the external examiner (in case of UG programme), the Dean shall get the answer-scripts scrutinized, for any kind of discrepancy, by the FEC.
2. Also, scrutiny of answer-script(s) of any examination can be done on any of the following situations and as per guidelines defined hereunder.
 - i) Submit an application to the DPGS/Dean surrendering the grade(s) declared in the result sheet, with intimation to the Registrar.
 - ii) The application must be submitted within 5 days from the date of declaration of results of the concerned semester.
 - iii) Deposit a fee of Rs. 500/- (Rupees five hundred only) for scrutiny of each answer-script.
3. The DPGS/Dean shall get the answer-script(s) scrutinized by the FEC and take necessary action as per decision of the FEC.

E. Procedure for scrutiny of the answer-script by the FEC:

The FEC will verify if:

1. The evaluator has followed the guidelines for evaluation of answer scripts.

2. If it is found that the evaluator has not followed the guidelines properly, then it will rectify the deficiencies identified either on its own or by appointing any other teacher from within the concerned discipline.
3. The process of scrutiny must be completed within 5 days from the date of official intimation to that effect
4. It will then submit its report to the Chairman along with corrected grade sheet (to be prepared by the respective Head of the Department), if any, for necessary action.

VIII. GUIDELINES FOR HOLDING COMPREHENSIVE ORAL EXAMINATION FOR PG PROGRAMME (REFER TO CLAUSE NO. 3.16 OF PG REGULATION)

A. Procedure for holding examination:

1. The student, on completion of all course work registered for the programme, shall apply to the Major Adviser as per the prescribed application form (PG Form No. 20).
2. Permission to appear in the comprehensive examination shall be granted only on successful completion of 100% of the major and minor courses separately registered by her/him for the degree programme excluding research.
3. Effort should be made to hold the Oral Comprehensive Examination within a reasonable time frame subject to provision of Clause No. 3.16 of the Regulations on Academic Matters of AAU, 2022 (Amended).
4. Evaluation of the Oral Comprehensive Examination for the Ph.D students shall be done by the external examiner as appointed by the DPGS with the approval from Vice Chancellor.
5. The Head of the Department shall arrange for Oral Comprehensive examination with intimation to the Director of Post Graduate Studies.
6. A student shall be awarded 'S' grade in the Oral Comprehensive examination by the Board of Examiners when the performance of the students is found satisfactory. If the Board of Examiners finds the performance of a student in the examination not up to the mark, the student shall be awarded 'US' grade and shall have to re-appear in the examination within 2 months. Even if the student fails to obtain "S" grade, he/she will have to take readmission.
7. The HoD shall send the grades secured in the Oral Comprehensive Examination to the DPGS for processing of results.
8. The date of clearing Oral Comprehensive Examination shall be recorded in the student's grade card.

B. Board of Examiners for Oral Comprehensive examination:

	Masters degree	Ph.D degree
(i) Major Adviser	Member	Chairperson
(ii) External Examiner	None	Member
(iii) Head of the Deptt. (If not a member of the Advisory Committee)	Chairperson	Member
(iv) SAC members of the student concerned	Member	Member

The conduct of the Viva-Voce/Oral comprehensive examination shall be as per provisions of clause 3.16 and 3.17.07

C. Appointment of External Examiner

Similar procedure as that of the appointment of external examiner for thesis evaluation shall be followed.

D. Fixing of date for the Comprehensive Oral examination (only for PhD):

Similar procedure as that of the Viva-Voce of thesis shall be followed.

E. Report on Oral Comprehensive Examination

On successful completion, the Head of the Department shall submit the grades obtained by the student in the Oral Comprehensive Examination (PG Form No. 21/22A/22B) to the DPGS, with a copy to the Dean of the concerned Faculty in a prescribed form within 10 days of completion of the Examination. The DPGS, in turn, shall compile the grades and communicate the same to the Registrar for necessary record and processing.

IX. GUIDELINES FOR SELECTION OF RESEARCH/PROJECT TOPIC (REFER TO CLAUSE NO. 3.17.02 OF PG REGULATIONS)

1. The topic for the M.Sc. or Ph.D. project/thesis should form a part of the research programme identified for each department which should be notified by the Head of the Department amongst all the teachers of the Department.
2. The newly admitted P.G students shall be asked to give three preferences from the thrust areas of research as identified by the departments (preferably, based on the researchable issues emerged during TCMs) in which they would like to undertake research work.
3. Allotment of students to an adviser shall be done as per the preferences for research programme given by the student and on the basis of merit of the student as far as practicable.
4. The HoD in a staff meeting shall, within 35 (thirty five) days from the date of admission in to the 1st Semester select a teacher of the discipline as Major Adviser. To the extent possible, equal opportunity be given to all the faculty members for guiding the PG students. However, preference may be given to those faculty members who have handled or are handling research project on competitive mode.

5. The number of students under one Major adviser should be as per provisions of the Academic Regulations.

X. GUIDELINES FOR WRITING THESIS (REFER CLAUSE NO. 3.17.04 OF PG REGULATIONS)

1. General:

Theses/Project Reports are to be submitted both in soft and hard copies within the cutoff date notified from time to time.

1.01 : Form and style:

General standards laid down regarding the form and style of thesis have to be adhered to by all concerned. There may be differences in lay-out within Chapter for different Departments within a Faculty and between Faculties, but the general norms must not be violated. A quality paper of A4 size and of 2.3 kg weight (210 mm x 297 mm) should be used for typing the thesis.

1.02 : Style of writing:

Should be written in the third person in the past tense and consistency in style is to be maintained throughout. Greek/Latin and vernacular words should be in italics. Words/signs not available in word processor/font should be neatly executed by hand in black ink.

1.03 : Typing:

- (i) 1.5 line spacing with paragraph spacing of 6 points both before and after the paragraph should be used for all running matter with the exception of foot notes and long quotations, which may be single spaced. The bibliography, figures, legends and other items such as appendices should be single spaced.
- (ii) Body of the text and table title should be typed in Times New Roman 12 pitch; title of figures should be in Arial 12 pitch in upper case and placed below the figure with centered alignment. Chapter number and title of Chapter will be in Arial 18 pitch in upper case and bold with 1.5 line spacing and placed in centered alignment. Double space should be used between Chapter title and the first line of text.
- (iii) A minimum of 4 cm left margin and 1.5 cm right margin should be there in each page. Top and bottom margins should be 2.5 and 2 cm, respectively.
- (iv) Use of erasers for corrections followed by overwriting should be avoided as far as possible.
- (v) Figures, Diagrams and Table: Diagrams should be prepared in good quality drawing paper with Indian ink, photocopies, or computer-made. The words 'Figure' and 'Table' should be written with capital 'F' & 'T' in referring to these in the text. Figures and Tables should appear on the page immediately after their first reference in the text. Photographs of good quality and considered important in explaining new methodology, results *etc.* only may be computer scanned and appended. Oversize pages, charts,

maps *etc.* if larger than standard page size, should be photo-reduced or carefully folded for binding into the manuscript. The fold should not extend the full width of the pages.

- (vi) Abbreviations, wherever needed to be used should be as per those used in standard scientific notations.

1.04 : Numbering of pages:

Each page in a thesis, including those in appendices are to be numbered consecutively. Illustrative materials should also be numbered. The initial page of any major subdivision of the thesis, *viz.*, title page, first page of Table of Contents, first page of Chapter, should have no page number typed on it. Small Roman numerals (i, ii *etc.*) are to be used for prefatory page, *i.e.* Table of content *etc.* till the pages preceding Chapter I, and placed in the middle of the page 1.5 cms from the bottom. Other pages of the thesis including the bibliography should be numbered with Arabic numerals placed on the upper right hand corner 1.5 cm from each edge. Appendices should be numbered with Capital Roman numerals (I, II *etc.*).

2. Arrangement:

2.01(a) For Master's and Ph.D. programme: The typed materials should be arranged in the following order:

- Title page
- Self declaration
- Certificate I
- Certificate II
- Acknowledgement (s)
- Abstracts
- Contents
- List of Tables
- List of Figures
- List of Abbreviations
- Chapter I** Introduction
- Chapter II** Review of Literature
- Chapter III** Materials and Methods/Methodology
- Chapter IV** Experimental Findings*
- Chapter V** Discussion*
- 2** **Chapter VI** Summary and Conclusion
- Bibliography
- 0** Appendix (ces), if any
- 1**

*In case of Ph. D thesis, **Chapter IV and V** are combined as Results and discussion (

2.01(b) For MBA:

- i) The student pursuing MBA (Agri-Business) shall have to undertake project works in place of prescribed thesis works.

- ii) The following arrangement may be adhered to by the student of MBA (Agri- Business) degree programme while preparing the project/reports.

Title of the project

Name of the Business House where the project is undertaken

Name of the student and Registration

Chapter I : Introduction : A brief description of the topic, coverage of the project activity. Importance and scope of the subject in relation to the business house.

Chapter II : Methodology

Chapter III : Results and Discussion : Detailed report on the project indicating major findings, knowledge and skills gained, its applicability in managing specific situations, limitations and conclusion.

Chapter IV : Summary Report

- iii) The students undergoing MBA programme will submit their synopsis in the 3rd semester. As the students will complete Summer Project at the end of the 2nd semester, they may formulate their project works in the light of the Summer Project, if found suitable.

2.01.01 Title page:

The title page should contain the title of the thesis, degree for which it is submitted, full name of the author, name of the Department, name of the Faculty, name of the University and the date, month & year. The title should be typed in Arial 18 pitch bold and kept in centred alignment (As per specimen). In the case of the title containing scientific name, this should be typed as per standard norms or writing, *e.g.Philosamia ricinic* Boisduval.

Cover page should be of uniform colour:

For Masters – Blue – White letter

For Ph.D. – Black – Golden letter

Side of the thesis should contain degree programme, year, author and short title

2.01.02 Certificate from the Major Adviser:

PG Form No 27 of the Regulations on Academic Matters (For PG Programme) should be used for the purpose.

2.01.03 Acknowledgement:

The page should contain reference to guidance received by the author from the Adviser and the member of the Advisory Committee. Reference should also be made of financial assistance, assistance in the form of facilities *etc.* received for the work. Assistance in word processing, data collection/processing also be acknowledged.

2.01.04 Abstract:

An abstract should indicate briefly the purpose of the research, methods used, results obtained and the significance of the findings. The abstract should not normally exceed one typed page in single space.

2.01.05 Table of Contents:

This should contain the list with reference to pages of the Chapters and Sections of each Chapter. These should appear in the contents in the sequence and form as they appear in the body of the thesis. The title of each Chapter be written in full capitals with no terminal punctuation.

2.01.06 List of Table:

This should contain the serial number of the Table, the Title of the Table and the page number.

2.01.07 List of Figures:

This should contain the serial number of Figure, its Title and the page number.

2.01.08 List of Abbreviations:

All abbreviations, other than the standard ones, used in the text should be listed here.

2.01.09 Introduction:

The first Chapter of the thesis, *i.e.* Introduction, is to introduce the theme of the research work, justification for undertaking the work and the objectives. This should be a short Chapter intended to project to readers the importance of the work being taken up.

2.01.10 Review of Literature:

Search for records of earlier work of similar nature/on the same topic elsewhere have to be consulted in framing the research work, in relating the findings to those of earlier work and put them on record. Such records are to be arranged for different sections/sub-sections of the main theme and placed in chronological order. Identical findings may be grouped together by mentioning the authors/workers. It is necessary to examine the earlier findings in the context of the time space and methodology followed.

In citing references, the names of the authors and the year have to be mentioned along with the text. The year should be within parenthesis in direct sentences just after the author's name or otherwise the name and the year both should be in parentheses interrupted by a coma in between. When more than one such records have to be placed together, each should be followed by a semicolon. References cited in the text must appear in the bibliography.

2.01.11 Materials and Methods/Methodology:

This Chapter has to contain information on time, place, and operational area as may be relevant. Materials used for carrying out the research and methodology followed or procedures adopted in collecting, processing data are to be mentioned. Advisory Committee may decide to keep or delete procedure/formulae *etc.* if they are too preliminary. Information

provided in this Chapter must be adequate to explain findings of the work in relation to these. Authority or source of the information has to be indicated whenever necessary and are to be included in the bibliography too. Tables/graphs/drawings may be included as may be considered necessary as supporting documents.

2.01.12 Experimental Findings:

All data collected through observation made during the research period are to be systematically presented here with the help of Tables and Figures, whenever necessary. The Advisory Committee should decide on the quantum of data to be presented, number of Tables & Figures taking care to keep these to the minimum required. Each Faculty/Department may have norms laid out for presentation of observations in this Chapter.

2.01.13 Discussion:

Findings obtained in the research work are to be explained in the context of location/ environment/methodology here. Findings of earlier workers, as relevant, may be cited to critically discuss the current findings. It is important to see that the findings of the experiment, recorded in the previous Chapter are not repeated here. The arrangement of the content be decided by the Advisory Committee, to make it brief and meaningful.

2.01.14 Summary & Conclusion:

The Summary should reflect the nature of the work, time, place, objectives and brief methodology. Important features of the findings should be placed systematically in clear terms. Tables, Figures and references should not be included in the Summary. After the Summary, it should be followed by suggestions for future line of work, wherever feasible.

2.10.15 Bibliography:

Every reference cited in the text must be listed in this Chapter. These should be arranged alphabetically following standard norms. A few examples are as under:

Book :

Amerine, M.A.; Berg, H.W. and Crusess, W.V. (1972). The technology of wine making. 3rdEdn., The AVI Publ. Co. Inc., Westport, Connecticut.

Edited Book :

Anderson, C.; Longton, J.; Maddix, C.; Scammels, G.W. and Solomons, G.L. (1975). The growth of micro fungi on carbohydrates. In :*Single-cell Protein, II*. Tannenbaum, S.R. and Wang, D.I.C. (Eds.) MIT Press, Cambridge.

Research Paper in Journal :

Araujo, A. and D'souza, A. (1968). Enzymatic saccharification of pre-treated rice straw and bio-mass production. *Biotechnol. Bioeng.*, **28**: 15-29.

Thesis :

Joshi, V.K. (1993). Studies on the alcoholic fermentation of apple juice and pomace utilization. Ph.D. Thesis, Guru Nanak Dev University, Amritsar.

Annual Report :

Anonymous (1997). Annual Report of the Regional Agricultural Research Station, Titabor, AAU, p. 36-39.

Other Reports :

Borthakur, H.P. (1982). Report on iron toxicity in soils of Upper Brahmaputra Valley Zone of Assam. Directorate of Research, AAU, Jorhat, pp. 24-26.

2.01.16 Appendices:

The appendix should contain items pertinent to the work but not essential to an understanding of the work. Type of materials which may be placed in appendix are proof of equation, raw data, figures, tables, lengthy tables, supporting data, specific items *etc.*

2.02 Titling the Thesis/project work:

The title should be meaningful and descriptive of the content of the work. The title as it appears on the Thesis certification page, title page and the cover must be identical.

2.03 Language:

The write-up in the thesis/project should be in correct language with clean expressions. It should be free from ambiguity and verbosity.

Sentences should in no case be started with numerical. While using abbreviations, the full form should be provided along with in its first mention. Utmost care has to be exercised in using punctuations properly. Instructions provided in standard journals are useful guidelines for writing correct language.

2.04 Layout of a Chapter

Within a Chapter, each section/sub-section or sub-division should be numbered and arranged systematically. In each sub-division in a Chapter be numbered with the Chapter number appearing first, *e.g.*, in Chapter 3, a major division be numbered as 3.1/3.2 *etc.* Any further sub-division will be designated as 3.1.1/3.1.2 or 3.2.1 *etc.* captions in divisions and sub-divisions be typed with font and boldness in reducing order.

Foot-notes, wherever required should be referred in the same page where it is referred to. Such footnotes should be separated from the main text by a separating line. Other styles being maintained as those of main text, the font size of such foot-notes should be in Times New Roman 10 pitch.

2.05 Layout of Tables/Figures

Tables should be numbered with the first number referring to the Chapter number and the second referring to the Table number in that Chapter. Margins should be 4 cm on left side and 2.5 cm each on the other three sides. Tables should not be folded. If necessary these should be photo-reduced. Title of the Table should be on the top and Figures should be numbered in the manner similar to that for Tables. The number and title of figure should appear at the bottom of the figure.

Title of the Thesis/project
9 Single Space

A thesis/project
Submitted to the
Assam Agricultural University
10 Single Space
In partial fulfillment of the requirements for the Degree of :
Name of the degree
In
(discipline)
University logo (in black colour)
By
Name of the Student
Registration number
10 Single Space
Department of :
College of :
Assam Agricultural University, Jorhat
Month and Year
5 Single Space

3. Further Illustration:

3.01. Plant Characters Studied

Yield and other plant characters which may be associated with yield were studied and measured in this experiment.

3.01.01 Yield

3.01.01.01 Grain Yield

In the solid low plantings, plants in the three central row in each plot were cut at the ground level, tied into bundles, tagged, threshed with a nursery thresher and the yield of grain recorded correct to 1/100 of a kg.

In the space plantings, individual plants were uprooted from the central row of each plot counted, and bundled. Each bundle was threshed separately. Total weight of grain obtained from each plot was divided by the number of plants to obtain the yield per plant. The weight per plot was recorded in gram correctly to facilitate the expression of the weight per plant.

3.01.01.02 Straw Yield

Weight of straw was measured only in the solid row plantings. The weight of the bundles harvested from the three central row was noted before threshing and the weight of the threshed grains was deducted to obtain the yield of straw for each plot.

3.01.01.03 Straw-grain Ratio

The weight of the straw from each plot was divided by the corresponding weight of the grain from the same plot to obtain the straw to grain ratio.

XI. GUIDELINES FOR EVALUATION OF THESIS/PROJECT REPORT BY EXTERNAL EXAMINER (REFER TO CLAUSE NO. 3.17.06 OF PG REGULATIONS)

A. Minimum qualification:

1. No such person shall be appointed as an examiner unless she/he has at least three year's teaching experience;
2. No person below the rank of Lecturer/Assistant Professor or equivalent shall be appointed as an examiner.

B. Procedure for appointment:

1. The Head of the Departments in consultation with the Chairman of the Advisory Committee shall propose to the DPGS a panel of 3 (three) and 5 (five) names, respectively for Master Degree and Ph.D. degree programme, along with their bio-data for appointment as Thesis Examiner in the beginning of the semester in which the thesis is to be submitted.
2. The Head of the Departments would ensure submission of panel of external examiners as soon as the scholar is ready to present the seminar so that the DPGS can make the process less time-consuming.
3. The panel of names must be from outside the University. The panel of names for Ph.D. degree programme should contain at least 3 (three) names from outside the North Eastern States of the Country.
4. The Director, Post Graduate Studies shall get the panel of names approval by the Vice Chancellor.
5. The DPGS shall appoint 1 (one) of the Examiners from the panel in the case of Master Degree programme and 2 (two) examiners in case of Ph.D. Degree programme.

C. Sending of thesis/project report to External Examiner(s):

1. On receipt of acceptance of appointment as Thesis Examiner(s), the Director, Post-Graduate Studies shall send 1 (one) copy of the thesis to the External Examiner in case of Master Degree programme and one copy each to 2 (two) External Examiners in case of Ph.D. Degree programme along with the prescribed form for evaluation and report(s). Theses may also be sent to the examiners on digital mode.
2. The report should come from the External Examiner(s) within 4 (four weeks) in case of Master Degree and within 6 (six) weeks in case of Ph.D. Degree programme from the date of receipt of thesis by the External Examiner(s).

3. After examination, the External Examiner(s) shall send back the Thesis with comments and report(s) in prescribed form to the Director, Post-Graduate Studies.
4. In case of non-receipt of report from any one External Examiner(s) within the specified period, the DPGS will appoint other examiner from the approval panel.
5. In case of loss or damage of thesis during transit, the DPGS will decide on the merit of the case.

D. Fixing up the date of Viva-Voce examination:

1. The Director of Post-Graduate Studies shall appoint 1 (one) of the External Examiners for the Viva Voce and intimate the same to the HoD.
2. The HoD will contact the External Examiner for fixing the date of holding the Viva-Voce.
3. If the examiner so appointed, expresses his inability or fails due to circumstances beyond his/her control, to attend the Viva- Voce examination, the other examiner shall be appointed for holding the Viva-Voce.

E. Posting of Viva-Voce report:

After satisfactory completion of the Viva-Voce examination, 3 (three) copies of the certificate in the prescribed form along with 2/3 copies of the thesis *i.e.*, 2 copies for Master's and 3 copies for Doctoral, duly signed by the Board of Examiner shall be forwarded to the Director, Post-Graduate Studies for onward transmission to the Registrar.

XII. GUIDELINES AT THE EVENT OF NON-ACCEPTANCE OF THE THESIS/PROJECT REPORT (REFER TO CLAUSE NO. 3.17.08 OF PG REGULATIONS)

A. Master's Degree programme :

1. If the thesis/project report is considered unacceptable by the Thesis Examiner for the award of the degree, the Examiner shall categorically specify the reasons thereof in the report to be submitted in the prescribed form. The matter will be brought to the notice of the FEC. If the FEC is satisfied with the report of the Examiner, the student shall be asked to supplement the work and/or improve upon the thesis/project report as suggested by the Examiner and re-submit the thesis/project report with necessary modification within the time specified by the FEC.
2. If the FEC does not accept the view of the External Examiner, the thesis/project report shall be sent to another External Examiner from the panel without indicating anything about the reports of the previous External Examiner.
3. The recommendation of the second Examiner shall be final.
4. If the second Examiner also rejects the thesis/project report, the FEC shall ask the student to reorient the programme as per suggestion put forwarded

by the Examiner(s) or start a fresh programme. In case of fresh programme, the procedure laid in the regulations should be followed.

B. Ph.D. Degree programme :

1. If the thesis is considered unacceptable by one of the Examiners, both the evaluation reports shall be placed before the FEC (Faculty evaluation committee). If the FEC is satisfied with the report of the examiner recommending non-acceptance of thesis, the student shall be asked to resubmit the thesis after necessary amendment suggested by him/her.
2. If the FEC does not accept the view of the External Examiner, the thesis/project report shall be sent to another External Examiner from the panel without indicating anything about the reports of the previous External Examiner.
3. If the thesis is not accepted by the third examiner, the DPGS shall ask the student to reorient the programme as per suggestion put forwarded by the Examiner(s) or start a fresh programme.

C. Unsatisfactory performance in Viva-Voce examination:

1. If a student fails to perform well in the Viva-Voce examination, he shall be asked to appear for the Viva-Voce examination again after a lapse of 1 (one) month, but not later than 3 months.
2. In the event of failure to perform satisfactorily in the Viva-Voce for the second time, the student shall be treated as failed in the programme.

D. Failure to appear before the Board of Examiners for Viva-Voce by the student :

1. If the student fails to appear before the Board of Examiners for Viva-Voce examination, her/his case shall be considered subject to the provisions of Clause 3.06.

XIII. INTERNSHIP FOR DEVELOPMENT OF ENTREPRENEURSHIP IN AGRICULTURE (IDEA):

The IDEA programme shall be applicable for the students pursuing Masters' degree in various disciplines under different Faculties of Assam Agricultural University. The FACC shall identify the industries and pick up the interested students for IDEA on recommendation of the DACC. The DACC should finalize the project as approved by the Students' Advisory Committee (SAC). The outline of the project work shall have to be submitted to the DPGS for endorsement similar to that of synopsis of thesis. Accordingly the DPGS shall sign the MoU with the selected industries/academia as endorsed by the FACC. The process of selection of students for the IDEA programme is mentioned below.

1. DPGS shall issue notification asking for application in prescribed format (**Form No. PG-37**) for selection of students for IDEA programme in the 1st semester.
2. All applications received within the given timeframe shall be forwarded to the respective departments for necessary consideration. The DACC shall scrutinize the application and forward its recommendations to the FACC.

3. In a particular Department, the number of students should not exceed 50 per cent of the total students on roll.
4. The selection of students for the IDEA programme shall be based on any one or in combination of the following criteria as deemed necessary.
 - i. Psychometric test
 - ii. Personal interview and group discussion
 - iii. Availability of industries/academia/Firms/Units for placement of interns
 - iv. Performance in the scholastic test conducted by the DPGS
5. The student must prepare his/her synopsis in consultation with his/ her Major adviser on or before the 2nd/3rd semester as the case may be so that he/she can start the work immediately after. For this, signing of MOU between the DPGS on behalf of AAU and hosting entity (industry/firm/institute/start ups/FPO *etc.*). must simultaneously be executed. for commencement of the IDEA programme positively as per the prescribed timeline. The selection of firm/entity, signing of MoU with them and other formalities shall have to be completed within initial 2/3 semesters, so that he/she can join for the programme in time.
6. Students will be sent for internship for a period of six months to various organizations and institutions pan India, preferably NE region and/or home state of student concerned. The student with the help of his/her major advisor and in consultation with SAC shall select a suitable Industry/firm/FPO/NEATEHUB start-ups *etc.*
7. All interns shall have to keep records, both prints and visuals of all the important events & experiences gathered during internship & shall have to submit to the project coordinator/Major Adviser at the end of internship programme.
8. The students picked up for IDEA shall be provided with the travel cost for joining the place of work and for coming back to the respective colleges (Train/Bus fare). Besides, the interns will be entitled to get a lump sum monthly stipend to be decided by the competent authority time to time.
9. The students opting for IDEA programme shall have to submit their progress report to the respective major advisers on Bi-monthly basis as endorsed by the industry/academia/Firm concerned.
10. On completion of the programme, 5 copies of the final report (for Major adviser/Department/Library/DPGS/Industry or Academia) may be submitted in the form of hard copy and soft copy.
11. Arrangement of the project report shall be similar to that of MBA programme as indicated at 2.01 (b).
12. On successful completion of the internship programme, the university may provide necessary support to selected ventures.

**XIV. GUIDELINES FOR AWARD OF STATE MERIT SCHOLARSHIP
(REFER TO CLAUSE NO. 5.01)**

1. The State Merit Scholarship shall be awarded semester-wise. An illustration for Master's Degree programme is given below :

Sl. No.	Scholarship for	Based on the result of	To be awarded in the
1.	First semester	GPA of 1 st semester	Second semester
2.	Second semester	GPA of 2 nd semester	Third semester
3.	Third semester	GPA of 3 rd semester	Fourth semester
4.	Fourth semester	GPA of 4 th semester (Excluding the Thesis Seminar grade)	After completion of course requirement of Master's degree programme

Note : Same procedure shall be followed for Ph.D programme as well. In case of undergraduate programme in the faculty of Veterinary science, the State Merit Scholarship shall be awarded on yearly basis, depending on the results of Annual Composite Examination.

2. The value of scholarships shall be as under :

Degree programme	Value of scholarship	Number of scholarships
Under-graduate Degree programme	Rs. 1500/- pm	20% of the total number of students on roll (Domicile of Assam)
Master's degree programme	Rs. 2000/- pm + one time lump-sum thesis grant of Rs. 2000/-	80% of the total number of students admitted in each of the Department (Domicile of Assam)
Ph.D degree programme	Rs. 3000/- pm + one time lump sum thesis grant of Rs.3000/-	80% of the total number of students admitted in each of the Department (Domicile of Assam)

3. The students belonging to the State of Assam only are eligible for award of State Merit Scholarships (SMS).
4. The process of awarding State Merit Scholarship shall be started at the respective Faculties/ DPGS office within 5 (five) days after the receipt of results of End-term/semester final examination from the Registrar's office.
5. Based on the results, the Academic Cell in-charges of the different Faculties/DPGS will prepare the merit lists and place it before the PG Selection Committee for approval. This process shall be completed within 20 (twenty) days from the date of receipt of the results of End-term/Annual composite/Semester final Examination from the Registrar's office.
6. The approved list will then be forwarded to the Vice Chancellor for final approval.
7. Immediately after the receipt of approval from the Vice Chancellor, LOC and bill will be submitted by the Deans of Faculties/DPGS to the Comptroller, AAU for drawl of the fund and subsequent deposition in the respective Bank Account of the students. This process shall be

completed within 20 (twenty) days from the date of final approval of the Vice Chancellor.

8. The whole process of award of State Merit Scholarship shall be completed within the maximum period of 2 (two) months from the date of announcement of results.

XV. GUIDELINES FOR AWARD FOR NATIONAL TALENT SCHOLARSHIP (NTS)

1. The value of the NTS shall be notified by the ICAR from time to time.
2. The award of NTS shall be governed by the guidelines followed for award of University Merit Scholarship in respect of minimum academic requirements.

XVI. INTERNATIONAL STUDENTS' ADVISORY CELL (ISA Cell)

To encourage mobility of International students, the university has a dedicated unit called ISA Cell with the following duties and responsibilities.

A. Duties and responsibilities:

- a. Receipt of confirmation of admission of an international student from office of the Registrar, AAU
- b. Receipt of confirmation of fellowship/scholarship from the office of the Registrar, AAU/funding agencies (ICCR, ICAR, Indo-Afghan, DBT-TWAS *etc*)
- c. Arrange for picking up of the student from the Airport/Railway station/Bus station at the time of first arrival.
- d. Orientation of International students; welcome note with campus map, important phone numbers and emails will be provided
- e. Arranging stay in University hostel or outside
- f. Verifying immigration related documents, Medical insurance and maintaining records in the database
- g. Arranging visit to Foreigners Regional Registration office (FRRO), C/O Superintendent of Police, Jorhat and doing necessary formalities for obtaining residential permits
- h. Assisting in registering students name in the Bureau of Immigration (BOI) portal and assisting in obtaining **Form C** and **Form S** as and when needed
- i. To be in constant touch with Respective embassies and Superintendent of Police office (IB) for their movement and activities.
- j. To guide/assist the students to visit respective Academic Cell office (UG/PG) for their admission confirmation/fee payments/course registration/ID card generation/library services/ opening of Bank account *etc.*
- k. Helping in giving them the access to English proficiency course/language lab as and when required.
- l. Introducing them to Medical unit/facilities of the University

- m.** Assisting the students in attending various meets/workshops/get together etc organized by the funding agencies from time to time
- n.** To monitor the VISA validity and Residential Permits and to advise the students to update it in time.
- o.** Introducing them with the Directorate of Students Welfare activities like Gymnasium, Indoor stadium. Swimming club, Sports facilities etc.
- p.** Providing overall guidance & advisement for well being of the international students.

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