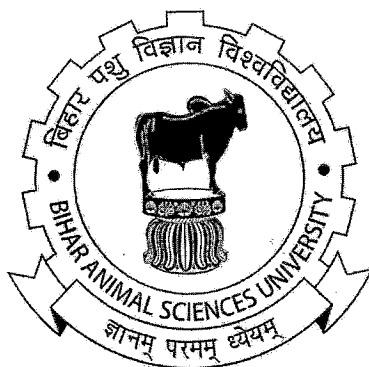


Regulation on Resident Instruction (RRI)

Bachelor of Dairy Technology B. Tech. (D.T.)
and
Bachelor of Fisheries Science (B.F. Sc.) Programme



2022

Bihar Animal Sciences University
Patna-800014

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FOREWORD

Education in India has been passing through a paradigm change in the recent years. Development of skills along with instilling knowledge among the students has occupied the centre stage of educational policy. The technical educations are also transforming from mere knowledge oriented to skill oriented. Agricultural education has witnessed a radical change. The new course contents have been designed and introduced to cater to the need of the hours and develop entrepreneurial competence among agri-graduates.

Dairy Technology and Fishery Sciences are the two disciplines which have immense economic potentials. Education in Dairy Technology and Fishery Sciences generates human resources, which are required to harness the vast untapped potentials in dairy and fisheries sectors. These disciplines also offer tremendous entrepreneurship opportunities for the qualified graduates. Accordingly, education in the area of Dairy Technology and Fisheries Sciences has been made more relevant to the contemporary changes. The students of Bihar Animal Sciences University, pursuing their careers in Dairy Technology and Fisheries Sciences are being offered courses as per the recommendations of Dean's Committee constituted by the Indian Council of Agricultural Research.

The academic regulation plays vital role in streamlining and facilitating the academic activities of the university. The academic regulations prescribed here for the undergraduate programmes in Dairy Technology and Fishery Sciences in BASU includes academic rules and regulation, which have been incorporated after discussions and deliberations in a series of meetings of the committee for preparation and finalization of Academic Regulations for the BASU. In fact, the academic regulations mentioned in this manuscript are the outcomes of the scrupulous discussion and of the Academic council, a regulatory body dealing with the issues related with academics.

The purpose of designing and publishing the manual on Academic Regulation for undergraduate programme is to acquaint the students regarding rules, regulations and related issues for completing the courses and awarding degrees and develop respect for the discipline in the campus during the programme

I feel extremely grateful to the Hon' ble Vice- Chancellor, Dr. Rameshwar Singh for his persistent guidance and constant support in the finalization and publication of Academic Regulations. The untiring efforts and support of the committee members are also gracefully acknowledged. I am thankful to Dr. R. K. Trivedi, Director Students Welfare who has helped in shaping and refining the manuscript of this Academic Regulation. The inputs and suggestions of Dr V. P. Saini, Dean, COF, Kishanganj have been highly helping and thus I acknowledge the same with thanks. I also appreciate the efforts and suggestions of Dr Awadhesh Kumar Jha, Assistant Professor, SGIDT who has been very instrumental in finalization of this academic regulation for the bachelor degree programmes in Dairy Technology and Fishery Sciences.

Prof. (Dr.) Veer Singh / Bold
DRI- cum- DEAN, PGS &
Chairman of RRI of UG and PG

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GENERAL -Short Title, Commencement and Definitions

Short Title: These Academic Regulations have been framed in pursuance of the BIHAR ACT 15, 2016 and shall be called as the Bihar Animal Sciences University Academic Regulations/Rules related to B. Tech. (D.T.) and B.F.Sc programmes.

Date of Enforcement: These rules shall come into force with effect from the academic session 2021-22.

Interpretation: Unless the context otherwise requires, the words and expressions used in these Rules shall be interpreted to have the same meaning as they have in the Act and Statute. Subject to such advice as may be given by the Chancellor, the decision of the Vice-Chancellor shall be final in respect of interpretation of these Regulations.

Definition: In these Rules, unless the context otherwise requires

Academic Calendar: Means the proposed uniform schedule for all the academic activities in an Academic Year. It shall specify the dates of enrolment, commencement of classes, dates of examination, result etc.

Academic Council: Means the Academic Council of the University.

Academic Year: An academic year means a period consisting of two semesters.

Act: Means the "Bihar Animal Sciences University" Act, 2016.

Advisor: Means a teacher of the University who has been nominated by the Dean to advise undergraduate student(s) in academic matters.

Authority: Means any authority of the University as specified in this Act.

Board of Studies: Means the Board constituted under section 18 of the Act.

Chancellor: Means the "Chancellor" of the University.

College: Means a college or institute offering undergraduate courses in B. Tech. (D.T.) programme or B. F. Sc. Programme, of Bihar Animal Sciences University Patna under the direct control and management of the Board whether located at the head-quarter or elsewhere.

Course: A unit of instructions or segment of a subject matter (as prescribed in the approved course) to be covered in a given semester. It has a specific number, title, and credit hours.

Credit Hours: Each credit hour represents a theory class of one hour or a practical class of two/three hours' duration irrespective of number of batches or groups per week.

Credit Points: Means product of credit hours and grade point obtained by a student in a course.

Dean of the Faculty: Means Dean of the subject matter college, faculty and the Faculty of Postgraduate Studies.

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Detailed Marks Certificate (DMC): DMC is the consolidated report of marks obtained by the student and issued by the University at the end of each Semester/Academic year.

Extent of Application: These rules shall apply to all the students of the faculty in the undergraduate programme who shall be on the university roll on the date to be notified by the university or who shall be enrolled as a student thereafter in the said programme.

Faculty: Means Faculty in the University as specified in the Act and the Statutes.

Farm: Means fish and dairy farms.

Grade Point (GP): GP is a value in 0 to 10.0 point scale. It is arrived at by total marks obtained by the student out of 100 divided by ten and expressed up to two decimal place.

Grade Point Average (GPA): GPA is the value of the total credit points obtained by the student in various courses/*subjects* at the end of each semester divided by the total credit hours taken by him/her in that semester and is expressed on a 10.00 point scale up to two decimal places.

Hostel: Means a place of residence for students of the University maintained or recognized by the University either as a part of or separate from a college.

Ordinance: Means the ordinances of the University for the time being in force.

Overall Grade Point Average (OGPA): OGPA is the quotient of cumulative credit points obtained by a student in all the courses taken by him/her from the beginning of the first semester divided by the total credit hours of all the courses which have been completed up to the end of the specified semester. The OGPA is to be expressed without rounding off up to second decimal place.

Plant: Means Student Dairy Plant.

Prescribed: Means prescribed under the Act or the statutes/regulations of the University.

Registration: Means registration of the student for each semester of the Academic Year on the date notified by the University for the purpose.

Regulations: Means the regulations made under the Act.

Scrutiny: Means verification of marks awarded on the answer script of the award list and also to verify whether all answers have been marked by the examiner or not.

Semester: Semester means a specified period of time of or duration. A semester will be normally of a minimum 115 working days including instructions and examination.

Statutes: Means the statutes made under Act.

Chapter: 1

Regulations for Admission Enrolment & Continuance of Students

1. Admission

In Bachelor of Dairy Technology (B. Tech. D.T.) and Bachelor of Fisheries Science (B.F. Sc.) admissions are taken purely on the basis of competitive entrance examination conducted by BCECEB, Patna and ICAR, New Delhi. The candidates must be a permanent resident of the State of Bihar or domicile of the Bihar State for securing admission on seats reserved for the students of Bihar state Eighty-five percent (85%) seats are reserved for the Students of State of Bihar and rest 15% seats are for all India quota of ICAR, New Delhi. Students, selected through the Entrance Test conducted by BCECEB, Bihar appear in counseling (for 85% seats) conducted by BCECEB, Patna for allotment of their seat in accordance to their merit and choice as per the state reservation rules. However, in addition to normal seats, some seats in each of these colleges will be kept under paid seat as decided and approved by the Academic Council time to time. Admission on paid seats can be secured by a candidate on the basis of merit in BCECEB. Besides, there can be some seats for Nonresident Indian (NRI) and Foreign Students as per the guidelines decided by the Academic Council.

1.1 Scope

The Regulation provided herein shall apply to the students admitted to B. Tech. (D.T.) & B.F. Sc. Degree Programmes offered by the Bihar Animal Sciences University, Patna.

1.2 Academic Year

- 1.2.1 Date of admission in the first semester in each of the Bachelor's Degree programme shall be announced in Semester Calendar and notified by the University.
- 1.2.2 The academic year shall be from July to June every year.
- 1.2.3 The academic year shall be divided into two semesters and each semester shall constitute of 20 weeks duration with minimum of 115 actual working days including mid-term and final examinations.
- 1.2.4 Specific dates for advisement, registration of students, commencement of instruction, midterm/end term and external semester final examination for each semester shall be fixed by the Registrar in advance.
- 1.2.5 A semester break of approximately 15 days shall be allowed between any two consecutive semesters.

1.3 Eligibility for Admission

- 1.3.1 The candidates must be a permanent resident of the State of Bihar or domicile of the Bihar State. As many as 85% of the total seats in a particular degree programme shall be filled up through Bihar Combined Entrance Competitive Examination or University Entrance having domicile of Bihar, however, rest 15% of the seats shall be filled up by the candidates selected through All India Competitive Test conducted by ICAR, New Delhi.

1.4 Minimum/ Maximum Age Limit

- 1.4.1 The minimum and maximum age limit for the admission at this university shall be in accordance with the rule of BCECE/ICAR.
- 1.4.2 Minimum Eligibility Qualification for Admission in various Under Graduate Degree Programmes.
- 1.4.3 The minimum eligibility and qualification for admission to B. Tech. (D.T.) and B. F. Sc. Programmes is 10+2 or equivalent. For admission in B. Tech. (D.T.) programme a candidate having 10+2 or equivalent certificate with PCM (Physics, chemistry & Mathematics) or PCMB (Physics, Chemistry, Mathematics & Biology) is eligible. In Bachelor of Fisheries Science a candidate having 10+2/Intermediate with PCMB (Physics, Chemistry, Mathematics & Biology)/ PCB (Physics, Chemistry, Biology)// Agriculture from a recognized Indian Board / University is eligible for the admission from academic year 2022-23.. For details of eligibility and other information, prospectus issued by BCECEB, Patna at the time of admission may be referred to.
- 1.4.4 Time of Admission: Admission to each degree programme except for sponsored/ICAR candidates shall be made in the first semester of the ensuing year only.
- 1.4.5 Number of Seats: The number of students to be admitted each year to the various academic programmes are as per approval of the Government of Bihar.

1.5 Degree Awarded

- 1.5.1 Faculty of Dairy Technology
1. Bachelor of Dairy Technology {B.Tech (D.T.)}
- 1.5.2 Faculty of Fisheries,
1. Bachelor of Fisheries Science (B.F.Sc.)

1.6 Duration of Degree Programmes

- 1.6.1 The minimum duration for the undergraduate degree programme including Student READY in Plant attachment/ Student READY Programme and experiential learning programme (ELP) shall be 4 academic years consisting eight semesters. However a student shall be allowed to complete the degree programme within maximum, period of six academic years (12 semesters) from the date of registration.

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- 1.6.2 Medical fitness: Admission shall be subject to the candidate's being declared medically and physically fit by a Medical Officer of a Government Hospital or a Medical Officer designated for this purpose by the Vice-Chancellor, BASU.

1.6.3 Verification of Antecedents of Students

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

- i) That the applicant has not taken part in any activity subversive of the rules, regulations and discipline of the Institution;
- ii) That the applicant has never used unfair means in any examination of the Institution. In case, any applicant has taken part in any of the above two activities, the details of the same shall be recorded by the Head of the Institution last attended and in that event such candidate shall not be eligible for admission.

No candidate who is involved as an accused in any case involving a cognizable offence or an offence involving moral turpitude shall be admitted to any programme of the University.

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

1.7 Reservation of Seats for Admission

Seats shall be reserved for SC/ST, BC -1, BC-2, RCG, EWS and other categories of the students as per directives issued by the state government in this regards from time to time.

1.8 Certificates and other documents required at the time of Admission

Each student shall be required to produce the following certificates to the Deans of the College concerned for verification of its genuineness at the time of admission:

- (i) Original counterfoil of the admit card issued for appearing in Bihar Combined Entrance Competitive Examination/ICAR, New Delhi.
- (ii) Original certificate of 10+2/ Intermediate Science or equivalent examination.
- (iii) Original Mark sheet of I.Sc./10+2 or equivalent examination.
- (iv) Original College Leaving Certificate (CLC) from the College where

- he/she last studied.
- (v) Original Residential/Domicile certificate issued by competent authority.
 - (vi) Original Caste Certificate issued by a competent authority, in case student is seeking admission under any reserved category.
 - (vii) Original Matriculation Certificate as proof of age.
 - (viii) Declaration from the Father/Guardian of the student in the form prescribed by the University.
 - (ix) A two point (character/ conduct) certificate in the prescribed form issued by the Principal/Dean of the college in which he/she last studied.
 - (x) Voluntary declaration in the prescribed form.
 - (xi) Affidavit by the student in the prescribed form.
 - (xii) Medical fitness certificate.
 - (xiii) Any other certificate as required by the University.
 - (xiv) The student shall also be required to submit self attested two sets of photocopies of all the certificates produced by him/her at the time of admission.
 - (xv) Photocopy of Self attested AADHAR CARD.
 - (xvi) Original certificate/Testimonials shall be returned to the student after verification except CLC and migration certificate and will keep a certified/attested copy of the same at the time of counseling. The student who will not submit CLC & Migration certificate at the time of admission will have to submit it within 15 days of their admission. If student fails to submit CLC & Migration certificate within 15 days of his/her admission, the admission of the student shall be deemed to be cancelled after the due date.

1.9 Mode of Admission

- 1.9.1 The Dean of the colleges shall constitute a committee of three senior teachers for verification of original certificates/photograph and signature of the student in order to ascertain the genuineness of the candidature of the student and after being satisfied, the committee shall recommend to the Dean for admitting the particular student on prescribed verification slip.
- 1.9.2 On recommendation of the above committee and on being satisfied regarding the genuineness of candidature of the student for admission, the Deans of the colleges shall pass order for admission on payment of prescribed fee.
- 1.9.3 Late admission/registration shall be permitted by the Dean of the College concerned up to the maximum of seven (7) working days from the date of first admission after being satisfied with the genuineness of the reason given by the student. In such cases, the student shall be required to pay a fine of Rs. 100/day.
- 1.9.4 Late admission/registration after seven (7) working days shall be permitted only by the Vice-Chancellor on payment of late fine @ Rs. 100.00 per day up

to the maximum of 15 working days from the date of first admission. After 15 working days, admission/registration shall not be permissible under any circumstances.

- 1.9.5 On securing admission, the student shall be assigned admission number by the University, which will consist of three components i.e. Name of the College/Roll No./Academic year of admission.
- 1.9.6 A shadow personal file of the student shall be prepared by the College concerned and sent to the office of Registrar which shall contain one photocopy each of all documents / certificates along with a photograph attested by Dean of the College and a copy of verification slip duly signed by the members of verification Committee and the Dean of the College concerned.
- 1.9.7 A register shall be maintained in the college in which all relevant information pertaining to the students shall be maintained. In addition, personal file of the student containing semester wise record of academic performance and also the relevant information shall be maintained both in the College as well as in the office of the Registrar. All information relating to the issue of transfer certificates, conduct certificate, transcript, provisional degree certificate and migration certificate etc. shall invariably be maintained in the office of the registrar.
- 1.9.8 After assigning admission number to the students, the college concerned shall issue Identity Card to each of the students containing photograph of the student duly attested by the Dean of the College. The Identity Cards so issued to the student shall have to be retained by the student throughout the tenure of study in the college and shall be required to be produced to any authority as and when required for verification. Production of Identity Card is mandatory during college examination too. Such Identity Cards shall have to be returned to the College office (Academic Cell) at the time of leaving the College/Institutions. College leaving/ transfer certificate can be issued only after surrender of this Identity Card.

1.10 Cancellation of Admission

- 1.10.1 Admission on production of false or forged certificate and concealment of facts is subject to cancellation of admission and suitable legal action.
- 1.10.2 After admission, if at any stage, it is detected that the student has acquired admission by producing false or forged certificate of any kind or by concealment of facts he/she shall be rusticated from this University and his/her admission and registration from this University shall be cancelled retrospectively by the University on getting report from the Dean of the College. He/she shall be declared unfit for any future admission in any of the programme of this University.
- 1.10.3 Even after publication of result and award of degree, if it is detected that the student had acquired admission by producing false and forged certificate by



concealment of facts or making false declaration, the student shall be rusticated from the university and the degree awarded to him/her shall be withdrawn. This fact shall be notified to all universities of the country and press media in order to avoid misuse of his/her cancelled degree certificate. Further, such student shall be declared unfit for admission in any of the Programmes of this university.

- 1.10.4 The Vice-Chancellor reserves the right of refusing admission to any of the candidate, even though he / she has fulfilled the academic requirements for admission on the basis of the criteria laid down in these Regulations for reasons recorded in writing, whose admission in the opinion of the Vice-Chancellor shall not be in the interest of the University.

1.11 Admission of Student by Transfer

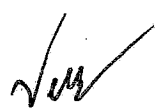
- 1.11.1 Admission of student in this University by transfer from other Universities is not permissible.
- 1.11.2 Transfer of students from one college to another college within the University is not permissible.

1.12 Admission for Sponsored candidates

- 1.12.1 Minimum eligibility qualifications for candidates sponsored by the Indian Council of Agricultural Research/Government of India/Self-supporting Foreign Nationals sponsored by Government of India etc. shall be laid down by the Academic Council every year in advance.

1.13 Advisory System and Advisors

- 1.13.1 Students freshly admitted as well as continuing students shall present themselves in the beginning of each semester on dates notified by the Registrar for advisement and shall be assigned in groups to advisors by the Dean concerned.
- 1.13.2 After admission of the student, the Dean concerned shall allot 5 – 10 students per teacher and the teacher so nominated will serve as Advisor of these students.
- 1.13.3 The Advisor shall help the under-graduate students in planning the programme of his/her studies and the courses to be offered. He/she shall also guide the student in determining the credit load, which he/she can safely and conveniently carry in each semester and shall advise him/her regarding addition of or withdrawal of the courses during a semester. Each advisor shall maintain a close contact with his/her advisee and keep himself /herself informed of their progress. Problem cases which need special measures shall be brought to the notice of the concerned Dean by the advisor.



1.14 Registration

Following advisement as prescribed above, registration of candidates selected for admission as well as that of continuing students shall be completed on scheduled date(s) notified earlier by the Registrar for each semester.

1.14.1 Mode of Registration

- i. Each admitted student shall be given login ID and password by the Dean / concerned. Before registration of the courses, the student shall have to complete the uploading of individual profile on academic automation and upload all original documents along with photograph. Prescribed University fees and other fees have to be paid in favour of Finance Comptroller through online/offline mode.
- ii. Enrolment of the students in various courses with individual Instructors at a particular place, date and time and subsequent online registration.

1.14.2 Registration & Fees

- i Every student admitted in any of the Degree programme of this University shall be required to get himself registered in the University on payment of prescribed fee for which he shall be required to submit an application in the prescribed form to the Registrar duly forwarded and recommended by the Dean of the College in which he/she is admitted along with the migration certificate issued by the University Institution where he/her was studying before his/her admission in this University.
- ii The student shall be required to get himself/herself registered in the University within three months from the date of his/her first admission in any degree programme. In case, the student fails to submit migration certificate from the previous University within this period he/she will not be registered in this University and will cease his/her right to continue his/her studies in this University.
- iii The semester and other fees shall be as prescribed by the Academic Council from time to time.
- iv All students are required to pay the prescribed fees for each semester in advance at the time of registration, failing which; they will not be accepted on the rolls of the college. The Dean in certain genuine cases, "as per rules quoted above may permit such registration on an additional payment of late fee of Rs.100/- each day up to the prescribed date of late admission shown in calendar. Additional examination fee of Rs.100/- per course will be charged for repeat/re- examination courses as per rule.
- v Hostel fee for occupation of room is payable in advance for the full semester at the time of registration as per schedule.
- vi Refund of fee: All the fees once paid are non – refundable except the caution

money which shall be refunded on leaving the hostel of the college after deduction of outstanding dues, if any. The student will be required to produce a no dues certificate from the Head of the Department, Library, Warden etc.

1.14.3 Cancellation of Registration

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

1.14.3.1 Suspension of Registration

- i. The registration of a student may also be suspended by the Vice-Chancellor or the Dean of the college concerned or the Director Student Welfare either at his discretion or on the recommendations of the Disciplinary Committee pending enquiry or on the receipt of a report from the Warden or a faculty member alleging that the student concerned has committed an act of indiscipline as defined under the regulation. A student whose registration has been suspended as above may also be ordered to vacate the hostel and leave the campus if such a measure is deemed necessary by the authority passing the order of suspension in the interest of academic discipline and peace on the campus.
- ii. The period of suspension under this regulation shall not exceed 15 days except in cases in which the Vice-Chancellor or the Dean has reasons to believe that the proceedings in the Discipline Committee cannot be concluded during this period or where it is felt that the enquiry by the Disciplinary Committee needs to be held in abeyance so as not to prejudice the proceedings in court cases involving the alleged commission of a serious crime or an offence under the law of the country or the state involving moral turpitude.

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Chapter: 2

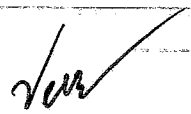
Regulations for Course Curriculum, Syllabus, Examination and Results

2.1 Course Curriculum and Syllabus

- 2.1.1 The course curriculum and syllabus for B.F.Sc. and B. Tech. (D.T.) degree programme shall be as prescribed by the Academic Council of BASU in line with recommendation of ICAR Dean's Committee (latest Dean's Committee). Semester-wise courses offered to B.F.Sc and B. Tech. (D.T.) students are given in Annexure-I and Annexure-II, respectively.
- 2.1.2 Two credit course of one theory and one practical class shall be provided with one theory class per week of one hour duration and one practical class per week of a minimum of two hours duration. Accordingly; a course with three credits consisting of two theory classes and one practical class shall be provided with two theory classes per week of one hour each. However, the practical class shall be provided with one class per week of a minimum of two hours duration.
- 2.1.3 Two credit course with theory classes only shall be provided with two theory classes per week of one-hour duration each. Similarly, two credit practical course only shall be provided with two practical classes per week of two hours duration each.
- 2.1.4 All courses shall be compulsory in each of the Degree Programmes except elective courses.
- 2.1.5 A course shall be offered only once in an academic year normally during the semester in which it is listed.
- 2.1.6 It shall be the responsibility of the teacher(s) /instructor(s) to ensure that the topics to be covered in the theory and practical in each course is recorded in a lecture/practical schedule and distributed to the students at the beginning of each course in the semester. The Academic In-charge /Head of the Departments / Dean shall ensure that the schedule is adhered to and alternate arrangements are made to cover up the loss in case of any eventualities of unavoidable reasons that lead to non – adherence to the above schedule. The course instructors are at liberty to change the course content up to the maximum limit of 10% in order to accommodate the new contents arised due to latest development in the concerned field.

2.2 Course Credit Requirement

- 2.2.1 Course credit requirement for B.F.Sc. and B.Tech (D.T.) programme shall be as prescribed in the respective course curriculum approved by the Academic Council of the university from time to time. The total number of credit hours in



8 semesters including Student READY programme will in accordance with the 5th Deans' Committee of the ICAR.

- 2.2.2 The combination of theory and practical papers shall vary as per requirement of course curriculum and as decided by Board of Studies of the faculty concerned within the total credit hours required for completion of a particular degree programme.

2.3 Credit Load in a Semester

- 2.3.1 A minimum of 18 and maximum of 28 credit hours shall be the course load per semester in each degree programme.

- 2.3.2 The students shall be required to study all the courses prescribed for a semester. However, if any student obtains GPA (Grade Point Average) less than 5.0 in a particular semester he/she will be placed on Academic Probation and will be allowed to offer minimum credit load in the next semester. If he/she fails to obtain GPA 5.0 or above for more than two subsequent semesters, will be dropped from the university roll.

- 2.3.3 If a student is dropped from university roll on account of poor academic performance, he/she may apply for one more chance to the duly constituted petition committee which will evaluate the performance of the applicant and may form a considered opinion that the applicant (student) might recover from academic probation, if given one more chance then the student may be recommended for the registration in another semester. On the recommendation of the petition committee, the Vice-Chancellor shall permit the student to register for one more semester. After this, no chance shall be given to such student.

2.4 Class Attendance Requirement

- 2.4.1 Each instructor shall maintain a record and upload the attendance of the students in each course taught by him/her in each semester

- 2.4.2 Each student shall be regular in attending classes and shall be required to have a minimum of 85% attendance in each course in each semester. The Dean of the concerned college, on the recommendation of course instructor(s) /Advisor shall condon shortage in attendance up to 10% in a course(s) in exceptional circumstances and allow student with an attendance of 75% or more to appear at the semester final examination of the concerned course (s) failing which, he/she shall not be eligible to appear in semester final examination and will be declared "fail" in the course. To such courses, "F" grade shall be awarded.

- 2.4.3 The percentage of attendance of a student in a course in a semester shall be computed on the basis of the total number of classes (lectures and practical) and tutorials attended by him / her and those actually held between the date of commencement of instructions and the date of closing of instructions, from the date of registration/ or the duration of leave granted to him / her provided that

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attendance in respect of the students representing the University in games and sports, debates etc. outside the campus shall be calculated after ignoring the period which they spent outside the campus on due authorization by the Dean of the concerned colleges and Director, Student Welfare (DSW) subject to the condition that such authorized absence should normally not exceed 7 days in a semester and further that no condonation even under this clause shall be allowed below 75%. The authorised absence period has been extended from 7 to 15 days for the student representing university in games & sports, cultural, activities, NSS/NCC camps etc. outside the campus provided that authorisation of absence shall not be applicable during the period of final term examination. Such student shall be allowed to appear in the mid term examination only, if such examination is held during the authorised absence period. However such examination must be conducted within 15 days after expiry of the authorisation period of absence.

2.4.4 The students should get the shortage in attendance of the course(s) condoned before the start of semester final examination.

2.5 Students Continuance on Roll and Promotion to Higher Semester

2.5.1 The student shall cease to be the student of this University:-

- (i) If he/she has unauthorized absence continuously for a period of 30 days or more in any of the course(s). Consequently, the name of such student shall be struck off from the roll of the University. The course Instructor shall report such cases to the Dean of the college concerned who will forward the case to the Registrar with his/her recommendations
- (ii) If he/she has successfully completed the degree programme to which he/she was admitted.
- (iii) After the completion of four additional semesters in addition to the normal residential requirement prescribed for a particular degree programme.

2.5.2 The student shall be permitted to drop / withdraw from the University temporarily on the ground of self serious illness due to infectious diseases or accident followed by hospitalization in Govt. hospital and supported by valid medical certificate provided he / she has completed at least one semester of study in this University. In such cases, re-admission shall be permitted by the Dean of the college concerned within two years from the date student was permitted to drop from the university roll temporarily. In all such cases, admission shall be permitted only in the semester in which the student was permitted to drop. However, if a student is regular in attendance and internal examinations during first semester and fall sick due to infectious diseases or accidents during semester final examination, he/she may be permitted to drop the ongoing semester and after recovery from illness, he/she shall be permitted to register in the same semester

with the junior batch provided he/she submits a valid medical certificate from Govt. hospital for his/ her treatment and hospitalization.

2.5.3 It is obligatory on the part of all the registered students of this university to pass the course requirement of a degree programme.

2.5.4 The student of the university, if failed in more than two courses in sixth semester shall not be permitted to appear for compartmental examination and he / she shall have to repeat the failed courses with junior batches.

2.5.5 All the students who have appeared in the internal as well as external examinations and declared pass shall be promoted to the next semester. However, the students who have failed in one or more courses shall be promoted to next semester, but such students shall have to repeat the failed courses along with the junior batches whenever, those courses are offered.

2.6 Examination and Evaluation

2.6.1 The semester final examination shall be held on such dates, time, and places as the University may determine and must be completed timely so that the results are announced before the onset of the ensuing semester.

2.6.2 The duration of examination shall be of 1 hr, 2hrs and 3 hrs for mid-term, final-terms and practical examination respectively.

2.6.3 The schedule of examinations (Internal/External) shall be adhered to strictly. No re-examination shall be allowed in events of students strike, boycott, walk outs, medical grounds or what-so-ever may be the reason.

2.6.4 There shall be makeup examination only for mid-term examination during the academic session, if the Dean of the concerned college is satisfied that the student was unable to appear in the mid-term examination for valid reasons. He may direct the teacher to hold make-up examination for the student on payment of requisite fee of Rs. 200/- for each course in which make-up examination is sought and endorse a copy of this order to the Dean and the Registrar for record in the student's personal file. No fee would be payable if he /she was sent out to represent the University.

2.6.5 Provision of make-up examination will be normally available only once in an academic year. The students may be allowed for make-up examination only for mid-term examination on the following grounds:

- i If he/she falls seriously ill. In such a case he/she will have to submit a certificate of the University/College/PHC/ Government hospital Doctor duly authenticated by the warden regarding his/her illness.
- ii If he/she has taken leave on account of the death of his/her father, mother, brother or sister, spouse, child or grandparent.
- iii If he/she is sent out to represent the University in games or co-curricular activities, subject to the provisions of rules related to attendance.

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- iv Results of make-up examination will count along with the previous performance of the student during the term forwarding the final grade in the course concerned. It will be the responsibility of the students to get in touch with teacher and have a date fixed for the make-up examination in the manner prescribed below:
 - (a) ~~The students will be required to appear in the mid-term examination~~ within twenty days from the last date of mid-term examination. Failing which students will not be allowed to appear in the make-up examination in any case.
 - (b) The student will be required to appear in the mid-term make-up examination within fifteen (15) days from the date of students return to the campus after representing in the University in co-curricular activities.
 - (c) No external final examination shall be conducted for the practical courses.
- 2.6.6 There will be only one final external examination in each theory paper at the end of each semester. No make-up examination for any external component of examinations shall be permitted.
- 2.6.7 Examination shall be conducted at the end of the semester on the dates as announced in the academic calendar.
- 2.6.8 The external examination of the students shall be conducted in the same college in which they have registered and the college shall be designated as the centre for conduct of examination. The Dean shall act as Centre Superintendent for such examinations. However, in case of his / her absence, the next senior most teacher in the college shall act as Centre Superintendent for the examination.
- 2.6.9 The seating arrangements as well as invigilation work of the centre shall be made by the Centre Superintendent of the college concerned. Adequate number of invigilators shall be provided in each examination hall by the Centre Superintendent for smooth and peaceful conduct of examination. No remuneration of any type shall be paid to the Centre Superintendent or any of the teachers working as invigilators.
- 2.6.10 A flying squad consisting of senior teachers of the university shall be constituted by the office of Registrar and duly approved by the Vice-Chancellor for each college before onset of the semester's final examination. The flying squad shall make a surprise visit during examination period to the college for which it has been constituted and observe for smooth and fair conductance of semester final examination. At the end of the examination period, the squad shall submit a detailed report to the Registrar.
- 2.6.11 The question papers for such examinations shall consist of about 50% objective type question, 50 % short answer as well as descriptive type

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- questions.
- 2.6.12 Students shall be issued admit cards for appearing in the final semester examination by the External examination and Evaluation Cell on receipt of duly filled in and certified admit cards from the Deans of the Colleges. Each student shall be required to deposit prescribed examination fee at the beginning of the semester.
- 2.6.13 For repeat courses (for improvement of grade) and repeat course (fail course) the student shall be required to deposit additional examination fee of Rs.100/- per paper. However, in one semester a student shall not be permitted to appear in more than two additional courses as repeat courses.
- 2.6.14 The responsibility to get the External Examination managed and conducted and answer books evaluated shall rest with External Examination and Evaluation Cell in the Office of the Registrar headed by an Officer designated as Controller of Examination or Officer on Special Duty of External Examinations or whatever may be as decided by the University.
- 2.6.15 The External Examination and Evaluation Cell shall maintain a panel of teachers of different disciplines duly approved by Vice Chancellor eligible to be appointed as External Examiners for different subjects and the examiners shall be appointed by the Officer I/C of the External Examination and Evaluation Cell.
- 2.6.16 The question papers of different courses shall be obtained from out side of university from the expert of the concerned subject, two sets along with its answer key of objective type questions. Out of the two sets of question paper, one set of question paper will be selected, moderated and used at the time of conducting examination.
- 2.6.17 Evaluation of the answer sheets will be made at a centralized place as decided by the University and the Officer-in-Charge; external examination and evaluation cell shall facilitate refreshment, working lunch etc.
- 2.6.18 The External Examiners shall be paid remuneration for question paper setting, evaluation of answer sheets, typing as well as postal charges as decided by the university from time to time. The TA/DA of the external examiner visiting the University for Evaluation of answer sheets shall be paid as per university rules.
- 2.6.19 Examination and Evaluation for Practical papers shall consist of class room discussion, problem solving, Viva and final practical examination.
- 2.6.20 The practical examination shall be conducted by the course instructor and one teacher nominated by Chairman/HOD. The External Examination will be of 50 marks of which a student must secure at least 15 marks to pass in the subject



2.6.21 The Compartmental examination shall be purely external which shall consist of the theory paper of 100 marks. The students opting for compartmental examination should secure 50% marks to clear the failed course(s). In case, a student does not succeed in clearing the course through compartmental examination, he / she will have to repeat the course with the regular junior class.

2.7 Regulations for question setters

2.7.1 Under semester system of education, the University has introduced External Examination and Evaluation of end term theory paper examination carrying 50 marks. To maintain uniformity in questions, the question setters are expected to set question in the manner indicated below and each type of question paper may cover the whole course prescribed as per syllabus enclosed with the offered letter. As far practicable and feasible, the type and number of questions may be as follow:

2.7.2 The weightage of theory and practical shall be in the ratio of 60: 40 respectively, in internal examinations.

2.7.3 The pattern and distribution of marks for internal theory as well as practical shall be as follows:

2.7.4 Distribution of internal marks in courses having Theory and Practical both.

Sl. No.	THEORY		Sl. No.	PRACTICAL	
a.	Mid Term (Descriptive, Objective/ short question)	30	a.	Assignment (Presentation)	5
			b.	Lab. Practical +Viva – Voce + Practical Record	15
			c.		
Total		30	Total		20

2.7.5 Distribution of internal marks in courses having Theory only (i.e. without practical)

Mid Term (Descriptive / Objective/ short question)	40
Assignment	10
Total	50

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For the courses with Practical only

Mid Term	40
Assignment	10
Lab. Practical, Viva Voce and Practical Record	50
Total	100

Note: The question papers for mid-term examinations shall consist of about 25% objective type question, 75 % short answer as well as descriptive type questions.

It is simply a broad guideline to maintain uniformity in the pattern of question to be set. However, in the subject like Engineering Mathematics, Statistics, Book- Keeping and Accounting etc., if the deviations are inevitable, the question setters may use their own discretion.

Sl. No.	Types of Questions	No. of questions to be set	No. of questions to be answered	Total marks allotted
1.	Fill up the blanks (in each question two blank spaces may be provided).	12	10	10
2.	Multiple type question with four alternative choices be given out of which students may be required to select once and write in the answer book at the specified places	12	10	05
3.	Correct the given statement	12	10	10
4.	Short notes and short answer type questions	07	05	10
5.	Descriptive and analytical numerical questions	05	03	15
Total				50

Note:

- i (ii) The objective question paper will be moderated in four different series in such a manner that their question serial number should not match each other. In external examination, maximum time allotted for objective and subjective papers shall be 30 and 90 minutes respectively. Both papers should be distributed at the start of the examination along with answer booklet. The objective paper will be collected after 30 minutes of start of examination and sealed separately.
- ii The questions may be typed in double space preferable by computer.
- iii Questions setters must ensure the coverage of entire syllabus in the questions.

- iv Repetition of questions in any form may strictly be avoided.
- v The sealed packet containing the question papers must be sent through registered post addressed to Controller of Examinations, External Examination & Evaluation Cell, Officer of Registrar, Bihar Animal Sciences University, Patna - 800014 strictly by name or be sent through E-mail.

2.8 Use of unfair means in examination.

2.8.1 The concerned Dean of the College shall be responsible for handling all cases concerning the use of unfair means during internal as well as external semester examinations.

2.8.2 The Invigilator(s) concerned shall report to the Dean / through Officer In-charge (Examination Hall) on the day of occurrence of cases of use of unfair means with full details of the evidence and/or exhibits. An explanation from the student concerned, if possible, shall also be submitted.

2.8.3 The Dean shall take appropriate action after offering full opportunity to the student for his/her defense and the penalty may be awarded as indicated below:

- i If a student is found using unfair means in a course during mid-term examination, he/she shall be awarded "F" grade in the concerned course
- ii A student is found using unfair means during the semester final examination (external) shall be deemed to have failed in all courses in that semester. He/ she will be debarred from the University during the subsequent semester also.
- iii Repetition of such an offence more than twice during the career of a student shall disqualify him/her from being a student in this University.
- iv Any act of misconduct or misbehavior or using abusive words or any attempt of physical assault to the invigilator / teacher by the student involved in unfair means in the examination hall shall be debarred from University forever, if his offence is intentional and witnessed by the group of teachers / invigilator of the examination hall. The report containing signatures of the teachers / invigilator should be forwarded to the Dean who could recommend to Vice-Chancellor for the award of punishment.

2.8.4 The following inter-alia shall be deemed to be unfair means:

- i Talking to another candidate or any person inside or outside the examination hall during the examination without permission of a member of the supervisory staff.
- ii Leaving the examination hall without delivering the answer sheets to the invigilator concerned and taking away, tearing off the answer sheets or any part thereof.
- iii Writing of a question or anything relating to a question or solving a question on any piece of paper, except the answer sheets supplied to the candidate.
- iv Using abusive or absurd language in the examination hall or writing the same in the answer sheets.
- v Possession by a candidate or having access to the books, notes, paper, mobile, tab, e-book or any other material, whether written, inscribed or engraved or any other device, which could be of help or assistance to him/her in answering any part of the question paper.
- vi Concealing, destroying, disfiguring, rendering, illegible shadowing, hiding or

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- vii attempting to hide any book, notes, paper or other material or device, used or attempted to be used for assistance or help in answering a question or a part thereof.
- viii Passing on or attempting to pass on a copy of a question or a part thereof or the question paper itself or a part thereof, or solution to a question or a part thereof, to any other candidate or to any other person during the examination hours.
- ix Smuggling into the examination hall of answer sheets, or taking out or arranging to send out an answer sheet, or replacing or attempting to replace the answer sheet during or after the examination.
- x Approaching or influencing directly or indirectly any person connected with the university examinations with the object, of influencing him/her to leak out the question paper or to enhance marks or to favourably evaluate or to change the award in favour of the candidate.
- xi Copying, attempting to copy, taking assistance or help from any book, notes paper or any other material or device or from any other candidates, or facilitating or rendering any assistance to any other candidate to any of these things.
- xii Arranging or permitting any person, whosoever he/she may be to impersonate for the candidate at the examination.
- xiii Forging a document or using a forged document knowing it to be forged, in any matter relating to the examination.
- xiv Every student shall be required to bring his / her own examination material, such as square set, scales etc. He/she shall not be permitted to borrow any of these materials from fellow students in the examination hall
- xv If any student is found to have used or attempted to use 'unfair means' in any examination, his/her question paper along with answer sheets shall be seized by the investigator/instructor forthwith.
- xvi The invigilator(s) deputed in the examination hall shall submit a detailed report along with the question paper as well as answer sheets and any other undesirable material(s) recovered from the student(s) to the Dean of the college concerned through Centre Superintendent immediately after the examination is over.
- xvii A written statement of the student, found to use or attempting to use 'unfair means' in the examination shall be obtained the by the Centre Superintendent and forwarded with his report along with the recovered undesirable materials from the student after getting his/ her signature.
- xviii In case, the student refuses to give a statement and undesirable material in his/her possession shall not be forced to do so but the fact of refusal should be recorded by the invigilator (s) in the presence of Centre Superintendent in the report. The invigilator (s) as well as Centre Superintendent shall sign on the report.

2.9 Evaluation of Theory Papers and Student Ready Program

- 2.9.1 Evaluation of answer sheets of theory papers (External) shall invariably be done by the experts of universities/other institutions at the university head quarter from the panel approved by the Vice-Chancellor of the university. However, in cases of urgency, the answer sheets may either be evaluated by locally available experts or the answer sheets may be sent through university officials to other universities/institutions forevaluation.

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2.9.2 On the basis of the semester result compiled and published by the External Examination and Evaluation Cell, the Examination Section in the office of the Registrar shall prepare and issue semester report in respect of each individual student.

2.9.3 Similarly, the marks sheet in respect of the internal examination shall be prepared by the instructor(s) concerned and upload the same on academic automation and duly authenticated by the Head/Chairman of the Department. Marks so uploaded be printed and signed by the concerned course instructor duly counter signed by concerned Chairman / Head and same be sent to Officer I/C, E.E. & E.C. in a sealed cover through the Dean.

2.9.4 Evaluation of Student Ready Program

- i. Students shall be evaluated component-wise under village attachment/ agro-industrial attachment/hands on training/skill development training/experiential learning/student projects.
- ii. Each College of the University will designate a Student READY Program Coordinator and component wise evaluation committees. These committees will evolve a method of evaluation depending upon the component undertaken giving due weightage to the observations made by the Scientists/Agro-industrial Officer and the Program Coordinator with whom they are attached.
- iii. Since the Credit Hours allotted to the Student READY program are gradial, the minimum condition of attendance and grading system will apply for the program as applicable to other courses.
- iv. It is expected that at the end of Student READY program, the students should gain competency for entrepreneurship, which should be innovative and creative in nature. The evaluation committee must ensure percentage increase in this competency at the end & successful organization of all Student READY programs.
- v. Student shall maintain daily record of work in the form of work Diary based on daily field observation and get verified the work done by concerned course teachers and later submitted to Programme Officer (Coordinator) for further certification. The student may use printed typed material/photographs in the preparation of READY programme reports. The report shall be duly verified and certified by the designated teachers and READY Programme Officer (Nodal Officer Coordinator).

2.10 Evaluation of Student READY Programme for B. F. Sc.

- (i) No student shall be allowed to register under student READY programme without completing 80% courses successfully in B.F.Sc Programme. The students will pursue the Student READY programme as per the guidelines of Vth Deans Committee. Student READY programme will be of two semester duration. This will be

arranged in 4th year (i.e. VII & VIII semester).

(ii) In VII semester In-plant attachment (for 8 weeks), Rural Fisheries Work Experience Programme (for 8 weeks) and Study Tour (for 4 weeks) will be covered under student READY programme of 20 Credit hours.

(iii) In VIII semester Skill Development (for 1 week), Experiential Learning Programme (for 12 weeks), Project report & Seminar will be covered under student READY programme of 20 Credit hours.

The marking scheme for student READY programme shall be as follow:

VII Semester- Student READY Programme (100 Marks)

In Plant Attachment- 50 marks

Performance Assessment report by the host industries/organization=20 marks.

Report writing & submission= 20 marks.

Viva-Voce=10 marks..

Rural Awareness Work Experience (RAWE) Programme-25 marks.

Performance Assessment report by the host organization/KVK/NGO =10 marks.

Report writing & submission= 10 marks.

Viva-Voce=5marks.

Study Tour-25 marks

Report writing & submission=10 marks

Submission of specimens=10 marks

Viva-voce=5 marks

VIII Semester- Student READY Programme (100 marks)

Experiential Learning Programme - 50 marks

Performance & professionalism = 25 marks

Report writing & submission = 15 marks

Viva-voce = 10 marks

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Assessment of skills developed - 20 marks

Development of Detailed Project Report on the selected /assigned areas - 20 marks

Seminar - 10 marks

Subject contents =3 marks

Organization & visual aids = 3 marks

Appropriate use of literature = 2 marks

Ability to answer the questions = 2 marks

2.11 Student READY Programme for B.Tech. (D.T.)

No student shall be allowed to register under student READY programme without completing 80% courses successfully In B. Tech. D.T. Programme the students will pursue the Student READY programme as per the guidelines of Vth Deans Committee. Student READY programme will be offered with the regular courses in the 2nd and 4th semesters. However, the students will have to complete the programme during the summer breaks after 2nd and 4th semesters as per the recommendation of Fifth Deans Committee.

- (i) In VII semester students will be put on In-plant training in various dairy plants for the entire semester. The credit load for in-plant training will be 20 (0+20) Credit hours.
- (ii) In VIII semester Student READY Experiential Learning Module of 10 (0+10) credit hours will be offered along with other courses.

The marking scheme for student READY programme shall be as follow:

VII Semester- Student READY Programme (100 Marks)

In Plant Training - 100 marks

Performance assessment by host industry /organization-20 marks

Written external examination=30 marks.

Presentation= 15.

Report writing & submission = 15 marks.

Viva-Voce = 20 marks.

Rural Dairy Work Experience (RAWE) Programme-I & II - 100 marks (50 marks each).

Performance Assessment report by the host organization/Society/ Plant: 15 marks.

Report writing & submission= 15 marks.

Presentation=10 marks

Viva-Voce=10 marks.

VIII Semester- Student READY Programme (100 marks)

Development of Detailed Project Report on setting up of enterprise in the selected areas of product manufacture and Evaluation of the Module = 20 marks

Experiential Learning Programme - 60 marks

Performance & professionalism (25 marks)

Assessment of skills developed (10 marks)

Report writing & submission (15 marks)

Viva-voce (10 marks)

Presentation - 20 marks

Note:- Final grade sheet will be submitted by the Nodal Officer of concerned college.

2.11.1 Grading and Tabulation

2.11.1.1 Tabulation of semester results shall be done by two tabulators / Tabulation Committee and one supervisor (non-teaching staff of the office of the Registrar) nominated for the purpose by the Controller of Examinations. Final Semester result shall be tabulated by teachers / tabulators nominated for the purpose by the Controller of Examinations. However, in case of non-availability of teachers/tabulators, the tabulation



work in the final semester may also be got done with the help of staff members working in the Office of the Registrar.

2.11.1.2 The remuneration for tabulation work shall be paid as decided by the university from time to time.

2.11.1.3 The External as well as internal marks received by O/I, EE & EC shall be handed over to the tabulator for tabulation work.

- i. The tabulators shall first convert the marks into grades under 10 point scale. Marks obtained by a student out of 100 shall be divided by 10 which will represent the grade awarded to the student. The grade shall be calculated up to one digit after the decimal. The details of conversion is as below :

Percentage of Marks Obtained	Conversion into Points
100	10 Points
90 to < 100	9 to < 10
80 to < 90	8 to < 9
70 to < 80	7 to < 8
60 to < 70	6 to < 7
50 to < 60	5 to < 6
< 50 (Fail)	4 to < 5
eg. 80.76	8.076
43.60	4.360
72.50 (but shortage in attendance)	Fail (1 point)

- ii. Grade so obtained shall be converted into grade point by multiplying the grade by the credit hours allotted to the course. It will also be calculated up to one digit after decimal point
- iii. After entering the grade and calculating the grade point for different subjects on the tabulation sheet, the tabulators shall calculate the grade point average (GPA) of individual students for a particular semester. It will be done by adding the grade points of all the subjects in which the student appeared in the examination and dividing the same by a sum total of the credit hours. The GPA shall be calculated up to two digits after the decimal.
- iv. The tabulators shall also calculate the Overall Grade Point Average (OGPA) of the individual student to finalize the semester results. The

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OGPA shall be calculated in the following manner:

- v. Sum total of grade points earned by the student up to the semester for which the result has to be compiled shall be divided by the sum total of the credit hours of courses which the student has studied till the end of that semester. The OGPA shall be calculated up to third digit after the decimal point.

2.11.1.4 Publication of Results

2.11.1.4.1 After compiling the result, both the tabulators shall sign on the compiled semester results and put up the same to the Officer In-Charge External Examination and Evaluation Cell who in turn will check it and publish it. Such results shall have to be prepared in triplicate out of which one copy shall be sent to the college concerned and another copy shall be sent to the Examination Section of the Registrar for maintaining the academic records of the students. However, the third copy shall be maintained in the External Examination and Evaluation Cell for records.

2.11.1.4.2 On the basis of the semester result compiled and published by the External Examination and Evaluation Cell, the Examination Section in the office of the Registrar shall prepare and issue semester report in respect of each individual student.

2.11.1.4.3 The final result of a Degree programme shall also be compiled in the same manner by the tabulators. After compiling the semester results of the final semester of a programme it shall be submitted to the Officer In-charge (External Examination and Evaluation Cell) duly signed by both the tabulators, who in turn will put up the same to the Registrar for getting the final results of the programme and approval by the Vice-Chancellor for publication.

2.11.1.4.4 After obtaining the approval of the Vice - Chancellor, the final results shall be published mentioning "Declaring the student to have successfully completed the requirement for the award of a particular Degree".

2.11.1.4.5 The result so published shall be placed before the Academic Council for final approval and the successful candidates shall be conferred with the Degree after approval of the Academic Council only.

2.11.1.4.6 Significance of O.G.P.A .

8.0 and above	: I Division with Distinction
7.0 to 7.999	: I Division
6.0 to 6.999	: II Division
5.0 to 5.999	: Pass

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Other Grading Abbreviation

- F : Fail (G.P. below 5.0)
S : Satisfactory
US : Unsatisfactory
I : Incomplete when the student completes the attendance requirement but fails to appear in the final examination.
W : In case courses are withdrawn.
NC : In case the course is non-credit.
IR : Improve after repetition

5.1.1 Pass marks in Internal and External examinations for individual paper (theory and/ or practical) shall be 50% of the total marks allotted to the subject with the condition that the student must secure 15 marks out of 50 in External Examination of each paper but for passing a particular degree programme, the student shall be required to obtain a minimum OGPA of 5.000 which will be equivalent to 50% of the marks in aggregate.

5.1.2 After publication of semester results if a student is not satisfied with his/her marks and wants to get the marks re-totalled, he/she can apply for the same with a processing fee of Rs. 100/- for each course within one month of publication of semester results. On receipt of the request with requisite fee, the External Examination and Evaluation Cell shall get the marks obtained by the student in the answer sheets re-totalled and in case of any discrepancy, corrected marks shall be communicated to the Dean of the college concerned. Consequently, the semester report shall also be corrected by the EE & EC of the office of Registrar.

2.12 Formula for Conversion of percentage (%) of Marks

Formula for calculation of Percentage of Marks, Grade Point (G.P.), Credit Point (C.P.), Grade Point Average (GPA) & Overall Grade Point Average (OGPA):

- | | | | |
|---|---------------------|---|------------------------------|
| 1 | Percentage of Marks | = | $\frac{OGPA}{10} \times 100$ |
| 2 | Grade Point (G.P.) | = | % of Marks obtained X 100 |
| 3 | Credit Point (C.P.) | = | G.P. X Credit Hours (C.H.) |

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$$= \frac{\text{Sum of C.P.}}{\text{Sum of C.H. in current semester}}$$

5 OGPA

$$= \frac{\text{Total C.P. earned in all semesters}}{\text{Total Credit Hrs. completed in all semesters}}$$

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2.13.1

Issue of Transcript and Provisional Degree Certificate

After publication of final result of a particular Degree programme, the successful candidates shall be issued Transcript containing details of academic attainment on payment of prescribed fee under the signature of the Registrar. Such transcripts shall be issued on specific recommendation of the Dean of the college concerned after being satisfied that there is nothing due against the student and he/she has vacated the hostel and "No Dues" certificate obtained from shall be submitted by the student to office of Registrar along with the application for issuing the transcript.

2.13.2

A Provisional Degree Certificate shall be issued to the student on payment of prescribed fee under the signature of the Registrar. This certificate shall be issued on a specific recommendation of the Dean of the College in the manner as prescribed above.

2.13.3

Issue of Original Degree Certificate

2.13.4

The candidates, declared successful for the award of a particular Degree and approved by the Academic Council shall be awarded the Degree Certificate in convocation organized by the University each year. Such original Degree Certificate shall be both in Hindi and English on the same format as prescribed and will be signed jointly by the Registrar and the Vice- Chancellor.

2.13.5

Convocation shall be held as and when possible as per procedure prescribed in the Act and Statutes.

2.13.6

Miscellaneous

2.13.7

The course of study and the graduation requirements for each batch of students for Bachelor's degree shall be prepared by the Board of Studies / Faculties, at least three months in advance of the date of commencement of the semester in which the batch is to be admitted and shall be made available to the students at the time of admission. The courses so prescribed and their requirements shall be applicable to the under-graduate students for the total duration of the course unless otherwise modified by the Academic Council under special circumstances to be specified.

2.13.8

In order to ensure that the requirements for the award of degree have been duly completed by a students, the Registrar shall keep a record of the courses completed by the student.

2.13.9

In all matters relating to admission and the operation of semester system, the Registrar shall, ordinarily, act in accordance with the recommendations of the selection committees, or the Dean of the Faculty concerned. Wherever he does not agree with the recommendations, he shall refer the matter to the Vice- Chancellor, whose decision shall be final.

2.13.10

Any matter not covered by these regulations shall be referred to the Academic Council for decision.

2.14

Educational Tour

2.14.1

Under Graduate students' Educational Tour, although not an essential graduation requirement, if undertaken, should not be more than one in the entire period of the degree programme for 15 days which can be undertaken in the semester breaks during the last two Academic Years of the programme.

2.14.2

Such tour should be formulated for not more than 15 days to cover the spots of importance in the field concerned colleges across the country with prior approval of DSW in all such matters.

2.14.3

Absence of students during educational tour will be subject to disciplinary action by the DSW.

2.14.4

The tour project will be submitted to the Academic cell of the Colleges by individual students for record.

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3. *Hostel Rules and Regulations*

3.1. Residence of the enrolled Students

- 3.1.1 The Bihar Animal Sciences University, Patna shall be a residential University.
- 3.1.2 Every student of the University shall reside in a Hostel of the University or in such other accommodation required and managed by the University.
- 3.1.3 Separate boys and girls hostel will be made available to accommodate the students. Residence in the hostel subject to availability of accommodation will be compulsory for all regular students of the University. However, hostel accommodation cannot be claimed as a matter of right.
- 3.1.4 Student may be allowed by the concerned Dean to stay outside the hostel with his/her parent/guardian under special circumstances and on a specific written request of the parent/guardian, provided the place is within a reasonable distance from the college where the student is residing.

3.2. Accommodation

- 3.2.1 The right of admission and residence in the hostel is reserved. A student may be refused accommodation or deprived of accommodation already provided with, any time by the hostel authorities, without assigning any reason thereof.
- 3.2.2 At the time of admission/registration, all students who wish to reside in the University hostels shall apply in the prescribed form to the Chief Warden/Dean for admission to a hostel.
- 3.2.3 The admission and allotment of rooms in the hostel shall be on the basis of merit & seniority subject to availability of rooms.
- 3.2.4 Students must be personally present at the time of allotment of rooms. A room to be specified immediately before the allotment is made.
- 3.2.5 The student has to produce the receipt of the paid hostel fee in each semester/academic session to the Hostel Warden, failing which the accommodation will not be provided.
- 3.2.6 Every student will be provided with a cot, table, chair etc. (which he/she shall receive) and other fittings. He/she shall be responsible for safety of furniture and electric fittings provided to him/ her.
- 3.2.7 No item of furniture is to be removed from one room to the other without prior permission and authorisation of hostel authorities.
- 3.2.8 On allotment and before occupying the room or at the time of change of room, each student should get the furniture and electric fittings checked and should hand over all the furniture of his/her room to the hostel authorities, while changing/ leaving the room.
- 3.2.9 Hostel accommodation once allotted cannot be changed except in very special circumstances with the concurrence of the hostel authorities. No student can change his/her room without the permission of hostel authorities.
- 3.2.10 Cooking, ironing, use of electric heater or lighting fire, air condition, personal television, immersion rod, and room geysers are not permitted in hostel rooms. Defaulters shall be fined Rs.1000/- and the appliances will be confiscated and treated as breach of hostel rules.
- 3.2.11 While finally vacating the hostel, each student shall have to handover the charge of the room and other articles issued to him/her and obtain a 'No Dues' certificate to that effect from the hostel authorities.

3.3. Hostel Fees

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All the students who wish to stay in the hostel shall have to pay the Hostel fees at the time of admission in at the beginning of each semester along with other prescribed fees as per the rules of the university. The students shall also have to pay hostel/mess caution money along with hostel fee. The caution money shall be paid only once during their entire degree program and shall be paid back after completion of their degree after adjusting the dues if any and submission of no dues from the hostel and mess. The amount to be paid as Hostel fees and caution money shall be decided by the university.

3.4 Hostel Mess

The university shall make provision for cooking and dinning for the boarders staying in the hostel. The manpower (as per necessity), space and other infrastructure including utensils shall be provided by the university. Chief Hostel Warden in consultation with the Dean/DSW shall designate the number of mess to be run for different hostels. The mess shall be run by the boarders. There shall be hostel mess secretary and mess committee to run the mess. The mess shall run from the contribution of the boarders based on equal sharing basis and university shall not provide any monetary help for day to day expenditure of the mess including Gas/fuel charge. The tenure of mess committee and the mess secretary shall be decided by the Chief Hostel Warden after consulting with the hostel wardens and Dean/DSW. Hostel clerk shall keep track of the expenditure and proper maintenance of mess account. The mess committee, Hostel clerk and the hostel warden shall ensure proper hygiene and quality of the food being served. The menu shall be decided by the mess committee. The breakfast, lunch and dinner timings shall be announced by the Chief Hostel Warden.

3.5 Reservation of the Right of Admission

Hostel shall be treated as a facility provided by the University for the convenience of the student registered in the University in accordance with the Statutes and Regulations, and the right of admission and continuance is reserved by the University. Any person may be refused accommodation or deprived of accommodation already provided at any time by the Chief Warden with the permission of DSW/Dean and Vice-Chancellor without assigning any reason.

3.6 Inspection of Rooms

The rooms can be inspected by the Warden and other officers of the University at any time, and any student obstructing such inspection and refusing the same shall be liable to disciplinary action and punishment thereof.

3.7. Identity Cards

All students admitted to the University shall have their Identity Cards. Students shall always carry the Identity cards with them and shall produce them whenever demanded by any Officer of the University or Faculty Member.

3.8. General Regulations

- 3.8.1 Every boarder must have with him/her a copy of the rules; he/she must familiarize himself/herself with these rules and must follow/abide by the same. Ignorance of the rules will not be considered as an excuse.
- 3.8.2 In granting character certificates to the boarders, the opinion of the hostel Warden of shall be given weightage.
- 3.8.3 The Chief Hostel Warden/Dean/ DSW will exercise general supervision and control over the hostels through the Warden/Chief Hostel Warden of the respective hostel.
- 3.8.4 Notices for the guidance of students shall be displayed on the hostel notice boards. Students are advised, in their own interest, to read the notices regularly, ignorance of regulations and instructions shall not be an excuse for non-compliance.
- 3.8.5 No boarder should see the Dean/DSW/Registrar/Vice-chancellor for ordinary affairs. Hostel prefects or hostel warden of the respective hostel or chief hostel wardens are the right persons to be approached for such matter.
- 3.8.6 All cases of illness must be reported immediately to the hostel Prefect or Warden of the

- respective hostel and to the University Medical Officer, if any. In case of serious illness, the Chief Hostel Warden/Dean must be informed and also information must be given to the parents/ guardian at the earliest.
- 3.8.7 No student shall keep any fire-arms, lethal weapons, poison of any kind in the hostel.
 - 3.8.8 Keeping of illegal drugs (smacks, brown sugar), alcoholic drinks or any other intoxicating items in the hostel rooms is not permissible. Students found in possession of the same shall entail expulsion of the student from hostel or college including legal prosecution.
 - 3.8.9 Any meeting to be held in hostel premises will need to have prior approval of the Chief Hostel Warden/Dean concerned.
 - 3.8.10 The students shall make proper use of common-room, the newspaper and journals and the articles used for all indoor games. Timings for the common-room will be fixed by the Hostel Warden in consultation with hostel prefect from time to time. The Common Room Secretary will be responsible for running the common room properly.
 - 3.8.11 While visiting the dining hall, common room and canteen, students must be properly dressed.
 - 3.8.12 In each wing of the hostel, a senior student of good standing Academic record shall be appointed as a Hostel Prefect wing councilor for the wing, who will assist the Hostel Warden in the administration of hostel affairs. Wing councilor will be decided on merit basis & he/she shall avail the facility of fee waiver for the said period in the hostel.
 - 3.8.13 Purchase of newspaper, magazine, indoor game items, registers, rubber stamp and mementoes etc. for hostel competitions will be made as per requirement of the students in consultation with Hostel Warden/ Chief Hostel Warden as approved by the Dean.
 - 3.8.14 Expenditure on purchase of T.V. and its service provider, hostel furniture, utensils, hostel functions and festivals or any other miscellaneous items can be made to which the Chief Hostel Warden/Dean/DSW may deem fit to incur in consultation with the secretary of the common room of concerned hostels.
 - 3.8.15 The Director Students Welfare/Dean concerned, on the advice of a committee appointed by him, will be competent to declare an article purchased out of the hostel fund, as unserviceable and authorize its write off and/ or auction.
 - 3.8.16 Amendment to these rules can be made by committee consisting of the Dean/DSW, Chief Hostel Warden, Hostel Warden, subject to the approval of the competent authority.
 - 3.8.17 All the boarders shall vacate the hostel rooms before they leave for the summer vacation/ Annual break/or on orders from the hostel authorities.
 - 3.8.18 Students will have to use their own locks and bulbs for the rooms allotted to them. Replacement of bulbs/tube lights in the hostel room during the period of stay by a hosteller will be the responsibility of the hosteller himself/herself.
 - 3.8.19 No article of common use such as magazine, newspapers, gymnasium items, dining utensils, etc. may be taken to the rooms by the residents of the hostels.
 - 3.8.20 Fans and light in the rooms must be switched off before leaving the rooms to economize the electric consumption.
 - 3.8.21 Students are not supposed to tamper with electrical installations. Any tempering with electrical installations, switch board, etc. shall be considered as violation of hostel rules and strict action may be taken against him/her.
 - ~~3.8.22 The inmates of the hostel shall use the lavatories, bathrooms, wash basins, urinals, etc. Properly/hygienically and cause no damage to various fixtures.~~
 - 3.8.23 No resident is to insult/injure or appear to cause insult/injury to the feelings and sentiments of other inmates.
 - 3.8.24 Residents are not to organise themselves into groups or give cause to even appear to have done so, on the basis of caste, colour, religion, and class consideration or on the basis of social or political philosophy. Violation may lead to expulsion from the hostel



and matter may be referred to disciplinary committee of college/university.

- 3.8.25 Hostellers are advised not to keep costly jewellery, gold, cash, etc. in their rooms. They themselves will be responsible for the safety of their personal belongings.
- 3.8.26 Playing games on lawns/grounds other than those specified area for the purposes is strictly prohibited.
- 3.8.27 It is compulsory for all the students to obtain identity cards from the university and they should carry the identity cards with them to produce as and when required.
- 3.8.28 No cultural or social functions can be organised in the hostel premises without prior permission of hostel authorities.
- 3.8.29 No dogs or pets are permitted to be kept in the rooms.
- 3.8.30 The hostel authorities shall not be responsible for any debts or dues to hostel messes, canteens and outside shops incurred by the students.
- 3.8.31 Partial/Full medical reimbursement of student for initial treatment in case of accidents/serious injuries during sports & games and cases of emergencies like heart attacks in registered hospital/Doctor may be made by chief hostel warden/Dean.
- 3.8.32 Medical insurance of every student as decided by the University shall be mandatory by paying the prescribed premium.

3.9. Electricity/Gadgets

- 3.9.1 Lights must be switched off when not in use. The students are advised to use LED/CFL lights to save electricity.
- 3.9.2 The use of electric heaters, electric rod, kettles and other appliances is prohibited. Unauthorized use is punishable by confiscating the appliance/gadgets, and/or a fine.
- 3.9.3 Tempering with the electric installations shall be treated as a serious offence. When there is need for carrying out a repair, the electrician of the University should be called in.

3.10. Furniture and Equipment

- 3.10.1 Students shall keep their rooms neat and tidy and shall be responsible, jointly and individually, for the furniture issued to them and for the fittings present in their rooms as received at the time of occupation. If a student observes any damage or defect in the furniture issued to him/her or in the permanent fittings in his/her room or finds anything missing at the time he/she occupies the room, it shall be his/her duty to bring it to the notice of the Hostel Warden failing which it will be presumed that everything was in order at the time of occupation.
- 3.10.2 Furniture shall not be shifted from one room to another. The furniture belonging to the Common Room or the Dining Hall or the hostel office or the Hostel Guest Room shall not be taken out or brought into the living rooms.
- 3.10.3 When the student vacates his/her room before the summer break/Semester or annual break or after withdrawal or expulsion or at the time of living, he/she shall return all furniture and other article issued to him/her to the Hostel Clerk/Caretaker, failing which he/she shall not be issue NOC and shall be liable to pay the entire cost of such furniture or other property.

3.11. Hostel inventory

An inventory of all the permanent items procured or placed in the hostel shall be made in the designated registers specially marked for different category of items. It shall be maintained by hostel clerk/ward boy under the direct supervision of the respective Hostel Warden. Their safety and maintenance shall be taken care by hostel clerk/ward boy and the hostel warden. All the records shall be properly maintained and kept in the hostel office.

3.12. Maintenance of Lawns and Cleanliness

- 3.12.1 The lawns around the hostel are meant for the benefit of the students and for improving the appearance of the hostels. Students are expected to help and to take interest

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- in their maintenance.
- 3.12.2 Students shall avoid crossing the lawns and shall use only the passages that are provided. Hedges shall not be tempered with, nor flowers be plucked.
 - 3.12.3 Cycling in the lawns and verandas is strictly prohibited.
 - 3.12.4 Spitting, except at places meant for such purposes is strictly prohibited.
 - 3.12.5 Boarders should dispose the waste/Plastics only at the designated places/waste bins.
 - 3.12.6 Boarders are expected to show a sense of responsibility to keep their rooms and surroundings neat and clean and make proper use of dustbins.
 - 3.12.7 Spitting in hostel compound, corridors, rooms, cycling in lawns, veranda, corridor, roof, plucking of flowers, crossing of flowerbeds and lawns are prohibited.
 - 3.12.8 Residents are not to scribe anything on the walls and doors of hostel rooms and toilets. Sticking of posters and distribution of unauthorized bills/pamphlets/posters/ notices by the residents are not permitted.
 - 3.12.9 Wash basin should not be blocked with any extraneous material. It should be kept clean and should only be used for washing purposes. To avoid blockage, please do not throw datum, papers, etc. in it.
 - 3.12.10 For proper functioning of the sanitary lavatories following instructions must be followed. Flush the toilets. The cistern will work satisfactorily only when full. Once emptied it takes a few minutes to get filled up.

3.13. Additional Regulations for Ladies Hostel

In addition to the general regulations for residents, the following rules are also particularly applicable to the residents of the Ladies Hostel for strict adherence.

- 3.13.1 Parents/guardians must submit to the Warden In-charge a list of relatives/outsideers along with their addresses duly signed by them who are allowed to see the students and who can take them out.
- 3.13.2 All the resident girl of hostel must submit application to warden signed by their parents before she stays out of hostel or leave the hostel except in cases of medical emergencies and normal semester/annual break of University/College.
- 3.13.3 Normally all the boarders must return to their respective hostels by 6 PM every day. Those who are returning after 6 PM must enter into the register the purpose for staying out beyond 6 PM. Whatsoever, all the boarders must be inside the hostel by 8 PM. Such students who have any laboratory work beyond 8 PM must submit their application duly forwarded by the concerned guide and HOD.
- 3.13.4 All visitors to the Ladies Hostel are required to sign in the visitor's register on each visit to the hostel specially kept for this purpose in the Girls Hostel and state their relation and purpose of visit. Their visit will be limited to the Common Room only and not in the room of the student.
- 3.13.5 The following visiting hours shall be observed in case of girl residents:

Day	Timings
Working Day	3.00 P.M. to 6.00 P.M.
Holidays including Sundays	9.00 A.M. to 6.00 P.M.

However, the above visiting hours may be changed by the Chief Hostel Warden with prior approval of the Director Students Welfare.

3.14. Hostel Administration

- 3.14.1. **Chief Hostel Warden:** Every college shall have a Chief Hostel Warden, who will be responsible for the administration of the hostel and for enforcement of the hostel rules. He/She shall be appointed by the Director Students' Welfare in consultation with the Dean concerned from amongst the teachers (preferably Assoc. Prof./Professor), normally for a term of 2 years. The Chief Hostel Warden(s) will be paid fixed amount as per the university norms. He/she shall

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maintain all the establishment related files and shall be responsible for the matter related to it. He/she shall prepare the hostel budget and shall be responsible for its proper expenditure. He/she shall guide/instruct the wardens on the matter of hostel affairs. Warden/s shall report all the matters through the Chief Hostel Warden.

Hostel Warden: Every hostel shall have a Warden, who will be responsible for the administration of the hostel and for enforcement of the hostel rules.

- 3.14.1.1 The Warden will be appointed by the Director Students Welfare in consultation with the Dean(s) concerned from amongst the teachers (preferably Asstt. Prof./Assoc. Prof.), normally for a term of 2 years. The Warden(s) will be paid fixed amount as per the university norms and rent-free accommodation for this additional responsibility and mobile telephone facility.
- 3.14.1.1 The Warden will have the authority to enter the room of any student and also make a search of the room, when necessary. He/ She will also have the authority, when the need arises, to break open the lock of any room and also to shift the belongings of a student to any other place.
- 3.14.1.1 The Warden will have the authority to confiscate any unauthorised electric or other appliances or gadgets being used by a student and also to impose or recommend the imposition of a fine for such un-authorised use.
- 3.14.1.1 Subject to instructions that may be issued, from time to time, by the Chief Hostel Warden or Director Students Welfare, the hostel Warden will make allotment/re-allotment of rooms in the hostel and such allotment shall be final.
- 3.14.1.1 After the general allotment and at the beginning of each subsequent semester, the Hostel Warden shall send complete list of the students staying in his/her hostel along with their room numbers to the Chief Warden/Director Students' Welfare and the Dean concerned.

3.14.2. Responsibilities of Hostel Warden

- 3.14.2.1 He/she will be responsible for the allotment of hostel rooms in accordance with the hostel rules and for the maintenance of discipline within the hostel.
- 3.14.2.1 He/she will attend the hostel office daily at least for one hour at a specified time, which will be notified on the notice board for the information of the students. However, he/she can make surprise visits to hostel/rooms.
- 3.14.2.1 He/she will be responsible for the supervision of the working of the staff placed under him/her who shall take order from him/her. He/ She will report to the Chief Hostel Warden/Dean for disciplinary action of any instance of dereliction of duty or negligence or misbehavior on the part of staff.
- 3.14.2.1 He/she shall report to the University Medical Officer all cases of illness or accidental cases occurring within Hostel only and ensure that the students concerned receive proper medical care. He/she will also inform the Chief Warden/Dean regarding all such cases immediately.
- 3.14.2.1 He/she will inspect the kitchen, the dining room, the common room and other facilities, etc., regularly and when any defect is noticed, he/she will have to take appropriate measures to set it right.
- 3.14.2.1 He/she will appoint the Prefects of the hostel, among the resident students on the basis of merit, conduct and behavior with colleague, as prescribed in the relevant rules and supervise their work.
- 3.14.2.1 He/she shall ensure that no unauthorised person stays in the hostel.
- 3.14.2.1 He/she shall, with the help of his/her staff and/or Hostel Prefects check the un-authorized and misuse of electrical appliances.

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3.14.2.1 He/she will be responsible for the proper organisation and conduct of hostel functions, festivals, etc. within the hostel. The Hostel Warden/Chief Hostel Warden will be responsible to the Dean/Director Students' Welfare for the maintenance of discipline and good behavior of the residents and will keep the Dean/Director Students Welfare concerned informed of all acts of indiscipline and misbehavior and the action taken by him/her.

3.14.3. Hostel Management Committee

3.14.3.1. Every hostel shall have a Hostel Committee consisting of the Hostel Warden, who shall be the Chairman, Prefect(s), Common Room Secretary, Mess Manager(s) and ward boy/hostel clerk (if any).

3.14.3.2. The Hostel Committee shall meet at least twice every month or earlier, if it is necessary.

3.14.3.2. This committee shall look after all matters relating to the welfare of the hostel residents including ragging, maintenance and management of the hostel premises Common Room, Kitchen(s), Canteen (if any), purchase of newspapers and magazines, organisation of functions, etc.

3.14.3.3. The Hostel Warden will communicate to the Chief Hostel Warden under intimation to the Dean concerned, the proceedings of all these meetings, drawing his/her attention to the grievances or difficulties experienced by the students and to their complaints or suggestions so that these may be attended to promptly. The same may be forwarded to the DSW by the Dean

3.15. Utilization of Funds

All hostel funds, including Hostel maintenance fund, Electricity and water charges etc. will be operated by the Dean/Director Students Welfare who shall keep the money in a bank account authorised by the University.

3.15.1 The Dean/Director Students' Welfare is authorised to allocate the fund and sanction the amount to make purchase/incur expenditure from the hostel funds for the following purposes:

3.15.1 **Electricity and Water charges:** Payment of electricity and water charges.

3.15.1 **Hostel maintenance fund:** Purchase of stationery, repair of hostel furniture, hiring and cartage of furniture, repair and maintenance of hostel premises etc.

3.15.1 **Common room fund:** (a) Purchase of newspapers and magazines and equipment for indoor games and repair of such equipment, (b) repair of television set/subscription fee for channels, and (c) organization of hostel functions and other festivals, including hostel competitions and incidental expenditure relating there to, including refreshment, award of prizes, renting of loud-speakers, shamans, furniture, crockery, etc., and any other expenditure relating to the promotion of co-curricular activities in the hostel.

3.15.1 **Utensil fund:** Purchase, replacement, maintenance, repair and tinning of utensils, crockery and cutlery.

3.15.1 **Cooking Gas,** gas pipelines and related fittings

3.15.1 **Other funds:** Any other expenditure relating to the welfare of residents of the hostel and maintaining the hygiene of hostel premises/garden area, etc.

3.15.1 The Director Students Welfare in consultations with concerned Dean will have the authority to write-off or declare any article purchased out of hostel funds as unserviceable and order its disposal in the best interest of the hostel. Any amount realized through such disposal shall be credited to the appropriate hostel fund.

3.16. Appointment and duties of Hostel Prefect

Prefects will be appointed every year by the Hostel Warden from amongst senior students of good standing to assist him in the administration of the hostel. Normally there shall be one Prefect for each wing/floor of the hostel, subject to a maximum of two Prefects per hostel. The prefect of the hostel shall be exempted from the payment of Hostel room rent.

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- 3.16.1 The Prefect shall perform the following duties:
- 3.16.2 Take the night roll call of the hostel residents in his/her block/wing, as prescribed in these rules and report to the Hostel Warden about all the absentees at the time of the roll-call as well as about absentees during the whole night.
- 3.16.3 Failure of Prefect to report such cases to the Hostel Warden will amount to a gross negligence on his/her part for which the Warden may remove him/her from his/her Prefectship.
- 3.16.4 To ensure that all hostel rules are observed by the students of his/her block/wing and bring to the notice of the Warden any breach of these rules by any student in that block/wing.
- 3.16.5 To look after the sanitation of his/her block/wing and bring to the notice of the Warden any failure or negligence of the sanitary staff of the hostel in the performance of their duties.
- 3.16.6 To be available and approachable by all students of his/her wing/block and to show interest in their welfare activities.
- 3.16.7 To report to the Warden and Medical Officer every case of illness and to ensure that the sick student is taken care of promptly.
- 3.16.8 In the performance of his/her duties, the Prefect shall use persuasive and not coercive methods, and shall not under any circumstances take the law into his/her own hands.
- 3.17. Night Roll-Call**
- 3.17.1. The night roll-call will be taken by the concerned Prefect at 9.00 P.M. in winter and 10.00 P.M. in summer. Every student must be present in his/her room to avoid inconvenience to the Prefect at the time of roll-call.
- 3.17.2. A student found absent at the time of the roll-call, without making any entry in the register, shall be liable to a fine of Rs. 50/- per absence. The list of absentees and fines imposed on them will be put up on the notice board at the end of each month.
- 3.17.3. After the roll call, no student is allowed to leave the hostel. However, in a case of emergency, he must inform the Prefect of his/her block who, in turn will inform the Hostel warden. The Hostel warden, if he/she so likes, will verify the cause of his leaving the hostel and shall report to the Chief Hostel Warden/Dean/DSW.
- 3.17.4. However, the students who wishes to go out of the hostel for a few hours in the evening for any bonafide purpose and may not return in time for the roll-call, may do so after informing the Prefect/Warden and making the following entries in the register kept for the purpose with the Watchman: i. Date, ii. Name, iii. Room Number, iv. Time of leaving the hostel, v. Reason for leaving the hostel and vi. Probable time of return.
- 3.17.5. Absence from the hostel during the night, without the permission of the Hostel Warden, will be deemed to be an act of indiscipline and punished accordingly. Where a student is found to be guilty of such an offence too often, the Hostel Warden may recommend his/her suspension/expulsion from the hostel.
- 3.18. Absence from Hostel**
- 3.18.1 . For leave or absence from the hostels, students shall obtain prior permission from the hostel wardens.
- 3.18.2 . Students shall not remain absent from their rooms after 9.00 P.M. in winter and 10.00 P.M. in summer without prior permission of the Hostel Warden.
- 3.18.3 . Unauthorized absence from the hostel, even overnight, will be considered as indiscipline.
- 3.18.4 . Student who wishes to be in the Laboratory after 10.00 P.M. for research work should obtain prior permission from hostel authorities after due recommendations of their Guide/Head of the Department.
- 3.18.5 . In case of students, remaining absent from the hostel without prior permission for a period of more than 15 days, the hostel authorities may open their rooms and get them vacated after preparing an inventory of the articles found in the room and no claim for

the loss or damage of personal articles shall be entertained.

3.19. Vacating the hostel room

3.19.1 . Any student going outside the Institute/Campus/Centre for more than two months for any reason, including temporary dropping will have to vacate the hostel accommodation.

3.19.2 . In the event of suspension or cancellation of registration of a student, he/she shall have to vacate the hostel within twenty-four hours of issue of such intimation/office order. The student will have to vacate the hostel room and hand over the charge of room as well as other articles issued to him/her and obtain a 'No Dues' certificate to that effect from the Warden In-charge at the time of vacating the hostel.

3.20. Leave rules

3.20.1 Granted for absence from the college will not mean leave for absence from the hostel. Leave for absence from the hostel for one or more nights must have the approval of the Hostel Warden.

3.20.2 Absenting himself/herself from the hostel, without getting his/her leave sanctioned, may be subjected to a fine of minimum Rs 50/- per day or other disciplinary action.

3.21. Student's Guest

- i. No student's guest(s)/ex-student(s) are permitted to stay in the hostel room occupied by him/her except in the case of father/brother, provided that he comes at an odd hour for single day only. The name and relationship of the guest so allowed will be entered in the guest register kept in the hostel.
- ii. The limited guests (only close relatives of the students such as father/brother) accommodation facility can be availed by the students in hostel guest room if available on payment basis for a maximum period of 5 (five) days after depositing the amount in advance in the office. The application form can be made available with Hostel Section during working hours.
- iii. Normally, no guest shall be allowed to stay for more than 5 days but in exceptional/unavoidable circumstances, permission can be granted on merit by the Chief Hostel Warden/Dean of the concerned College.
- iv. Lady guests are not permitted in any case to visit the room and stay in the hostel meant for boys.
- v. No guest is allowed to stay in the Girls Hostel in any circumstance.
- vi. A boarder keeping guest without permission will be liable to the punishment.

3.22. Conduct and Discipline

- 3.22.1 The students residing in the hostel shall be required to abide by the hostel rules and other instructions, as issued from time to time by the hostel authorities. Any breach of hostel rules and of such instructions will render a student liable to disciplinary action.
- 3.22.2 Students are required to cooperate with hostel staff, attendants/mess servants, canteen staff etc. They are not authorised to punish hostel workers. Any complaint of indecent or insult of hostel staff will be treated as an act of indiscipline to warrant further disciplinary action.
- 3.22.3 Ragging of any type will be dealt with severely and may result in expulsion from the University.
- 3.22.4 Students will not disturb residents by making noise or otherwise in the corridors or tuning electrical/electronic gadgets if these are being used in a manner, interfering with the studies and comfort of other inmates of the hostel.
- 3.22.5 All kinds of shouting, hooting, violent knocking or any other act or movement or behaviour likely to cause disturbance to inmates are strictly prohibited.
- 3.22.6 Students shall maintain discipline and a peaceful atmosphere in the Hostel.
- 3.22.7 A student may be fined or expelled from the hostel, rusticated or expelled from the college or subjected to other suitable punishment, depending on the circumstances by

the authority competent to impose such penalty for the following reasons:

- 3.22.7.1. Misbehavior of any kind including disrespectful conduct towards officials and fellow residents.
- 3.22.7.2 Teasing and harassing other students and/or use of violence.
- 3.22.7.3 Stealing or pilfering Hostel/University property or the property of other students.
- 3.22.7.4 Unruly conduct or rowdyism.
- 3.22.7.5 Writing on the walls or other parts of the hostel building or sticking of posters or distribution of unauthorized handbills or notices.
- 3.22.7.6. Making noise and or creating other disturbance, including the use of transistor, etc. in such a manner as to disturb others.
- 3.22.7.7. Ragging of any type will be dealt with severely and may result in expulsion from the University.
- 3.22.7.8 Participating or causing others to participate in strikes, demonstrations for disturbance of any kind or behaving or causing others to behave in such a manner as to bring the Hostel/College/University into disrepute.

3.23. Conduct of hostel inmates:

All hostel inmates are expected to conduct in following manner:

- 3.23.1 While visiting the Common Room, Dining Hall and the Canteen, the students shall be in proper dress.
- 3.23.2 Students shall use or handle with care all property belonging to hostel. When a student is found guilty of willful damage to hostel property, the Hostel Warden may recover the cost of repair or replacement and, in addition, also impose a fine or recommend the imposition of a fine depending on the circumstances.
- 3.23.3 All rooms in the hostel shall be open for inspection by the Hostel Warden/ Chief Hostel Warden/Director Students' Welfare /Dean at any time during the day or night.
- 3.23.4 Students shall not abuse, maltreat or assault hostel employees, including mess servants, and employees of the canteen, if any.
- 3.23.5 All dealings of students with fellow-students and others shall be courteous. Quarrels or disputes with fellow-students shall be avoided. Students shall not under any circumstances, take the law in their own hands, but report such cases in writing to the Hostel Warden.

3.24. Acts of Indiscipline

The following shall constitute the acts of indiscipline.

- 3.24.1 Keeping or using any fire-arm, lethal weapon, knife with a blade of more than four inch length, in the room or outside.
- 3.24.2 Keeping or using intoxicants in any form.
- 3.24.3 Gambling in any form.
- 3.24.4 Ragging, bullying or harassing of students.
- 3.24.5 Demonstration in any form including processions and unauthorized meetings.
- 3.24.6 Strike-or-hunger strike.
- 3.24.7 Boycotting of any University function, programme of activity or even classes.
- 3.24.8 Abusing or insulting any teacher or staff member or among students themselves.
- 3.24.9 Recourse to violence, assault, intimidation, rioting.
- 3.24.10 Showing or causing to show any disrespect to a teacher or staff member of the University.
- 3.24.11 Incitement to commit any act of indiscipline.

- 3.24.12 Any breach of law of the country or the state or the Statutes Regulations or Rules or the University or orders of a competent authority.
- 3.24.13 Disturbing other students in their studies.
- 3.24.14 Damaging any University property.
- 3.24.15 Disorderly behaviour in any form.
- 3.24.16 Attending or organizing meetings in hostel or college premises, other than those authorized by the Warden/principal, and participation in such meetings.
- 3.24.17 Displaying notices, leaflets, or posters, not signed or countersigned by the Warden or other University officer authorized by the Vice- Chancellor, at the hostel and University notice boards or other places or distributing such notices or leaflets.
- 3.24.18 Any act specifically forbidden by the Vice- Chancellor, Dean/Chief Hostel Warden/Director Students Welfare, Warden of respective hostels/ or any other officer of the University competent to pass such an order.
- 3.24.19 Any other act intended or calculated to cause inconvenience, annoyance, injury or damage to any other inmate of the hostel, employee of the University or a resident of the campus or guest and visitors to the university.

A boarder found guilty of having committed a breach of rules shall be liable to appropriate punishment by the Chief Warden concerned or by the DSW/Dean on report from Hostel Warden and Chief Warden. The Dean concerned may refer it to University Disciplinary Committee for suitable Punishment

Any organize act of indiscipline observed among a large number of student intended or calculated to cause any disturbance in the normal working of any institutions, department or section of the University, or to adversely affect the reputation of the University, or lowering of standards or excellence in any field of activity of the University, shall be deemed as constituting an organized act of indiscipline.

3.24.2.1. Report of Incident

The persons responsible for reporting and the authorities to whom the report is to be made are as given below:

Place of indiscipline occurrence	Who will report	To whom report is to be made
In a class-room, lecture theatre, laboratory, farm or class/educational tour	Teacher/ In-charge	Head of Division/ DSW & Dean
On a play field/Auditorium	Coach/ Teacher/ In-charge	DSW & Dean through Officer In-Charge Sports
At any place within or outside the campus including divisions and other buildings of the University	Any Teacher, Student or employee of the University	DSW & Dean
In a hostel or its premises	The Warden	Chief Hostel Warden/ DSW/Dean
In a written or practical examination	The invigilator/ teacher conducting the examination	Dean (PG) & Dean

3.24.2.2 Disciplinary Committee (DC)

3.24.2.1. Dean of the faculty shall be responsible for the maintenance of discipline among students in their college, playground and other part of the campus and also among the students going outside the campus in connection with the work of the University.

3.24.2.2. Hostel Warden/Chief Hostel Warden shall be responsible for maintenance of discipline among students in the hostel premises.

3.24.2.3. There shall be Disciplinary Committee at University level and at in each college level constituted in the following way.

3.24.3. University level committee

- (a) An officer of the University to be nominated by the Vice- Chancellor - Chairman
 - (b) All Deans- Members
 - (c) One senior teacher nominated by the Vice- Chancellor on the recommendation of DSW for a period of two years-Member
 - (d) Any one Chief Hostel Warden nominated by the Vice-Chancellor-Member
 - (e) Director Students Welfare – Convenor
- Presence of two third of the members shall form the quorum.

3.24.4. Campus committee

- (a) Dean of the College – Chairman
- (b) Three University Professors-cum-Head of the Departments shall rotate annually as per alphabetical orders of the departments, provided that in colleges where there are no University professors, the membership will rotate among the college Heads of Department on the same basis – Member
- (c) Where there is more than one college at a University campus, the Dean of the other college shall also be a member – Member
- (d) Chief Hostel Warden– Member Secretary

Presence of two third of the members shall form the quorum.

The Matter related to any act of indiscipline activities in the hostel premises or related to hostel can also be referred the disciplinary committee by the DSW, Dean or Vice-chancellor as and when they feel.

The disciplinary committee has power to call anyone (except Vice-chancellor) if the case referred to them required to do so.

The DC may record either any of the following or as they deem so for that act of indiscipline. **3.25.**

Awarding punishment for act of indiscipline

3.25.1. For minor offenses, black marks should be awarded and a record in this regard maintained. A student who is given more than 3 black marks or depending on the severity of the case is liable to be fined or other suitable punishment as follows;

- Suspension from hostel
- Suspension for not more than one semester.
- Rustication of student till the end of session.
- Expulsion for one or more academic session.
- Temporary or permanent withdrawal of fellowship, financial aid, etc.
- Removal/debarring from part-time employment
- Recommendation for expulsion/rustication from the college (as per procedure laid down in the university Regulation).
- Closure of Institution for a specific period.

3.25.2. Monetary fine to individual student without any limit collective/group fine may be imposed on a group of students as a whole, when the V.C, on the recommendation of Disciplinary Committee is of the opinion that it is not possible to fix the responsibility on individual member of the group for any act of indiscipline.

3.25.3. Reprimand on Record: This shall consist of communicating to the students not to repeat any act of indiscipline. This will be noted on student's permanent report card but not on any outgoing transcript.

- 3.25.4. Conduct Probation:** This will consist of placing the student on conduct probation with a warning that one or more serious incident might lead to his dismissal from the University. This shall be noted on the inmate's permanent record and shall go with his/her transcript so long he is on such probation, but will not go on outgoing transcript, if he/she completes the period of probation without any further punishment. The inmate will be removed from such probation by the end of semester on satisfactory report of his/her conduct and certification by his/her Advisor/Warden/Dean.
- 3.25.5. Temporary Dismissal:** The student shall be dismissed from the University for a specific semester (s) and required to leave the University immediately. This shall be entered in the permanent record card and shall also go out in the transcript of the student if the same is issued during the period of temporary dismissal. It shall, however, not be mentioned in the outgoing transcript in case the transcript is issued after re-admission.
- 3.25.6. Permanent Dismissal from the University:** The student shall be dismissed permanently from the University & shall be required to leave the University Immediately. The punishment shall be entered in the permanent record card and transcript of the student and he/she shall be debarred from re-admission to the University for any further Programme.
- 3.25.7. Rustication from the University:** The Punishment shall be entered in the permanent record card and transcript of the student and he/she shall be debarred from admission to this University as well as other Universities. In all such cases, the names, of the rusticated student(s) would be circulated to other Universities/Deemed Universities of India.
- 3.25.8. Additional Measures in case of organized indiscipline:** Apart from any punishment that may be imposed by the competent authority under these regulations for any act of indiscipline, in case of organized indiscipline any of the following measures may be taken by the Vice-Chancellor or on being authorized by him, the Dean of the concerned college.
- 3.25.9. Closure of the Institutions *sine die*,** with or without prescribing a minimum period or for a specific period:
- o Cancellation of semester.
 - o Suspension or cancellation of any academic programme for any category of students.
 - o Vacation of the hostel by closure of the hostel for the institutions as a whole or any particular group or category of students. In all such cases, the students shall vacate the hostel within the prescribed time-limit, failing which they may forcibly be evicted, and/or otherwise suitably punished for disobedience of orders.
- 3.25.10. Suspension pending conclusion of the Enquiry:** The Vice- Chancellor may in his discretion, suspend any student pending the conclusion of enquiry against him/her (student).
- 3.25.11. Group Punishment/ Fine**
A group fine, not exceeding twice the current value of the damage caused to the University/ Institute property by a group of students, as a result of any agitation or otherwise, may be imposed on the group as a whole, when it is not possible to fix the responsibility on individual members of the group for the damage.
- 3.25.12. Different types of act of indiscipline observed at hostel level shall be dealt by concern** Hostel Warden and the cases of act of indiscipline both at hostel and inter hostel level shall be dealt by Chief Hostel Warden. All the cases of act of indiscipline at college/University level or other referred cases shall be dealt by the University/campus Disciplinary Committee. For the different act of indiscipline any one or more of the following punishments or as deemed fit may be imposed –

Sl. No	Act of indiscipline	Punishment
1.	Keeping or using any fire arms/or	i. Fine up to Rs. 2000/-

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	lethal weapons in the room or outside	ii. Conduct probation iii. Expulsion from the hostel /University iv. Legal action as per law of land
2.	Misuse of electricity, use of heaters, AC in the room etc.	i. Reprimand of Record ii. Fine up to Rs. 2000/- iii. Confiscation of the items
3.	Keeping/ consuming intoxicating drinks/ drugs or alcohol in any forms	i. Reprimand of Record ii. Fine up to Rs. 2000/- iii. Conduct probation iv. Expulsion from the hostel/and college
4.	Ragging, bullying or harassing of fellow students	As per UGC guidelines or as directives of supreme court ruling.
5.	Making noise or creating other disturbances including use of high sound producing devices which create problem to other inmates of the hostel & disorderly behaviour	i. Reprimand of Record ii. Fine up to Rs. 1000/- iii. Conduct probation
6.	Writing on walls of the hostel or other building/ sticking of the posters/ distribution of unauthorized posters or notices, damaging of university property in any form	i. Reprimand of Record ii. Fine up to Rs. 2000/- iii. Conduct probation iv. Recovery up to double the current cost of the item v. Expulsion from the hostel /University
7.	Stealing/pilfering hostel/university or other property	i. Fine up to Rs.5000/- ii. Conduct probation iii. Expulsion from the hostel /University iv. Legal action as per law of land
8.	Quarrels or disputes with fellow students, recourse of violence, assault, intimidation, riots or any other related activity; inciting others to commit any act of indiscipline, physical injury, man-handling of fellow students or employees or anyone else, displaying hostility towards members of the faculty or institute employees or their family members, institute guests or any other person in the campus of the Institute, unruly conduct/ rowdyism	i. Reprimand of Record ii. Fine up to Rs. 2000/- iii. Conduct probation iv. Expulsion from the hostel /University v. Legal action as per law of land
9.	Gambling in the hostel or university premises, disobey/disregard the hostel rule, notice, orders etc., providing shelter to outsiders in the Hostel	v. Reprimand of Record vi. Fine up to Rs. 2000/- vii. Conduct probation
10.	Boycotting of any University function, programme or activity, preventing any student from attending the classes, functions, programmes or any other activity of the Institute	i. Reprimand of Record ii. Fine up to Rs. 2000/- iii. Conduct probation iv. Expulsion from the hostel /University
11.	Showing or causing to show any disrespect to a teacher or officer or any misbehavior or intimidation of	i. Reprimand of Record ii. Conduct probation

	any employee of the Institute	
12.	Anti- national activity including any breach of law of the country or the state and of the statute Regulations, Rules of the Institute or order of a competent authority	i. Reprimand of Record ii. Fine up to Rs. 2000/- iii. Conduct probation iv. Expulsion from the hostel /University
13.	Convening/ organizing/attending unauthorized meeting or programmes in the hostels or Institute and participation in any such programmes	i. Reprimand of Record ii. Fine up to Rs. 2000/- iii. Conduct probation
14.	Display of notices, leaflets or posters not signed or countersigned by the Chief Hostel Warden/ Warden or any other officer of the university authorized by the Joint Director (Academic) & Dean at the Hostel and Institute's notice Boards or other places	i. Reprimand of Record ii. Fine up to Rs. 2000/- iii. Conduct probation
15.	Forging of signatures in any way of the faculty member/students at the time of registration/ any other time. Submitting fake certificates	i. Reprimand of Record ii. Fine up to Rs. 2000/- iii. Conduct probation iv. Expulsion from the University
16.	Eve-teasing, molestation, sexual assault, it's attempt	i. Conduct probation ii. Expulsion from the University iii. Legal action as per law of land
17.	Meeting guests at other than the designated place or taking guest to his or her own room	i. Fine up to Rs. 2000/- ii. Conduct probation
18.	Strikes/demonstration or disturbance of any kind. Demonstration in any form including procession	i. Reprimand of Record ii. Fine up to Rs. 2000/- iii. Conduct probation iv. Expulsion from the University
19.	Coming late in the hostel after prescribed time without the permission of the authority	i. Reprimand of Record ii. Fine @ Rs. 200/- per absence iii. Conduct probation
20.	Keeping animals in the hostel/ room	i. Reprimand of Record ii. Fine up to Rs. 2000/- iii. Conduct probation
21.	Smoking at common place, use of tobacco in the hostel/ offices	i. Reprimand of Record ii. Fine up to Rs. 2000/- iii. Conduct probation
22.	Parking of vehicles i.e. cycle/motorcycle in the place other than the designated space	Fine up to Rs. 500/-
23.	Keeping vulgar literature, observing adult CD, videos, films, clips etc.	i. Reprimand of Record ii. Fine up to Rs. 2000/- iii. Conduct probation
24.	Using electronic /print/social media for defaming the institute, its employees, fellow students etc. in any form or use of abusive language/assault of any kind	i. Reprimand of Record ii. Fine up to Rs. 2000/- iii. Conduct probation iv. Expulsion from the University
25.	Any other activity which has not	i. Reprimand of Record

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been mentioned above but felt as act of indiscipline by the university authorities and/or disciplinary committee	ii. Fine up to Rs. 2000/- iii. Conduct probation iv. Expulsion from the University
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All the recommendations of the Disciplinary Committee shall be sent to the Registrar through Dean and DSW for the approval of the penalty. The penalty discussion must be communicated to the Vice-Chancellor for his perusal. Vice-Chancellor has all the rights to ask for re-examining the case, if felt so. The committee report should be sent to the Vice-Chancellor who may examine the enquiry report, and if considered necessary the student may be removed from University.

All the case against BASU will be subject to Patna Court's jurisdiction, only.

3.26. Powers of Disciplinary Action

The powers of disciplinary action of the Hostel Warden, Chief Hostel Warden, Director Students' Welfare and the Dean concern shall be as under, the punishment depending on the nature and severity of the offence:

Authorities	Powers
Hostel Warden	i. Warning. ii. Fine up to Rs. 500/- on approval of Chief Hostel warden. iii. Recommendation for expulsion from the hostel on account of indiscipline and non-payment of hostel/mess charges and may recover the cost of the damaged property of hostel from the defaulters in consultation with DSW and Dean iv. To recover the cost of the damaged property.
Chief Hostel Warden	i. Warning. ii. Fine up to Rs. 3000/- iii. Expulsion from the hostel on account of indiscipline on approval of DSW & Dean. iv. To recover the cost of the damaged property.
Dean/DSW	i. Warning ii. Fine up to Rs. 5000/- iii. Placement on Conduct Probation iv. Temporary or permanent suspension of Scholarship/Fellowship. v. Recommendation for permanent expulsion from the Institute.

All actions leading to punishment will be recorded in the personal file of the student and communicated to his/her Parent/guardian. Except the above-mentioned punishment, in all the other cases, Registrar of the University shall issue the letter of punishment immediately after the decision communicated by university disciplinary committee or campus disciplinary committee.

3.26.1 Vice-Chancellor

Apart from the punishment prescribed under Regulation elsewhere or any of the following punishment may be imposed by the Vice-Chancellor upon any student/group of students after enquiry as he may deem fit. Vice-Chancellor may refer any case of indiscipline brought his notice to the concerned controlling officer or to the disciplinary committee as he deems fit.

3.27.. Ragging

Ragging is totally prohibited in the campus and all the students shall observe and abide by the rules & UGC regulations on curbing the menace of ragging in higher educational institutions 2009 under Section 26(1)(G) of the University Grant Commission Act 1956 dated 17.6.2009 published in the Gazette of India part-III, Section 4. Any student found guilty of ragging and/or abetting

ragging, whether actively or passively or bearing a part of a conspiracy to promote ragging is liable to be punished in accordance with the aforesaid regulations.

- i. If any incident of ragging comes to the notice of authorities of the University, the concerned student shall be given an opportunity to explain and if his/her explanation is not found satisfactory, the authority would expel him/her from the Institute.
- ii. All the students have to submit an affidavit on plain paper as per approved Performa of given in the Information.

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4. Regulations for NCC/NSS

4.1. NCC/NSS Training

All the undergraduate students shall register for NCC/NSS activities as per their course curriculum. NCC/NSS will be offered for entire academic year of the degree programme. NCC/NSS will be treated as one of the activities and will earn one credit hours per semester/year. In order to earn one credit, a student will be required to participate in an activity for two hours in a week. These activities will be compulsory for all the semesters/years except VII & VIII semesters of READY programme.

NCC activity shall be opened to Indian students only. Foreign students', however, may join as NSS volunteers if Director Student Welfare is satisfied that the foreign national(s) who is a student of this University, has right aptitude for NSS activities.

4.2. Registration

The enrolment in the scheme of NCC and NSS shall be finished in the first / second semester or first professional year immediately as per course schedule after admission to the classes and the list indicating the names of the students enrolled for NCC/NSS course shall be forwarded by the Director Student Welfare to the Registrar for completing the personal files of the students.

4.3. Evaluation

The students shall be awarded grade point as 'S' or 'US'. However, if a student obtains 'US' grade, it will no way adversely affect the character of result of relevant semester. The student will have to clear the activity in which he has been awarded 'US' grade in order to complete the degree requirements. A student attending 75% of parades/periods shall be awarded 'S' (Satisfactory) grade.

On the completion of the NCC training, every Cadet will be graded as excellent, very good, good, average and below average, through 'BEE' and 'CEE' certificates keeping in view the discipline, initiative, qualities of leadership, and keenness in training, attendance and the efficiency in the tests held by the Ministry of Defence. This grading will be intimated to the Registrar by the Director Student Welfare for incorporation in the transcripts.

4.3.1 Exemption of NCC Training

A student, who has received NCC training (in a senior division) in some other college/institution for complete academic session/term, he may be exempted by the Director Student Welfare on the basis of certificate issued by the concerned authority on the recommendations of the NCC officer from the NCC training for the period already completed by him.

The Vice-Chancellor may grant exemption to a student from this requirement for reasons of health/disability as recommended by the State Medical Board. The application for exemption shall be submitted during the first year through the Company Commander (NCC Officer) and the Director Student Welfare supported with necessary medical certificate. The University will forward the case to the State Medical Board for the said opinion.

In case exemption is granted on medical grounds, then the student has to opt for NSS training.

4.4. Fee and Fine Fund- their Utilization

All students who are enrolled for NCC/NSS will be charged at the rate of Rs. 200 / per professional year which will be utilised for NCC/NSS activities.

A NCC cadet who does not return his uniform on the due date notified by the NCC Officer, will be fined Rs. 10/- per day.

The fund will be operated by the Director Student Welfare on the recommendations of the NCC Officer/Programme Officer for the following purposes:

4.4.1. For NCC:

- a. Detailing teams for various NCC competitions at the Battalion, Group, Directorate, National, University and Inter-University levels.
- b. Detailing Cadets for participation in the Republic Day Parade at Delhi and other similar important occasions.
- c. Arranging visits of NCC Cadets and Officers of Army Units for getting a first-hand knowledge of Army life and any other duty concerning NCC activities.
- d. Meeting expenses on photography, prizes, entertainment of guests and cadets, etc. on Independence Day, NCC Day, Republic Day and other important occasions.
- e. Arranging University Guard of Honour when a VIP visits the University.
- f. For other activities which the Director Student Welfare may approve from time to time on the recommendations of NCC Officer.
- g. The NCC Officer and cadets will be entitled to TA and DA at the rates which are permissible in case of other sports activities of the University.

4.4.2. For NSS

- a. Detailing teams for nursing in nearby hospital, for childcare, adult education and sending teams to the neighbouring universities.
- b. Detailing of Programme Officer/cadets for participation in the NSS activities at District, State and National levels.
- c. Arranging visit of NSS students to other NSS units for getting first-hand knowledge of the activities of NSS.
- d. Meeting expenses on photography, prizes, entertainment of guests and NSS students, etc.
- e. For other activities of NSS, the Director Student Welfare may approve from time to time.
- f. The Programme Officer and students will be entitled to TA and DA at the rates which are permissible in case of other sports activities of the University.
- g. Discipline
- h. For violation of any rules and regulations of NSS/NCC, disciplinary action may be taken by the Director Student Welfare on the recommendations of the NSS Officer/ Programme Officer.

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Regulations for Award of Gold Medals and Certificate Of Honour

5.1. Gold Medal

The Gold Medals shall be decided every year and awarded at the Annual Convocation of the University in Academics categories. Academic Gold Medals shall be awarded to one each to B.F.Sc. and B.Tech.(DT) student securing highest OGPA in their respective college.

5.2. Criteria for Deciding Gold Medal in Academics

Any student securing the highest Overall Grade Point Average (OGPA) but not less than 7.5/10.0 at the end of last semester of the normal duration prescribed for the respective programme in the Academic Regulations.

5.3. Process for Selection of Students

The process of selection of students for the award of Gold Medals shall be initiated by the office of the Registrar of the University.

5.4. Academic Year for Gold Medal

The award shall be decided each year in the first month of the following academic year from amongst those students who have successfully completed the degree within the last prescribed academic year of the programme. The academic year for Undergraduate and Master's Programme shall be counted w.e.f. July to June and for Doctoral programme w.e.f. January to December.

5.5. Normal Duration and Credit Load

Only those students who have successfully completed their degree with normal prescribed load and within the normal duration required for that particular programme as laid down in the Academic Regulations shall be considered for the award of the Medal. The minimum normal duration for Undergraduate programmes shall be as laid down in Academic Regulations for different programmes from time to time; for Master's programme it shall be 4 semesters, and for Doctoral programme it shall be 6 semesters. In case of Postgraduate programmes, the student shall be considered to have completed the degree within the normal duration if the student submits thesis within 4 semesters in case of Master's and 6 semesters in case of Doctoral programme.

5.6. Bracketed Cases

In case two or more students obtain the same highest Overall Grade Point Average, the student with the highest credit load shall be entitled for Gold Medal. If more than one student has earned the same Overall Grade Point Average and also earned the same number of credits, the youngest of them shall be awarded the Gold Medal. In case of Postgraduate students, the credit load shall be of course work only.

5.7. Grades for Gold Medal

The student who has obtained 'F'/'US' grade in any course during the programme of study shall not be eligible for the award of the medals.

5.8. Conduct for Gold Medal

Any student who has been on 'Conduct Probation', 'Rusticated' or 'Expelled' shall not be considered for the award of the Gold Medal. A student who has indulged in any act of indiscipline throughout the stay in the University as specified in the Chapter VI of the Academic Regulations shall not be eligible for the award of the Medal.

5.9. Description of Gold Medal

Gold Medal shall be a gold-plated silver medal weighing 25 g, with the insignia of the University inscribed on one side, and the name of the medal, name of the student, admission no., name of the

programme (for Gold Medals awarded at the College level) or name of the College (for Gold Medals awarded at University level), and year of successful completion of programme on the other side. The abbreviations as COA, COVAS, COHS and COBS shall be used as names of Colleges.

5.10. Award of Gold Medals by Agency Outside the University

5.10.1. Negotiation for Award of Medals, Prizes & Certificate of Honour: All proposals regarding the institution of medals and prizes by the agencies other than this Bihar Animal Sciences University Patna shall be directed to the Registrar. In general, the terms and conditions governing the award of medals and prizes shall be negotiable between the BASU, Patna through its Registrar and the donor.

5.10.2. The donors of medals and prizes shall be required to deposit sufficient amount in favour of the Comptroller of the Bihar Animal Sciences Patna, so that the annual interest accruing there from shall cover the cost of the medals and prizes.

5.10.3. Institution of all medals and prizes by outside agencies shall be with the approval of the Board of Management on the recommendations of the Academic Council and the concerned Board of Studies.

5.10.4. The Certificate of Honour shall be awarded to the candidates who have achieved the Overall Grade Point Average above 7.5 at the end of their degree programme. Provided that they have completed their degree programmes within the normal duration of the concerned programme as laid down in the Academic Regulations of the University.

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6. Regulations for Fellowship/Scholarship/Stipend and contingency

6.1 Financial Support to the students

Stipends of the value of Rs. 2000.00 per head per month is given to all the UG students during their degree program who are not in the receipt of any financial assistance from any other agency.

6.1.1. Eligibility: Only those students, who are domicile of Bihar, are eligible for the stipend. Students admitted against ICAR/NRI/Self-finance seats are not eligible for above stipend except those who are domicile of Bihar. Any Student, under conduct probation, shall not be eligible for the award of the stipend. The continuous disbursement of stipends to the awardees during the academic year/semester shall be subject to regularity in attendance (75% overall), good academic performance (5.0 GPA) and good conduct.

6.1.2. Payment: The payment of stipend shall be made to the awardees for all the 12 months of the year on six monthly basis, if otherwise eligible.

6.1.3. Continuance

6.1.4. Refund: In case if a student leave his/her studies incomplete, he/she has to return full amount of scholarship/stipend received. At any given point of time if it is brought to the notice that any student has unlawfully or otherwise has drawn/received extra or over and above the receivable amount, he/she shall have to refund the excess/extra amount paid to him/her

6.1.5. Removal of Difficulties In all matters not provided for in these regulations, the decision of the Vice-Chancellor, BASU shall be final.

6.2 Contingency: An amount of Rs 6000.00 per annum per head as Book contingency grant shall be provided to all the regular eligible UG students.

6.2.1 Eligibility: All those students who maintains 75% attendance, minimum of 5.0 GPA and good conduct at the end of the academic year are eligible to get the contingency grant.

6.2.2. The items to be considered under this shall be as per the decision of the competent authority.

6.2.3. Verification of the books purchased and bills may be done by respective college I/C library and advisors or by a committee constituted by the respective Dean

6.3. Students, other than Bihar domicile, taking admission through ICAR All India Examination shall be eligible to get NTS subject to maintenance of good academic record (7.00 CGPA/OGPA) and conduct

6.4. As per ICAR norms, students studying in accredited program are eligible to get Rs 3000 per month per head from ICAR for six months during Student Ready program (In plant training/RAWE/Industrial attachment)



Chapter: 7
Regulations for Maintenance of Academic Records

7.1. Students' Records

The following procedure shall be adopted both by the Dean and the Registrar for the maintenance of students' records:

- 7.1.1 The 'Live' and 'Closed' filing system shall be introduced for student records.
- 7.1.2 With the first registration of the student, a file shall be made and maintained with the name of the student by the Dean.
- 7.1.3 As long as a student remains in the programme, the file of the student shall be treated as 'Live'.
- 7.1.4 After he/she has completed the programme or has been dropped or left the University, his/her file shall be 'Closed'.
- 7.1.5 If a student leaves the University in the middle of a programme, his/her file shall be 'Closed Temporarily' and shall be deposited in the record room for its maintenance.
- 7.1.6 It may be ensured that the student files are properly indexed to facilitate their prompt location. An upto date list of the student files both 'Live', 'Closed' and 'Closed Temporarily' should always be readily available.
- 7.1.7 When a student with 'Closed Temporarily' file rejoins the University, the said file should be treated as 'Live' again.
- 7.1.8 All the 'Live' files should be checked regularly and required formalities be completed without waiting for the student to remind.
- 7.1.9 All the relevant papers of a student must be in the file of the student.

7.2. Academic Council/ Board of Studies

All the agenda items, proceedings of the Academic Council/Board of Studies and action taken thereof shall be readily available and preserved in the hard bound binding for future reference by the concerned offices.

7.3. Examination Records

The record of examination(s) shall be made available to authorities, as and when required and it shall be retained till six months after the conduct of the semester/annual examinations and there after it can be destroyed.

7.4. Destruction of Academic Records

Subject to any general or special rule or order in this behalf, no University Records (including correspondence) connected with academics shall be destroyed except in accordance with the provisions as given below:

- 7.4.1 No academic records (including correspondence) shall be destroyed which are under audit objection till audit objections are settled by the Statutory Auditors.
- 7.4.2 No academic records (including correspondence) shall be destroyed for which proceedings are going on in a Court of Law till the case is finalized.
- 7.4.3 No academic records relating to personal file of the student shall be destroyed.
- 7.4.4 The academic records to be weeded out shall be destroyed under direct supervision of the Head of the Department /Officer concerned. A list of records proposed to be destroyed shall be prepared by the Head of the Department/Officer concerned and orders of the competent authority (Dean and/or Vice-Chancellor) shall invariably be obtained before it is destroyed.

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8. Regulations for Award of Degree and Convocation

8.1. Holding Convocation to Confer Degrees and Diplomas

8.1.1. The University may hold convocation once in a year for the purpose of conferring degrees and diplomas on a date and placed to be fixed by the Chancellor in consultation with the Vice-Chancellor. The proceedings of the convocation shall be conducted in accordance with the Regulations made separately for the purpose.

8.1.2. The Chancellor and in his absence the Vice-Chancellor shall preside at the convocation of the university and confer Degrees, Diplomas and other academic distinctions on persons entitled to receive it.

8.2 Conferment and withdrawal of Honorary Degrees and Academics Distinctions

8.2.1. In accordance with provisions under the Act, the University may confer Honorary Degree and other Academic distinction like Doctor of Philosophy, Doctor of Science upon a person on the conditions as prescribed below:

- i The Honorary Degree of Doctor of Philosophy or Doctor of Science shall be conferred upon a person on the ground that he is, by reason of eminent position and attainments of by virtue of his contribution to learning of eminent services to the cause of Agricultural Educations, Research and Development and fit a proper person to receive such a Degree.
- ii The Board of Management shall, subject to prior approval by the Chancellor, have powers to confer the Honorary Degree, shall be made by the Vice-Chancellor.
- iii The Honorary Degree shall be conferred at convocation, or at a special convocation, and may be taken in person or in absentia.
- iv The presentation of persons at the convocations, on whom the Honorary Degree is to be conferred, shall be made by the Vice-Chancellor.
- v The aforesaid Honorary Degree and other Academic Distinctions conferred upon a person may be withdrawn with the approval of the Chancellor on the advice of the Board of Management for reason to be recorded in writing.

ANNEXURE-I**Semester-wise Courses for B.F.Sc Students****Semester – I**

Sl. No.	Course No.	Course Title	Credit hrs
1	AQC-111	Principles of Aquaculture	2 (1+1)
2	AEM-111	Meteorology, Climatology & Geography	2 (1+1)
3	AEM-112	Soil & Water Chemistry	3 (2+1)
4	FRM-111	Taxonomy of Finfish	3 (1+2)
5	FPT-111	Fundamentals of Biochemistry	3 (2+1)
6	FPT-112	Fish in Nutrition	1 (1+0)
7	AAHM-111	Fundamentals of Microbiology	3 (2+1)
8	FEES-111	Statistical Methods	3 (2+1)
9	FEES-112	Communication Skills and Personality Development	1 (0+1)
10	FEES-113	Information & Communication Technology	2 (1+1)
11	CNC-111	Swimming	1 (0+1) CNC*
Total			23 (13+10)

*CNC= Compulsory non-credit course.

Semester – II

Sl. No.	Course No.	Course Title	Credit hrs
1	AQC-121	Freshwater Aquaculture	3 (2+1)
2	AQC-122	Aquaculture in Wetlands & Reservoirs	2 (1+1)
3	FRM-121	Taxonomy of Shellfish	2 (1+1)
4	FRM-122	Anatomy and Biology of Finfish	3 (2+1)
5	FRM-123	Inland Fisheries	3 (2+1)
6	FPT-121	Food Chemistry	3 (2+1)
7	AEM-121	Limnology	3 (2+1)
8	AEM-122	Fishery Oceanography	2 (1+1)
9	FEN-121	Fishing Gear Technology	2 (1+1)
10	CNC-121	Physical Education, First Aid & Yoga Practices	1 (0+1)CNC*
Total			23 (14+09)

*CNC= Compulsory non-credit course.

Semester – III

Sl.No.	Course No.	Course Title	Credit
1	AQC-211	Fish Food Organism	1 (1+1)
2	AQC-212	Ornamental Fish Production & Management	2 (1+1)
3	AQC-213	Genetics & Breeding	2 (1+1)
4	FRM-211	Anatomy and Biology of Shellfish	2 (1+1)
5	AEM-211	Aquatic Ecology, Biodiversity & Disaster Management	3 (2+1)
6	AEM-212	Marine Biology	3 (2+1)
7	FPT-211	Freezing Technology	3 (2+1)
8	AAHM-211	Fisheries Immunology	2 (1+1)
9	FEN-211	Fishing Craft Technology	2 (1+1)
10	FEES-211	Fisheries Economics	3 (2+1)

Semester – IV

Sl. No.	Course No.	Course Title	Credit hrs
1	AQC-221	Coastal Aquaculture & Mariculture	3 (2+1)
2	AQC-222	Finfish Hatchery Management	3 (2+1)
3	AQC-223	Fish Nutrition and Feed Technology	3 (2+1)
4	FRM-221	Physiology of Finfish and Shell Fish	3 (2+1)
5	FPT-221	Fish Caning Technology	2 (1+1)
6	FPT-222	Fish Packaging Technology	2 (1+1)
7	AAHM-221	Fish and Shellfish Pathology	3 (2+1)
8	AAHM-222	Therapeutics and Aquaculture	2 (1+1)
9	FEES-221	Fisheries Extension Education	2 (1+1)
Total			23 (14+9)

Semester – V

Sl. No.	Course No.	Course Title	Credit Hrs
1	AQC-311	Shellfish Hatchery Management	2 (1+1)
2	AQC-312	Culture and Post-harvest Management of Makhana & Water chestnut	1 (1+0)
3	FRM-311	Marine Fisheries	1 (1+0)
4	FRM-312	Fish Population Dynamics and Stock Assessment	3 (2+1)
5	AEM-311	Coastal Zone Management	2 (1+1)
6	AAHM-311	Pharmacology	3 (2+1)
7	AAHM-312	Fish Toxicology	2 (1+1)
8	FPT-311	Fish Products & Value Addition	3 (2+1)
9	FEN-311	Refrigeration and Equipment Engineering	3 (2+1)
10	FEES-311	Fisheries Co-operatives and Marketing	2 (1+1)
11	FEES-312	Fisheries Policy, Law and Administration	2 (2+0)
Total			24 (16+8)

Semester – VI

Sl. No.	Course No.	Course Title	Credit hour
1	AQC-321	Introduction to Biotechnology and Bioinformatics	2 (1+1)
2	FRM-321	Aquatic Mammals, Reptiles and Amphibians	1 (1+0)
3	AEM-321	Aquatic Pollution	2 (1+1)
4	FPT-321	Fish By-Products Technology	2 (1+1)
5	FPT-322	Microbiology of Fish & Fishery Products	3 (2+1)
6	FPT-323	Quality Assurance of Fish & Fishery Products	3 (2+1)
7	AAHM-321	Microbial & Parasitic diseases of fish & shellfish	3 (2+1)
9	FEN-321	Fishing Technology	2 (1+1)
10	FEN-322	Navigation and Seamanship	2 (1+1)
11	FEN-323	Aquaculture Engineering	3 (2+1)
12	FEES-321	Fisheries Business Management and Entrepreneurship Development	2 (2+0)
Total			24 (16+8)

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Semester – VII

Sl. No.	Course No.	Course Title	Credit hour
1		Student READY Programme	10 (0+10)
		i. In-plant attachment (for 8 weeks)	
		ii. Rural Fisheries Work Experience Program. (for 8 weeks)	8 (0+8)
		iii. Study Tour (in and outside State) (for 4 weeks)	2 (0+2)
Total			20 (0+20)

Semester – VIII

Sl. No.	Course No.	Course Title	Credit hour
1		Student READY Experiential Module (concurrent with the semester) This will include capacity building and skill development of the students in planning, development, formulation, monitoring and evaluation of project for entrepreneurial proficiency. A) Skill Development (for one week)	5 (0+5)
2		b) Experiential Learning Programme	12 (0+12)
3		Project Work	2 (0+2)
		Seminar	1 (0+1)
Total			20 (0+20)

Year/Semester wise break-up of credit hours

Year	Semester	Credit Hours
1 st	I	23 (13+10)
	II	23 (14+9)
2 nd	III	23 (13+10)
	IV	23 (14+9)
3 rd	V	24 (16+8)
	VI	24 (16+8)
4 th	VII	20 (0+20)
	VIII	20 (0+20)
Total Credit Hours		180 (86+94)

Department wise Distribution of courses

Sl. No.	Name of Dept.	Sl. No.	Course No.	Course Title	Credit Hrs.
1.	Aquaculture	1.	AQC – 111	Principles of Aquaculture	1+1
		2.	AQC – 121	Fresh water Aquaculture	2+1
		3.	AQC – 122	Aquaculture in wet land & Reservoir	1+1
		4.	AQC – 212	Ornamental Fish Production & Management	1+1
		5.	AQC – 221	Coastal Aquaculture & Mariculture	2+1

		6.	AQC - 312	Culture & Post Harvest Management of Makhana & Water Chestnut	1+0
		7.	AQC - 211	Fish Food Organism	1+1
		8.	FEN - 323	Aquaculture Engineering	2+1
Total					11+7= 18
2.	Fisheries Resources Management	1.	FRM - 111	Taxonomy of Fin fish	1+2
		2.	FRM - 121	Taxonomy of Shell fish	1+1
		3.	FRM - 122	Anatomy and Biology of Fin fish	2+1
		4.	FRM - 123	Inland Fisheries	2+1
		5.	FRM - 211	Anatomy and Biology of Shell fish	1+1
		6.	FRM - 311	Marine Fisheries	1+0
		7.	FRM - 312	Fish Population Dynamics and Stock Assessment	2+1
		8.	FRM - 321	Aquatic Mammals, Reptile & amphibians	1+0
		9.	FEN - 121	Fishing Craft Technology	1+1
		10.	FEN - 211	Fishing Gear Technology	1+1
		11.	FEN - 322	Navigation Seamanship	1+0
		12.	FEN - 321	Fishing Technology	1+1
Total					15+10 = 25
3.	Fish Processing Technology	1.	FPT - 112	Fish in Nutrition	1+0
		2.	FPT - 121	Food Chemistry	2+1
		3.	FPT - 211	Freezing Technology	1+1
		4.	FPT - 221	Fish Caning Technology	1+1
		5.	FPT - 222	Fish Packaging Technology	1+1
		6.	FPT - 311	Fish Products & value addition	1+1
		7.	FPT - 321	Fish By-Products Technology	1+1
		8.	FPT - 322	Microbiology of Fish & Fishery Product	2+1
		9.	FPT - 323	Quality Assurance of Fish and Fishery Products	2+1
		10.	FEN - 311	Refrigeration and Equipment Engineering	2+1
Total					14+9 = 23
4.	Aquatic Animal Health Management	1.	AAHM - 111	Fundamentals of Microbiology	2+1
		2.	AAHM - 211	Fish Immunology	1+1
		3.	AAHM - 221	Fish and Shell Fish Pathology	2+1

		4.	AAHM – 222	Therapeutics and Aquaculture	1+1
		5.	AAHM – 311	Pharmacology	2+1
		6.	AAHM – 312	Fish Toxicology	1+1
		7.	AAHM – 321	Microbial & Parasitic Diseases of Fish & Shell Fish	2+1
Total					11+7=18
5.	Aquatic Environment Management	1.	AEM - 111	Metrology Climatology & Geology	1+1
		2.	AEM - 112	Soil & Water Chemistry	2+1
		3.	AEM - 121	Limnology	2+1
		4.	AEM – 122	Fishery Oceanography	1+1
		5.	AEM – 211	Aquatic Ecology Biodiversity & Disaster Management	2+1
		6.	AEM – 212	Marine Biology	2+1
		7.	AEM – 311	Coastal Zone Management	1+1
		8.	AEM - 321	Aquatic Pollution	1+1
Total					12+8 = 20
6.	Fish Genetics and Breeding	1.	AQC - 213	Genetics and Breeding	1+1
			AQC - 222	Fin Fish Hatchery Management	2+1
			AQC - 311	Shell Fish Hatchery Management	1+1
Total					4+3 = 7
7.	Biotechnology	1.	AQC – 321	Introduction to Biotechnology & Bioinformatics	1+1
Total					1+1 = 2
8.	Fish Physiology & Biochemistry	1.	FPT - 111	Fundamentals of Biochemistry	2+1
			FRM - 221	Physiology of Finfish and Shellfish	2+1
Total					4+2 = 6
9.	Fish Nutrition & Technology		AQC - 223	Fish Nutrition and Feed Technology	2+1
Total					2+1 = 3
10.	Fisheries Extension	1.	FEES - 112	Communication Skill & Personality Development	0+1
		2.	FEES - 113	Information and Communication Technology	1+1
		3.	FEES – 221	Fisheries Extension Education	1+1
		4.	FEES - 312	Fisheries Policy and Law	2+0
Total					4+3 = 7
11.	Fisheries	1.	FEES –	Statistical Methods	2+1

	Economics		111		
		2.	FEES – 211	Fisheries Economics	2+1
		3.	FEES - 311	Fisheries Cooperative and Marketing	1+1
		4.	FEES - 321	Fisheries Business Management and Entrepreneurship Development	2+0
Total					7+3 = 10

Non – Credit Course (Extension)

Sl. No.	Name of Dept.	Sl. No.	Course No.	Course Title	Credit Hrs.
1.	Extension	1.	CNC - 111	Swimming	0+1
		2.	CNC - 112	Physical Education, First Aid & Yoga Practice	0+1
Total					0+2 = 2

Semester-wise Courses for B. Tech. (DT) Students

Semester – I

S.N.	Course No	Title of the Course	Credit Hours
1	DTE-111	Workshop Practice	2 (1+1)
2	DTE-112	Fluid Mechanics	3 (2+1)
3	DTE-113	Engineering Drawing	1 (0+1)
4	DTM-111	Fundamentals of Microbiology	3 (2+1)
5	DBM-111	Milk Production Management and Dairy Development	3 (2+1)
6	DBM-112	Communication Skills	2 (1+1)
7	DBM-113	Computer and Application Software Packages	2 (1+1)
8	DTC-111	Biochemistry	2 (1+1)
9	DBM-114	Environmental Studies	2 (1+1)
10.	DTX-111	Dairy Development in India & Abroad	1 (1+0)
		Total	21 (12+9)

Semester – II

S.N	Course No	Title of the Course	Credit hours
1	DTT-121	Market Milk	4 (3+1)
2	DTE-121	Thermodynamics	2 (1+1)
3	DTC-121	Physical Chemistry of Milk	3 (2+1)
4	DTE-122	Heat & Mass Transfer	3 (2+1)
5	DTE-123	Boilers and Steam Generation	2 (1+1)
6	DTE-124	Basic Electrical Engineering	3 (2+1)
7	DTM-121	Microbiology of fluid milk	2 (1+1)
8	DBM-121	Economic Analysis	2 (2+0)
9	DTC-122	Chemistry of Milk	3 (2+1)
10.	DTH-121	Dairy Cattle Nutrition & Reproduction	2 (1+1)
11	DBM-122	Student READY Rural Dairy Work Experience Programme-I (RDWEP-I) (Summer Break)	5 (0+5)
		Total	31 (17+14)

Semester – III

S.N	Course No	Title of the Course	Credit Hours
1	DTT-212	Traditional Indian Dairy Products	3 (2+1)
2	DTE-211	Refrigeration & Air-conditioning	3 (2+1)
3	DTE-212	Dairy Engineering	3 (2+1)
4	DTT-213	Fat Rich Dairy Products	3 (2+1)
5	DTT-214	Condensed & Dried Milks	4 (3+1)
6	DTC-211	Human Nutrition	2 (1+1)
		Total	18 (12+6)

Semester – IV

S.N	Course No	Title of the Course	Credit Hours
1	DTE-221	Dairy Process Engineering	3 (2+1)
2	DTM-221	Starter Cultures and Fermented Milk Products	3 (2+1)
3	DTM-222	Microbiology of Dairy Products	2 (1+1)
4	DTT-221	Cheese Technology	5 (3+2)
5	DTT-222	Ice-cream & Frozen Deserts	3 (2+1)
6	DTC-221	Chemistry of Dairy Products	3 (2+1)
7	DBM-221	Fundamentals of Dairy Extension	3 (2+1)
8	DTT-223	Student READY Rural Dairy Work Experience Programme-II (RDWEP-II) (Summer Break)	5 (0+5)
		Total	27 (14+13)

Semester – V

S.N.	Course No	Title of the Course	Credit Hours
1	DTE-311	Instrumentation and Process Control	3 (2+1)
2	DTM-311	Quality and Safety Monitoring in Dairy Industry	3 (2+1)
3	DTT-311	By Products Technology	3 (2+1)
4	DTT-312	Packaging of Dairy Products	3 (2+1)
5	DTC-311	Chemical Quality Assurance	2 (1+1)
6	DBM-311	ICT in Dairy Industry	2(1+1)
7	DBM-312	Marketing Management and International Trade	2 (2+0)
Total			18(12+6)

Semester – VI

S.N.	Course No	Title of the Course	Credit Hours
1	DTE-321	Food Engineering	3 (2+1)
2	DTE-322	Material Strength & Dairy Machine Design	3 (2+1)
3	DTE-323	Dairy Plant Design and Layout	2 (1+1)
4	DTM-321	Food and Industrial Microbiology	3 (2+1)
5	DTT-321	Sensory Evaluation of Dairy Products	3 (2+1)
6	DTT-322	Food Technology - I	3 (2+1)
7	DTC-321	Food Chemistry	3 (2+1)
8	DTE- 324	Energy Conservation and Management	2(1+1)
9	DBM-321	Operation Research	2(1+1)
Total			24 (15+9)

Semester – VII

S.N.	Course No	Title of the Course	Credit Hours
1	DTT-411	Student READY In- Plant Training	20 (0+20)
Total			20 (0+20)

Semester – VIII

S.N.	Course No	Title of the Course	Credit Hours
1	DTT-421	Dairy Plant Management	2(1+1)
2	DTT-422	Waste Disposal and Pollution Abatement	2 (1+1)
3	DTT-423	Food Technology -II	3 (2+1)
4	DBM-421	Entrepreneurship Development and Industrial Consultancy	2 (2+0)
5	DBM-422	Financial Management & Cost Accounting	3 (2+1)
6	DBM-423	Industrial Statistics	2 (1+1)
7	DTT- 424	Student READY Experiential Learning Module	10 (0+10)
Total			24(9+15)

Common Courses

Sl. No.	Name of the Course
1.	Environmental Studies and Disaster Management (as per UGC guidelines-core module for under graduate courses of all branches of higher education).
2.	Communication Skills and Personality Development
3.	Information and Communication Technology
4.	Entrepreneurship Development and Business Management
5.	Agricultural Informatics
6.	Economics and Marketing

Year/Semester wise break-up of credit hours

Year	Semester	Credit Hours
1 st	I	21 (12+9)
	II	31 (17+14)
2 nd	III	18 (12+6)
	IV	27 (14+13)
3 rd	V	18 (12+6)
	VI	24 (15+9)
4 th	VII	20 (0+20)
	VIII	24 (9+15)
Total Credit Hours		183 (91+92)

DEPARTMENT-WISE COURSES

1. Dairy Technology

S.N	Course No	Title of the Course	Credit Hours
1	DTT-121	Market Milk	4 (3+1)
2	DTT-212	Traditional Indian Dairy Products	3 (2+1)
3	DTT-213	Fat Rich Dairy Products	3 (2+1)
4	DTT-214	Condensed & Dried Milks	4 (3+1)
5	DTT-221	Cheese Technology	5 (3+2)
6	DTT-222	Ice-cream & Frozen Deserts	3 (2+1)
7	DTT-311	By Products Technology	3 (2+1)
8	DTT-312	Packaging of Dairy Products	3 (2+1)
9	DTT-321	Sensory Evaluation of Dairy Products	3 (2+1)
10	DTT-322	Food Technology - I	3 (2+1)
11	DTT-421	Dairy Plant Management	2 (1+1)
12	DTT-422	Waste Disposal & Pollution Abatement	2 (1+1)
13	DTT-423	Food Technology -II	3 (2+1)

14	DTT-424	Experiential Learning Module	10 (0+10)
15	DTT-223	Student READY Rural Dairy Work Experience Programme-II (RDWEP-II) (Summer Break)	5 (0+5)
		Total	56 (27+29)

2. Dairy Engineering

S. No.	Course No	Title of the Course	Credit Hours
1	DTE-111	Workshop Practice	2 (1+1)
2	DTE-112	Fluid Mechanics	3 (2+1)
3	DTE-113	Engineering Drawing	1 (0+1)
4	DTE-121	Thermodynamics	2 (1+1)
5	DTE-122	Heat & Mass Transfer	3 (2+1)
6	DTE-123	Boilers and Steam Generation	2 (1+1)
7	DTE-124	Basic Electrical Engineering	3 (2+1)
8	DTE-211	Refrigeration & Air-conditioning	3 (2+1)
9	DTE-212	Dairy Engineering	3 (2+1)
10	DTE-221	Dairy Process Engineering	3 (2+1)
11	DTE-311	Instrumentation and Process Control	3 (2+1)
12	DTE-321	Food Engineering	3 (2+1)
13	DTE-322	Material Strength & Dairy Machine Design	3 (2+1)
14	DTE-323	Dairy Plant Design and Layout	2(1+1)
15	DTE-324	Energy Conservation and Management	2(1+1)
		Total	38 (23+15)

3. Dairy Chemistry

S. No.	Course No	Title of the Course	Credit Hours
1	DTC-111	Biochemistry	2 (1+1)
2	DTC-121	Physical Chemistry of Milk	3 (2+1)
3	DTC-122	Chemistry of Milk	3 (2+1)
4	DTC-211	Human Nutrition	2 (1+1)
5	DTC-221	Chemistry of Dairy Products	3 (2+1)
6	DTC-311	Chemical Quality Assurance	2 (1+1)
7	DTC-321	Food Chemistry	3 (2+1)
		Total	18 (11+7)

4. Dairy Microbiology

S.No	Course No	Title of the Course	Credit Hours
1	DTM-111	Fundamentals of Microbiology	3 (2+1)
2	DTM-121	Microbiology of fluid milk	2 (1+1)
3	DTM-222	Microbiology of Dairy Products	2 (1+1)
4	DTM-221	Starter Cultures and Fermented Milk Products	3 (2+1)
5	DTM-331	Quality and Safety Monitoring in Dairy Industry	3 (2+1)
6	DTM-321	Food and Industrial Microbiology	3 (2+1)
		Total	16 (10+6)

5. Dairy Business Management

S.No.	Course No	Title of the Course	Credit Hours
1	DBM-111	Milk Production Management and Dairy Development	3 (2+1)
2	DBM-112	Communication Skills	2 (1+1)
3	DBM-113	Computer and Application Software Packages	2 (1+1)
4	DBM-114	Environmental Studies	2 (1+1)
5	DBM-121	Economic Analysis	2 (2+0)
6	DBM-221	Fundamentals of Dairy Extension	3 (2+1)
7	DBM-311	ICT in Dairy Industry	2 (1+1)
8	DBM-312	Marketing Management & International Trade	2 (2+0)
9	DBM-321	Operation Research	2 (1+1)
9	DBM-421	Entrepreneurship Development and Industrial Consultancy	2 (2+0)
10	DBM-422	Financial Management and Cost Accounting	3 (2+1)
11	DBM-423	Industrial Statistics	2 (2+0)
12	DTX-111	Dairy Development in India & Abroad	1 (1+0)
13	DTH-121	Dairy Cattle Nutrition & Reproduction	2 (1+1)
14	DBM-122	Student READY Rural Dairy Work Experience Programme-I (RDWEP-I) (Summer Break)	5 (0+5)
		Total	35 (21+14)