



REGULATION ON RESIDENT INSTRUCTION FOR POST-GRADUATE DEGREE PROGRAMME



**Bihar Animal Sciences University
Patna- 800014 (Bihar)**

Ph and Ph.D.

FOREWARD

Bihar Animal Sciences University (BASU) has been established with its headquarters at Patna through an act of Bihar State (BASU Act No. 15 of 2016, notified in the Bihar Gazette on 29 August 2016). The new University has been carved out of the Bihar Agricultural University as two of its constituent colleges at Patna viz. Bihar Veterinary College and Sanjay Gandhi Institute of Dairy Technology have been transferred to the BASU, whereas a new College of Fisheries has been established in 2018.

The BASU in very short span after its establishment has achieved some significant achievement in the field of teaching, research, extension and entrepreneurship development.

Interdisciplinary approach is adopted by the university for the educational programme to improve the quality of post graduate study.

University believes "teaching" as an umbrella activity of arranging situation in which students' can acquire effective and applied learning. These learning processes are supplemented with assignment, presentation, group discussion and term examination. At present university offers master's Degree Programme in 19 (16: Veterinary & Animal sciences and 03 : Dairy Sciences) subjects and PhD Degree Programme in 16 (all in veterinary and animal sciences) subjects.

It is highly satisfying that we have made a complete review of Post Graduate programmes and through inclusion of innovative subjects made it more concurrent such that professional produced from the university can face the challenges of 21 century and serve better the farming communities.

I understand that development of this regulation must have been brainstorming and time consuming. Dr. P. Kaushik, Asstt. Registrar (Acad.), Dr. Pankaj K Singh, Coordinator (HRD), Dr Ravi Ranjan, Former Asstt. Registrar (Acad.) Dr. Anil Gattani, Coordinator (PGS), Dr. Nirbhay K Singh, Dr. Puspendra K Singh, Coordinator (DRI), Prof. Raman Kumar Trivedi, Director Student welfare and Prof. (Dr.) Veer Singh, Director Resident Instruction-cum Dean Post Graduate Studies have done an admirable work in compilation and preparation of **Regulation on Resident Instruction for Post Graduate Degree Programme.**

I am hopeful that this regulation document will help to the faculty members, students, their parent/guardian to plan and pursue Post Graduate Degree Programme of studies in this University.

Patna

September 24, 2021

(Rameshwar Singh)

Vice Chancellor



100

100

100

PREFACE

Livestock production is integral part of majority of the rural farmers for their livelihood sustainability. Livestock and fish farming not only provide a significant source of income but also provide livelihood insurance in the period of disaster. India has highest livestock population in the world and stand first in milk production. However, this is production by mass not the mass production. There are need of well qualified professionals in the field of veterinary science, dairy science and fisheries science such that regular need based technical support can be made available to farmers such that productivity of their livestock and fisheries related venture can be enhanced. Keeping in view ICAR had taken initiative for starting PG courses in different disciplines of Veterinary & Animal Husbandry, Dairy Science and Fisheries science. For qualitative improvement of these courses regular revision and incorporation of subject matter in syllabus as per challenges and requirement of current farming situation has been done. Revised Common Academic Regulations, Course Curricula and Syllabi for PG Education through Broad Subject Matter Area (BSMA) 2021 of ICAR had made suggestions for having a uniform course curriculum and regulation for P G Degree programmes. these regulations are compiled in the form of **Regulation on Resident Instruction of Post-Graduate degree Programme** for students desire to take admission in Bihar Animal Sciences University.

This regulation has full description on admission process, enrolment, examination & grading, academic requirement, hostel regulation, scholarship, code of conduct, regulation on convocation etc. I believe, this compiled information will provide full information and be helpful to the students, parents/guardian and faculty members of the university about P G Degree Programme.

I express my gratitude to Dr. Rameshwar Singh, Hon'ble Vice- Chancellor, Bihar Animal Sciences university, Patna for their motivation and guidance to compilation and preparation of this regulation.

It my pleasure to thanks my colleague Prof. Raman Kumar Trivedi, Director Students' Welfare for their cooperation and support. I also want to thanks Dr. P. Kaushik, Asstt. Registrar (Acad.), Dr. Pankaj K Singh, Coordinator (HRD), Dr Ravi Ranjan, Former Asstt. Registrar (Acad.) Dr. Anil Gattani, Coordinator (PGS), Dr. Nirbhay K Singh, and Dr. Puspendra K Singh, Coordinator (DRI) for painstaking efforts in the preparation of the manuscript and its publication.

Patna

September 24, 2021

(Veer Singh)

DRI- cum- Dean PGS



4
3
19
0

A
12
1
10
18

4
13
11
12
4

Academic Regulations for Post Graduate Degree Programme

CONTENTS

Clause No.		Chapter/ Title	Page No.
		Definitions and Terminology	1-3
1.0		ADMISSION, ENROLLMENT & CONTINUANCE OF STUDENTS	4-15
	1.1	Date of Enforcement/ Implementation/Commencement	04
	1.2	Extent of Application	04
	1.3	Interpretation	04
	1.4	Academic Year	04
	1.5	Degree Awarded	04
	1.6	Duration of Degree Programmes	05
	1.7	Reservation of Seats	06
	1.8	Eligibility for Admission	06
	1.9	Mode of Selection	07
	1.10	Admission of Students	08
	1.11	Number of Seats	09
	1.12	Admission of Foreign Student	09
	1.13	Admission and Registration Procedure	10
	1.14	Course Registration	10
	1.15	Registration in the University	11
	1.16	Payment of Fee	11
	1.17	Refund of fee	11
	1.18	Advisement of Courses and Orientation	11
	1.19	Cancellation/Suspension of Registration	11
	1.20	Student's Continuance	12
	1.21	Credit Requirements	13
	1.22	Maximum permissible course work load per semester	14
	1.23	Class Attendance	14
	1.24	Re-admission of Post-Graduate students other than on Scholastic Probation	15
	1.25	Procedure for Withdrawal	15

7/04

2.0	EXAMINATION AND GRADING		16-25
	2.1	Type of Examination	16
	2.2	Weightage to various types of examinations	17
	2.3	Change/ Addition/dropping of course	18
	2.4	Award of Grades	18
	2.5	Grading of students	18
	2.6	Transparency in Evaluation	21
	2.7	Mistake in grade Submission	22
	2.8	Maintenance of Minimum Overall Grade Point Average (OGPA)	22
	2.9	Repeating Course in Order to Fulfil the Minimum Requirement	22
	2.10	Dropping a Student or Extension of the Period of Scholastic Probation	22
	2.11	Unfair Means in the Examination	23
3.0	ACADEMIC REQUIREMENTS FOR POST-GRADUATE PROGRAMME		26-35
	3.1	Advisor	26
	3.2	Professor / In-charge Academic	28
	3.3	Constitution of advisory committee for P G studies	28
	3.4	Program of Study	28
	3.5	Synopsis of Research	29
	3.6	Comprehensive Examination	29
	3.7	Submission and Evaluation of Thesis/Dissertation	29
	3.8	Temporary dropping of Student	30
	3.9	Award of Ph. D. Degree	30
	3.10	Constitution of Advisory Committee for Ph.D. students	31
	3.11	Programme of Study	32
	3.12	Synopsis of Research Work	32
	3.13	Comprehensive Examination for Ph.D. student	32
	3.14	Submission and Evaluation of Thesis/Dissertation	33
	3.15	Thesis	33
	3.16	Thesis Oral Examination	34
	3.17	Temporary dropping of Ph.D. student	35
	3.18	Collaborative Thesis Research work for PG Programme with other institutions	35
	3.19	Courses of Study	35

Yus

4.0	HOSTEL RULES AND REGULATIONS		36-46
	4.1	Residence of the enrolled Students	36
	4.2	Accommodation	36
	4.3	Reservation of the Right of Admission	37
	4.4	Inspection of Rooms	37
	4.5	Students' Guest	37
	4.6	Identity Cards	37
	4.7	General Regulations	37
	4.8	Electricity /Gadgets	39
	4.9	Furniture and Equipment	39
	4.10	Maintenance of Lawns and Cleanliness	40
	4.11	Additional Regulations for Ladies Hostel	40
	4.12	Hostel Administration	41
	4.13	Hostel Management Committee	42
	4.14	Utilization of Funds	43
	4.15	Appointment and duties of Hostel Prefect	43
	4.16	Night Roll-Call	44
	4.17	Absence from Hostels	44
	4.18	Vacation of Hostel Room	45
	4.19	Leave Rules	45
	4.20	Student's Guest	45
	4.21	Ragging	45
5.0	Students' discipline		47-56
	5.1	Conduct and discipline	47
	5.2	Acts of Indiscipline	48
	5.3	Grading for Conduct and Discipline	49
	5.4	Discipline and Formation of Disciplinary	49
	5.5	Awarding punishment for breach of discipline	50
	5.6	Disciplinary Action	50
	5.7	Punishment for the act of Indiscipline	53
	5.8	Report of Incident	56
6.0	Scholarship/fellowship/bursaries/assistantship etc.		57-60
	6.1	Financial help to students	57
	6.2	Fellowship	57

Ver

	6.3	Best Ph.D. thesis award for the students of BASU, Patna	58
	6.4	Award of Gold medal for best doctoral research by donar	58
	6.5	Award of University Gold Medal and Merit Certificate	60
7.0	Issue of documents to the students		61-62
	7.1	Issue of Transcript	61
	7.2	Issue of Provisional Degree Certificate	61
	7.3	Issue of Original Degree Certificate	61
	7.4	Issue of Character certificate	61
	7.5	Fee Chargeable for various Certificates	61
8.0	Convocation		63-69
	8.1	Holding of Convocation to Confer Degrees	63
	8.2	Annual Convocation	63
	8.3	Convocation Procedure	65
	8.4	Award of Degrees in Absentia in The Joint Meeting of the Board of Management and The Academic Council	69
Appendix & Forms			
Appendix -I	Proforma for Obtaining the Degree in Absentia		71
P.G FORM -I	Appointment of Advisory committee for post graduate students		73
P.G FORM- II	Programme of work for post-graduate studies		74-76
P.G FORM- III	Synopsis of thesis problem of post graduate studies		77
P.G FORM- IV	Proforma for recommending panel of examiners		78
P.G FORM- V	Thesis evaluation report		79
P.G FORM-VI	Certificate of thesis and oral examination for post-graduate		80
P.G. FORM- VII	Certificate of preliminary examination of Ph.D.		81
P.G FORM VIII	Certificate from Head of The Department to the DRI-cum-Dean PGS to accompany report of the Preliminary Examination or Final Oral Examination of Post Graduate Student		82-83
P.G. FORM-IX	Form for Course Addition		84
P.G FORM-X	Form for Course Withdrawal		85
P.G FORM-XI	Form for Change of Course		86
P.G FORM-XII	Form for Changes (s) in the Membership of Advisory Committee		87

DEFINITIONS AND TERMINOLOGY

"**Academic Council**" means the Academic Council of the University.

"**Board of Management**" means the Board of Management of the University.

"**Academic Year**" means a twelve-month period from July to June consisting of two consecutive semesters including the inter semester breaks as announced by the University.

"**Semester**" means an academic term of approximately 20 weeks, containing a minimum of 115 working days notified by the University in an academic calendar with actual date of their commencement and termination.

"**Advisor**" means permanent faculty member allotted for guiding Post-graduate programme of the student.

"**Advisory Committee**" means a committee of faculty members from major, minor and supporting subject constituted to extend guidance to the Post-graduate programme of the student.

"**Course**" means a unit of instruction or a segment of subject matter carrying a specific number of credits which include discussions, assignments, practical and work experience in the class room, laboratory and field as may be determined by the University authorities from time to time.

"**Course Grade**" means relative standard performance achieved during the study of a course as well as pursuit of research work of a student on a numerical designation of 10-point scale.

"**Credit Load**" means the quantum of credit hours a student may undertake in one semester of a P G programme.

"**Course Catalogue**" means a list of approved courses for a particular Degree Programme wherein each course is identified with alpha numeric number and credit assigned to each course.

"**Course Lecture Schedule**" means detailed lecture schedule covering the whole course content as prescribed in course catalogue provided therein the number of lectures for each segment of the course.

"**Credit**" means the weekly unit of work assigned to any particular course as per the course catalogue issued by the University. Normally one credit shall mean one lecture class of one hour or a practical class of 2-3 hours' duration per week.

"**Curriculum**" means a series of course selected and designed to provide training to meet the requirement for the fulfilment of the Degree Programme.

"**Dean**" means the Dean of the concerned faculty.

"**DRI-cum-DEAN PGS**" means the Director Resident Instruction-cum- Dean of the Post Graduate Faculty of Bihar Animal Sciences University, Patna.

"Department" means a Department in the College/Faculty as notified in the Statutes of University.

"Grade Point" means numerical equivalent of grades i.e. grade multiplied by credit hours allotted to a particular course.

"Grade Point Average (G.P.A.)" means the numerical value of the sum total of grade point divided by credit hours studied in a particular semester by a student.

"Overall Grade Point Average (O.G.P.A.)" means the quotient of the total credit points (credit hours of each course multiplied by the grade points of the grades secured in that course including 'F' Grade), obtained by a student in all the courses taken/completed by him from the beginning of first semester divided by the total credit hours taken/completed by the student up to the completion of requirement of the Degree Programme.

"Pre-requisite Courses" means a course which the student must have completed prior to his registration for successive course for which the former is prescribed as a pre-requisite.

"Registrar" means Registrar of the Bihar Animal Sciences University, Patna, Bihar.

"Registration" means registration of the student in the University as a student including registration in prescribed courses and repeat courses.

"Re-examination Courses" means a course repeated by a student in which he had appeared in final examination and secured 'F' grade. In such re-examination courses attendance of student in class shall be compulsory.

"Repeat Courses" means a course which a student is required to repeat in order to improve the grade point secured in that course or a course which the student has withdrawn earlier. In such repeat courses attendance requirement shall be compulsory.

"Statute" means the statute made under Bihar Animal Sciences University Act, 2016.

"Teacher" means a teacher as defined in Bihar Animal Sciences University Act 2016 and Statute.

"Transcript" means the consolidated report of the grade secured by the student during a particular Degree Programme.

"University" means the Bihar Animal Sciences University, Patna, Bihar.

"Student" means a student undergoing any of the Post-graduate Programme offered by the University. The studentship commences on the day of admission and registration of the student in the courses after payment of fee during the first semester and ends on the last day of the final semester in which he/she completes the prescribed requirements for the award of a particular Degree. The studentship will remain suspended during the period of temporary discontinuance and shall not be entitled for any right enjoyed by the student.

"Joint Training Programme" means a programme carried out by the University in collaboration with the other institutions of repute recognized by the Academic Council for the purpose where course work is carried out to the extent of 75% or more by the other

institutions and the research work at this University, and the degree awarded by either of the two as may be and mutually agreed upon.

"M. Tech. (Dairy)" means Master of Technology in Dairy in concerned discipline as approved by the Academic Council from time to time.

"M. F. Sc." means Master of Fishery Sciences in concerned discipline as approved by the Academic Council from time to time.

"M. V. Sc." means Master of Veterinary Science in concerned discipline as approved by the Academic Council from time to time.

"Ph. D." means Doctor of Philosophy in concerned discipline as approved by the Academic Council from time to time.

"Post-Graduate Faculty" means faculty responsible for academic programme of Master & Doctoral students under the control of the Director Resident Instruction- cum-Dean, Post graduate Studies (DRI-cum-DEAN PGS).

"Post-graduate Programme" means Master's and Doctoral level degree Programme.

"Board of Studies" means academic affairs committee of the faculty.

"Chancellor" means the Chancellor of the University.

"Vice-Chancellor" means the Vice-Chancellor of the University.

Chapter 01

ADMISSION, ENROLMENT & CONTINUANCE OF STUDENTS

1.1 Date of Enforcement/Commencement

These Regulations shall come into force with effect from the Academic Session 2021-22 as approved by the Academic Council in its meeting held on 9th Aug 2021.

1.2 Extent of Application

These Regulations provided herein shall govern to the students seeking admission to and admitted to all the Post Graduate Degree Programme offered by the Bihar Animal Sciences University, Patna.

1.3 Interpretation

Subject to such advice as may be given by the Chancellor, the decision of the Vice-Chancellor shall be final and no suit, application, petition, revision or appeal shall lie in a Court of Law or any authority outside the University in respect of interpretation of these regulations and any other matter not covered by the provisions of the clauses of the regulations or are beyond the purview of the regulations.

1.4 Academic Year

1.4.1 The Academic year shall consist of two consecutive semesters each of 115 academic days including inter semester break as announced by the Registrar of the university.

1.4.2 Each term shall be known, as 'semester' and first(odd) semester beginning from July shall be designated as ' Monsoon Semester' whereas second(even) semester beginning from the month of January of each year shall be known as 'Winter Semester'. Each Semester shall consist of a minimum of 115 academic days excluding midterm, final examination and examination study leave period which shall be a maximum of seven days inclusive of Sundays and holidays before the final examinations.

1.4.3 A break of approximately 15 days shall ordinarily be allowed between two consecutive semesters. A longer inter semester break normally known as summer break may be allowed between two academic years.

1.4.4 The date of commencement and termination of semesters as well as the date of examination and inter semester break shall be announced by the Registrar in academic calendar.

1.5 Degree Awarded

The following Degree shall be awarded by the University in the concerned disciplines of Post-Graduate Faculty: -

- Master's in Veterinary Science (M. V. Sc.)
- Master's in Technology (M. Tech)
- Master's in Fishery Science (M. F. Sc.)
- Ph. D.

1.5.1 M. V. Sc. Degree will be awarded in the following disciplines:

Animal Genetics & Breeding, Animal Nutrition, Veterinary Gynaecology and Obstetrics, Livestock Production Management, Livestock Products Technology, Veterinary and Animal Husbandry Extension Education, Veterinary Anatomy, Veterinary Biochemistry, Veterinary Medicine, Veterinary Microbiology, Veterinary Parasitology, Veterinary Pathology, Veterinary Pharmacology & Toxicology, Veterinary Public Health & Epidemiology, Veterinary Physiology, Veterinary Surgery and Radiology.

1.5.2 M. Tech. Degree will be awarded in the following disciplines:

Dairy Chemistry, Dairy Microbiology, Dairy Engineering, Dairy Technology, and Dairy Business Management.

1.5.3 Ph.D. Degree based on course work and research shall be awarded in the following disciplines:

Faculty of Veterinary Science

- 1 Animal Genetics & Breeding
- 2 Animal Nutrition
- 3 Veterinary Gynaecology and Obstetrics
- 4 Livestock Production Management
- 5 Livestock Products Technology
- 6 Veterinary & A.H. Extension Education
- 7 Veterinary Anatomy
- 8 Veterinary Biochemistry
- 9 Veterinary Medicine
- 10 Veterinary Microbiology
- 11 Veterinary Parasitology
- 12 Veterinary Pathology
- 13 Veterinary Pharmacology & Toxicology
- 14 Veterinary Physiology
- 15 Veterinary Public Health & Epidemiology
- 16 Veterinary Surgery and Radiology

1.6 Duration of Degree Programmes

SI. No.	Programme	Duration of the course	
		Minimum	Maximum
1	Masters' Degree	4 Semesters	8 Semesters
2	Ph.D.	6 Semesters	12 Semesters

(Note: The minimum residential requirements would be four semesters for Master's Degree Programme and six semesters for Ph.D. Degree Programme.)

The minimum residential requirements would be eight semesters (four years) whereas, maximum period allowed for completion of Ph.D. degree would be eight years (16 semesters) for in-service candidate.

1.6.1 There may be inter-campus movement of post graduate students for one or more semester for specialized training and research as decided by the University from time to time and approved by Advisory Committee.

- 1.6.2 The University also reserves the right to change the number of seats in any department/discipline of the University depending upon its convenience. Any change in the number of students to be admitted to the various academic programmes shall be fixed in advance by the Academic Council but not detrimental to the institution and the State.
- 1.6.3 In case where a student joins another degree programme within the University, he/she shall have to take full credit requirement for the fresh degree programme. No allowance will be given for the credit covered in the earlier programme.
- 1.6.4 No M. V. Sc./M. Tech. (Dairy)/M. F. Sc. or Ph.D. student shall be allowed to discontinue/drop the academic programme without completing comprehensive examination in normal circumstances.

1.7 Reservation of Seats

Subject to the eligibility criteria prescribed for admission to all the post-graduates programmes of study, the following reservation of seat shall be made for the various categories of candidates.

- 1.7.1 Seventy-five (75) per cent of seats in each discipline having the Master Degree/Ph.D. Programme will remain reserved for the resident/domicile of the State of Bihar. Remaining 25% seats will be filled up by the candidates allotted by I.C.A.R. on the basis of All India Entrance Examination. If the seat of I.C.A.R. quota remain unfilled, the vacant seats shall be filled by the university from resident/domicile of the State of Bihar.
- 1.7.2 The Govt. of India nominee(s) from foreign countries, Union Territories and the States (other than State of Bihar) shall be admitted as per arrangement between the ICAR, New Delhi and the State Government.
- 1.7.3 Reservation for SC/ST/EBC/BC/EWS/WBC candidates will be governed as per reservation rules of Government of Bihar.
- 1.7.4 A maximum of two additional seats for candidates sponsored by the ICAR/ CSIR/other SAUs or other National Agencies fellowship/stipend holders may be created in any discipline at the discretion of the Vice-Chancellor, provided the candidate fulfils minimum eligibility criteria for admission.
- 1.7.5 A maximum of five additional seats (not more than 1 in each department of the concerned faculty) for candidates sponsored by the government organisations/ institutions other than the BASU, Patna may be allowed in concerned discipline at the discretion of the Vice-Chancellor, provided the candidate fulfils minimum eligibility criteria for admission.

1.8 Eligibility for Admission

1.8.1 Master's Degree Programme

The minimum academic attainment for admission to Master's Degree Programme of the University shall be as follows:-

- (i) A candidate should possess a basic under graduate degree i.e. B. V. Sc. & A. H. or B. Tech or B. F. Sc. in the subject concerned.
- (ii) For getting admission to Master's programme, the merit will be determined on the basis of the criteria laid down by the P.G. Faculty and Academic Council subject to the following conditions: -

- (a) A candidate should possess Bachelor's Degree in the subject concerned with minimum of 60% marks in aggregate or an OGPA of 6 out of 10 in a 10 point scale and 55% in aggregate or an OGPA of 5.5 out of 10 for SC/ST candidates (refer to table below). Merit for admission will be determined on the basis of rank/marks obtained in Entrance examination for M. V. Sc., M. Tech., M. F. Sc. and Ph. D. Admission test as mentioned in 1.9.1 and 1.9.2.

Table-1

OGPA out of	General/EBC/BC/EWS/WBC/PH	SC/ST
4	2.60	2.4
5	3.25	3.00
10	6.00	5.50

- (b) In-service candidates sponsored from other government Organizations/Institutions may not be required to appear in the Competitive test for seeking admission.
- (c) A candidate selected for admission to Master's Degree Programme would be allowed to exercise option of discipline in the concerned stream in which he/she has appeared in the Entrance Examination.
- (d) A student admitted to the Post-graduate Programme may be required to take deficiency courses, if any, prescribed by the Chairman/HoD and Advisory Committee, in addition to the courses required as per regulation.

1.8.2 Ph.D. Degree

1.8.2.1 For getting admission to Ph.D. programme, the merit will be determined on the basis of the criteria laid down by the P.G. Faculty and Academic Council subject to the following conditions:

(i) The minimum qualification for admission to the Ph.D. Programme shall be Masters' Degree in the subject concerned with at least 70% marks in aggregate or OGPA 7.0/10.0 at the Masters' level and is relax able up to 65% marks in aggregate or OPGA 6.5 out of 10.0 for candidates belonging to SC/ST categories.

(ii) Merit for admission will be determined on the basis of rank/marks obtained in Entrance examination.

1.8.2.2 For admission of the students from foreign countries, Director Resident Instruction cum Dean Post-Graduate Studies in consultation with the Chairman/Head of the Department will examine their curriculum vitae for the purpose of admission in various Degree Programmes of the Bihar Animal Sciences University, Patna, Bihar.

1.9 Mode of Selection

1.9.1 Master's Degree

Admission in Master's Degree Programme shall be made on the basis of competitive examination conducted either by the University or on the basis of merit of AIEEA (PG) Examination conducted by the ICAR followed by counselling by the University.

1.9.2 Ph.D. Degree Programme

Admission in Ph.D. Degree Programme shall be made through merit/ score of AIEEA (Ph.D.) Examination conducted by the ICAR followed by counselling by the University.

1.10 Admission of Students –

1.10.1 Certificates required with application: -

- (i) Certificate of having passed the qualifying examination together with copy of the marks-sheet/transcript of all the examinations passed.
- (ii) Matriculation certificate as proof of age.
- (iii) Certificate of Character from the Head of the Institution last attended and also another one from a Gazetted Officer or a College or University teacher not related, but intimately known to the candidate.
- (iv) Certificate of Physical fitness from a Registered Medical Practitioner.
- (v) Caste Certificate in case student claims reservation.
- (vi) A Migration and/or Transfer Certificate in case of the candidate migrating from a University other than Bihar Animal Sciences University, Patna, Bihar.
- (vii) A college leaving certificate from the institution last attended.
- (viii) For the grounds on which preferential claims for admission or for scholarships or free ship are made, certificate from appropriate authorities should invariably be enclosed.

1.10.2 Notification of Merit List for counselling

Merit list of the candidate for counselling shall be notified on the notice board of the University by the Registrar. The registrar will announce the date and time of counselling for admission in different postgraduate programmes in consultation with DRI cum Dean PGS. A candidate who fails to report on the date and time as announced will lose the claim for admission. The University bears no responsibility in the event of non-receipt of information due to postal delay.

1.10.3 Counselling of Student

The selected/shortlisted candidates shall report for counselling on the date fixed by the University.

Note:

- (i) Admission to all PG Programmes in the University shall be made by the Registrar. The concerned Chairman/HoD shall arrange registration of the admitted candidates after payment of prescribed fees. If it is found at any stage that candidate has obtained admission to a programme by misrepresentation and concealing the facts or a candidate is admitted due to an error, on report of the Chairman/HoD, the DRI-cum-DEAN PGS shall cancel the admission with intimation to the Registrar. The University shall in no case be held responsible for any loss whatsoever in this connection.
- (ii) The Vice-Chancellor reserves the right of refusing admission to any of the candidate even though he/ she may fulfil 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.

1.10.4 Admission on Production of False or Forged Certificates and Mis-presentation of Facts:

- (i) If at any stage after admission, it is detected that the student has managed to get himself/herself admitted by producing false or forged certificate of any kind or by mis-presentation of facts he/she shall be rusticated from this University at his/her cost and risk and his/her admission including registration from this University shall be cancelled retrospectively by the University on getting report from the Dean of the College and he/she shall be declared to be a person not fit to be admitted in any of the programme of this University in future.
- (ii) If it is detected even after publication of result and award of degree to the student at any stage that he/she had managed to get himself/ herself admitted in this University by producing false/forged certificate or making false declaration and mis-presentation of facts even then the student shall be treated to have been rusticated and his admission and registration shall be treated as to have been cancelled retrospectively and the Degree awarded to him/her shall be withdrawn and the student shall also be declared to be a person not fit to be admitted in any of the programme of this University in future. This fact shall be notified to all Universities of the country as well as in press to avoid mis-utilization of Degree or Certificate issued in his/ her name.

1.10.5 Other conditions for Admission

Apart from merit, the Vice-Chancellor shall consider the past record of conduct and character of a candidate in this University and elsewhere. The Admission Committee may refuse admission to a candidate if there be suspicious of his/her involvement in an act of indiscipline or subversive activity anywhere. The decision of the Vice-Chancellor in such cases shall be final. Admission shall not be granted to candidates dropped/expelled from any University/Institution for act of indiscipline.

1.11 Number of Seats

The numbers of seats in Master's and Ph.D. Degree Programmes as decided by the Academic Council will be announced every year.

1.12 Admission of Foreign Students

Foreign students seeking admission shall submit their application through Government of India/ICAR and their candidature will be considered after recommendation by the Government of India/ICAR, New Delhi.

1.12.1 Eligibility

Foreign students will be exempted from appearing in the competitive examination/ counselling. All application of foreign nationals received from govt. of India/ ICAR shall be forwarded to the department concerned for scrutiny of the biodata by a committee of the department consisting of chairman/HoD, Academic In-charge and one senior faculty member. Chairman/HoD shall make the recommendation based on past degree, nature of courses studied, compatibility of the past courses with the programme etc.

1.12.2 Admission

Foreign students should arrive at the University a week prior to the date of registration to get acquainted with the University system and locality. They should contact the Registrar upon arrival, who will arrange for their guidance on registration procedure, campus location etc.

1.13 Admission and Registration Procedure

- 1.13.1 Admission to Master's and Ph.D. Degree Programme of the University shall normally be made in the beginning of the first semester of the academic year only. However, the University with the approval of the Academic Council may commence a Programme from the beginning of any semester. Admission to a Programme includes selection as per University Regulation, payment of prescribed fees, followed by advisement and registration of courses.
- 1.13.2 If a candidate fails to report for admission on the prescribed date, he/she will forfeit his/her claim for the admission. However, late admission till 7th working day from the date of first admission may be permitted by the DRI-cum-DEAN PGS on being satisfied with the genuinity of the case. In such cases the student shall be required to pay a fine @ Rs 100/- per day.
- 1.13.3 Late admission after 7th working day and upto 15th working day from the date of first admission may be permitted by the Vice-Chancellor on recommendation of the DRI-cum-DEAN PGS on payment of a fine of Rs. 100/- per-day under special circumstances.
- 1.13.4 On counselling the student shall be admitted provisionally in a course and the student shall be assigned an Admission No. by the counselling committee which will consist of four components *i.e.* code of Degree Programme, acronym of department, admission No. and year of admission. The admission shall confirm on deposition of the required fee by the students.
- 1.13.5 After Assignment of Admission No. a personal file of the student for the office of the Registrar shall be prepared by the College containing original certificates and three set self-attested photocopy of each of certificate along with a copy of check-slip duly signed by the members of verification/admission committee. The file shall contain a photograph of the student duly attested by the verification /admission committee. All these files containing detailed information about the student shall be sent to the Office of the Registrar for maintenance of student's record. The original certificates should be kept by the office of the Dean of concerned college.
- 1.13.6 An admission register shall also be maintained in the College wherein the bio-data of the student as furnished by the University after each year of admission shall be entered. In addition, personal file of the student containing the record of academic performance semester other relevant information shall also be maintained both in the College/Department as well as in the office of the Registrar and DRI cum Dean PGS. All information related to issue of transfer certificates, conduct certificate etc. from the office of the Registrar shall invariably be recorded.
- 1.13.7 After assigning Admission and deposition of fee by students the College concerned shall issue photo-identity card to the student containing photo of the student duly attested by the Dean concerned. The identity card so made-available 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.

1.14 Course Registration

- 1.14.1 A provisionally admitted candidate shall pay his/her fees for admission and get himself/herself registered in the prescribed courses at the Colleges/Departments or the place notified by the Registrar latest by the date as notified in the academic calendar.
- 1.14.2 A candidate shall be enrolled only when he/she has paid all the prescribed fees and other dues and registered for the courses by the concerned authorities. For this

purpose, registration cards provided by DRI/Dean will be filled and signed by the concerned course teachers, Chairman/HoD of the Departments, accounts representative for fees and Warden for seats in the hostel.

- 1.14.3 If a student got himself/ herself admitted by depositing the required fee but could not get registered in the prescribed courses on the date fixed for the purpose shall have to get registered by depositing late fine up to the date prescribed. Late course registration till 7th working day from the date of first registration may be permitted by the DRI-cum-DEAN PGS with payment of fine @ Rs 100/- per day.
- 1.14.4 Late course registration till 15th working day from the date of first registration may be permitted by the Vice-Chancellor on recommendation of the DRI-cum-DEAN PGS on payment of a fine of Rs. 100/- per day under special circumstances.
- 1.14.5 Late Registration after 15th day from the date of first registration shall not be permitted.

1.15 Registration in the University

Every student admitted in any of the Degree Programme of this University shall be required to get himself/herself registered in the University on payment of prescribed-fee for which he/she shall be required to submit an application in the prescribed format to the Registrar duly forwarded and recommended by the Dean of the College concerned in which he/she is admitted along with the original migration certificate issued by the University/Institution where he/ she was studying before his/her admission in this University.

1.16 Payment of Fee

- (i) The Semester and other fees shall be as prescribed by the University.
- (ii) All students are required to pay the prescribed fees for each semester at the time of registration, failing which; they will not be registered on the rolls of the University. The Dean/DRI-cum-DEAN PGS may permit such registration on payment of late fee up to the prescribed date of late admission-shown in calendar.
- (iii) Hostel-fees are payable in advance for the full semester at the time of admission.

1.17 Refund of fee

The fee once paid are non-refundable except the caution money which shall be refunded on leaving the college after successful completion of the degree programme after deduction of outstanding dues if any on production of a no-dues certificate in the prescribed Proforma of the University/College.

1.18 Advisement of Courses and Orientation

Advisement of courses to be registered and orientation shall be made on the prescribed dates which shall be one or two days prior to the commencement of instruction. Such dates shall be mentioned in the academic calendar of the University.

1.19 Cancellation/Suspension of Registration

(i) Cancellation of Registration

The Vice-Chancellor may summarily cancel the registration of any students or group/batch/classes of students who indulges in acts of indiscipline, misconduct, violation of rules and regulation of the university, indulge in strikes, or remain absent from the classes without permission or without any valid reason or in whose

case the Vice-Chancellor has reason to believe that their continuance in the university would not be in the best interest of the university.

(ii) Suspension of Registration

The registration of a student may also be suspended by the Vice-Chancellor or DRI or the Dean of the college concerned or the Director Student Welfare either of his own discretion or on the recommendation 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 the academic discipline and peace in the campus. The period of suspension under this regulation shall not exceed 15 days except in cases in which the Vice-Chancellor deems it necessary for discipline and peace in the campus.

1.20 Student's Continuance

- 1.20.1 Every enrolled student shall be required to register at the beginning of each semester till the completion of his/her degree requirements unless otherwise permitted by the DRI-cum-DEAN PGS on the recommendation of the Chairman/HoD of the Department concerned, failing which his/her enrolment shall be cancelled.
- 1.20.2 Permission to withdraw from the University for one or more semester shall be accorded on the following grounds: -
- (i) Student has been ill and his/her application has been supported by a Valid Medical Certificate.
 - (ii) In case of an accident where by a student has been disabled temporarily to attend his/her classes.
 - (iii) In the event of death of parents/guardian/spouse/child /brother/sister / blood relative.
 - (iv) Any other unforeseen circumstances which, in the opinion of the Vice-Chancellor, are fit reason for allowing student to drop one semester.
- 1.20.3 Permission to withdraw from the University for a semester shall not be granted unless the application is made through the Advisor and Head of the Department to the DRI-cum-Dean, PGS at least 15 days before the commencement of the final examination of that semester.
- 1.20.4 In exceptional circumstances, where the Advisor and DRI-cum-Dean, PGS are satisfied that the application could not be made within the period specified in special permission may be granted by the Vice-Chancellor on the recommendation of the DRI-cum-Dean, PGS.
- 1.20.5 If a student has withdrawn from the University to join Armed forces during the period of emergency and has attended classes for at least six weeks in the last semester of his/her study in the University, the grades of courses for which he/she has registered in the semester shall be deferred.

1.21 Credit Requirements

1.21.1 The minimum credit requirements for Master's Degree and Ph.D. Programme in various disciplines shall be as per the ICAR, New Delhi after necessary modification required, if any, and adopted by the University on approval of Academic Council from time to time.

1.21.2 Minimum credit requirements for post graduate courses in the faculty of Veterinary Sciences / Dairy Technology/ Fishery Science (Applicable for batches admitted from academic year 2021-22)

	Subject	Master's Programme	Ph.D. Programme
A	Course Work		
	Major Subject	20	12
	Minor	08	06
	Supporting	06	05
	Common Courses	05	---
	Seminar	01	02
	Total (A)	40	25
	Comprehensive Examination*	Non-Credit	Non-Credit
B	Research work	30	75
	Total (A+B)	70	100

* Minimum credit requirement is subject to change as per ICAR, New Delhi.

- Major subject: The subject (Department/Discipline) in which a student takes admission.
- Minor Subject: The subject closely related to a student's major subject.
- Supporting courses: The subject not related to the major subject. It could be any subject considered relevant for student's research work (such as Statistical Methods, Design of Experiments etc.) or necessary for building his/her overall competence.

CODE	COURSE TITLE	CREDITS
STAT 501	Mathematics for applied sciences	2+0
STAT 502	Statistical Methods for applied sciences	3+1
STAT 511	Experimental designs	2+1
STAT 512	Basic sampling techniques	2+1
STAT 521	Applied regression analysis	2+1
STAT 522	Data analysis using statistical packages	2+1
MCA 501	Computers fundamentals and programming	2+1
MCA 502	Computer organization and architecture	2+0
MCA 511	Introduction to communication technologies, computer networking and internet	1+1
MCA 512	Information technology in agriculture	1+1
BIOCHEM 501	Basic biochemistry	3+1
BIOCHEM 502	Techniques in biochemistry	2+2

- Common Courses: The following courses (one credit each) will be offered to all students undergoing Master's degree programme.
 1. Library and Information Services
 2. Technical Writing and Communications Skills
 3. Intellectual Property and its management in Agriculture

4. Basic Concepts in Laboratory Techniques

5. Agricultural Research, Research Ethics and Rural Development Programmes

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

Note:The syllabus of all the courses to be taught for Master's degree and Doctoral degree are as per the approved syllabus by the ICAR- BSMA committees

1.22 Maximum Permissible Course Workload per Semester

(I) Master's Programme - 18 credits

(ii) Doctoral Programme - 18 credits

Note:

1. Research credit hours may be split from second semester onwards as per requirement of the thesis research. At least 9 credit hours should be left for thesis submission either as a part of minimum credit requirement or additional requirement as per recommendation of the Advisory Committee.
2. If the student has earned minimum credit hours as prescribed and has completed the minimum semesters required (4 for Masters' Degree and 6 for Ph.D. degree) for award of the degree, the Major Advisor may submit the grade sheet any time for submission of thesis.

1.23 Attendance

- 1.23.1 Instructor shall maintain a record of the student attendance in each course taught by him/her in each semester.
- 1.23.2 Student shall be regular in attending classes and shall be required to have a minimum of 85% attendance in each course in a semester failing which he/she will not be eligible for final examination and awarded failure grade in the course unless withdrawal of the course is permitted.
- 1.23.3The Dean concerned may, on the recommendation of the Instructor/Advisor condone shortage in attendance up to 10% in a course (s) in exceptional circumstances and allow students with an attendance of 75% or more to appear in the final examination
- 1.23.4 For the purpose of this rule, the number of lectures/ practical offered/ delivered should not be less than 90% of lectures/practical which was offered as per course credits during a semester, excluding holiday and approved closures. In case 90% of the scheduled lectures/ practical are not conducted, then the course will be treated as incomplete and shall be withdrawn on the recommendation of the instructor in consultation with Chairman/HoD and Dean, PGS.
- 1.23.5 Where the absence of a student is on account of his/her being sent out by the Director Students' Welfare with the prior concurrence of the Dean/ Chairman/HoD of the P.G. Department to represent the University in sports or inter-University debates or cultural activities, declamations and any other contests he/she will be

given the benefit of attendance for the classes held during each day of absence provided that:

- (i) The maximum number of days of such absence shall not exceed 15 days during a semester.
- (ii) Dean/HoD shall to the extent make possible arrangement for special coaching/lectures/ practical classes missed on account of such participation.

1.24 Re-admission of Post-Graduate students other than on Scholastic Probation

If a student of good standing, for certain compelling reasons has to leave the University with the permission of the DRI-cum-Dean, PGS in the midstream or so, he/she may be permitted for re-admission by the Dean, PGS on the recommendation of the Chairman of the concerned Department within a period of two years of his/her leaving the University.

1.25 Procedure for Withdrawal

- (i) No student shall be deemed to have withdrawn from the University unless he/she obtain a clearance certificate from the Dean/ Chairman/HoD of the Department.
- (ii) Unless a Student has obtained a clearance certificate from the University/ College, no refund of the amount due to him/her shall be allowed nor shall the transcript and any other documents issued to him/her.
- (iii) The "No Dues Certificate" may be obtained by a student himself/herself immediately after completion of his/her degree or at the time of his/her study being permitted to withdraw from the University.
- (iv) It shall be the responsibility of the concerned Sectional Heads, *i.e.* the Warden, the Librarian, Heads of the Departments and the Chairman of P.G. Department to report to the Dean at the end of each semester the dues, if any, outstanding against any student.
- (v) It shall be the duty of the Dean /Chairman/HoD to prepare and maintain up-to-date statement of dues outstanding against students and also to furnish a copy of the statement to the Registrar and Dean, PGS within three weeks from the date of the commencement of the semester break of each semester.
- (vi) The Registrar office shall check the report furnished by the HoD/ Dean and, if no dues are shown against a candidate than he/she will be issued the transcript and other required documents from the University provided that no application for issue of documentation shall be held up beyond three weeks for want of a report.

.....

Var

Chapter- 2

EXAMINATION AND GRADING

2.1 Type of Examination

All students shall have to take examination given by the instructors in courses registered by them in a particular semester. The types of examination and weightage attached to each will be announced by the instructor at the beginning of the semester.

2.1.1 The examination shall be of internal and evaluation of a student's achievement in a course shall be based on his/her performance in various kinds of tests and assignments, as given below:

(i) Quiz

Quiz/Short Test of 10-20 minutes duration which may consist of questions requiring brief answers. There may or may not be previous announcement for a quiz.

(ii) Mid-term examination

Near about the middle of a semester, the Instructor shall hold a mid-term examination during the regular class period. This examination shall be held during the period announced in the semester calendar by the office of Registrar.

(iii) Assignment

As decided by the instructors, student will have to submit and present assignment.

(iv) Final Examination

Towards the end of the Semester, there shall be one examination in each course covering a period of 2-3 hours and shall cover the entire syllabus of the course. The date of holding such an examination will be announced in the semester calendar, as notified by the office Registrar/Controller of examination (COE). The final examination shall be conducted by COE/DRI-cum-DEAN PGS centrally.

(v) Practical Examination

Practical examination of all courses shall be completed before the commencement of final examination.

2.1.2 Make-up Examination

- (i) If a student miss an examination other than quiz on account of illness or some other valid reasons, he/she may submit a request through the Instructor/Advisor to the concerned Chairman/HoD within seven days from the completion of that examination for permission to appear in the make-up examination.
- (ii) If the Chairman/HoD is satisfied that the student was prevented from appearing at the examination for valid reasons, he/she may direct the teacher to hold special make-up examination for the student on payment of fee of Rs 200/- for each course in which make-up examination is sought and endorse a copy of this order to the DRI-cum-Dean, PGS 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, in games and co-curricular activities.

(iii) Provision of make-up examination will normally be available only once in an academic year. The students may be given make-up examination on the following basis: -

- (a) If he/she falls seriously ill. In such a case he/she will have to submit a valid medical certificate regarding his/her hospitalization.
- (b) If he/she has taken leave on account of the death of his/her father, mother, brother or sister, spouse, child or grandparent.
- (c) 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.
- (d) Results of make-up examination will be counted 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 student to get in touch with the teacher and have a date fixed for the make-up examination in the manner prescribed below.
- (e) In the case of all examinations, except the quiz and final examination of the semester, the student will be required to take the make-up examination within seven (7) days of his/her return from the event where he/she has represented the University.
- (f) In case of the final examination of the semester, the make-up examination will be taken by the student within 2 weeks from the date of his registration for the following semester.

Fees charges related to different academic purposes

S. No	Subject	Rate (Rs.)
1	Additional examination fee for repeat course	100
2	Make-up examination	200
3	Retotalling of answer book per course	500
4	Annual charges/ fee for student council	200

2.2 Weightage to various types of examinations

The weightage in determining the course grade will be as follows:

Sl. No.	Type of Examinations	Courses involving Practical (%)	Courses involving no practical (%)	Courses having practical only
i.	Quiz	10	10	10
ii.	Mid-Term Examination	25	30	10
iii.	Final Examination	40	50	---

iv.	Practical Examination	25	---	50
v.	Assignment	---	---	20
vi.	Viva-Voce	---	10	10
Total		100	100	100

2.3 Change/ Addition/Dropping of course

- Application for any change/addition or dropping of courses shall be made in the prescribed proforma along with a fee of Rs. 200/- however, no fees will be charged when the change of course is necessitated on administrative consideration. The change including addition/ dropping of courses will be allowed by concerned Chairman/HoD with intimation to the Registrar for record.
- The last date for adding a course shall be within 10 days from the date of the registration in the semester.
- The last date for dropping a course shall be within one week from the date of completion of mid-term examination in that particular course. If the student has not withdrawn but failed to attend course after the date prescribed in the Academic Calendar, he/she will be deemed to have failed in that course and shall be awarded 'F' grade.

Note: Both addition and dropping of a course will be communicated by the Chairman/HoD concerned to the course instructor.

2.4 Award of Grades

- At the end of each semester grades of the student shall be prepared on the basis of the cumulative results of different kinds of tests, examinations seminars and other types of examinations.
- The instructor/HoD concerned shall submit the grades of quiz & midterm (in the prescribed proforma) through the DRI-cum-DEAN PGS to the COE.

2.5 Grading of students

- 2.5.1 The students will be graded in a 10-point scale. The Instructors shall award grade point to the students according to different type of examination in respect of each course as detailed in regulation 2.2.
- 2.5.2 Percentage of total marks obtained by the student in a particular subject shall be the total of the marks obtained by him/her in different types of examinations held during the semester as per regulation 2.2.

2.5.2 Grade Point

Percentage of total marks obtained divided by ten & corrected up to one decimal point shall be the grade point for that particular course.

Example: A Student securing a total 81 marks out of 100 marks allotted to the course for different examinations will have a grade point in that subject as $81 \div 10 = 8.1$. The marks obtained up to 81.49 will be converted as 81 whereas 81.5 and above will be converted as 82.

2.5.3 Credit Point

Grade point earned by a student in a course multiplied to by total credit hours of the particular course shall be the credit point for that course. For example, in the case cited above if the course is of 3 credit hours the credit point of the student will be $8.1 \times 3 = 24.3$. But in case of student who failed he/she shall be awarded 'F' grade and the grade point shall be zero and the credit point, therefore, will also be zero.

2.5.4 Grade Point Average

Sum total of credit points earned by a student in a particular semester divided by actual number of the credit hours of courses studied, corrected up to two decimal points during the semester shall be the grade point average of the student for that semester.

Example: The grade point average is obtained by adding up the credit points achieved in the different courses and dividing by total credit hours which all the courses carry.

2.5.5 Overall Grade Point Average (O.G.P.A.)

Sum total of Credit points earned in all the semester of a programme divided by total credit hours of the courses studied during the programme corrected up to three decimal points shall be the Overall Grade Point Average (OGPA) of the student. The following example may explain:-

Semester	Course Credit Hours	Credit Points earned	OGPA
1st Semester	13	99.3	$755.7/99 = 7.633$
2nd Semester	17	144.5	
3rd Semester	16	113.7	
4th Semester	21	156.3	
5th Semester	19	123.2	
6th Semester	13	118.7	
Total =	99	755.7	

2.5.6 Significance of O.G.P.A. for Master's degree

8.5 and above	1 st division with distinction
7.5 and above	1 st division
6.5 to 7.499	2 nd division

Note:

- (i) Minimum passing grade for both Master's and Ph.D. students in a course: 6.0.
- (ii) Minimum GPA to continue and to obtain degree for both Master's and Ph.D. 6.500.

- (iii) In case a P.G student obtains a Grade Point Average below 6.000 in a particular course he/she shall be deemed to have failed in that course and will have to repeat the course in subsequent semester when the course is offered.
- (iv) No class or Division shall be awarded in Ph. D. but 6.5 shall be the minimum OGPA for award of Ph. D. degree.

Other Grading

- F: Fail (GP below 6.0 in Master's & Ph. D.)
- S: Satisfactory.
- US: Un-satisfactory
- I: Incomplete when student applies for make-up.
- W: In case courses are withdrawn.
- NC: In case the course is non-credit

Note :

- (i) 'S' or 'US' shall be awarded in case of research credit, special problem, preliminary examination, comprehensive written examination, viva-voice examination and non-credit courses.
- (ii) For computation of G.P.A. /O.G.P.A., 'F' grade shall be counted as zero grade point.
- (iii) If a student gets grade 'F' in a particular course, he/she shall be required to repeat the course in a subsequent semester when the department offers that course. All attempts made for repetition of the course, however, shall be recorded on the transcript.
- (iv) University shall award F or I grade to the student as permitted under the regulations.
- (v) The grade obtained in such repeat course(s) shall be counted towards computing the Overall Grade Point Average, but Credit Hours in a repeat course cannot be doubly counted towards degree requirement. However, the 'F' grade obtained earlier with credit hours will not be used in calculation of OGPA.
- (vi) On receipt of the final grade as indicated above, the Registrar shall issue the revised semester report in respect of that student.

2.5.7 Incomplete Grade

- (i) When a student cannot complete a particular examination on account of some valid reason as mentioned under the regulation for make-up examination (2.1.2) the Instructor with permission from Chairman/HoD may award grade 'I' provided he/she is satisfied that the student's progress in studies, his/her attendance and his/her performance in the other tests and assignments had been satisfactory as per the regulations. When I grade is awarded in a course, the Registrar shall declare the result of the student without taking into account that course. The result in that course shall be kept in abeyance till such time as the Instructor is able to hold make-up test for him/her and return the final grade in accordance with the provision of these regulations.

- (ii) If a student who has been awarded grade 'I' in a course, at the end of a semester, does not remove the deficiency within two weeks of his/her registration in the next semester, and if the final grade is not received in the office of the Registrar within four weeks of such registration, the Registrar shall, *suomoto* issue the revised semester report of the student, showing 'F' grade against the course in which the student was awarded 'I' grade earlier, and compute the Grade Point Average accordingly. The student will be required to repeat that course in order to earn the credit corresponding to that course provided that in exceptional case, if the student was exempted from appearing in the final examination the Instructor may arrange the examination during the semester break, that is before the beginning of the next semester wherein the student has to register on the basis of his/her result in the last semester.

2.6 Transparency in Evaluation

- (i) Evaluated answer book of all tests and examinations except final examination shall be shown to the students by the Instructor within a week of the examination held and collected back for keeping in safe custody till the end of the next semester.
- (ii) Representation, if any, by the aggrieved examinee, should be made to the concerned Instructor first on the same date on which the answer scripts are shown. Upon this, the Instructor is required to re-examine the matter and record necessary orders in writing to be intimated to the student. If any correction is to be made in the grade, it will be reported to the University as provided in the Regulation on Resident Instruction.
- (iii) If the student is not satisfied, he/she may represent his/her case to the Chairman/Head of the Department, who shall constitute a departmental committee to look after the matter. The decision of the chairman based on the recommendation of the departmental committee will be final & communicated to the student accordingly.
- (iv) If the examinee still does not accept the decision he/she may deposit a fee of Rs. 100/- and file last representation to the Dean Post Graduate Studies, who shall similarly constitute a committee and record the findings and pass necessary order.

2.7 Mistake in grade Submission

When an instructor finds that he/she has made mistake in reporting the grade achieved by a student, he/she shall immediately bring it to the notice of the concerned Dean through the Chairman/ Head of the Department giving reasons. The Dean after going through all the documents and satisfying himself/herself that there has been a genuine mistake shall write to the DRI-cum-DEAN PGS explaining the circumstances and mentioning the correct grade. Such corrections shall normally be reported to the Registrar/COE within 15 days of the submission of grade sheet. The Registrar shall accordingly issue a revised semester report.

2.8 Maintenance of Minimum Overall Grade Point Average (OGPA)

2.8.1 Requirement of Good Standing for Post-Graduation

The minimum Overall Grade Point Average required at the Post-Graduate (Master's as well as Ph.D.) level shall be 6.5 out of 10. A student who has achieved this minimum requirement will be deemed to be on good standing.

2.8.2 Scholastic Probation

If a student fails to achieve the minimum standard prescribed above at the end of a semester, he/she shall be placed on Scholastic Probation during the next semester and will be allowed to register for a maximum of 9 credits in that semester.

2.9 Repeating Course in Order to Fulfil the Minimum Requirement

Post-graduate student, who is on good standing but gets "F" grade in a particular, course, will have to repeat the course.

2.10 Dropping a Student or Extension of the Period of Scholastic Probation

- 2.10.1** If at the end of the semester on Scholastic Probation, student's Overall Grade Point Average is 6.5 or above, he/she is removed from probation. If the student fails to achieve 6.5 OGPA he/ she will cease to be a student of the University. Such a student, however, is given chance to appeal in writing within a period of seven days to the Registrar for re-admission which does not in any way guarantee the same. In all cases, the Registrar will refer the matter to the concerned Chairman/HoD of Departments. The Chairman/HoD of the Department shall consult the Committee appointed for the purpose by the DRI-cum-Dean, PGS whether the student may be allowed to continue on scholastic probation for one more semester or should be delisted. A student's progress made in previous semester, aptitude and conduct will be considered for extension of scholastic probation or re-admission. The recommendation of the Committee appointed will be forwarded to the DRI-cum-Dean, PGS. The decision of the DRI-cum-Dean, PGS subject to the approval of the Vice-Chancellor will be final and will not be reopened thereafter. The Committee while reviewing such cases will keep the following fact that in view:-

If he/she gets GPA below 6.000 at the end of the first semester, he/ she shall be dropped from the University by the Registrar-automatically and such student will have no right to petition for re-admission.

- 2.10.2 Extension of scholastic probation for one semester can be given provided OGPA is not below 6.000.

Explanation:

- a. If at the end of a semester a Post-graduate student obtains OGPA less than 6.5 He/she shall be placed on Scholastic Probation.
- b. The student will be released from Scholastic Probation on obtaining OGPA 6.5 at the end of the semester in which he/she was placed on scholastic probation.
- c. If a student fails to obtain OGPA of 6.000 at the end of the semester in which he/she was placed on scholastic probation.

He/she is dropped from the University (He/ she may, however, be given another chance to continue on scholastic probation on appeal). Such dropped students have the right to appeal for re-admission within 7 days from the date of declaration of results. No guarantee can be given for their re admission on the appeal to the Registrar who will process the case as mentioned above.

2.10.3 Registration of Students on re-admission Under Rule

A student who is permitted to seek re-admission under rule 2.10.1, above shall be allowed to register without any fine for late registration within two days of the passing of the order allowing him/her to be re-admitted or within the last date for registration with late fee which is generally prescribed for all students for that programme, whichever is later. A student, thus re-admitted shall continue to be on scholastic probation for another semester.

2.11 Unfair Means in the Examination

- 2.11.1 The concerned Dean /Chairman/HoD of the P.G Department in which the student is registered shall be responsible for dealing with all cases of use of unfair means in the semester examinations.
- 2.11.2 The Instructor/Invigilator concerned shall report to the Dean through the Superintendent, Examination Hall on the same day with details of the evidence and/or exhibits. An explanation of the student concerned, if possible, shall also be submitted.
- 2.11.3 The Dean shall take appropriate action after offering full opportunity to the student for his/her defence and the penalty may be as indicated below: -
 - 2.11.3.1 A student found using unfair means during a mid-term examination will be debarred from the remaining period of the semester and he/she will be deemed to have failed in all the courses during the semester.
 - 2.11.3.2 A student found using unfair means during quiz or short test will be disqualified and given "F" grade for the course in that semester.
 - 2.11.3.3 A student found using unfair means during the final examination may be deemed to have failed in all courses in that semester. He/she will be debarred from the University during the subsequent semester also.
 - 2.11.3.4 Repetition of such an offense more than twice during the career of a student may disqualify him from being a student in The University and obtaining the degree of the University.

- 2.11.4 The term 'use of unfair means in the examination' or 'attempt to use unfair means in the examination' shall denote the items prescribed by the Academic Council from time to time. The following inter alia shall be deemed to be unfair means:
- 2.11.4.1 Talking to another candidate or any person inside or outside the examination hall, during the examination hours without the permission of the supervisory staff.
 - 2.11.4.2 Leaving the examination hall without submitting the answer book or continuation sheet, if any, to the Invigilator concerned, and taking away, tearing off or otherwise dispensing off the same or any part thereof.
 - 2.11.4.3 Writing on blotting paper or any other piece of paper, a question or anything relating to a question or solving a question on anything except the answer book or the continuation sheet supplied to the candidate.
 - 2.11.4.4 Using abusive or obscene language in the examination hall or writing the same in the answer book.
 - 2.11.4.5 Making an appeal to the Examiner on the answer book.
 - 2.11.4.6 Possession by a candidate or having access to the books, notes, paper 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.
 - 2.11.4.7 Concealing, destroying, disfiguring, rendering, illegible, swallowing, running away with causing disappearance of or attempting to do any of these in respect of any book, notes, paper or other material or device including mobile, used or attempted to be used for assistance or help in answering a question or a part thereof.
 - 2.11.4.8 Passing on or attempting to pass on, during the examination hours, a copy of questions 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.
 - 2.11.4.9 Smuggling into the examination hall, an answer-book or a continuation sheet, to replace the answer book or continuation sheet, during or after the examination with or without the help or connivance of any other person concerned with the examination or through any other agency, whatsoever.
 - 2.11.4.10 Receiving or attempting to receive, with the help or connivance of any member of the supervisory or menial staff or any outside agency, a solution to a question or a part thereof.
 - 2.11.4.11 Approaching or influencing any staff, connected with the University examination, to leak out the question paper or any part thereof, or to enhance marks or to favourably evaluate, or to change the award in favour of the candidate:
 - 2.11.4.12 Interference or attempt thereof, on the part of the candidate, with the discharge of the duties of a member of the supervisory or inspecting staff of an examination centre before, during and after the examination Provided that without prejudice to the genuinely of the provision of this clause any such person as is referred to therein who abuses, insults, intimidates, assaults, any member of the supervisory or inspecting staff or other candidate(s) or threatens to do so shall be deemed to have interfered with the duties of the supervisory and the inspecting staff within the meaning of this clause.

- 2.11.4.13 Copying, attempting to copy from any book, notes, any other material or device, or from any other candidate, or facilitating or rendering assistance to any other candidate to any of these things.
- 2.11.4.14 Presenting a thesis, dissertation, practical or class-work, note-book not prepared or produced by the candidate himself/ herself.
- 2.11.4.15 Arranging or permitting any person to impersonate for the candidate at the examination.
- 2.11.4.16 Forging a document or using a forged document in any matter relating to the examination
- 2.11.4.17 The Academic Council may declare by resolution any other act of omission or commission to be 'unfair means'.
- 2.11.5 Every student shall be required to bring his/her own examination material, such as geometry box, scales and the like, and he shall not be permitted to borrow any of these materials from fellow students in the examination hall.
- 2.11.6 If a student is found to be indulging in "unfair means in an examination, his/her answer book shall be seized by the Investigator/ Instructor forthwith.
- 2.11.7 The student may, however, be permitted to answer the remaining part of the question paper, but on a separate answer book. Superintendent (Examination Hall)/Invigilator shall submit a detailed report along with the answer-books(s) of the student and other related material(s),if any, to the Dean concerned immediately after the examination is over.
- 2.11.8 A written statement of the student engaged in the examination shall be obtained by Superintendent (Examination Hall)/Instructor and be forwarded his report along with recovered material(s) from the student which should be signed by the student concerned in token of the same having been recovered from his/her possession.
- 2.11.9 In case a student refuses to give a statement, he/she shall not be forced to do so but the fact of refusal be recorded by the Invigilator in the presence of Centre Superintendent in the report. The invigilator as well as Centre Superintendent shall sign the report.

CHAPTER-03

ACADEMIC REQUIREMENTS FOR POST-GRADUATE PROGRAMME

3.1 ADVISOR

- 3.1.1 Every student on admission to the Post Graduate Programme shall be assigned a Major Advisor from his/ her major discipline. The advisor shall normally be a staff of the University accredited for appropriate post-graduate level research. In case of joint training programme/ collaborative degree, if any, staff of other University/ institution may be accredited for guidance.
- 3.1.2 The Chairman/Head of the department concerned shall propose a major advisor in consultation with the faculty members for each student within one month of the date of registration and forward to DRI-cum-DEAN PGS for approval. DRI-cum-DEAN PGS will intimate the final approval of the proposal normally within fifteen days of the receipt of the proposal from the Chairman / HOD of the department.
- 3.1.3 Faculty who desires to be recognised as post graduate faculty for P G teaching and research will apply to the DRI-cum-DEAN PGS in reference to terms in 3.1.4 and 3.1.5:
- 3.1.4 All faculties holding Ph. D degree shall be recognised as post graduate teacher / faculty.
- 3.1.5 The Assistant Professor holding master degree and having not less than two years of experience of teaching of research as well as two research public publication in peer reviewed journals will be eligible to become PG faculty and those who have published three research papers in recognised research journals (NAAS 4.0) will become eligible for guiding PG research.

- 3.1.6 The Chairman/Head of Department (HOD) will maintain seniority lists of eligible faculty members as on 30th June of every year for guiding Master's and Doctoral students. The seniority list will be provided by the Chairman/HOD to the University (DRI-cum-DEAN PGS) by 15th July of every year for allotting the P.G. students. On the basis of the faculty list supplied by the Chairman/HODs, the Committee constituted for the purpose will make the lists of eligible guides, equal to the total number of Master's and Doctoral students separately (first for Doctoral allotment and after that Master's allotment) admitted in an academic year and allotted the student and their place of work as per choice and rank of the student.

In case any faculty member has already in hand four Doctoral and Master's students together at any time on 30th June of every year, his/her name will not be included in the list for allotting the student. One student shall be allotted in an academic year to a guide and maximum number including previous years students under guidance, shall not exceed four in all for Doctoral and Master's together at any time.

However, only in a particular disciplines where there is shortage of faculty, they can be considered and also they can be given more than one student to a particular faculty member in the same academic year which shall be recommended by the Committee giving justification & submit the same to the DRI-cum-DEAN PGS for approval. The Committee for allotment of P.G. students will be approved by the DRI-cum-DEAN PGS.

- i. For Guiding Ph.D. Students, faculty members eligible for guiding doctoral students shall be considered first for guiding doctoral students as per the choice and rank of the PhD students. The students will have the choice in the allotment of advisor amongst available eligible faculty members. The Committee will recommend the advisors for the doctoral students on the basis of seniority from the eligible faculty members as per the rank and preference of choice of the students.
- ii. For eligibility to guide doctoral scholar, the faculty member holding a Ph.D. degree should satisfy the following condition(s):-
 - a. Should have guided at least two Master's students

OR

- b. Should be a Professor/Associate Professor with a minimum 10 research publications and that should be in journals with NAAS rating of more than 5.0.
- iii. For Guiding Master's Students:
After completing the Ph.D. allotment, the Master's students will have the choice in the allotment of advisor amongst equal number of available eligible faculty members (in cyclic order). The Committee will recommend the Advisors for the Master's students as per the rank and preference of choice of the students. The Committee shall give preference to the faculty members, who have not been allotted any student, while nominating the advisor to students for Master's degree program.

For eligibility to guide Master's Scholar

- a. At least two years of U.G. Teaching
- b. Published 3 Research paper in Journals with NAAS rating of more than 4.0
- iv. The names of members of the faculty from major discipline will be arranged in the order of their respective seniority in the faculty.
- v. Faculty members who are due for retirement within next 2 and 3 years from the date of admission cannot be considered for allotting Master's and Doctoral students, respectively.
- vi. Likewise, in case, any Advisor retires or quits the institute for any reason, or any other reason, the Guide at later stage, the second senior most member of major discipline in the concerned student's advisory committee will act as Advisor in place of the outgoing.

The student of Master's/Doctoral degree programmes who drops the study either on Temporary Dropping or any other reason, will not be counted while reckoning the number of students already in position with a faculty member at the time of allotment of guide (i.e. first day of academic year).

Recognition for Ph. D guide may only be given to a teacher holding doctorate degree and who has successfully guided at least two candidates for master's degree in the concerned discipline or should be Professor or Associate Professor. The DRI-cm-Dean PGS shall grant recognition on the recommendation of Chairman/HoD and Dean of the concerned faculty in all cases, where the academic attainment is in consonance with the prescribed standard.

In case of persons in respect of whom qualification and experience are not of the prescribed standards as let down in the regulation. They will be treated as special cases and final permission shall be taken from the Hon'ble Vice Chancellor. Nothing in these regulation shall affect the recognition of the post graduate teacher, already granted before the commencement of this regulation under the regulation than existing.

- 3.1.7 An advisor once assigned to a student will normally not be changed. If change of Advisor becomes necessary, either because the Advisor has resigned and left off, on long leave or unable to function as an Advisor or in any other circumstance, where the Dean of Post-Graduate Studies is convinced or has reasons to believe the change of Advisor has become imminent, the Dean, PGS may after consultation with the Head of the Department and members of the Advisory Committee as he/she deems proper, allow assigning of another Advisor.
- 3.1.8 In all such cases, the circumstances under which such a change became unavoidable shall be recorded and intimated to the Registrar. While assigning another advisor, among other things, the stage of the research work/ thesis of the student and the guidance required as well as the availability/ possibility of the advisor providing the guidance without detriment to the quality of thesis/ research

or unduly prolonging the duration of the thesis research work must be taken into consideration.

- 3.1.9 Normally bonafide staff member of this University shall be Major Advisor and if the Advisor registers himself/herself for a Ph.D. Degree in any University, he/she shall cease to be the advisor thereafter.
- 3.1.10 Normally, retiring person may not be allotted PG student, if he/she is left with less than two years of service and for Ph.D. student less than three years of service. However, in special circumstances, permission may be obtained from Dean, PGS by the concerned Chairman/Head of the Department.

3.2 Professor / In-charge Academic

In every post-graduate department, Professor / senior most faculty member besides Chairman/ HOD will be designated as Professor / In-charge Academic. The Professor / In-charge Academic will act as In charge of all academic activities such as co-ordination of teaching activities of the Department, preparation of time table, course schedule and other academic affairs of P G programme.

3.3 Constitution of Advisory Committee for P.G. Studies (Master's)

- (i) The Advisor (Major) shall be assigned to each post-graduate student by the Chairman of the Department, in consultation with the Post-graduate faculty of the Department in which the student is doing his/her major work. Besides, there shall also be an Advisory Committee for each student, which shall be approved by the DRI-cum-Dean, PGS on the recommendation of the Major Advisor submitted through the Chairman of the Department. The members of the Advisory Committee shall be chosen from the Post-graduate Faculty. The recommendation for constitution of an Advisory Committee for a post-graduate student shall be submitted in the prescribed form.
- (ii) For a student preparing for the Master's Degree, the Advisory Committee shall consist of at least two members of the Post-graduate Faculty representing the major subject and one member of the Faculty representing the minor subject. The Major Advisor shall be the chairman/chairperson of the advisory committee. Major Advisor should be allotted within a month of the admission of students in 1st Semester. The DRI-cum-Dean, PGS may add one member to represent him/her in the committee. If, however, it is not possible to have two members to represent a major subject, the fact must be brought to the notice of the DRI-cum-Dean, PGS, who may approve the constitution of an Advisory Committee with only one Advisor from the major subject and a second member from an allied field. The Advisory Committee so prepared must be submitted to the DRI-cum-Dean, PGS within three months of the 1st semester.

3.4 Programme of Study

The programme of study of courses shall be developed in consultation with the student's Advisory Committee and submitted to the DRI-cum-Dean, PGS before the end of 1st semester of student's stay. However, before submission of the synopsis of research problem, the student shall deliver a seminar on the research problem in the department. Student will be allowed to take up thesis work after he/she has successfully completed the course work. However, depending upon the nature of research problem, the research work can be started a little earlier on the recommendation of Advisory Committee.

- 3.4.1 In the programme of study student may be required to take special course, like seminar, special problem etc. The Advisory Committee should specify the credits for such courses. A special problem should be assigned to the student when there are specific assignments or techniques to be undertaken by him/her during a term.

For such credits, the student should be required to maintain a regular record of the work done and to write a report at end of the project undertaken by him / her, on the basis of the work done and the report written, the student shall be graded 'S' (Satisfactory) or 'US' (Unsatisfactory).

- 3.4.2 The programme of study so drawn up should be followed by the student. Only in exceptional case, the programme of study can be altered by the Advisory Committee and approved by DRI-cum-Dean, PGS.

3.5 Synopsis of Research

An outline of the research or synopsis should be prepared by the student soon after selection of topic. Before submission of the synopsis of research topic, the student shall deliver a seminar on the proposed research programme in the department. The synopsis of programme of research for the student shall be sent for approval of DRI-cum-DEAN PGS through the Chairman/HoD of the Department normally before the end of the second semester. The topic of the research should be so chosen as to advance the knowledge in the area of investigation and should aim at publication of results/finding in journals of repute in the area of specialization.

3.6 Comprehensive Examination for Master's degree

A candidate for Master's degree must pass the comprehensive examination both in the major and minor fields of his/her studies to be arranged by the Chairman of the Department concerned in consultation with the Major Advisor of the student's Advisory committee. He shall not be admitted to the comprehensive examination until:

- (i) He/she has successfully completed at least 75% of the course work prescribed and obtained an OGPA of not less than 6.50 out of 10.00 calculated on the basis of courses taken. The OGPA of repeat courses will be added to work out the OGPA but such course credit shall be excluded from the total load of the prescribed course work for the degree Programme.
- (ii) He / She has completed residence of not less than two semesters.
- (iii) There shall be two written papers each of three hours duration. The written paper would include one for the major and the other for the minor subject. Each of the paper shall be of 100 marks and candidate shall have to obtain at least 60 percent marks for qualifying in that paper. The paper of the major subject shall be set by external examiner nominated by DRI-cum Dean PGS from the approved panel of examiner and evaluated by the internal faculty of major subject/s and of the minor subjects the examination shall be conducted internally by the concerned member of advisory committee/ instructors of minor subjects.

The external examiner for paper setting shall be a specialist in the student's major subject. If the student fails in the comprehensive/preliminary examination, he/she may be allowed to re-appear at a subsequent examination, to be held in the manner prescribed. If a student fails for the second time, he/she shall not be allowed to continue as a student in the University or qualify for Master's Degree.

3.7 Submission & Evaluation of Thesis/Dissertation

- (i) Submission of thesis will be allowed only after satisfactory performance of the student in the comprehensive written examination & thesis seminar.
- (ii) Subject to condition above and not before the last four weeks of the 4th semester.

- (iii) Each student submitting thesis/dissertation must also submit separate copies of an abstract of his/her thesis or dissertation.
 - (iv) The Chairman of the Department shall send the thesis to the DRI-cum-DEAN PGS, who will send the same to the external examiner for evaluation. The external examiner will submit a report in the prescribed Proforma, commenting on the thesis stating whether he/she recommends its acceptance or rejection. If he/she recommends acceptance, only then the oral examination will be arranged. If the thesis is returned by the external examiner for revision and the Advisory Committee agrees to it, the student will be given one chance to revise the thesis and resubmit it after expiry of three months.
 - (v) If the thesis is rejected, the case will be submitted to the Advisory Committee for decision. If the Advisory Committee agrees with the External Examiner, the thesis shall be rejected. If the Advisory Committee does not agree, the thesis will be re-examined by another external examiner whose decision shall be final. If the thesis is rejected at second time, he/she will be dropped from the University without any right for re-admission.
 - (vi) Hard copy as well as CD of thesis should be submitted in the university library before awarding degree to the students.
 - (vii) The thesis shall be evaluated by One External Examiner who will be specialist in the student's major field appointed by the DRI-cum-DEAN PGS from the panel of five examiners submitted by the Chairman/Head of the Department
 - (viii) Viva-Voce examination will be conducted by student's Advisory Committee along with external examiner.
 - (ix) The date of successful completion of thesis viva-voce shall be the date of publication of final result and this shall be mentioned in the Degree Certificate and other documents.
- Note:** In case the corrected copy of thesis duly signed by the Examination Committee is not submitted to the University Library with information to DRI-cum-DEAN PGS, the final results shall not be published.

3.8 Temporary dropping of Student

A regular student, who has completed two semesters of residential requirement in the University and has successfully completed written comprehensive examination and requesting to be relieved from studies for accepting employment, may be permitted by DRI-cum-DEAN PGS to do so, on the recommendation of the Major Advisor and the Chairman of the Department concerned. Such a candidate may submit his/her application in the prescribed form. A candidate, will have to re-join the University within two years of relief and complete the remaining degree requirements within the prescribed maximum limit of 4 years from the date of admission in the programme

3.9 Award of Ph. D. Degree

3.9.1 Residential requirement:

- i. A minimum period of six semesters, i.e. three years shall be required for Ph.D. Degree. A student may require additional period, depending upon the course and the nature of problem assigned to complete the requirements for a Ph.D. degree. All requirements for the degree must be completed within the period of

six years/ twelve semesters whichever is less from the date of his/her first registration as regular student provided that the Advisory Committee and the respective Chairman of the Department recommend the request of application of student for grant of extension of time and approved by DRI-cum-DEAN PGS.

- ii. Ph.D. scholars must publish at least one (1) research paper in referred journal and make two paper presentations in conferences/seminars before the submission of the thesis for adjudication, and produce evidence for the same in the form of presentation certificates and/or repents.
- iii. The Academic Council of the Institution shall evolve a mechanism using well developed software and gadgets to detect plagiarism and other forms of academic dishonesty. While submitting for evaluation, the thesis shall have and undertaking from the research scholar and certificate from the Research Supervisor attesting to originality of the work, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma of the same Institution where the work was carried out, or to any other Institution.

3.9.2 Ph.D. Programme: This programme comprises of three stages described as below:

- (i) The first stage is completed when the candidate has completed at least 75 percent of course work, and obtained an overall grade point average of 6.5 to qualify for preliminary oral examination.
- (ii) The second stage is made up of completion of courses in the Major and Minor fields with a minimum of 19 credit hours and preliminary examination.
- (iii) The third stage consists of research work, preparation of thesis and final thesis viva-voce examination.

3.9.3 Requirement of Credits: The minimum credit requirements for the Ph.D. programme shall consist of Course work of 25 Credit hours and Research work of 75 Credit hours (**subject to change by ICAR**) as follows-

- (a) Major: 12 Credit Hours in Major
- (b) Minor + Supporting: 11 Credit Hours
(minimum 6 for minor & 5 for supporting)

Minor Subject: As per suggested list of specified minor subjects

Note: 2 credits for seminars and 75 credits for research work will be earned by a student during the entire Ph.D. programme.

3.10 Constitution of Advisory Committee for Ph.D. students

The Advisory Committee of a Ph.D. student shall consist of at least two members of the Post-graduate Faculty representing the major subject and at least one member from the minor subject and one member from the supporting field. One of the members representing the Major subject shall be the major Advisor; DRI-cum-DEAN PGS may add one more member to represent him/her on the Advisory Committee. If it is not possible to have two members to represent a major subject, the fact must be brought to the notice of the DRI-cum-DEAN PGS who may then

approve the constitution of the Advisory Committee with only one member from the major subject and a second from an allied field.

3.11 Programme of Study

A student's programme shall be planned by his/her Advisory Committee taking into consideration all his/her previous academic training in consultation with his/her Advisory Committee so as to provide a core of subjects in the general field of the student's major specialization and secondary group of courses in the minor and supporting disciplines. The student's Advisory Committee shall be given considerable latitude in the choice of courses in the major field, taking due account of the requirements to provide training for high level scholarship and research in a particular field. While designing programme repetitions of courses already taken in Master's Degree Programme shall be avoided. Such programme shall be forwarded in prescribed Proforma for approval of the DRI-cum-Dean, PGS before the end of the first semester of student's stay.

3.12 Synopsis of Research Work

After passing the preliminary examination. The synopsis of programme of research for the student shall be sent for approval of DRI-cum-DEAN PGS through the Chairman/HoD of the Department normally before the end of the second semester. The topic of the research should be so chosen as to advance the knowledge in the area of investigation and should aim at publication of results/finding in journals of repute in the area of specialization.

3.13 Comprehensive Examination for Ph.D. student

A candidate for Ph.D. degree must pass a Comprehensive / preliminary examination to testify that he/she has comprehensive knowledge of his/her major and minor subjects of study. He/she shall not be admitted to the examination until:

- (i) He/she has satisfactorily completed at least 75% of the prescribed course work and obtained an Overall Grade Point Average of not less than 6.50 calculated on the basis of courses studied. The Grade Point Average of repeat courses will be added to work out the Overall Grade Point Average but such course credits shall be excluded from the total load of prescribed course work for the degree programme.
- (ii) He/she has completed residential requirement of not less than two semesters.
- (iii) Chairman of the Department in which the student is enrolled shall arrange the written preliminary examination in consultation with his/ her Major Advisor and member of advisory committee from minor subject.
- (iv) There shall be two written papers each of three hours duration. The written paper would include one for the major and the other for the minor subject. Each of the paper shall be of 100 marks and candidate shall have to obtain at least 60 percent marks for qualifying in that paper. The paper of the major subject shall be set by external examiner nominated by DRI-cum Dean PGS from the approved panel of examiner and evaluated by the internal faculty of major subject/s and of the minor subjects the examination shall be conducted internally by the concerned member of advisory committee/ instructors of minor subject.

The Comprehensive oral examination will be held after the written examination and shall be conducted by the Advisory Committee, with an additional expert from outside the University to be appointed by the Dean, PGS out of a panel of five names submitted by the Major Advisor in consultation with

Chairman of the Department.

The additional member shall be a specialist in the student's major subject. The candidate must qualify at the preliminary examination at least twelve months before the submission of thesis. If the student fails in the preliminary examination, he/she may be allowed to re-appear at a subsequent examination, to be held in the manner prescribed but not earlier than three months from the date of the first examination. If a student fails for the second time, he/she shall not be allowed to continue as a student in the University or qualify for Ph.D. Degree.

3.14 Submission and Evaluation of Thesis/Dissertation

- 3.14.1 Submission of thesis will be allowed only after a gap of twelve months from the date of approval of synopsis of research work.
- 3.14.2 Each student submitting a thesis/dissertation must also submit separately, four copies of an abstract of his/her thesis or dissertation.
- 3.14.3 The date of successful completion of thesis viva-voce shall be the date of publication of final result and this shall be mentioned in the Degree Certificate and other documents.
- 3.14.4 Hard copy as well as CD of thesis should be submitted in the University Library before finally awarding degree to the students.

3.15 Thesis

- (i) The thesis shall be on a topic falling within the field of major subject and shall be the result of the student's original work. A certificate to this effect duly endorsed by the Major Advisor shall accompany the thesis.
- (ii) The candidate shall be required to submit his/her thesis to the Chairman of the Department through the Major Advisor at least six weeks in advance of the date of completion of the Ph.D. programme.
- (iii) Students are required to submit two (2) loose bound thesis for evaluation to DRI-cum-DEAN PGS through Chairman/HoD.
- (iv) The thesis should be typewritten and bound as specified. Each student would submit five copies of the thesis of which one copy would eventually be deposited in the University library, College library (for out-campus colleges), DRI-cum-DEAN PGS, Departmental Library, Major Advisor.
- (v) The thesis submitted by a student shall be the property of the University, whenever an extract or research paper from the thesis is published; a footnote shall always have to be given stating that the paper relates to a thesis submitted to the Bihar Animal Sciences University, Patna in partial fulfilment of the requirements of the Ph.D. degree.
- (vi) Copies of thesis deposited in the University Library shall not be issued on loan or displayed for a period of two years from the date of submission.
- (vii) At least 12 months must elapse from the date of preliminary examination before the thesis is submitted.
- (viii) The thesis submitted in partial fulfilment of the Ph.D. degree shall be evaluated by Two External Examiners from outside the university, who will be specialist in the

student's major field appointed by the DRI-cum-DEAN PGS from the panel of five examiners submitted by the Chairman/HoD of the Department in the consultation with the Major Advisor. However, DRI-cum-DEAN PGS may send the thesis for evaluation to the external examiner other than the panel suggested by the Chairman/HoD of the Department. The external examiner shall send the reports on the thesis to the DRI-cum-DEAN PGS. The thesis shall be considered for award of the degree on the unanimous recommendation of the committee.

- (ix) In case of dissenting note from any of the external examiner, DRI-cum-DEAN PGS may, on the recommendation of the Advisory Committee through Chairman of the Department refer the thesis for scrutiny and independent judgment to a third examiner, chosen and appointed by the Dean, PGS from the original panel. If the third examiner recommends the thesis for the award of degree, this recommendation may be accepted provided one of the previous examiner also agrees with such recommendation. If the third examiner gives dissenting note the thesis shall not be accepted and the candidate may be permitted to continue the work, revise the thesis and resubmit the same after a lapse of at least one semester but not for the third time in any case.

- Note:**
1. In case the corrected copy of thesis duly signed by the advisory committee and external examiner is not submitted to the University Library with information to DRI-cum-DEAN PGS, the final results shall not be published.
 2. Under special circumstances, if any parameter which was approved in the synopsis of the research work of student, but due to non-availability of the reagents/ kits or any other reason the parameter may be dropped with the recommendation of the advisory committee through chairman/HoD for approval to the DRI-cum-DEAN PGS.

3.16 Thesis Oral Examination

- (i) After the credit requirements for research and thesis have been completed and the thesis has been evaluated as satisfactory, the candidate will be admitted to the final oral examination on the recommendation of the Advisory Committee and Dean, PGS. The thesis oral examination will be conducted by the student's Advisory Committee and one of the above external examiners. The examination shall pertain largely to aspects relating to his/her thesis and major discipline in which the degree is to be awarded. The candidate would be expected to defend the thesis at the examination and show comprehensive mastery over his/her entire field of specialization.
- (ii) The degree shall be awarded on the unanimous recommendation of the Oral Examination Committee having regard to the thesis itself and the performance of the student in the Oral Examination. The recommendation of the Committee shall be conveyed by the Chairman of the advisory committee through the Chairman of the Department to the Dean, PGS, in the prescribed form duly signed by all members of the committee. In case the recommendation regarding oral performance is not unanimous the report shall be examined by Dean, PGS to determine the need for another examination.
- (iii) A candidate not receiving unanimous recommendation may be permitted to appear after a lapse of three months before the same committee or a freshly constituted committee.

3.17 Temporary dropping of Ph. D. student

A regular student who has successfully completed comprehensive written and oral examinations and who requests to be relieved from studies for accepting employment may be permitted by the DRI-cum-DEAN PGS to do so, on the specific recommendation of the Major Advisor and the Chairman of the Department concerned. Such a candidate may submit his/her application in the prescribed form. A candidate, if permitted may re-join the University within two years of relief, complete the remaining degree requirement within the prescribed maximum limit of 6 years from the date of first registration in the programme

3.18 Collaborative Thesis Research work for PG Programme with other institutions

The University will promote institutional collaboration in PG research for enhancing quality of research and exposure of students. Student(s) may be permitted to conduct field experiments and research work in approved institutions after taking into account the needs of the student and nature of research problem. The MoU has to be signed to this effect for mutual benefit of both BASU and the identified institute. A student may be permitted to conduct research work at the authorized institute subject to following conditions :-

- (i) A member from the institution where the research work has to be carried out will have to be made as Co-Advisor of the student.
- (ii) The research problem of the student shall also be approved by the Dean, PGS in consultation with the concerned authorities or representative of the collaborating institution.
- (iii) Matters regarding Intellectual Property Rights of the materials developed out of students research will be governed by the rules of the University.

3.19 Courses of Study

The courses of study for Post-Graduate Programme shall normally be prepared by Board of Studies and approved by Academic Council.

- (i) No new individual course or group of courses or changes in existing courses will be allowed unless duly approved by Course Committee of the Department, Board of Studies and Academic Council with full justification.
- (ii) In case of an emergent need arising out of changes in course, or some unforeseen situation, a course or group of courses may be substituted in place of required courses if discontinued by the student which formed part of requirement, on approval of the Vice-Chancellor on the recommendation of Advisor, Chairman of Department, Advisory Committee and the DRI-cum-DEAN PGS.

HOSTEL RULES AND REGULATIONS

4.1 Residence of the enrolled Students

- 4.1.1 The Bihar Animal Sciences University, Patna shall be a residential University.
- 4.1.2 Every student of the University shall reside in a Hostel of the University or in such other accommodation required and managed by the University.
- 4.1.3 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.
- 4.1.4 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.

4.2 Accommodation

- 4.2.1 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.
- 4.2.2 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/Director Students Welfare, for admission to a hostel.
- 4.2.3 The admission and allotment of rooms in the hostel shall be on the basis of merit & seniority subject to availability of rooms.
- 4.2.4 Students must be personally present at the time of allotment of rooms. Rooms to be specified immediately before the allotment is made.
- 4.2.5 The student has to produce the receipt of the hostel fee in each semester to the Hostel Warden, failing which the accommodation will not be provided.
- 4.2.6 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.
- 4.2.7 No item of furniture is to be removed from one room to the other without prior permission and authorisation of hostel authorities.
- 4.2.8 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.
- 4.2.9 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.

- 4.2.10 No cooking, ironing, use of electric heater or lighting fire, air condition, personal television, immersion rod, room geysers are not permitted in hostel rooms. Defaulters shall be fined Rs.500/- and the appliances will be confiscated and treated as breach of hostel rules.
- 4.2.11 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.

4.3 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 & Vice-Chancellor without assigning any reason.

4.4 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.

4.5 Students' Guest

- i. No students' guest are permitted to stay in the hostel room occupied by him/her.
- ii. Under no circumstances ladies/female guests can be permitted or entertained in the individual rooms of the boy's hostel and male guests in the girl's hostel.
- iii. Ladies guest will not ordinarily be allowed to enter for dinning of boy's hostels without prior permission from the Warden.
- iv. Students' family, guests and friends can get accommodation in the Guest house with prior permission of his/her Warden concerned.

4.6 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 any faculty member of the university.

4.7 General Regulations

- 4.7.1 Every boarder must have with him 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.
- 4.7.2 In granting character certificates to the boarders, the opinion of the Warden of college hostel will be given weightage.
- 4.7.3 The Warden/ DSW will exercise general supervision and control over the hostels through the Warden of the respective hostel.

- 4.7.4 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.
- 4.7.5 No boarder should see the Dean/Registrar/Vice-chancellor for ordinary affairs. Hostel prefects or warden of the respective hostel or chief wardens are the right persons to be approached for such matter.
- 4.7.6 All cases of illness must be reported immediately to the hostel Prefect or Caretaker/ Warden of the respective hostel and to the University Medical Officer. In case of serious illness, the Chief Hostel Warden/DSW/Dean must be informed and also information must be given to the parents/ guardian at the earliest.
- 4.7.7 No student shall keep any fire-arms, lethal weapons, poison of any kind in the hostel.
- 4.7.8 Keeping of 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.
- 4.7.9 Any meeting to be held in hostel premises will need to have prior approval of the Chief Warden/DSW/Dean concerned.
- 4.7.10 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.
- 4.7.11 While visiting the dining hall, common room and canteen, students must be properly dressed.
- 4.7.12 In each wing of the hostel, a senior student of good standing Academic record shall be appointed as a Hostel Prefect wing councillor for the wing, who will assist the Hostel Warden in the administration of hostel affairs. Wing councillor will be decided on merit basis & he/she shall avail the facility of fee waiver for the said period in the hostel.
- 4.7.13 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 DSW.
- 4.7.14 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 Warden/DSW may deem fit to incur in consultation with the secretary of the common room of concerned hostels.
- 4.7.15 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.
- 4.7.16 Amendment to these rules can be made by committee consisting of the Chief Warden/DSW, Hostel Warden, subject to the approval of the competent authority.

- 4.7.17 All the boarders shall vacate the hostel rooms before they leave for the summer vacation/ Annual break/or on orders from the hostel authorities.
- 4.7.18 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.
- 4.7.19 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.
- 4.7.20 Fans and light in the rooms must be switched off before leaving the rooms to economize the electric consumption.
- 4.7.21 Students are not supposed to tamper with electrical installations. Any tampering with electrical installations, switch board, etc. shall be considered as violation of hostel rules and strict action may be taken against him/her.
- 4.7.22 The inmates of the hostel shall use the lavatories, bathrooms, wash basins, urinals, etc., properly/hygienically and cause no damage to various fixtures.
- 4.7.23 No resident is to insult/injure or appear to cause insult/injury to the feelings and sentiments of other inmates.
- 4.7.24 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.
- 4.7.25 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.
- 4.7.26 Playing games on lawns/grounds other than those specified area for the purposes is strictly prohibited.
- 4.7.27 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.
- 4.7.28 No cultural or social functions can be organised in the hostel premises without prior permission of hostel authorities.
- 4.7.29 No dogs or pets are permitted to be kept in the rooms.
- 4.7.30 The hostel authorities shall not be responsible for any debts or dues to hostel messes, canteens and outside shops incurred by the students.

4.8 Electricity /Gadgets

- 4.8.1 Lights must be switched off when not in use. The students are advised to use LED/CFL lights to save electricity.
- 4.8.2 The use of electric heaters, electric rod, kettles and other appliances is prohibited. Un-authorised use is punishable by confiscating the appliance/gadgets, and/or a fine.
- 4.8.3 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.

4.9 Furniture and Equipment

- 4.9.1 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.
- 4.9.2 Furniture shall not be removed 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.
- 4.9.3 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 leaving, 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 issued NOC & shall be liable to pay the entire cost of such furniture or other property.

4.10 Maintenance of Lawns and Cleanliness

- 4.10.1 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 in their maintenance.
- 4.10.2 Students shall avoid crossing the lawns and shall use only the passages that are provided. Hedges shall not be tampered with nor flowers be plucked.
- 4.10.3 Cycling in the lawns and verandas is strictly prohibited.
- 4.10.4 Spitting, except at places meant for such purposes is strictly prohibited.
- 4.10.5 Boarders should dispose the waste/Plastics only at the designated places/waste bins.
- 4.10.6 Boarders are expected to show a sense of responsibility to keep their rooms and surroundings neat and clean and make proper use of dustbins.
- 4.10.7 Spitting in hostel compound, corridors, rooms, cycling in lawns, veranda, corridor, roof, plucking of flowers, crossing of flowerbeds and lawns are prohibited.
- 4.10.8 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.
- 4.10.9 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 dust, papers, etc. in it.
- 4.10.10 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.

4.11 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.

- 4.11.1 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.
- 4.11.2 All the girl's resident 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 & normal semester/annual break of University/College.
- 4.11.3 Normally all the boarders must return to their respective hostels by 6PM 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.
- 4.11.4 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.
- 4.11.5 The following visiting hours shall be observed in case of girl residents:

Sr. No.	Day	Timings
a.	Wednesday	3.00 P.M. to 6.00 P.M.
b.	Holidays including Sundays	9.00 A.M. to 6.00 P.M.

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

4.12 Hostel Administration

4.12.1. 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.

- i. The Warden will be appointed by the Director Students Welfare in consultation with the Dean(s) concerned from amongst the teachers, normally for a term of 2 years. The Warden(s) will be paid fixed amount and rent free accommodation for this additional responsibility and mobile telephone facility.
- ii. 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.
- iii. 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.
- iv. Subject to instructions that may be issued, from time to time, by the Chief Warden or Director Students Welfare, the hostel Warden will make allotment/re-allotment of rooms in the hostel and such allotment shall be final.
- v. After the general allotment and at the beginning of each subsequent semester, the Hostel Warden shall send a 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.

4.12.2 Responsibilities of Hostel Warden

- i. 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.
- ii. 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.
- iii. 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/Director Students Welfare for disciplinary action of any instance of dereliction of duty or negligence or misbehaviour on the part of staff.
- iv. 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/Director Students' Welfare regarding all such cases immediately.
- v. 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.
- vi. He/she will appoint the Prefects of the hostel, among the resident students on the basis of merit, conduct and behaviour with colleague, as prescribed in the relevant rules and supervise their work.
- vii. He/she shall ensure that no un-authorized person stays in the hostel.
- viii. He/she shall, with the help of his/her staff and/or Hostel Prefects check the un-authorized and misuse of electrical appliances.
- ix. 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 Director Students' Welfare for the maintenance of discipline and good behaviour of the residents, and will keep the Director Students Welfare/Dean concerned informed of all acts of indiscipline and misbehaviour and the action taken by him/her.

4.13. Hostel Management Committee

- 4.13.1 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).
- 4.13.2 The Hostel Committee shall meet at least twice every month or earlier, if it is necessary.
- 4.13.3 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.
- 4.13.4 The Hostel Warden will communicate to the Warden/Director Students Welfare 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.

Yes

4.14. Utilization of Funds

All hostel funds, including: (a) Hostel maintenance fund, (b) Hostel utensils and crockery breakage fund, (c) Common room fund, (d) Newspaper charges, (e) Electricity and water charges, will be operated by the Director Students Welfare who shall keep the money in a bank account authorised by the University.

4.14.1 The Director Students Welfare is authorised to make purchase/incur expenditure of the hostel funds for the following purposes:

4.14.1.1 Electricity and Water charges: Payment of electricity and water charges.

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

4.14.1.3 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.

4.14.1.4 Utensil fee: Purchase, replacement, maintenance, repair and tinning of utensils, crockery and cutlery.

4.14.1.5 Cooking Gas, gas pipelines and related fittings

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

4.14.1.7 The Director Students Welfare in consultants 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.

4.15 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 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.

The Prefect shall perform the following duties:

4.15.1 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.

4.15.2 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 Prefect ship.

4.15.3 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.

- 4.15.4 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.
- 4.15.5 To be available and approachable by all students of his/her wing/block and to show interest in their welfare activities.
- 4.15.6 To report to the Warden and Medical Officer every case of illness and to ensure that the sick student is taken care of promptly.
- 4.15.7 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.

4.16. Night Roll-Call

- 4.16.1 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.
- 4.16.2 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. 20/- 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.
- 4.16.3 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 next morning. The Hostel warden. If he/she so likes, will verify the cause of his leavings the hostel and shall report of the Dean/DSW.
- 4.16.4 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 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.
- 4.16.5 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 expulsion from the hostel.

4.17. Absence from Hostels

- 4.17.1 For leave or absence from the hostels, students shall obtain prior permission from the hostel wardens.
- 4.17.2 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.
- 4.17.3 Unauthorized absence from the hostel, even overnight, will be considered as indiscipline.
- 4.17.4 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.
- 4.17.5 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.

4.18. Vacation of Hostel Room

4.18.1 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.

4.18.2 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.

4.18.3 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.

4.19. Leave Rules

4.19.1 Leave 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.

4.19.2 A student 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.

4.20. Student's Guest

4.20.1 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.

4.20.2 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.

4.20.3 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 Hostel Warden/Dean of the concerned College.

4.20.4 Lady guests are not permitted in any case to visit the room and stay in the hostel meant for boys.

4.20.5 No guest is allowed to stay in the Girls Hostel in any circumstance.

4.20.6 A boarder keeping guest without permission will be liable to the punishment.

4.21 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 Proforma of the annexure given in the Information Bulletin.

Chapter 05

Students' discipline

5.1 Conduct and discipline

- 5.1.1 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.
- 5.1.2 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.
- 5.1.3 Ragging of any type will be dealt with severely and may result in expulsion from the University.
- 5.1.4 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.
- 5.1.5 All kinds of shouting, hooting, violent knocking or any other act or movement or behaviour likely to cause disturbance to inmates are strictly prohibited.
- 5.1.6 Students shall maintain discipline and a peaceful atmosphere in the Hostel.
- 5.1.7 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:
- Misbehaviour of any kind including disrespectful conduct towards officials and fellow residents.
 - Teasing and harassing other students and/or use of violence.
 - Stealing or pilfering Hostel/University property or the property of other students.
 - Unruly conduct or rowdyism.
 - Writing on the walls or other parts of the hostel building or sticking of posters or distribution of unauthorised handbills or notices.
 - Making noise and or creating other disturbance, including the use of transistor, etc. in such a manner as to disturb others.
 - Ragging of any type will be dealt with severely and may result in expulsion from the University.
 - 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.
- 5.1.8 All hostel inmates are expected to conduct in following manner:
- While visiting the Common Room, Dining Hall and the Canteen, the students shall be in proper dress.
 - Students shall use or handle with care all property belonging to hostel. When a student is found guilty of wilful 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.

- c. 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.
- d. Students shall not abuse, maltreat or assault hostel employees, including mess servants, and employees of the canteen, if any.
- e. 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.

5.2. Acts of Indiscipline

The following shall constitute the acts of indiscipline.

- 5.2.1 Keeping or using any fire-arm, lethal weapon, knife with a blade of more than four inch length, in the room or outside.
- 5.2.2 Keeping or using intoxicants in any form.
- 5.2.3 Gambling in any form.
- 5.2.4 Ragging, bullying or harassing of students.
- 5.2.5 Demonstration in any form including processions and unauthorized meetings.
- 5.2.6 Strike-or-hunger strike.
- 5.2.7 Boycotting of any University function, programme of activity or even classes.
- 5.2.8 Abusing or insulting any teacher or staff member or among students themselves.
- 5.2.9 Recourse to violence, assault, intimidation, rioting.
- 5.2.10 Showing or causing to show any disrespect to a teacher or staff member of the University.
- 5.2.11 Incitement to commit any act of indiscipline.
- 5.2.12 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.
- 5.2.13 Disturbing other students in their studies.
- 5.2.14 Damaging any University property.
- 5.2.15 Disorderly behaviour in any form.
- 5.2.16 Attending or organizing meetings in hostel or college premises, other than those authorized by the Warden/Dean and participation in such meetings.
- 5.2.17 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.
- 5.2.18 Any act specifically forbidden by the Vice- Chancellor, Dean/Chief Warden/Director Students Welfare, Warden of respective hostels/ or any other of the University competent to pass such an order.

- 5.2.19 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 DSW/Dean concerned or by the Chief Warden on report from Hostel Warden. The DSW/Dean concerned may refer it to University Disciplinary Committee for Punishment or may impose any of the following punishments on such boarder/s.

- Warning (simple or severe)
- Fine up to Rs. 2000/-
- Expulsion from the hostel

- 5.2.20 The Warden of a hostel may impose any of the following punishment on such boarders under his charge.

- Warning
- Fine up to Rs. 500/-
- All actions leading to punishment will be recorded in the personal file of the student and communicated to his guardian.

5.3 Grading for Conduct and Discipline

- i. Each student shall be graded in respect of discipline by the warden of the Hostel, in consultation with the Advisor of the student concerned, at the end of each Semester/year in the following categories:

A	Exemplary
B	Good
C	Fair
D	Bad

- ii. The grades in conduct and discipline in respect of each student shall be forwarded to the Dean with a copy to the Registrar, at the end of each Semester, by the Warden of the Hostel concerned through the Chief Warden/DSW who may revise the grade for reason to be recorded in writing.
- iii. The student who secures 'D' grade in conduct and discipline in any year shall be placed on conduct probation.

5.4 Discipline and Formation of Disciplinary committee

- i. Dean of the faculty shall be responsible for the maintenance of discipline among students in their colleges, hostels, playground and any other part of the campus and also among the students going outside the campus in connection with the work of the University.
- ii. There shall be a Disciplinary Committee in each college campus and University level consisting of the following members.

5.4.1 University level committee

- (a) An officer of the University to be nominated by the Vice- Chancellor - Chairman
- (b) All Deans and Directors – Members
- (c) Director Students Welfare – Convenor

5.4.2 Campus committee

- (a) Dean of the College – Chairman
- (b) Three University Professor-cum-Head of the Departments shall rotate annually as per alphabetical orders of the University 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 Warden– Member Secretary

5.5 Awarding punishment for breach of discipline

For minor offenses, black marks should be awarded and a record in this regard shall be maintained. A student who is given more than 3 black marks is liable to fine or other suitable punishment as follows;

- 5.5.1 Suspension from hostel
- 5.5.2 Suspension for one semester.
- 5.5.3 Rustication of student till the end of session.
- 5.5.4 Expulsion for one or more academic session.
- 5.5.5 Temporary or permanent withdrawal of fellowship, financial aid, etc.
- 5.5.6 Removal/debarring from part-time employment
- 5.5.7 Recommendation for expulsion/rustication from the college (as per procedure laid down in the Academic Regulation).
- 5.5.8 Recommendation of closure of Institution for a specific period.
- 5.5.9 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.

Any organized 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.

5.6 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:

5.6.1 Powers of Disciplinary Action Authorities

Authorities	Powers
5.6.1.1 Hostel Warden	i. Warning. ii. Fine up to Rs. 2,000/- on approval of 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.
- 5.6.1.2 Chief Hostel Warden**
- i. Warning.
 - ii. Fine up to Rs. 5,000/-
 - iii. Expulsion from the hostel on account of indiscipline on approval of DSW & Dean.
 - iv. To recover the cost of the damaged property.
- 5.6.1.3 Dean**
- i. Warning
 - ii. Fine up to Rs. 10,000/-
 - 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 Parent/guardian.

5.6.1.4 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.

5.6.1.5 Disciplinary Committee (DC): 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 shall comprise of following members.

- | | |
|--|----------|
| i. DSW | Chairman |
| ii. Dean | Member |
| iii. Chief Warden | Convenor |
| iv. One senior teacher nominated by VC on the recommendation of DSW for a period of two year | Member |
| v. Warden (any one where there are more than one warden on rotation basis for two year period) | Member |
| vi. Any other officer nominated by VC for particular case | Member |

The disciplinary committee have 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 as they deem so for that act of indiscipline.

- 5.6.1.5.1 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.
- 5.6.1.5.2. Reprimand on Record:** This shall consist of an official communication 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.
- 5.6.1.5.3 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. The inmate will be removed from such probation by the end of conduct period on satisfactory report of his/her conduct and certification by his/her Advisor/Warden/Dean. The conduct probation period can be reduced/condoned by the disciplinary committee based on the recommendation of the concerned Dean having satisfactory reason.
- 5.6.1.5.4 Suspended Dismissal:** The student shall be dismissed from the University for a specific Semester (but dismissal shall be held in abeyance till the end of Semester to enable the student to complete the semester). This fact shall be entered in the permanent record card and shall also go out on transcript of the student till he is re-admitted. In case, however, the transcript is issued after re-admission the same should not be entered in the outgoing transcript.
- 5.6.1.5.5 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.
- 5.6.1.5.6 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.
- 5.6.1.5.7 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.
- 5.6.1.5.8 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.
- 5.6.1.5.9 Closure of the Institutions *sine die*,** with or without prescribing a minimum period or for a specific period:
- Cancellation of semester.
 - Suspension or cancellation of any academic programme for any category of students.



- 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.

5.6.1.5.10 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).

5.6.1.5.11. 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 the Chief Warden & Dean is of the opinion that it is not possible to fix the responsibility on individual members of the group for the damage.

5.7 Punishment for the act of Indiscipline

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 Warden. All the cases of act of indiscipline at University level or other referred cases shall be dealt by Disciplinary Committee of the University. Registrar of the University shall issue the letter of the said punishment immediately after the decision. For the different acts of indiscipline any one or all or as decided by the committee or the concerned authority (as empowered by this rule), from the following punishments as deemed fit, may be imposed -

Sl. No.	Act of indiscipline	Punishment
1.	Keeping or using any fire arms/or lethal weapons in the room or outside	i. Fine up to Rs. 2000/- 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
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 behavior	i. Reprimand of Record ii. Fine up to Rs. 1000/-
6.	Writing on walls of the hostel or other building/ sticking of the posters/ distribution of	i. Reprimand of Record ii. Fine up to Rs. 2000/- iii. Conduct probation

	unauthorized posters or notices, damaging of university property in any form	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 any employee of the Institute	i. Reprimand of Record ii. Conduct probation
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 Hostel Warden/ Chief Warden or any other officer of the university 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 Or as per prevailing rule for wo harassment
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 been mentioned above but felt as act of indiscipline by the university authorities and/or disciplinary committee	i. Reprimand of Record ii. Fine up to Rs. 2000/- iii. Conduct probation iv. Expulsion from the University

All the recommendations of the Disciplinary Committee shall be forwarded to the

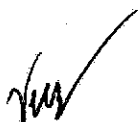
DSW& Dean for the approval of the penalty. The penalty discussion must be communicated to the Vice-Chancellor for his perusal. Vice-Chancellor has all the rights to ask for re-examining the case, if felt so.

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

5.8 Report of Incident

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

Where the indiscipline misbehaviour occurs	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	Warden/ DSW
In a written or practical examination	The invigilator/ teacher conducting the examination	COE/Dean (PG) & Dean



Chapter-6

SCHOLARSHIP/FELLOWSHIP/BURSARIES/ASSISTANTSHIP ETC.

6.1 Financial help to students

For the students of various Faculties in this University, fellowships, scholarships etc shall be available as decided by the Academic Council and the Board of Management from time to time.

6.2 Fellowship

- 6.2.1 The amount of fellowship for Master's Degree and Ph.D. Degree Programme of students of BASU, Patna shall be Rs. 7,650.00 and Rs 12,000.00 per month per student, respectively as per rule of the University. Change in the amount of fellowship, if any, will be revised accordingly.
- 6.2.2 The continuance of fellowship shall be strictly dependent upon the maintenance of good record or merit, conduct, behaviour and attendance. The merit in this case will mean securing an O.G.P.A of 7.00 out of 10.00 or above in each semester with prescribed course load (9 to 18 cr. hrs).
- 6.2.3 To draw the fellowship, a student shall maintain a minimum of 75% attendance.
- 6.2.4 Fellowship will be available to such students who are not in receipt of any financial assistance from any source in the form of fellowship or salary.
- 6.2.5 The student will forfeit his/her claim for fellowship if he/she is put on Scholastic Probation or Conduct Probation in any semester. However, if he/she clears his/her scholastic probation and is in good standing, the student may again be allowed the fellowship.
- 6.2.6 Fellowship shall be tenable for a maximum period of four semesters in case of Master's degree and six semesters in case of Ph.D. in continuation only from the date of admission. However, in no case fellowship shall be extended beyond 24 and 36 months, respectively.
- 6.2.7 If a student withdraws one or a part of semester on medical ground, he/she may be granted fellowship when he/she re-joins on production of hospitalization certificate but in no case the fellowship shall be granted exceeding 24 months for Masters Programme and 36 months for Ph.D. Programme.
- 6.2.8 In case of fellowship holders, the recipient will have to give an undertaking in the prescribed form that he/she will not leave the institution without completion of his/her degree requirement or else he/she will refund the amount of fellowship received by him/her.
- 6.2.9 University fellowship shall only be permissible to the resident of the state of Bihar only.
- 6.2.10 The undertaking to be furnished by the students before sanction of the fellowship should be in the form of an agreement bond on Govt. non-judicial stamped paper of Rs.100/- only duly signed by the student and countersigned by two sureties with address. The sureties should be persons having independent source of income.

6.3 Best Ph.D. thesis award for the students of BASU, Patna

All the thesis submitted for award of Ph.D. degree in the University and the result of which has been declared during academic year shall be considered for the award.

- (i) There will be only one award during the academic year for which the regular candidate has to apply for the award in the same year.
- (ii) One eminent scientist in the field of Veterinary/ Dairy/ Fisheries from outside the State shall be appointed by the Vice-Chancellor every year for comprehensive examination of the theses submitted during the academic year.
- (iii) The thesis of the student judged best by the Eminent Scientist shall be considered for award by the University.
- (iv) The eminent Scientist appointed for the purpose shall be paid honorarium and TA/DA as approved/revised by the Academic Council from time to time.
- (v) The award shall be in the form of a certificate and shawl.
- (vi) The award shall be presented to the awardee in a convocation held during the year or on the occasion as decided by the Vice-Chancellor.

6.4 Award of Gold medal for best doctoral research by donor

6.4.1 Donor and Name of the Award:

Any agency/individual parties who desires to donate the money for the purpose. The Award shall be named after the name of the sponsor/donor.

6.4.2 Nature of the Award

Gold Medal in the name of donor may be given in a particular Department/College as desired by the Donor.

6.4.3 Purpose of Award

To encourage research in the field of relevant subjects amongst the students of the University and to recognize their outstanding achievement in the field of education/research.

6.4.4 Administration of the Award

The University will have the sole right of selection of the recipients of the award and of the formulation of the rules governing such selection from time to time.

6.4.5 Eligibility for the Award

All students of the University in a College/Department for which the award has been created shall be eligible for the award.

Candidates shall be judged on the basis of their achievements in the field of education/research duly judged by a Judging Committee to be appointed by the University.

6.4.6 Procedure for the Selection of Candidates

- (i) The Bihar Animal Sciences University, Patna will invite nomination for the award from the students of the College/Department for which the award is created.
- (ii) The achievements/bio-data submitted by the students during an academic year shall be considered for the award and the students found most suitable shall be considered for the award.
- (iii) The achievements/documents received from the students shall be judged by a Judging Committee consisting of the following.

DRI cum Dean PGS	Chairman
One outside expert in the field to be nominated by the Vice-Chancellor	Member
Director Students' Welfare	Member
Dean of the concerned faculty	Member
One of the nominees of the Donor	Member
Registrar	Member Secretary

- (iv) The expert shall be paid an honorarium and TA/DA as per rules of the University.
- (v) The award shall be in the form of a citation, certificate and shawl.
- (vi) The award shall be announced after they are approved by the Academic Council of the Bihar Animal Sciences University, Patna.
- (vii) The University may not grant any award in a particular year if no suitable candidates found for the award.
- (viii) When there is a tie among the recommended candidates, the award money shall be equally divided among the candidates recommended.

6.4.7 Presentation of the Award

Award shall be given at a suitable occasion as decided by the University.

6.4.8 Donation of the Amount

- (i) The donor may donate a minimum amount of Rs. 1,50,000/- in case the donor likes to give best thesis /best students awarded. However, if the donor desires to give the award for a particular year only they may do so and pay the amount for that period only.
- (ii) The donor may donate the amount for awarding Gold Medal to the brilliant student. They may sponsor the Gold Medal by donating the amount for a particular year or for the number of years they desire to do so.

6.4.9 Operation of the Accounts

The Capital fund received from the Donor shall be deposited in the name of Bihar Animal Sciences University, Patna in any Nationalized Banks, Long Term Fixed Deposit with maximum available rate of interest. On maturity the fixed deposit shall be renewed by the bank.

Handwritten signature

- (i) This capital money shall be kept intact in the Bank and shall not be utilized in any event. The capital amount can be included by other source without any claim for change in the name of the award.
- (ii) The interest accruing from the capital fund shall be kept in a separate saving account of the bank in the name of Bihar Animal Sciences University, Patna. Cost of the Award shall be met out of the interest earned from the capital amount.
- (iii) The Accounts in the bank shall be operated and maintained as per rules of the University. A report will be sent to the Donor every year.

6.5

Award of University Gold Medal and Merit Certificate

6.5.1

Gold Medal shall be awarded to student of M. V. Sc. / M. Tech. (Dairy)/M. F. Sc. Programmes under the following criteria-

- (i) He /She should not have been on Academic Probation.
- (ii) He /She should not have been on Conduct Probation.
- (iii) He /She should not have repeated any course of study i.e. He /She should have cleared all examination in one attempt.
- (iv) In case of a tie, the Medal shall be awarded to each of the candidates securing equal marks.
- (v) The Gold Medal will be awarded batch-wise to the M. V. Sc. /M. Tech. (Dairy) / M. F. Sc. students.
- (vi) M. V. Sc. M. Tech. (Dairy)/ M. F. Sc. students should have submitted their thesis in IVth and VIth Semester and results should have been notified by the end of Vth and VIIth Semester, respectively.
- (vii) Gold Medal shall not be admissible to such students who have taken semester withdrawal and got 'F' grade. However, the students who have taken course withdrawal as per regulations shall be eligible for consideration of award of Gold Medal, if otherwise, eligible for the same.
- (viii) Gold Medal shall be awarded to an M. V. Sc. / M. Tech. (Dairy)/ M. F. Sc. student who tops the list of successful students at the M. V. Sc. / M. Tech. (Dairy)/ M. F. Sc. Examination and fulfils the criteria (i), (ii), (iii), (iv), (v), (vi), and (vii) and who has obtained an O.G.P.A of 8.000 and above out of Ten.

Chapter- 7

ISSUE OF DOCUMENTS TO THE STUDENTS

7.1 Issue of Transcript

After publication of final result of particular Degree Programme the successful candidates shall be issued Transcript containing details of academic attainment of the student semester-wise along with final OGPA and class of division as required on payment of prescribed fee under the signature of the Registrar. Such Transcripts shall be issued on specific recommendation of the Dean- PGS/Dean of the College who in turn recommend for the issue of such certificates after being satisfied that there is nothing due against the student and he/she has vacated the hostel.

7.2 Issue of Provisional Degree Certificate

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

7.3 Issue of Original Degree Certificate

The candidates so declared successful for the award of a particular Degree and approved by the Academic Council shall be admitted to the said degree and issued the Degree Certificate in an Annual 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.

7.3.2 Annual Convocation shall be held as and when possible as per procedure prescribed in the Regulations.

7.3.3 Date of publication of result shall be the date of award of degree.

7.4 Issue of Character Certificate

A character certificate shall also be issued to the student under the signature of the Dean of the concerned college. This certificate shall also be issued on a specific recommendation of the Chairman/HoD.

7.5 Fee Chargeable for various Certificates

7.5.1 The following fee shall be charged for issue of Provisional Degree Certificate, Transcript and other documents to the students.

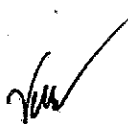
S. No.	Item	Master's	Ph. D
1.	Provisional Degree Certificate	300	300
2.	Transcript	300	300
3.	Original Degree Certificate including convocation charge	1000	1000
4.	Immigration fee	1000	1000
5.	Any other Certificate issued under the seal and signature of the Registrar	300	300

Duplicate of the above certificate

S. No.	Item	Master's (Rs.)	Ph. D (Rs.)
1.	Provisional Degree Certificate	500	500
2.	Transcript	500	500
3.	Migration Certificate	800	800
4.	Degree Certificate	1500	1500

7.5.2

Above documents shall be given to the students by hand or can be sent by Registered Post. However, in case of urgency, the same may also be given to the person authorised by the candidate.



Chapter- 8

CONVOCATION

8.1 Holding of Convocation to Confer Degrees

8.1.1 A convocation shall be held for conferring 'Degrees' to the successful candidates declared eligible for the award of degree by the Academic Council. The programme of the Convocation shall be approved by the Academic Council. Every successful candidate shall appear in person at the Convocation to receive the degree. In order to be eligible for obtaining the degree in a particular Convocation, the students shall submit the thesis at least two months in advance to the date of convocation or a date to be notified by the university from time to time. The degree may be awarded posthumously to a student if he/she had completed all the requirements for the award of degree including the final viva-voce examination, before his/her death.

8.1.2 The University may hold convocation once in a year for the purpose of conferring Degree on a date and place 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. The Chancellor shall be the Head of the University and shall when present, preside at the Convocation of the University.

8.1.3 The Chancellor and in his absence the Vice-Chancellor shall preside at the Convocation of the University and confer Degrees and other academic distinctions on persons entitled to receive it. The Vice-Chancellor shall be the Principal Executive Officer of the University and ex-officio Chairman of the Board, Academic Council and other authorities and shall in the absence of the Chancellor preside at the Convocation of the University and confer degrees on persons entitled to receive them.

8.2 Annual Convocation

8.2.1 Normally, a convocation shall be held annually on the University campus to confer the degree on such date as may be fixed by the Vice-Chancellor in consultation with the Chancellor and the Chief Guest, unless it is decided that in a particular year formal convocation might not be held for reasons to be specified and that formalities for conferment of degree in absentia be completed by the Members of the Board of Management and the Academic Council in convocation without organizing a formal function or the convocation may not be held at all in that particular year and the degree may be awarded at the next convocation.

8.2.2 Every candidate for a degree must appear in person at the Convocation to receive the degree. Such candidate should inform the Registrar in writing of his/her intension to be present. No candidate shall be admitted to the Convocation who has not sent his/her name to the Registrar within the prescribed time. In exceptional cases, the Vice-Chancellor may permit candidate who have not sent their names to Registrar within the prescribed time, to be admitted to the Convocation, provided their applications are received by the Registrar not later than 48 hours before the time of Convocation and are accompanied by a fine of Rs 100/- in each case. No candidate whose application and requisite fee is received later than 48 hours

before the time of the Convocation will be allowed to take his/her degree at the convocation.

8.2.3 Such candidates who are unable to present themselves in person at the convocation will be supplied their degree direct by the Registrar on application and on payment of a fee of Rs 200/-.

8.2.4 Candidate must appear in the academic dress at the time of convocation.

8.2.5 A rehearsal shall be arranged on or before the day of Convocation at which candidates for receiving degree must be present.

8.2.6 Registrar shall issue a notice to each recipient of a degree intimating the convocation programme and the procedure to be observed.

8.2.7 Conferment of the Honorary Degree of the University may be given in the annual convocation on approval of Chancellor of the University.

8.2.8 The Honorary Degree Recipients shall be seated on the dais as guest.

8.2.9 The Honorary Degree Recipient shall put on the academic robes to which they are entitled to or the hood for the Ph. D degree recipients of the University.

8.2.10 The Registrar shall read out the proposal of the University for the Conferment of the Honorary Degree in the following form:

"The Board of Management of the Bihar Animal Sciences University, Patna on the recommendation of the Academic Council and confirmation by the Chancellor, have decided to confer the Honorary Degree of **Doctor of Science (Honoris causa)** on Mr./Dr. _____

8.2.11 The Vice-Chancellor will present the Honorary Degree Recipients to the Chancellor in the following form.

"Mr. Chancellor, I have the honor to present to you Mr. / Dr. _____ for conferment of the degree of **Doctor of Science (Honoris causa)** for his/her outstanding contribution to the objects of the University _____ (read out the citation).

I pray Mr. Chancellor that Mr. / Dr. _____ be honored by conferring the degree of **Doctor of Science (Honoris causa)** of this University"

8.2.12 The Chancellor will confer the degree in the following form:

"By virtue of the authority vested in me as Chancellor of the Bihar Animal Sciences University, Patna. I confer the Honorary Degree of **Doctor of Science (Honoris causa)** on Mr. / Dr. _____" (The Chancellor will decorate the recipient with hood and present the degree)

8.2.13 In case, the Honorary Degree recipient may not be able to receive the degree in person, formal announcement for the award of the degree shall be made by the Vice-Chancellor in the Annual Convocation or Special Convocation in the following form:

"The Board of Management of the Bihar Animal Sciences University, Patna, on the recommendation of the Academic council and confirmation by the Chancellor, has decided to confer the Honorary Degree for **Doctor of Science**

(Honoriscausa)

on
Mr. / Dr. _____ for his/her outstanding contribution for the objects of
the University (read out the citation).

I pray Mr. Chancellor that Mr. /Dr. _____ be honoured by
conferring the degree of **Doctor of Science (Honoris causa)** of this
University in absentia."

8.2.14 The Chancellor will confer the degree in the following form:

"By virtue of the authority vested in me as Chancellor of the Bihar Animal
Sciences University, Patna, I confer the Honorary Degree of **Doctor of
Science (Honoriscausa)** on Mr. / Dr. _____ in absentia."

8.2.15 Speech by the Honorary Degree Recipient.

8.2.16 Observation by the Chancellor.

8.2.17 Thanks by the Vice-Chancellor

8.2.18 The Chancellor will declare the Special Convocation closed.

8.2.19 Singing of the National Anthem.

8.2.20 The Academic Procession will leave the pandal and the assembly will stand.

Note: In case the Special Convocation is combined with the regular Annual
Convocation, items 7.3.14 to 7.3.17 will be held at the end of the Convocation.

8.3 Convocation Procedure

8.3.1 The Chancellor, Vice-Chancellor and Chairman of the Board of Management,
Members of the Board of Management & *Members* of the Academic Council and
other distinguished guests shall assemble in the place notified for in the
following order to the Convocation Hall. The procession will be led by the
Registrar.

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

- 8.3.2 The Chancellor, Chairman of the Board of Management & Vice-Chancellor and Chief Guest shall be seated in the front of the dais as indicated below;
- Vice-Chancellor Chief Guest Chancellor Guest(s) of Honour
- 8.3.3 On the procession entering the hall the assembly shall stand and remain standing till the Chief Guest, Chancellor, Chairman Board of Management and Vice-Chancellor, distinguished guests and members of the Academic Council, Board of Management have taken their seats.
- 8.3.4 The proceedings of Convocation will commence with the singing of the "*National Anthem*" or "*the University Song*". Then the Chancellor, if present, will declare the convocation open. When the Chancellor is not present, the Vice-Chancellor will declare the Convocation open.
- 8.3.5 The Vice-Chancellor shall read out the report.
- 8.3.6 The Honorary Degree, if any, shall then be presented.
- 8.3.7 The Registrar will then request the Deans of Faculties to present their students to the Chancellor/Vice-Chancellor of the award of Degree. The Deans shall present their students in the following order:

1. Doctor of Philosophy
2. Master of Veterinary Science
3. Master of Technology (Dairy)
4. Master of Fisheries Science
5. Bachelor of Science:

- i. Veterinary Science & Animal Husbandry
- ii. Dairy Technology
- iii. Fisheries

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

Dean will say,

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

The Chancellor/Vice-Chancellor will say:

“By the authority vested in me as Chancellor/Vice-Chancellor of Bihar Animal Sciences University, Patna, I admit you one and all, to _____ Degree and I charge you that ever in your life and activities you prove yourselves worthy of the same. I admit the other candidates also to the Degree in Absentia.”

8.3.9

After the report of the Vice-Chancellor is over, there will be the exhortations as mentioned below:

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

8.3.10

After the distribution of Degree is over, the Registrar shall call the recipients of University Gold Medalists. They shall stand before the Chancellor/Vice-Chancellor who shall present the medals.

8.3.11

The Chancellor /Vice-Chancellor will introduce the Chief Guest and request him to deliver the Convocation Address.

8.3.12

The Chief Guest will then deliver the Convocation Address.

8.3.13

The Chancellor /Vice-Chancellor will then declare the Convocation closed.

8.3.14 Singing of *National Anthem*.

8.3.15 The Procession will leave the Convocation Hall in the following order and the assembly will stand.

REGISTRAR
SECRETARY OF THE CHANCELLOR
A.D.C
CHANCELLOR & CHIEF GUEST
DISTINGUISHED GUESTS
MEMBERS OF THE BOARD OF MANAGEMENT
DEAN OF FACULTIES
MEMBERS OF THE ACADEMIC COUNCIL

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

8.4.1 The date of joint meeting of the Board of Management and the Academic Council shall be the date as decided by the Chairman, Board of Management.

8.4.2 All the degree recipients shall be intimated by the Registrar through a letter that the degrees would be awarded without holding the formal convocation and that they should send the formal application for the same, the draft of which is annexed (Appendix-I).

8.4.3 The detailed procedure of the joint meeting of the Board of Management and the Academic Council for conferment of degrees in absentia without holding formal convocation shall be as under:

- (i) The Vice-Chancellor, Members of the Board of Management and the Academic Council shall assemble in a place and at the appointed time notified for the purpose.
- (ii) The Vice-Chancellor shall declare the joint meeting open.
- (iii) The Vice-Chancellor shall read out his report.
- (iv) The Registrar shall then request the Deans of the Faculties to present the list of the degree recipients of their faculties for the award of degrees in absentia to the Vice-Chancellor. The Deans shall present the list in the following order:

- 1. Doctor of Philosophy**
- 2. Master of Veterinary Science**
- 3. Master of Technology (Dairy)**
- 4. Master of Fisheries Science**
- 5. Bachelor of Science:**
 - i. Veterinary Science & Animal Husbandry
 - ii. Dairy Technology
 - iii. Fisheries

The Dean shall say:

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

The Vice-Chancellor shall say:

"By the authority vested in me as Vice-Chancellor, Bihar Animal Sciences University, Patna, I admit all the candidates who have been examined and found qualified for thedegree."

- (v) After the award of degrees is over, the Registrar shall present the list of recipients of the various Gold Medals
- (vi) The Vice-Chancellor shall then declare the joint meeting closed.

APPENDIX

A handwritten signature in black ink, appearing to be 'J. M.' or similar, located at the bottom right of the page.

PROFORMA FOR OBTAINING THE DEGREE IN ABSENTIA
(To be sent through Speed/Registered Post)

To,

**The Registrar
Bihar Animal Sciences University,
Patna, Bihar-800014**

Dated.....

Sir,

This is to request you to please supply my degree as follows:

1. Name of the Degree.....
2. Full name (in capital letters) as per qualifying examination certificate:
In Hindi.....
In English.....
3. Present Mailing Address.....

Bank Draft/Cash Receipt for Rs 200/- (Two Hundred) only as fee for degree in absentia and Rs 50/- (Fifty) only for the degree, amount drawn in favour of the Finance Comptroller, Bihar Animal Sciences University, Patna with the following particulars is/ are enclosed.

Bank Draft/Cash Receipt No..... Dated..... Amount.....

1. 2.

Note: The absentia fee of Rs 200/- is compulsory. The cost of degree mount may be sent only if the mount is needed.

Yours faithfully,

Signature of Student

Reg. /Adm. No.....

IDENTIFICATION CERTIFICATE

Certified that Sri/Ms.....Adm. Nowho is
applying for degree in absentia, is known to me and has signed in my presence.

Gazetted officer/MP/MLA/MLC
Principal of the Degree College/
University Teacher/ Officer with seal

OFFICE OF THE REGISTRAR

The student has also submitted his/her withdrawal form and no dues are outstanding against his/her name. He/ She has also submitted all the documents.

Degree sent vide letter no.

Date.....

Chief Clerk

Registrar

P.G FORMS

New

P.G. FORM -I

BIHAR ANIMAL SCIENCES UNIVERSITY, PATNA, BIHAR -800014

APPOINTMENT OF ADVISORY COMMITTEE FOR POST GRADUATE STUDENTS

To

The Director of Resident Instruction-cum-Dean,
Post-Graduate Studies

The following members of the Post-Graduate Faculty are suggested to constitute an Advisory Committee to guide the Post-Graduate Study of.....
Admission No.....who has been admitted to Master/Ph.D. Programme in the
department of.....His/Her first
registration date in the University was.....His/Her fields of
study are:

1. Major.

2. Minor.

(Name and Designation of Members)

1.....Major advisor

2.....Member from Major subject

3.....Member from Minor Subject

4.....Member from Supporting subject

Major Advisor

Chairman/HoD of the P.G Department

Nominee of the Dean, Post-Graduate.....

Approved by

DRI -cum- Dean PGS

Note: This is to be submitted [6 copies] within four weeks of the first registration of a P.G. student.

BIHAR ANIMAL SCIENCES UNIVERSITY
PROGRAMME OF COURSE WORK FOR POST GRADUATE STUDENTS

To be submitted by HOD in six copies

To

The DRI-cum-DEAN, Post Graduate Studies
 BASU, Patna

The Advisory Committee of Dr. / Mr./Ms.-----

Son/daughter of Shri-----& Smt. -----

Registration No-----admitted in the Department of -----

----- in-----program during in the Academic year----- Semester I/II, after consulting him/her in a meeting, makes the following statements and recommendations:

His/her major field is: -----

His/her fields of specialization: -----

His/her minor field is: -----

His/her academic qualifications prior to joining this program

<i>Degree</i>	<i>Year of passing</i>	<i>Division</i>	<i>Aggregate% age of marks or OGPA</i>	<i>Institution</i>	<i>Major subject</i>
B. V. Sc. & A.H. / B. F. Sc./ B. Tech.					
M. V. Sc. / M. F. Sc. / M. Tech.					
Other (Please specify)					

Relevant course studied at the undergraduate level in major and minor fields:

Title of the Course	Course No.	Credit Hours	Grade/CPA

Course studied in major, supporting and minor fields or as deficiencies in Master's program*:

Title of the Course	Course No.	Credit Hours	Grade/CPA

*This information is to be furnished for Ph.D. students only.

Courses to be completed by the student:

<i>Course Type</i>	<i>S. No.</i>	<i>Course No.</i>	<i>Title of the Course</i>	<i>Credit Hours</i>
(i) Deficiencies to be Completed	1			
	2			
	3			
	4			
	5			
			Total:	
(ii) Major subjects	1			
	2			
	3			
	4			
	5			
	6			
	7			
	8			
	9			
	10			
	11			
			Total:	
(iii) Minor Subjects	1			
	2			
	3			
	4			
	5			
			Total:	
(iv) Supporting subjects	1			
	2			
	3			
	4			
	5			
	6			
	7			
	8			
			Total:	
(v) Non-credit courses	1			
	2			
	3			
			Total:	

Signature of the Student-----

Registration No. -----

Handwritten signature

ADVISORY COMMITTEE

Name	Designation & Department	Signature
1. _____ (Major Advisor)	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

(DEAN PG's Nominee)

Certified that:

1. The courses shown under deficiency, major, supporting and minor field are according to the Academic Regulation.
2. The titles and credit hours shown against each course are correct according to the Academic Regulation.
3. The major and minor fields confirm to those approved and mentioned in the Academic Regulation.
4. The Advisory committee is in accordance with the provision or Academic Regulation.

(Major Advisor)

(Head of the Department)

Forwarded (6 copies) to the DRI-cum-DEAN, Post Graduate Studies, Bihar Animal Sciences University, Patna for approval.

Memo. No. _____

Head
Department of _____
(Seal)

For use in the office of DRI-cum-DEAN, Post Graduate Studies.

Approved/ Not Approved

DRI-cum-DEAN, Post Graduate Studies

CC:

1. Registrar, BASU
2. Head, Department of _____

BIHAR ANIMAL SCIENCES UNIVERSITY, PATNA, BIHAR - 800014**Synopsis of Thesis/Dissertation Problem of Post Graduate Studies:****M. V. Sc. / M. F. Sc. / M. Tech. (Dairy Technology)/Ph. D.**

Name of the Student (Capital letters) : -----

Registration No. : -----

Academic Session : -----

Department : -----

Degree : -----

Major Subject : -----

Minor Subject : -----

Major Advisor : -----

Title of the research problem:**Introduction and objectives:****Review of literature:****Technical program of work:****References:****Collaboration (if any) with other Department (s)****Consent of the:**

- i. Collaborating teacher -----
- ii. Head of collaborating Department -----

Date**Signature of the Student****ADVISORY COMMITTEE**

Status	Name	Designation	Department	Signature
Major Advisor	-----	-----	-----	-----
Member	-----	-----	-----	-----
Member	-----	-----	-----	-----
Member	-----	-----	-----	-----
Nominee of				
DEAN PGS	-----	-----	-----	-----

Certified that the synopsis of the student has been formulated and finalised in accordance with PG Academic regulation of the University.

Forwarded six copies to the DRI-cum-DEAN, Post Graduate Studies, for approval by Synopsis Approval Committee.

Major Advisor**Chairman/HoD of the P.G Department**

Approved/ Not Approved

**Director Resident Instruction-cum-
Dean Post-Graduate Studies**



BIHAR ANIMAL SCIENCES UNIVERSITY, PATNA, BIHAR -800014,

PROFORMA FOR RECOMMENDING PANEL OF EXAMINERS

(To be submitted in duplicate after the student has delivered thesis seminar)

1. Name of the student:
2. Admission No:.....
3. Registration No:.....
4. Programme M. V. Sc./M.Tech/M.F.Sc/Ph.D.in the subject of:.....
5. Nature of the Examination *Thesis evaluation & Viva-Voce/Preliminary/Oral
6. Title of Thesis.....
7. Names of the members of the Advisory Committee:
 - i) Major Advisor:
 - ii) Member from major subject:
 - iii) Member from minor subject:
 - iv) Member from supporting subject:
 - v) DRI-cum-Dean, PGS (Nominee):
8. Name and address of the external examiner to be appointed for evaluation of Thesis and conduct of thesis Viva-Voce examination

Sr. No.	Name	Designation	Full Address with Mob. no(s) and e-mail ID
1.			
2.			
3.			
4.			
5.			

9. Suggested dates for holding the examination (while suggesting dates kindly keep in view that it will take about one month in processing the communication, sending them and receipt of the report from examiner after submission of thesis).
10. Certified that during the dates suggested for this, barring unforeseen circumstances, all the members of the advisory Committee will be in the station and will be able to attend.
11. Certified that the student has delivered thesis seminar and has been approved by the Advisory Committee to submit the same and he/she has completed approved courses, credit hours, residence and other requirements as per University Regulations.

Major Advisor

Chairman/ HoD of the P.G Department

Approved/Not Approved

**Director Resident Instruction-cum-
Dean Post-Graduate Studies**



BIHAR ANIMAL SCIENCES UNIVERSITY, PATNA, BIHAR - 800014,

THESIS EVALUATION REPORT

1. Title of the thesis

2. Name of candidate

majoring in.....for M. V. Sc. / M. Tech. / M. F. Sc. / Ph. D. Programme.

3. Name, designation and complete address of the External Examiner.....

4. Report

(i) Whether the thesis is:

(a) Accepted and considered fit enough for conducting the oral examination.

(b) Rejected.

(c) Required to be re-submitted after revision in the light of the detailed report after the expiry of one Semester.

(ii) If the thesis is recommended for acceptance whether.

(a) It is fit for publication by the candidate in its original form or in any modified form

(b) The thesis is of such outstanding merit that the University would be justified in publishing it at its own cost.

Dated..... **Signature of the External Examiner**

Note: Detailed Report to be attached separately in the given format.

BIHAR ANIMAL SCIENCES UNIVERSITY, PATNA, BIHAR -800014

**CERTIFICATE OF THESIS AND ORAL EXAMINATION FOR POST-Master's
Programme**

This is to certify that the thesis entitled..... (in Block letter or in type)..... submitted by(Adm. No.....) S/O / D/O Shri.....to the Bihar Animal Sciences University, Patna in partial fulfilment of the requirement of M. V. Sc./ M. Tech. / M. F. Sc. / Ph. D. degree in the department of has been examined by us. The candidate was examined by us on We recommend/do not recommend the acceptance of the thesis. His / Her performance in the oral examination has been found satisfactory/ unsatisfactory.

(N.B. In case of Master's degree, Oral Examination will also include comprehension of the student in the discipline).

External Examiner

Major Advisor

Member..... Member.....

Member.....

Member

Forwarded (in duplicate) to the Director, Resident instruction-cum-Dean, Post Graduate Studies.

Chairman/HOD of the P.G Department

Forwarded to the Registrar, Bihar Animal Sciences University, Patna for favour of necessary action.

**Director Resident Instruction-cum-
Dean Post-Graduate Studies**



BIHAR ANIMAL SCIENCES UNIVERSITY, PATNA, BIHAR -800014

CERTIFICATE OF PRELIMINARY EXAMINATION OF Ph.D.

Place.....

Date:.....

This is to certify that Dr / Shri/Ms..... Admission No.of the Department of has been examined by us. The Oral Examination was held on The performance in the examination has been found satisfactory/unsatisfactory.

Major Advisor.....

External Examiner

Member

Member.....

Member

Member

No.....Date.....

Forward (in duplicate) to the DRI-cum-Dean, Post-Graduate Studies, Bihar Animal Sciences University, Patna.

Chairman/HOD P.G Department

Forwarded to the Registrar, Bihar Animal Sciences University, Patna for necessary action.

**Director Resident Instruction-cum-
Dean Post-Graduate Studies**

BIHAR ANIMAL SCIENCES UNIVERSITY, PATNA, BIHAR – 800014

**CERTIFICATE FROM HEAD OF THE DEPARTMENT TO THE DRI-cum-DEAN
PGS TO ACCOMPANY REPORT OF THE PRELIMINARY EXAMINATION OR
FINAL ORAL EXAMINATION OF POST GRADUATE STUDENT**

1. Name of the Student [in Block letters]:

2 Father's name [in Block letters]:

3. Admission number and date of admission:

4. Programme and subjects:

(a) Major subject.....

(b) Minor

(c) Supporting subject.....

(d) Field of specialization.

[Title of thesis in Block letters]

(e) Approval of Synopsis vide letter no.

6 Names of the members of the Advisory Committee appointed vide

.....dated.....

(a) Major Advisor

(b) Other members proposed by the Major Advisor through the Head of the Department and approved by the Director Resident Instruction-cum-Dean PGS

Name and designation

Major Subject:

Minor Subject:

Supporting Subject:

(c) Member appointed by DRI-cum-DEAN PGS to represent him

7. Course work and Credit Hours Completed and the OGPA

8. Preliminary Written Examination in Major Subject held on

9. Preliminary Written Examination in Minor subject held on.....
By..... Result.....

10. Date of first submission of thesis.....

11. Final Oral Examination by (Name of external
examiner)..... held on

Major Advisor:

Member:

Member

Member.....

12 Recommendations of the Examining Committee

13 Change (s) in the membership of the Advisory Committee if any, with reasons

Original Member	New Member	Date of which change was approved by	Reasons for change

CERTIFICATE

14. It is hereby certified that:

- (a) The Examination has been conducted strictly in accordance with the Rules & Procedure as laid down by the University.
- (b) The student has fulfilled all the graduation requirements prescribed by the University and he has completed the programme of work prescribed for him by the Advisory Committee & approved by the DRI-cum-Dean, Post-Graduate Studies.
- (c) The Advisory Committee has been constituted strictly in accordance with the rules.
- (d) No change has been made in the Advisory Committee/the above changes have been made in the Advisory Committee & these changes are strictly in accordance with rules.

Chairman/HOD P.G Department

Major Advisor

Certified that the above particulars have been checked from the record maintained in this office and found correct. The above-named student has completed all the course requirements and is eligible for being declared to have successfully completed the course and research requirements for the award of Master's Degree of this University.

**Director Resident Instruction-cum
-Dean Post-Graduate Studies**

BIHAR ANIMAL SCIENCES UNIVERSITY, PATNA, BIHAR
FORM FOR COURSE ADDITION

Name of student :

Discipline :

Year :

Preparing for (M. V. Sc. / M. Tech.) / M. F. Sc. / Ph.D.) :

Admission No. :

Registration No. :

Semester :

Standing (GPA/OGPA) :

Total credits in running Total Credit earned up to date
 Semester:

Title of Course Added:	Course No.	Credit hrs.

Name of instructor	Instructors' recommendation and signature

Reason for adding the course	Total credits in running Semester after addition which should not exceed the maximum credit limit prescribed

Recommendation of Major Advisor	Approval of Addition of courses by HoD	Fee paid Asstt. Comptroller	Change recorded By Registrar

**Director Resident Instruction-
cum-Dean Post-Graduate Studies**



BIHAR ANIMAL SCIENCES UNIVERSITY, PATNA, BIHAR – 800014

FORM FOR COURSE WITHDRAWAL

Name of student

Year

Preparing for (M. V. Sc. / M. Tech. (DT) / M. F. Sc. /Ph. D.).....

Semester...

Admission No. Standing. (GPA/OGPA)

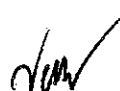
Registration No.

Name of the Instructor	Title of Course	Course No.	Credit Hrs	Instructor's Recommendation & Signature with reasons for withdrawal Signature

Approval of withdrawal by Chairman/HOD of P.G. Department

Change recorded by Registrar

**Director Resident Instruction-cum-
Dean Post-Graduate Studies**



BIHAR ANIMAL SCIENCES UNIVERSITY, PATNA, BIHAR – 800014
DIRECTORATE OF RESIDENT INSTRUCTION

FORM FOR CHANGES(S) IN THE MEMBERSHIP OF ADVISORY COMMITTEE

To

The Director of Resident Instruction-Cum-Dean.
Post Graduate Studies

The following changes(s) are suggested in Membership of Advisory Committee of Dr/
Mr.
Reg. No.....M.V.Sc./M.Tech.(DT)/M.F.Sc./Ph.D Student of Department
of.....

Original Member

New Member

Reasons for Change of Membership

--	--	--

Major Advisor

Recommended by

Chairman/HOD

Department of

Approved/Not Approved

Director Resident Instruction-cum-
Dean Post-Graduate Studies



**Directorate of Resident Instruction-cum-Dean,
Post Graduate Studies**

Bihar Animal Sciences University, Patna
Website: www.basu.org.in