

# **Regulations on Resident Instruction for Bachelor's Degree Programme Year - 2019**



*Published by*

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# बिरसा कृषि विश्वविद्यालय BIRSA AGRICULTURAL UNIVERSITY

काँके, राँची - 834006, झारखण्ड, भारत  
Kanke, Ranchi - 834006, Jharkhand (INDIA)

डॉ. ओंकार नाथ सिंह  
*Dr. Onkar Nath Singh*  
कुलपति  
*Vice-Chancellor*




## FOREWORD

The coming generation of Indian Farmers needs to be both innovative and competitive to participate in the global market. Agriculture graduates, scientists, policy makers and government have to play important role in enabling them to do so. Indian Council for Agricultural Research (ICAR) and State Agricultural Universities (SAUs) has been taking required steps for modifying the curriculum and regulations to attract bright students in the Agriculture stream for higher technical education.

The revised regulations for undergraduate programme of BAU are a step forward in this direction. I am pleased to see that the handbook contains latest and updated regulations based on ICAR V<sup>th</sup> Dean's Committee Report, MSVE, Veterinary Council of India and Academic Council, BAU recommendation to help the students pursue their respective professional programme smoothly and teachers to impart quality education in different faculties of BAU.

This handbook should be utilized as a ready reference for finding solutions to the entire critical situations that arise during academic and administrative functioning. Its availability to all the stakeholders will help in maintaining transparency in the functioning of the faculties of BAU.

I congratulate the committee members and others for their efforts and contributions in bringing out the revised "Regulations on Resident Instruction for Bachelor Degree Programmes - 2019" of Birsa Agricultural University.

  
08/10/2022  
(O.N. SINGH)



# *Preface*

The growth of agriculture in our nation mainly depends upon the young graduates passing out from agricultural universities. As future leaders, they are expected to work with dedication, commitment and creativity in the fast changing professional paradigm in agriculture and allied sciences. Priority is, to make farming an attractive profession in an effort to provide food security for the masses. The new generation of intelligent and bright students carries the responsibility to bring a revolution in the field of agriculture and allied sciences.

Regulations on Resident Instruction constitute one of the most important official documents of Birsa Agricultural University. Massive effort is put together to ink rules, regulations and calculations involved in admission, registration, withdrawal, examination, evaluation, grading, discipline etc, so as to address myriad of queries and doubts for smooth functioning of academic calendar in different faculties of the university. It is imperative that every student and teacher must go through the RI regulations to avoid unnecessary complications due to ignorance, which may hamper the career of students.

I am happy to handover the revised and updated reprint of “Regulations on Resident Instruction for Bachelor’s Degree Programme – 2019” for Birsa Agricultural University. The regulations on resident instruction has been drafted keeping in view the norms of admission, registration, continuance, examination, evaluation and discipline recommended by ICAR Vth Dean’s Committee Report, Minimum Standards for Veterinary Education, VCI, and BAU Academic Council for courses in Agriculture, Veterinary Sciences and Animal Husbandry, Forestry, Horticulture, Agricultural Engineering, Dairy Technology and Fisheries Sciences under different faculties of BAU. I am sure this document will be helpful in grooming the students as an individual with highest professional ethics.

I gratefully acknowledge the painstaking efforts being put together by Dr Z.A. Haider who initiated the process of revision of RI as chairman of the committee and ably supported by Dr M.S. Yadav, Dr M.P. Sinha, Dr M.H. Siddiqui, Dr N. Kudada, Dr S. Chattopadhyay and Dr J. Oraon as members of the committee. I am also thankful to Dr M.S. Malik, Dean Forestry and PI, NAHEP-CAAST programme, BAU for giving financial support in printing of the document.

I extend deep sense of gratitude to the Hon’ble Vice-Chancellor, Dr O.N. Singh for all the encouragement and support in publishing the RI regulations-2019 of BAU.

**Date: 4<sup>th</sup> March 2022**



**(M.K. Gupta)**  
**DRI-cum-Dean PGs**



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## DEFINITIONS

### 1. In this regulation unless the context otherwise requires:

- 1.1 **Academic year** : “Academic Year” means a twelve months period of two consecutive semesters including the inter semester breaks as announced by the University during which a cycle of work is completed. Whereas "Professional Year" means a period consisting of minimum of 210 instructional days excluding Annual Examination days, except fourth professional year which would consist of 315 instructional days for B.V.Sc.& A.H Programme.
- 1.2 **Academic Council** : “Academic Council” means the Academic Council of the Birsa Agricultural University, Ranchi, Jharkhand
- 1.3 **Advisor** : “Advisor” means teacher of the faculty who has been nominated as an advisor for a particular student or group of students in academic matters.
- 1.4 **Associate Dean**: "Associate Dean" means head of a College of concerned Faculty.
- 1.5 **Board of Management** : “Board of Management” means the Board of Management of Birsa Agricultural University, Ranchi, Jharkhand.
- 1.6 **College** : "College" means constituent Unit of a Faculty under Birsa Agricultural University, Ranchi, Jharkhand
- 1.7 **CGPA** : "Cumulative Grade Point Average" means total grade points scored over semesters divided by course credits.
- 1.8 **Chairman**: Senior Professor of a Department where Post Graduate teaching is there and is designated by the University as Chairman.
- 1.9 **Course**: “Course” means a unit of instruction or a segment of subject matter carrying a specific number of credits and discussions, assignments, practical and work experience in the class room, laboratory and fields as may be determined by the appropriate University authorities from time to time.
- 1.10 **Core Course** : “Core Course” means the essential courses which a student has to complete necessarily for the given Degree Programme.
- 1.11 **Course Lecture Schedule** : “Course Lecture Schedule” means detailed lecture schedule covering the whole course content as prescribed in concerned course providing therein number of lectures for each segment of the course.
- 1.12 **Credit** : “Credit” means the weekly unit of work recognized for any particular course as per the course content issued by the University. Normally one credit shall mean one lecture class for one hour or a practical class of 2 hours duration per week.
- 1.13 **Curriculum** : “Curriculum” means a series of courses selected and designed to meet the requirement for the fulfillment of the Degree Programme.
- 1.14 **Dean** : “Dean” means the Dean of the concerned faculty.
- 1.15 **Department** : “Department” means a Department in the College/Faculty as notified in the statutes.
- 1.16 **Grade** : “Grade” means a numerical measure of the quality earned in a course by the student.

- 1.17 Grade Point :** “Grade Point” means numerical equivalent of grades, *i.e.*, grade multiplied by credit hours allotted to a particular course.
- 1.18 Grade Point Average (GPA) :** “Grade Point Average (GPA)” means the numerical value of the sum total of grade point divided by credit hours studied in a particular semester by a student.
- 1.19 Head:** Head means the head of college Department.
- 1.20 Overall Grade Point Average ( OGPA):** “Overall Grade Point Average (OGPA)” means the quotient of the total credit points (credit hours of each course divided by the grade points of the grades secured in courses including “F Grade”, obtained by a student in all the courses taken) from the beginning of first semester divided by total credit hours taken by the student up to the completion of the requirement of the Degree Programme.
- 1.21 Professional Year :** "Professional Year" means a period consisting of minimum of 210 instructional days excluding Annual Examination days, except fourth professional year which would consist of 315 instructional days for BVSc & AH Programme.
- 1.22 Registrar :** “Registrar” means the Registrar of Birsa Agricultural University, Ranchi.
- 1.23 Registration :** “Registration” means, registration of the student in the University as a student including that of registration of student in prescribed courses including repeat courses and re-examination of course on payment of required fee.
- 1.24 Repeat Course:** “Repeat Course” means which a student is required to repeat in order to improve "F" grade secured in that course or a course which the student has withdrawn earlier.
- 1.25 Semester:** “Semester” means an academic term of approximately 20 weeks, there being two such periods in an academic year, containing a minimum of 115 working days specifically notified by the Registrar in academic calendar (semester calendar) with actual dates of their commencement and termination.
- 1.26 Statute:** “Statute” means the statute made/adopted under Jharkhand Agricultural University Act, 2000 and amendments made from time to time.
- 1.27 Syllabus:** “Syllabus” means a list of approved courses for a particular Degree Programme. Each course is identified with a specific symbol and giving outline of the course and credit assigned to each course.
- 1.28 Teacher:** “Teacher” means a teacher as defined in Jharkhand Agricultural University Act and Statute.
- 1.29 Transcript :** “Transcript” means the consolidated report of the grade secured by the student during a particular Degree Programme.
- 1.30 University:** “University” means Birsa Agricultural University, Kanke, Ranchi, Jharkhand.
- 1.31 Student:** “Student” means a girl or boy or transgender undergoing any of the Under Graduate Programme offered by the University. The studentship commences on the day of admission and registration in the courses after payment of fee in the first and subsequent semesters and will end on the last day of the final semester when the

student completes the prescribed requirements for the award of a particular degree. The studentship will remain suspended during the period of temporary discontinuance. However, for continuance of studentship, registration in the semester is necessary.

**1.32** *The words and expression used in the Jharkhand State Agricultural Act, 2000 and Birsa Agricultural University Statutes and not defined in this Regulation shall have the meaning assigned to them in the Act or the Statute, as the case may be.*

## **2. Scope**

**2.1** The Regulation provided herein shall apply to the students admitted to all Bachelor's Degree Programmes and other programmes offered by Birsa Agricultural University, Kanke, Ranchi, Jharkhand.

## **3. Short title and commencement**

**3.1** This Regulation shall be called "Bachelor's Degree Regulation on Resident Instruction – 2019".

**3.2** These Regulation shall be effective from the date of approval by the Academic Council.

**3.3** The provisions of the regulation will be applicable for the students admitted from the academic session, 2019-20. However, the provision regarding courses and examinations in these regulations will be applicable for the students admitted in session 2017-18 onwards.

## **4. Interpretation**

**4.1** Subject to such advice as and when may be given by the Chancellor, the decision of the Vice Chancellor shall be final in respect of interpretation of these Regulations and no suit, application, petition, revision or appeal shall lie in any Court of Law or any authority outside the University in respect of interpretation of these Regulations.

## **5. Academic Year/Professional year**

**5.1** The Academic Year shall normally be from July to June every year which will be divided into two academic segments known as Semesters, each being of about **20** weeks duration.

**5.2** Each segment shall be known as 'semester' and first semester shall begin from normally July while second Semester from the month of normally January.

**5.3** Each Semester shall consist of a minimum of **115** actual working days including mid term, end term and practical examinations.

**5.4** A break of approximately 15 days shall ordinarily be allowed between any two consecutive semesters. A longer inter semester break normally known as summer break may be allowed between two academic years which will normally be in the month of June - July.

**5.5** The date of commencement and termination of semesters, examinations, declaration of result and inter semester breaks shall be announced by the Registrar in Semester Calendar before the start of the semester.

**5.6.1 (a)** First professional year of B.V.Sc. & A.H. classes shall commence latest normally by 1<sup>st</sup> September of every year positively.

- (b) Each Professional year of B.V.Sc. & A. H. shall cover at least 210 days of instruction whereas for fourth professional year, number of instructional days shall be 315 days, excluding examination days.

## 6. Award of Degree

The following Degrees are awarded by the University;

- 6.1 B.Sc. (Hons.) Agriculture (Bachelor of Science in Agriculture with Honours)
- 6.2 B. Sc. (Hons.) Horticulture (Bachelor of Science in Horticulture with Honours)
- 6.3 B. Sc. (Hons) Forestry (Bachelor of Science in Forestry with Honours)
- 6.4 B. Tech. Agricultural Engineering (Bachelor of Technology in Agricultural Engineering)
- 6.5 B.Tech. Dairy Technology (Bachelor in Dairy Technology)
- 6.6 B.V.Sc. & A.H. (Bachelor of Veterinary Science and Animal Husbandry)
- 6.7 B.F.Sc. (Bachelor of Fisheries Science)

## 7. Duration of degree programmes

- 7.1 B.Sc. (Hons.) Agriculture, B. Sc. (Hons.) Horticulture, B.Sc (Hons.) Forestry, B. Tech. (Agricultural Engineering), B.Tech (Dairy Technology) and B.F.Sc, (Bachelor of Fisheries Science) Degree Programmes shall be of eight semesters duration, which will consist of course work and Rural Area Work Experience (RAWEX), Experiential Learning Programme (ELP), and student Rural Entrepreneurship Awareness Development Yojana (READY) programme, Skill Development Training and Study Tour etc.
- 7.2 B.V.Sc. & A.H. Programme shall be of five and a half complete professional years which will consist of four and a half year course work and a compulsory one year duration shall be for internship programme.
- 7.3 Four additional semesters shall be permissible for each Bachelor's Degree Programmes ( ref. 7.1) in addition to normal duration provided for completing that particular Degree Programme and if a student fails to complete the programme even in these additional four semesters, he/she shall cease to be the student of this University and shall not be permitted to continue studies further in this University. These additional four semesters shall be counted from the date of students first admission in the first semester of the programme.
- 7.4 For B.V.Sc & A.H Degree, a student failing in the Annual examination for three consecutive years in a professional year shall finally drop automatically from the University, except fourth professional year. In no case, a student shall be allowed to continue the programme beyond nine academic years, excluding internship.

## 8. Location

For the above Degree Programmes, instructions are imparted in under mentioned constituent Colleges of the University:

### 8.1 Faculty of Agriculture

- Ranchi Agriculture College, Ranchi.
- Agriculture College, Garhwa

- Tilka Manjhi Agriculture College, Godda
- Rabindra Nath Tagore Agriculture College, Deoghar
- Horticulture College, Khuntpani, Chaibasa
- College of Agricultural Engineering, Ranchi

## 8.2 Faculty of Veterinary Science & Animal Husbandry

- College of Veterinary Science & Animal Husbandry, Ranchi.
- Phulo Jhano Murmu Dairy Technology College, Hansdiha, Dumka
- College of Fisheries Science, Gumla (*Note: Change in nomenclature of this college from Fisheries Technology College to College of Fisheries Science, Gumla as approved by Academic Council/ Board of Management and sent to Govt. for approval*)

## 8.3 Faculty of Forestry

- College of Forestry, Ranchi

*Note: Creation of faculty(ies) and colleges in Birsa Agricultural University, Ranchi is a dynamic process. The addition of college(s)/faculty(ies) will automatically become the part of this Regulation.*

## 9. Approved intake in each Bachelor's Degree programme

- |     |  |      |
|-----|--|------|
| 9.1 | B.Sc. (Hons.) Agriculture / Horticulture/B. Tech.      |      |
|     | ● Ranchi Agriculture College, Ranchi                   | - 80 |
|     | ● Agriculture College, Garhwa                          | - 50 |
|     | ● Tilka Manjhi Agriculture College, Godda              | - 50 |
|     | ● Rabindra Nath Tagore Agriculture College, Deoghar    | - 50 |
|     | ● Horticulture College Khuntpani, Chaibasa             | - 50 |
|     | ● College of Agricultural Engineering, Ranchi          | - 40 |
| 9.2 | B.V.Sc & AH  |      |
|     | ● Ranchi Veterinary College, Ranchi                    | - 75 |
| 9.3 | B.Tech (Dairy Technology)                              |      |
|     | ● Phulo Jhano Murmu Dairy Technology College, Hansdiha | - 30 |
| 9.4 | B.F.Sc   |      |
|     | ● College of Fisheries Science, Gumla                  | - 30 |
| 9.5 | B.Sc. (Hons.) Forestry                                 |      |
|     | ● College of Forestry, Ranchi                          | - 50 |

*The number of seats as mentioned above is subject to change depending on the circumstances. Government of India sponsored seats (if any) will be filled up over and above the approved intake.*

## 9.6 Dress Code for Students

- All colleges under different faculties will follow a compulsory dress code during class hours, other activities/ occasions/functions of the college/University.

## 10. Reservation of seats

- 10.1 Seats shall be reserved for Scheduled Caste, Scheduled Tribe, OBCs and other category of students as per directives issued by the State Government in this regard from time to

time. Eighty five percent (85%) seats of approved intake capacity of all the programmes shall be filled up through the Jharkhand Combined Entrance Competitive Examination (JCECE) conducted by the State Government.

- 10.2 The rest 15% seats of the approved intake capacity in different degree programmes shall be made available by ICAR/VCI as the case may be. Seats lying vacant (if any) may be filled up by the University after completion of admission process of ICAR VCI quota students.

## 11. Eligibility for admission

- 11.1 Boys, girls and transgenders will be eligible for admission in all the Bachelor's Degree Programmes.
- 11.2 The candidates must be a permanent resident of the State of Jharkhand or a domicile of the Jharkhand State in case of 85% seats to be filled up through Jharkhand Combined Entrance Competitive Examination.
- 11.3 The candidate must have completed 17 years of age on first of July and must not have completed 22 years of age on the said date of the academic year in which the student seeks admission. There shall be relaxation of maximum age by five (5) years for SC, ST & OBC candidates.
- 11.3.1 For B.V.Sc & A.H, the candidate must have attained between 17 and 25 years of age on or before the 31st December of the year in which the student seeks admission.
- 11.4 Minimum qualification required for admission in B.Sc Hons (Agric.), B. Sc. (Hons.) Forestry, and B. Sc. (Hons.) Horticulture shall be intermediate in Science (10+2) or equivalent examination with Physics, Chemistry, Biology or Physics, chemistry and Mathematics.

For B.V.Sc & AH and B.F.Sc (Fisheries) it shall be intermediate in Science (10+2) or equivalent examination with physics, chemistry and Biology

For B. Tech (Dairy technology) and B. Tech. (Agril. Engg) the candidates should be Intermediate in Science (10+2) or equivalent examination with Physics, Chemistry and Mathematics.

For B.V.Sc. & A.H. candidate must have secured 50% aggregate in Physics, Chemistry, Biology and English as per VCI norms. 5% relaxation in aggregate will be allowed for the candidates belonging to SC, ST or other special category of students.

## 12. Mode of selection for admission

- 12.1 Candidates for admission to different Bachelor's Degree Programmes of this University shall be selected through Jharkhand Combined Entranced Competitive Examination conducted each year by the Govt. of Jharkhand for 85% of the seats. For rest 15% of the seats the candidates will be made available by ICAR/VCI.
- 12.2 Selection of students on 85% seats through Jharkhand Combined Entrance Competitive Examination (JCECE) shall be made on the criteria as laid down by the University from time to time.

## 13. Admission

- 13.1 Date of admission in first semester/first Academic Year in each of the Bachelor's Degree

Programme shall be as announced in “Semester Calendar/Academic Calendar” notified by the Registrar.

- 13.2 Each student shall be required to produce the following certificates before the Dean/ Assoc. Dean of the college for verification of genuinity of candidature at the time of admission :
- (i) Counterfoil of the admit card issued for appearing in Competitive Test / Examination in original.
  - (ii) Certificate in proof of passing intermediate (10+2) or equivalent examination in original.
  - (iii) Admit card and Marks sheet of I.Sc. (10+2) or equivalent examination, in original
  - (iv) School Leaving Certificate/College Leaving Certificate from the School or College where studied last, in original.
  - (v) Residential/domicile certificate, in original as per the State Govt. norms
  - (vi) Caste Certificate in original issued by competent authority in case student is seeking admission under any reserved category as per the State Govt. norms.
  - (vii) Matriculation Certificate (Class-10), in original as proof of age.
  - (viii) Declaration from student and the Mother/Father/Guardian of the student in the Prescribed format that the student shall not in any way will involve in ragging.
  - (ix) A character cum conduct certificate from the Principal of the College/School last studied, in the prescribed format.
  - (x) Medical certificate of fitness, by Medical Officer not below the rank of Assistant Civil Surgeon
  - (xi) Any other certificate as required by the University. The student shall also be required to submit two self attested photocopies of all the certificates at the time of admission.
  - (xii) Four colour passport size photographs for Library and Identity cards.
  - (xiii) Self attested copy of Adhaar Card
- 13.2.1 The Dean/Assoc. Dean of the concerned college shall constitute a Committee of three senior teachers for verification of original certificates, photographs and signature of the student in order to ascertain the genuinity of the candidature of the student and after being satisfied, shall recommend to the Dean/Assoc. Dean for admitting the particular student on a form known as “check slip” as prescribed.
- 13.2.2 On recommendation of the committee and on being satisfied regarding the genuinity of candidature of the student reporting for admission, the Dean/Assoc. Dean of the Faculty/college shall order for admission of the student on payment of prescribed fee.
- 13.2.3 All admission at the first instance shall be taken on provisional basis and shall be confirmed only after verifying the genuinity of the certificates produced by the student. If required, verification from the issuing authority will be made for confirmation.

- 13.2.4 Late admission till 7<sup>th</sup> working day from the date of first admission may be permitted by the Dean/Assoc. Dean of the concerned faculty/college on being satisfied with the genuinity of the cause. In such cases, the student shall be required to pay a fine of Rs. 100/- per day.
- 13.2.5 Late admission till 7<sup>th</sup> working day from the date of admission in 2<sup>nd</sup> subsequent semester/academic year may be permitted by the Dean/Assoc. Dean of the faculty/college on payment of applicable late fee. Late admission from 8<sup>th</sup> to 15<sup>th</sup> day, Vice-Chancellor may permit admission on valid ground and also with fine/Late fee as in 13.2.4.
- 13.2.6 Each student of the University shall be required to get enrolled by Registration in the concerned college of the faculty or the place notified by the Registrar for the prescribed courses for each semester. A student shall be enrolled only when he/she has paid all the prescribed fees and other charges and registered for the courses by the concerned authorities in the prescribed manner. For this purpose Registration Cards will be signed by the concerned teachers for each prescribed course and accounts representative for fees and Wardens for seat in the Hostel.
- 13.2.7 If a student got admitted by depositing the required fee but could not get registered in the prescribed courses on the date fixed, the Student shall have to get registered by depositing late fine of Rs. 100/- per day up to the date prescribed.
- 13.2.8 On admission, the student shall be assigned Admission No./Roll No. by the college concerned which will consist of Code of Degree/Academic Year of admission.
- 13.2.9 The college containing one set of different certificates, photograph of the student along with a copy of check- slip duly signed by the members of verification Committee and the Dean/Assoc. Dean of the concerned faculty/college shall be sent to the Office of Registrar for records. The form shall contain four photographs of the student duly attested by the Dean/Assoc. Dean of the faculty/College.
- 13.2.10 An admission register shall also be maintained in the college concerned 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 wise and other relevant information shall also be maintained both in the College as well as in the office of the Registrar. All information relating to issue of transfer certificate and issue of transcript and PDC shall invariably be recorded. Every year, conduct certificate would be recorded. Based on regular satisfactory record, the conduct/Character Certificate shall be issued by the Dean/Assoc. Dean after the endorsement of DSW.
- 13.2.11 After assigning Admission/Roll No. to students, the Faculty/College concerned shall issue identity card to each student containing photo of the student, duly attested by the Dean/Assoc. Dean. The identity card so made available to the student shall have to be produced to any authority as and when required for verification. Such identity card shall be returned to the College office at the time of Leaving the College/University and College leaving/transfer certificate can be issued only after surrender of identity card.



### **13.3 Admission on production of false or forged certificate and mis-representation of facts**

- 13.3.1 If at any stage after admission, it is found that the student has managed to get admitted by producing false or forged certificate of any kind or by mis-representation of facts he/she shall be rusticated from this University and his/her admission and registration shall be cancelled retrospectively by the University after getting report from the Dean 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.
- 13.3.2 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-representation of facts, even then the student shall be treated to have been rusticated and his/her admission and registration shall be treated to have been cancelled retrospectively and the Degree awarded shall be withdrawn and the student shall also be declared 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-utilisation of Degree or certificate issued in his/her name.

### **13.4 Other conditions for admission**

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

### **14. Admission of student by transfer**

- 14.1 Admission of student in this University by transfer from other Universities is not permissible.

### **15. Registration**

- 15.1 Every student admitted in any degree programme of this University shall be required to get registered in the University on payment of prescribed fee for which he/she shall be required to submit an application in the prescribed form to the Registrar, duly forwarded and recommended by the Dean/Assoc. Dean of the Faculty/College in which he/she is admitted alongwith the migration certificate issued by the University/Institution where he/she was studying before his/her admission in this University.
- 15.2 The student shall be required to get himself/herself registered in the University within three months from the date of his/her first admission in the degree programme. In case the student fails to submit migration certificate within this period from the previous University/Institution, he/she will not be registered in this University and shall cease his/her right to continue his/her studies in this University.

- 15.3 Registration shall be changed if a student changes his/her discipline

### **16. Payment of fees**

- 16.1 The Semester/Academic year and other fee shall be as prescribed by the Academic

Council from time to time and the payment will be made online

- 16.2 All students are required to pay the prescribed fees for each semester/academic year in advance at the time of admission, failing which they will not be accepted for registration in the College. The Dean/Assoc. Dean, in certain genuine case, as per rules quoted above, may permit such registration on an additional payment of late fee of Rs. 500/= up to the prescribed date of late admission shown in semester calendar.
- 16.3 Hostel fee for occupation of room is payable in advance for the full semester/academic year at the time of admission, as per schedule prescribed for the purpose.
- 16.4 **Refund of fee :** All the fees once paid are non-refundable, except, the caution money which shall be refunded on leaving the College and the hostel after deduction of outstanding dues, if any. The student will be required to produce a clearance certificate from the Chairman/Head of the Departments, Library, Warden, etc.

### **17. Advisory system and advisors**

- 17.1 Advisors appointed for students are required to assist and guide the students in planning of their academic programme and registration therein. They will serve as a counselor, friend and a source of two way communication between the student and the College/Faculty.
- 17.2 After admission of the student, the Dean/Assoc. Dean of the Faculty/College shall allot students to the teachers and the teacher so nominated will serve as an Advisor of allotted students. The same Advisor will continue till the students complete the Degree Programme. Under special circumstance, the Dean/Assoc. Dean will have power to nominate another Advisor.

### **18. Course curriculum and syllabus**

- 18.1 Course curriculum and syllabus for each degree programme shall be as recommended by ICAR/VCI. However the recommendation of the Board of Studies of the Faculty and approval of the Academic Council of the University shall be essentially required.
- 18.2 A course shall be offered only once in an academic year normally during the Semester/academic year in which it is listed in the course curriculum.
- 18.3 Internship / Rural Agricultural Work Experience / Rural Horticultural Work Experience / Forestry Work Experience Programme / College Work Experience / Hands on Training under students' READY programme/Experiential Learning Programme/Skill Development, Training and Study Tour (wherever applicable) shall form part of the requirement for the Degree programme. The details of such programmes shall be determined by the Academic Council.

### **19. Course credit requirement**

- 19.1 Course credit requirement for each of the Degree Programme has been prescribed in the respective course curriculum approved by the Academic Council which are as under;

Sl. No.	Programme	Minimum
1.	B.Sc. (Hons.) Agriculture	181 Cr. Hrs. +3 Cr. Hrs. NC*
2.	B.V.Sc. & A.H	179 Cr. Hrs. +3 Cr. Hrs. N.C*
3.	B.Tech (Diary Technology )	180 Cr. Hrs.
4.	B.F.Sc (Bachelor of Fisheries Science)	180 Cr. Hrs. +2 Cr. Hrs. NC*
5.	B.Sc. (Hons.) Forestry	171 Cr. Hrs. +10 Cr. Hrs. NC*
6.	B. Tech. (Agril. Engg)	182 Cr. Hrs.
7.	B.Sc. (Hons.) Horticulture	176 Hrs. + 4 Cr.N.C*

\* N.C= Non-Credit Compulsory Course

## 19.2 Residential requirement

- |  |               |                                |
|--|---------------|--------------------------------|
| (a) B.Sc. (Hons.) Agricultural Programme | - 8 Semesters | (4 years)                      |
| (b) B.Sc. (Hons.) Horticulture           | - 8 Semesters | (4 Years)                      |
| (c) B. Tech. (Agril. Engg)               | - 8 Semesters | (4 Years)                      |
| (d) B.V.Sc. & A.H. Programme             | - 5.5 years   | (4.5 years +1 year Internship) |
| (e) B.Tech (Dairy Technology) Programme  | - 8 Semesters | (4 years)                      |
| (f) Bachelor of Fisheries Science        | - 8 Semesters | (4 years)                      |
| (g) B.Sc. (Hons.) Forestry Programme     | - 8 Semesters | (4 years)                      |

## 20. Credit load in a semester

- 20.1 The normal full time programme in a semester, for degree programmes under 5<sup>th</sup> Dean's Committee recommendations, shall not exceed 30 Cr. Hrs. including the repeat course.
- 20.2 The normal full time programme in an academic year, for B.V.Sc. & A. H., shall be 17-24 Cr. Hrs.

## 21. Attendance

- 21.1 Each Instructor shall maintain a record of the student's attendance in each course taught by him/her in each semester.
- 21.2 Hundred percent of the scheduled lectures in a course must be delivered by the course instructor in each semester/academic year. In the event of mass absence of students, scheduled lecture would be taken as delivered.
- 21.3 A student of any Degree Programme shall be required to attend a minimum 75% of the lectures actually delivered and practicals held, separately, failing which, such students shall not be allowed to appear in the final examination and would be given a grade on the basis of marks which he/she has obtained so far in the course.
- 21.4 Where the absence of a student is on account of student having been sent out by DSW with prior concurrence of the Dean/Assoc. Dean of the concerned Faculty/College to represent college/ Faculty or University in sports or inter University debates, or other contests, the student shall be given the benefit of attendance for the classes held during such days of absence provided that :
- (a) The number of days of such absence shall not exceed fifteen (15) in a semester and 30 days in an academic year.

- (b) The Dean/Assoc. Dean of the concerned Faculty/College shall arrange for special classes/lectures/ practicals for these students to enable them to make up for the classes they had missed on account of such participation.

## 22. Maintenance of Minimum Overall Grade Point Average (OGPA)

22.1 Requirements of good standing for graduation: The minimum OGPA requirement at the U.G. level shall be 5.0 out of 10.0 at the end of 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> semester of his/her degree programme. In case a student fails to attain the minimum standard (5.0 OGPA) at the end of 2<sup>nd</sup>, 4<sup>th</sup> & 6<sup>th</sup> semester of his/her degree programme, he/she will be reverted back to 1<sup>st</sup>, 3<sup>rd</sup> & 5<sup>th</sup> semester respectively. If a student, however fails to maintain 5.0 OGPA in 7<sup>th</sup> semester and onward, he/she will have to repeat the course in the same semester at the end of which he/she has obtained an OGPA less than 5.0. A student who has achieved this minimum requirement will be deemed to be & good standing.

22.2 Scholastic Probation : If a student fails, at the end of a semester, to achieve the minimum standard prescribed above (22.1), he/she shall be placed on scholastic probation during the next semester.

22.3 Repeating course in order to fulfill the minimum requirement:

An under graduate student getting 'F' grade in a course may repeat that course with the prior permission of the Dean / Assoc. Dean of the concerned college, subject to the following conditions :

- (i) The repetition shall be allowed only once in a course.
- (ii) The repetition shall be permitted only to enable the student to fulfil the requirement of minimum Grade Point Average and not for improvement of his/her Grade Point Average or for enabling him/her to qualify for the award of scholarship or for competing for a certificate.
- (iii) When a student repeats a course after getting grade 'F', the credit corresponding to that course shall be counted only once for the graduation requirement.
- (iv) To ensure that requirements for the award of degree have been completed by a student, the Registrar or the Deputy Registrar to whom he may delegate such powers will keep a record of courses completed by the student in master cards.
- (v) Whether or not a student improves his/her grade after repeating a course for computing the Overall Grade Point Average, the original grade 'F' shall be ignored and the grade obtained by him/her after repeating the course shall alone be taken into account. But in the official records of the student maintained in the Registrar's Office as also in Dean / Assoc. Dean's office both earlier grade and the grade obtained after repetition, improved or otherwise shall be mentioned and the fact, that repeated course shall be indicated by the letter 'R' written above the numerical grade which he/she obtained after such repetition. But till such a time as student repeats the course, the original grade and credits shall be used to compute the Overall Grade Point Average.

### 23. **Dropping a student or extension of the period of Scholastic Probation**

- 23.1 If at the end of the semester, a student who is on Scholastic Probation has Grade Point Average 5.0 or above, he/she shall be removed from Scholastic Probation. However, if his/her Overall Grade Point Average is below the applicable minimum, he/she ceases to be a student of the University. Such a student, however, is given chance to appeal within a period of 15 days for re-admission, which does not in any way guarantee the same. In all cases, the Registrar will refer the matter to the Dean of the concerned faculty. The Dean shall then consult the Committee appointed for the purpose by the Dean and obtain opinion of the Committee on whether the student may be allowed to continue on Scholastic Probation for one more semester or is to be delisted. A student's progress made in the previous semester, aptitude and general behavior are a few of such points which the committee may bear in mind while considering any student for extension of Scholastic Probation or readmission. The recommendation of the committee appointed will be forwarded by the Dean with his/her recommendation to the Vice Chancellor for approval and shall not be reopened thereafter.
- 23.2 For the students of 1st year of all degree programme, 75% attendance is mandatory for appearing in each examination, failing which the students will be dropped from the University at the end of the year, except as covered under clause 25.3.

### 24. **Re-admission of students**

- 24.1 If a student of good standing for certain compelling reasons has to leave the college with the permission of the Dean/Assoc. Dean concerned in the midstream or so, he/she may be re-admitted by the Dean/Assoc. Dean within a period of two years of his/her leaving the college. This period shall be counted to residential requirements.

### 25. **Procedure for withdrawal from Semester**

- 25.1 Every enrolled student shall be required to register at the beginning of each semester till the completion of the degree programme, unless otherwise permitted by the Dean/Assoc. Dean of the Faculty/College concerned, failing which the enrollment shall be not as a matter of right.
- 25.2 Permission to withdraw from the University for a semester/academic year after the completion of 1<sup>st</sup> year shall not be granted unless the application is made through proper channel to the Dean/Assoc. Dean at least fifteen days before the commencement of the end term examination of the semester provided.
- (a) In case of illness/other health ground
    - i) Medical certificate by medical officer not below the rank of Civil Asstt. Surgeon in case of general illness without requiring hospitalization
    - ii) Discharge slip and prescription from the hospital where the student was hospitalized
    - iii) Diagnostic evidences from the doctor and diagnostic centre in case of any injury not requiring hospitalization
  - (b) In case of an accident, where a student has been disabled temporarily to attend classes.
  - (c) In the event of death of parent/guardian as per university record

- 25.3 A student shall be allowed to withdraw the first semester/academic year in the event of self hospitalization for a longer period, fulfilling conditions laid down in 25.2a. Such student can not be admitted in the Second Semester in any circumstance and shall be readmitted only in the next session along with fresh students to be admitted.
- 25.4 Withdrawal of two semesters at a time shall be granted if a student is suffering from serious diseases which take longer time (six months & above) to cure. For this proper medical certificate based on reports and findings by a medical board shall be provided by the student.

## 26. Procedure for withdrawal from University/College

- 26.1 A student may withdraw from University on the completion of studies in the University provided the student has obtained the clearance certificate.
- 26.1.1 No student shall be deemed to have withdrawn from the University unless has obtained a clearance certificate from the Dean/Assoc. Dean of the concerned Faculty/College.
- 26.1.2 Unless a student has obtained a clearance certificate from the University/College, no refund of the amount due, shall be allowed, nor shall the transcript and any other documents(s) issued to the student
- 26.1.3 'No Dues Certificate' may be obtained by the student in person immediately after completion of degree or at the time being permitted to withdraw from the University.
- 26.1.4 It shall be responsibility of the sectional heads concerned e.g. the warden, the Librarian, Head of Department to report to the Dean/Assoc. Dean concerned at the end of the semester that the dues (if any) is outstanding against any student.
- 26.1.5 It shall be the duty of the Dean/Assoc. Dean concerned to prepare and maintain updated statement of dues outstanding against students and shall furnish a copy of the statement to the Registrar within three weeks from the date of commencement of the semester break of each semester.
- 26.1.6 The Registrar shall consider the report furnished by the Dean/Assoc. Dean and if "No dues" are shown against a candidate in the list, he shall issue the Transcript and other documents which can be issued to candidate after withdrawal from the University within two weeks time.

## 27. Examination and evaluation system

### 27.1 Examination

- (a) **External Theory (50%)**  
Internal Theory + Practical (50%)
- (b) **Courses with theory and practical**  
Mid term Exam (30%) + Assignment (5%) + Practical (15%)
- (c) **Courses with only theory**  
Mid-term Exam (40%) - Assignment (10%)
- (d) **Course with only practical**  
(100%) Internal

**Note:**

- *Paper to be set by external: HOD shall ensure the coverage of syllabus. If needed moderation can be done.*
- *Evaluation to be done internally by the faculty other than the Course Instructor. Syllabus of the concerned course shall be sent to the external examiner, who shall prepare the question papers.*
- *The practical examination shall be conducted by Course instructor(s) and one teacher nominated by HOD. If more than one teacher of the same subject is available in the said department/subject.*

**27.2 Evaluation of various Under Graduate Students**

There shall be two components:

- (1) **Mid-term Examination ( 1 hour duration) and**
- (2) **End term Examination (2 Hours duration)**

**27.2.1 Mid Term Examination :** The concerned Chairman/Head of the Department at University Head Quarters will prepare the questions, as per the course outline and submit in sealed cover to Dean of the concerned faculty. Dean of the faculty will send the question papers to concerned examination units of different colleges for uniform conductance of mid term examination as per uniform schedule issued by the University.

**27.2.2 End Term Examination :** The following procedure shall be adopted:

- (a) The questions should be 60:40 objective and subjective.
- (b) The overall pass mark is 50 percent, however, the student has to appear in all the components of examinations of concern course.
- (c) Two sets of questions be procured for each course.
- (d) The questions should carry answers for objective components and key words for subjective in a separate sealed cover.
- (e) End-term answer books evaluation will be centralized at the Headquarters.
- (f) Internal Evaluators will be appointed with the consent of Chairman/HoD concerned. The course instructor will not evaluate the answer books of their students.
- (g) The answer books are sent to the Registrar, BAU on the same day or latest by the second day of examination conducted.
- (h) The evaluation of a given course shall be finished and marks should be submitted to the Registrar within three weeks of completion of End term examination
- (i) The respective Dean will Co-ordinate the evaluation work as per guideline to be issued by the University from time to time.
- (j) Results be declared within 30 days of last examination so as to run the semesters timely.
- (k) The evaluators be given remuneration at the rate, the University pays to the external evaluators as well as TA and DA.

## 27.2.3

Percentage of Marks Obtained	Conversion into Points
100	10 Points
90 to < 100	9 to <10
80 to <90	8 to < 9
70 to < 80	7 to < 8
60 to < 70	6 to < 7
50 to < 60	5 to <6
< 50 (Fail)	< 5 (Fail)

## 27.3 Details of conducting external examination

- 27.3 (i) The Chairman/Head of the Department will submit panel of three External Question setters within a week of the start of Semesters, (who should be specialized in the subject and from outside the University) to the Dean of the faculty through Assoc. Dean of the concerned colleges. The Dean will send it to the Registrar/Dy. Registrar (Exam) who will issue the appointment letter to the approved External Question setter. The Question setter will send his acceptance letter to the Registrar/Deputy Registrar (Exam) with a copy to the Dean concerned. The Question setters will send two sets of a question papers along with **Answer Keys** (*Sealed separately*) under sealed cover by registered insured post to Registrar/Dy. Registrar (Exam). The Registrar/Deputy Registrar (Exam) shall get sufficient number of question paper printed/copied and send the same to the concerned Assoc. Dean (s) in sealed cover marked “Confidential” for arranging examination.
- 27.3 (ii) The Registrar/Dy. Registrar (Exam) while sending the appointment letter to the External Question setter, will also enclose the details of syllabus, full marks, pass marks sheet, remuneration forms, etc. The “Instruction sheet” for the guidance of the examiner shall be prepared by the Registrar in consultation with the Deans of the all faculties for sending to the examiner after approval of the Academic Council.
- 27.3 (iii) After Final Examination, the Answer Books will be evaluated centrally at University within 10 days of the receipt of answer books. The Registrar with the consent of Associate Deans of the colleges will appoint evaluators other than the instructors involved in teaching of the concerned course. In no case, the evaluators from particular college will evaluate the answer books of the college he/she belongs to.
- The marks obtained by the students will be entered in the Marks foil in Triplicate by the evaluators nominated by the Registrar from among the evaluators for the purpose.
- The filled in marks foils shall be signed by the persons concerned and Registrar or Dy. Registrar (Exam.).
- The three Marks Foils shall be put in envelope and sealed. The two (2) sealed envelope will be for tabulators while the third will be kept by Registrar intact. This will be opened only on litigation with prior permission of Vice Chancellor.



- 27.3 (iv) The Chairman or Head of the Department will send the marks obtained by the students in internal examinations to the Registrar/Dy. Registrar (Exam) within a week of final practical examinations. The practical examination, if any, shall be conducted by the Instructors concerned alongwith the nominee of the Chairman/ Head of the concerned department, of the colleges.
- 27.3 (v) The Registrar will appoint two Tabulators out of a panel sent by the Dean of each faculty with the provision that out of the two tabulators, one will be from other faculty. The term of tabulators will be for two semesters / one academic year.
- 27.3 (vi) The Deputy Registrar (Exam) will hand over the sealed covers containing the marks to two Tabulators appointed for the purpose, who will tabulate the marks in the prescribed performa and convert in grades.
- 27.3 (vii) The grades must be finalized and copy of grades sent to the Assoc. Dean/ Asstt. Registrar before the start of the next semester.
- In case, however, there is delay in finalization of grades for some unavoidable reasons, the students may be allowed provisional registrations in the next semester. The registration of such student will however, be confirmed on the basis of grades awarded and as per various regulations in force.

#### 27.4 For B.V.Sc & A.H degree programme.

- 1<sup>st</sup> Internal assessment after completion of 30% of syllabus.
- 2<sup>nd</sup> Internal assessment after completion of 60% of Syllabus
- 3<sup>rd</sup> Internal assessment after completion of 90% of Syllabus.
- At the end of 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> year, there will be annual examination. But the fourth annual assessment will be after one and a half year.
- The theory component of annual examination will be with external system where answer books will be evaluated by external examiners.
- Practical examination will be dealt with internally.
- The examination for ILFC & VCC shall be conducted twice a year internally, i.e. 1<sup>st</sup> practical exam after completion of 50% syllabus and the 2<sup>nd</sup> one when the course is completed.
- A student failing in a maximum of two subjects only may be allowed to appear in compartmental examination for those courses within 20 calendar days of subsequent year of registration.

## 28. Grading System

- (A) Agriculture, Horticulture, Agril. Engineering, Forestry, Fishery, Dairy Technology

OGPA	Division
5.000-5.999	Pass
6.000-6.999	IInd division
7.000-7.999	I st division
8.000 and above	Ist division with distinction

GPA	=	Total points scored/ Total credits (for 1 semester)
CGPA	=	$\Sigma$ Total points scored/Course credits
OGPA	=	$\Sigma$ Total points scored (after excluding failure points)/Course credits
%of Marks	=	OGPA x 100/10

**(B) B.V.Sc. & AH**

The pass marks will be 50 percent both in theory as well as in practical separately at the end of each year.

**29. Makeup examination (For students other than B.V.Sc. & AH)**

If a student misses midterm examination on account of illness (duly certified by the University Doctor) on the basis of entries in Sick Register for hostelers only) or death of father, mother, brother, sister, spouse, child or grand parents or if the student is sent out by the University to represent in sports or co-curricular activities, may be allowed to take make up examination by the Dean / Assoc. Dean concerned on the recommendation of the Advisor. The student shall appear in the makeup examination within 15 days from the date of the mid-term examination of the course. The examination date shall be announced by the Dean / Assoc. Dean concerned well in advance in consultation with Course Instructor and Chairman/Head of the Department and only one such examination will be conducted for each course. If a student fails to appear on that date, will forfeit the claim for makeup examination. The makeup examination fee shall be Rs. 200/- per course. There shall be no makeup examination for external theory / practical examinations.

Compartmental examination (For B.V.Sc students only)

A student failing in a maximum of two subjects only may be allowed to appear in compartmental examination for those courses within 20 calendar days of subsequent year of registration.

**30. Weightage to various types of examination in determining the course grade will be as follows**

**30.1** For Award of B.Sc (Hons) Agriculture, B.Sc. (Hons) Horticulture, B.Sc (Hons) Forestry, B.F.Sc. (Fisheries), B.Tech. (Dairy Technology) and B. Tech (Agril. Engineering)

Type of examinations	Course with theory and practical	Course with only theory	Course with only practical
<b>External</b>	50	50	-
<b>Internal</b>			100
• Mid term Exam	30	40	-
• Assignment	5	10	-
• Practical	15	-	-
<b>Total (Internal + External)</b>	<b>100</b>	<b>100</b>	<b>100</b>

**30.2** For Award of B.V.Sc & A.H

Type of examinations	Course with theory and practical	Course with only practical
<b>External</b>		

• Theory	40	-
<b>Internal</b>		
• Theory (Assessment-I)	10	-
(Assessment-II)	10	
• Practical I	20	100
• Practical II	20	
<b>Total (Internal + External)</b>	<b>100</b>	<b>100</b>

### 31. Responsibility of conducting various examinations

- 31.1 The internal examinations/evaluation will be conducted at respective Colleges by the Instructor/ Chairman/Head of the department concerned. The marks shall be submitted to the Registrar through Assoc. Dean / Dean (as the case may be) within 10 days from the date of the examination.
- 31.2 The theory question paper of the end term examination shall be set by an examiner (question paper setter) specialized in the field from outside the University. The details have been described earlier in **Regulation 27**.  
If a student, other than B.V.Sc. & A.H. programme, does not appear in the end term examination of a course when it is held, he/she will have to register for end term examination of that course when it is offered next. Till such a time, he/she clears the course successfully, the student would be allotted 'F' grade in the course.
- 31.3 The practical examination shall be conducted by the course instructor and one teacher nominated by the Head of the concerned Department.

### 32. Change/Addition/Withdrawal of courses

- 32.1 Application for change of course (s) including any addition or withdrawal shall be made in the prescribed proforma alongwith a fee of Rs. 100/- only in accordance with instructions given on the back of the application form to be provided by office of the Dean / Assoc. Dean concerned/Asstt. Registrar of the College. However, exemption from this fee may be granted by the Dean / Assoc. Dean when the change of course is necessitated on administrative considerations. The last date for adding course shall be the working day immediately following the expiry of 10 days from the date the course work started in the semester.
- 32.2 The last date for withdrawal from a course shall be one week immediately after the 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 semester calendar, he/she shall be deemed to have failed in the course and shall be awarded 'F' grade.
- 32.3 Both addition and withdrawal of the course be communicated by the authorities concerned to the Advisor/Instructor/ Head of the Department.

### 33. Award of grades

- 33.1 At the end of each semester, the tabulators shall enter the grades in a manner described earlier in this regulation.

33.2 A student must obtain pass marks as described earlier (Ref. Clause 27.2.2b) in order to clear a course. If a student fails to get pass marks he/she shall be awarded 'F' grade, wherever applicable.

### 34. Significance of grade and grading system

The Tabulators/Instructors shall award grade point to the students according to the procedure detailed below :

- 34.1 Marks for different types of examinations in respect of each course shall be as detailed in the regulation (30).
- 34.2 Percentage of total marks obtained by a student in a particular course shall be the total of the marks obtained by him/her in different type of examinations held during the semester as per regulation (28).
- 34.3 Grade Point in a course shall be calculated on the basis of percentage of total marks obtained divided by ten and corrected upto one decimal point.
- 34.4 Credit Point shall be calculated by multiplying grade point earned by a student in a course by the credit hours of that particular course
- 34.5 Grade Point Average is the sum total of credit points earned by a student in a particular semester divided by total number of credit hours of courses studied, corrected upto two decimal points during the semester, shall be the grade point average (GPA) of the student for that semester.
- 34.6 Overall Grade Point Average: Sum total of credit points in all the semester of a programme divided by total credit hours of the courses studied during the programme, corrected upto three decimal points, shall be the Overall Grade Point Average (OGPA) of the student.
- 34.7 For computation of GPA/OGPA 'F' grade shall be counted as 'Zero' Grade Point., wherever applicable.

### 35. Significance of OGPA

- 35.1 Multiplication of OGPA earned by a student by factor 10 shall give the percentage marks which shall be recorded in the transcript.
- 35.2 Students getting GPA below 5.0 in a particular course shall be deemed to have failed in that course. Such student will have to reappear in the next examination in the components (s) he/she has failed (external/internal or both) after getting himself/herself registered in that course.

### 36. Other gradings

- F - Fail
- S - Satisfactory
- US - Unsatisfactory
- W - Course Withdrawn
- NC - Non-credit
- R - Repeat
- C - Compartmental

**37. Answer Books**

Answer paper of all tests and examinations, except those of end term examination, shall be shown to the students in the classroom within ten days of the examination by the Instructor. The students can represent and seek rechecking of the grade within 3 days of the showing of the answer papers.

**38. Grade submission**

- 38.1 Marks Submission: Mid term marks should be submitted within 20 days, practical and assignment marks within 7 days and end term examination within 10 days after completion of respective examinations.
- 38.2 Mistake in Marks Submission: Where an Instructor finds that he/she made a mistake in reporting the marks achieved by a student, the Instructor shall immediately bring it to the notice of the concerned Dean/Assoc. Dean through the Head of the Department. The Dean/Assoc. Dean after going through all the documents and satisfying himself that there has been a genuine mistake, shall write to the Registrar explaining the circumstances and mentioning the correct marks. The Registrar shall accordingly, issue a revised semester report. Such corrections shall normally be reported to the Registrar within 15 days of the declaration of the result.
- 38.3 Scrutiny of answer paper and rectification of errors: There shall be a provision of scrutiny of answer books of end term examination in which case a student shall have to apply to registrar, through Dean/Assoc. Dean, within 3 days after declaration of result and after paying Rs 500/- per course. The scrutiny shall be for re-totalling of the marks and evaluation of unmarked question(s), if any. The registrar shall arrange the scrutiny of answer book(s) by the screening committee constituted by the registrar.

**39. Unfair means in examination**

- (i) The concerned Dean/Assoc. Dean of the Faculty/College in which the student is registered, shall be responsible for dealing with all cases of using of unfair means in examinations.
- (ii) The Instructor concerned shall report to the Dean/Assoc. Dean through the Head of the Department on the day of occurrence of cases of unfair means with full details of the evidence and/or exhibits. An explanation of the student concerned, if possible shall also be submitted.
- (iii) The Dean/Assoc. Dean shall take appropriate action after offering full opportunity to the student for his/her defense and the penalty may be as indicated below:
- (a) A student found using unfair means during internal examination will be debarred from the University for rest period of the semester and he/she will deemed to have failed in all the courses during the semester.
- (b) 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.
- (c) Repetition of such an offence more than twice during the career of a student may disqualify him/her from being a student in this University and obtaining the degree of the University.

- 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:
  - (i) Talking to another candidate or any person, inside or outside the examination hall during the examination hours without permission of a member of the supervisory staff.
  - (ii) Leaving the examination hall without delivering the answer book or continuation sheet, if any, to the Invigilator concerned and taking away, tearing off or other wise deposing of the same or any part thereof.
  - (iii) Writing on blotting paper or any other piece of paper, a question or anything relating to a question or solving a question on anything excepting the answer book or the continuation sheet supplied to the candidate.
  - (iv) Using abusive or obscene language in the examination hall or writing the same in the answer book.
  - (v) Making an appeal to the Examiner through the answer book.
  - (vi) 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 in answering any part of the question paper.
  - (vii) Concealing, destroying, disfiguring, rendering, illegible, shadowing, running away with causing disappearance of or attempting to do any of these things in respect of any book, notes paper or other material or device used or attempted to be used for assistance or help in answering a question or a part thereof.
  - (viii) Passing on or attempting to pass on during the examination hours a copy of a question or a part thereof of the question paper itself or a part thereof or solution to a question of a part thereof to any candidate or to any other person.
  - (ix) Smuggling into the examination hall an answer book or a continuation sheet, or taking out or arranging to send out an answer book or a continuation sheet or replacing or attempting to get replaced the answer book or continuation sheet during or after the examination with or without the help or connivance of any other persons connected with the examination or through any other agency whatsoever.
  - (x) Receiving or attempting to receive with or without the help or connivance of any member of the supervisory or menial staff or any outside agency solution to a question or a part thereof.

- (xi) Approaching or influencing directly or indirectly an instructor, tabulator or any other person connected with the University examinations, with the object, directly or indirectly or inducing him/her 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.
- (xii) Undue influence, that is to say, any direct or indirect interference or attempt thereof on the part of the candidate or of any person on his/her behalf with the discharge of the duties of a member of the supervisory or inspecting staff of an examination center before, during and after the examination.  

Provided that without prejudice to the generality of the provisions of this clause any such person as is referred to therein who abuses, insults, intimidates, assaults any member of the supervisory or inspecting staff of other candidates 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.
- (xiii) Copying, attempting to copy, taking assistance or help from any book notes, paper or any other material or device or from any other candidates, or facilitating or rendering any assistance to any other candidate, to any of these things.
- (xiv) Presenting a practical or class work note book whenever required, not prepared or produced by the candidate himself/herself.
- (xv) Arranging or permitting any person, whosoever, he/she may be, to impersonate for the candidate at the examination.
- (xvi) Forging a document or using a forged document, knowing it to be forged, in any matter relating to the examination.
- (xvii) Use of electronic and digital devices except simple calculator in the subjects related to engineering/math/statistics for answering a question or part thereof.
- (xviii) The Academic Council may declare by resolution any other act or omission or commission to be 'unfair means'.
  - (a) Every student shall be required to bring his/her own examination material, such as pen, pencil, rubber, set squares, scales and the like as he/she shall not be permitted to borrow any of these material from fellow student in the examination hall.
  - (b) If any student is found to have used or attempted to use 'unfairmeans' in any examination, his/her answer book shall be seized by the investigator/instructor forthwith. The student may however be permitted to answer the remaining part of the question paper but on a separate answer book.

- (c) Superintendent (Examination) Hall Instructor shall submit a detailed report alongwith the answer book (s) of the student and other related materials (s), if any, to the Dean / Assoc. Dean concerned immediately after the examination is over.
- (d) A written statement of the student found to use or attempted to use unfair means to the examination shall be obtained by Superintendent (Examination)Hall/Instructor and be forwarded with his/her report alongwith other materials(s) found with student which should be signed by the student concerned in token of the same having been recovered from his/her possession.
- (e) In case a student refuses to give a statement he/she shall not be forced to do so but the fact or refusal be recorded by the Superintendent (Examination) Hall/Instructor in the report.

#### **40. Grading Tabulation and publication of result**

- 40.1 Tabulation of semester results shall be done by two teacher Tabulators.
- 40.2 The Tabulators shall be handed over the marks received for Internal and External Examinations. The Tabulators shall convert the marks into grades under 10 point scale. Grade Point (GP), Grade Point Average (GPA) and finally Overall Grade Point Average (OGPA) of result, in the manner prescribed in the regulation (refer clause 35).
- 40.3 Publication of results:
  - 40.3.1 After compiling the result in the manner indicated above on the form prescribed for the purpose, both the tabulators shall sign the compiled semester results and put up the same to the Registrar, who in turn will check and publish the same. Such results shall have to be prepared in duplicate, out of which, one copy shall be sent to the college concerned and another copy to the Examination Section for maintaining the academic records of the student.
  - 40.3.2 On the basis of the semester/annual examination result compiled and published by the Examination section, the office of the Asstt. Registrar shall prepare and issue semester report in respect of each individual student.
  - 40.3.3 The final result of a degree programme shall also be compiled in the same manner by the Tabulators. After compiling the semester/annual examination results of a programme, it shall be submitted to the Registrar duly signed by both the Tabulators. The Registrar shall get the final results of the programme duly vetted by the Dean concerned and approved by the Vice Chancellor for publication.
  - 40.3.4 After obtaining the approval of the Vice Chancellor, final results shall be published, declaring the student to have successfully completed the requirement for the award of a particular Degree.
  - 40.3.5 The result so published shall be placed before the Academic Council for final approval and the successful candidates shall be conferred with degree after approval of the Academic Council only.



**41. Issue of transcript and provisional degree certificate**

- 41.1 After publication of final result of a 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 or 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 / Assoc. Dean of the College after being satisfied that there is nothing due against the student and he/she has vacated the hostel.
- 41.2 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 / Assoc. Dean of the faculty in the manner as prescribed above.

**42. Issue of original degree certificate**

- 42.1 The candidate 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 the convocation organized by the University preferably. Such original Degree Certificate shall be both in Hindi and in English on the same format as prescribed and will be signed jointly by the Registrar and the Vice Chancellor.
- 42.2 In case, however, convocation is not held due to one or the other reason, the 20<sup>th</sup>, Feb. of the year is declared to be the deemed date for convocation for the purpose of conferring degrees to those whose results have been published between 1<sup>st</sup> Jan. to 31<sup>st</sup> Dec. of the preceding year. All the students admitted to the degrees shall sign the following exhortation while receiving their degrees.

कुलपति महोदय मैं (नाम) .....  
 ..... वचन देता हूँ/ देती हूँ कि अपने जीवन तथा आचरण में (डिग्री का नाम) की उपाधि जिसके लिए मुझे अधिकृत किया गया है, के योग्य बने रहने के लिए सतत् प्रयत्नशील रहूँगा/ रहूँगी।

- 42.3 The Convocation shall be held as per procedure prescribed in the Act and Statute.

**43. Miscellaneous**

- 43.1 The course of study and the graduation requirements for each batch of students for Bachelor's degree shall be prepared by the Board of Studies/Faculties at least three months in advance of the date of commencement of the semester in which the batch is to be admitted and shall be made available to the students at the time of their admission. The courses so prescribed and their requirements shall be applicable to the under graduate students for the total duration of the course.
- 43.1.1 No department shall introduce any change in credits hours and catalogue description for the individual course(s) without such changes having been approved by the course committee, Board of Studies, Faculty and Academic Council.
- 43.1.2 All the new courses which are intended to be offered from the coming academic year shall have to be first recommended by the Course Committee, Board of Studies of the concerned Faculty and approved by Academic Council before they are introduced.

- 43.1.3 Before introducing any new course, the Head of the department concerned shall ensure that sufficient laboratory, library and staff facilities are available.
- 43.2 All courses, which a student has credited, will be shown in his/her permanent record card and transcript along with the number of credit hours and the grade for each course.
- 43.3 In order to ensure that the requirements for the award of a degree have been duly completed for a student, the Registrar shall keep a record of the course completed by the student.
- 43.3.1 In all matters relating to admission and the operation of semester system, the Registrar shall ordinarily, act in accordance with the Regulations/Act/Statutes or advice of the Dean of the Faculty concerned. Wherever he does not agree with the recommendations of the Dean, he shall refer the matter to the Vice Chancellor whose decision shall be final. Any matter not covered by these regulations shall be referred to the Academic Council for decision.
- 43.3.2 Remuneration to Paper Setters, Examiners, Tabulators, etc. shall be as decided by the University from time to time following the norms .

#### 44. Educational tour

Educational tour of the students shall be planned by the Dean / Assoc. Dean of the respective colleges in such a way that meets the requirement of Degree programmes. The proposal so drawn shall be sent to the Dean concerned along with realistic budget at least 4-5 month prior to the commencement of Educational Tour.

The Dean in consultation with Director Students Welfare will finalize complete proposal including budget. The proposal so finalized shall be approved by the Vice Chancellor. The approved proposal shall be communicated to the concerned Assoc. Dean along with allocation of funds for needful.

#### 45. Award of scholarship, assistantship, fellowship etc.

- 45.1 Financial help of students : For the prospective students of various Colleges of the University, scholarship, free ship, assistantship, etc. shall be available as decided by the Academic Council and the Board of Management from time to time, and simultaneously approved by the State Government.
- 45.1.1 General regulations for the award of financial help
- (a) Scholarship, except merit scholarship, will be available to students who are residents of the State and have taken admission in the beginning of the academic session for the particular year.
  - (b) Merit scholarship will be awarded purely on merit (OGPA 7.00 and above) irrespective of the income of the parent or guardian.
  - (c) In case of merit cum means scholarship, which will also be confined to the residents of the state, the annual income of the guardian must not exceed the amount decided by appropriate authorities from time to time.
  - (d) Income of parent/guardian must be certified by a Block Development Officer, Circle Officer or a Gazetted Officer not below the rank of Deputy Collector and not having any relation with the candidate.

- (e) Continuance of financial help during the academic year of its grant shall be dependent upon the maintenance of a good record of merit, conduct, behaviour (ref. clause 47.6), and attendance. The merit in this case will mean securing GPA of 5.00 or above out of 10.00 in each semester/academic year with full prescribed course load without dropping or withdrawal of a course or having failed in any course. Failure in a course means securing Grade Point less than 5.0/10.0 in that course.

Financial assistance withdrawn due to ineligibility of the previous awardees during the academic year shall be offered to the next non-recipient student, in order of merit on the waiting list, subject to his/her fulfilling the criteria of its continuance for the un-expired period of the academic session.

- (f) For the first award to the first year students, merit will be judged on the basis of marks secured in the first semester examination and will be granted with retrospective effect from the beginning of the said semester and tenable till the end of second semester. Subsequent award of merit scholarship would be made on the basis of merit of the candidate during each semester completed, determined on the basis of GPA. A student having less than 5.00 GPA out of 10.00 without any 'F' grade and dropping a course or a semester during the academic year completed shall not be eligible for consideration of the financial help.
- (g) No student shall be eligible to receive more than one financial assistance at a time.
- (h) A committee of staff members of the University will recommend awards of scholarship etc. other than those controlled by the outside agencies, such as, I.C.A.R., ICFRE, C.S.I.R, AICTE, VCI. etc. At college level, this committee shall consist of the Dean / Assoc. Dean and two senior teachers of the College and warden of the hostel. At the University level, this committee will comprise Deans of the various faculties, the Director of Resident Instruction, Director Student's Welfare and the Registrar.
- (i) If the holder of a scholarship (other than college scholarship) is transferred to another college under the University, the scholarship shall stand transferred with him/her.
- (j) First and subsequent awards of merit scholarship in case of under graduate students shall be on college basis.
- (k) Merit cum means scholarship shall be of two categories (i) General (unreserved) and (ii) Reserved. The scholarship under reserved category will be for students belonging to SC/ST/other classes in order of preference. The scholarships for the unreserved category shall be awarded among the candidates of both reserved and unreserved classes. The number of scholarship under each category shall be notified by the Registrar from time to time.

- (l) For students who qualify on the poverty (means) list, the award of scholarship will be on the basis of merit.
- (m) A students aid fund in each faculty shall be operated as per stipulation of the U.G.C. for the said purpose.
- (n) Rate of scholarships : As decided by the University from time to time

#### 45.2. Gold Medal

45.2.1 Chancellor's Gold Medal

45.2.2 University Gold Medal

45.2.3 Dr. Kamala Kant Hirak Gold Medal: It shall be awarded only to the best student of B.Sc. (Hons.) Agriculture. The expenditure on Gold Medal shall be met out of the interest accrued on Rs. 2,00,001.00 (Rupees two lakh one) fixed in term deposit with United Bank of India, Kanke Branch in the name of COMPTROLLER, Birsa Agricultural University for three (3) years and renewed every third year.

Above gold medals will be decided on the basis of the following conditions;

- (a) has obtained and regularly maintained a minimum OGPA 8.00 out of 10.00 during the degree programme.
- (b) Should not have obtained "F" grade.
- (c) Should have good conduct and has never been involved in any act of indiscipline.
- (d) Has not withdrawn any semester.
- (e) Should have completed degree programme with minimum stipulated period (ie without taking no extra semester/academic year)

***This Gold Medal shall be given to the Student by the University during convocation.***

#### 46. Hostel and cafeteria

46.1 Hostel rules

(a) General

- (i) The hostels shall be open to regular students on rolls of the College. Allotment of seats will be made on the merit basis only.
- (ii) Every boarder shall have a copy of the rules and strictly observe the same. Ignorance of the rules will not be considered as an excuse.
- (iii) In grading character certificates (ref. clause 47.6.1) to the boarders, the opinion of the of Warden of the college hostel is must. Director Student's Welfare through the warden/Dy. Warden will exercise general supervision and control over the hostels with respect to students, hostels, cafeteria, Mess arrangement and promote discipline among the students. The Director Students Welfare will off and on visit the Hostels alongwith Dean/Assoc. Dean and Warden/Dy. Warden to assess the standard of food and living conditions of the boarders and pass instruction for improvement, if need be.

- (iv) Boarders must look up the Hostel Notice Board twice a day, as sometimes important notices are put up there. A permanent caption, to this effect, should be put on the Notice Board.
- (v) No boarder should rush to high ups for ordinary affairs. The Hostel prefects or Dy. Warden are the right persons to be approached for such matters. If need be, they will seek guidance from appropriate authority.
- (vi) All cases of illness shall be reported to the Hostel Dy. Warden/Warden concerned for needful action.
- (vii) No student shall keep any firearm, lethal weapon, poison or intoxicant of any kind, dogs/birds/only other pets in the hostel. Any infringement of this rule will entail expulsion of the student, besides initiation of criminal proceedings. Keeping in use of alcohol or any intoxicant in any form is strictly prohibited and will be dealt with the provisions of clause 47.
- (viii) Any meeting to be held on the hostel premises will need to have prior approval of the warden of the hostel.
- (ix) The students shall make proper use of common room, the newspapers, journals, magazines, Wi Fi facility and article required for all indoor games. Hours during which the common room shall remain open will be as fixed by the Warden from time to time. The Joint Secretary will be responsible for running the common room.
- (x) While visiting the dining hall, the common room and the canteen, students must be properly dressed.
- (xi) In each wing of the hostel, a senior student of good standing shall be appointed as a prefect for the wing, who will assist the hostel Warden in the administration of hostel affairs.
- (xii) Boarders shall contribute Rs. 200.00 (Rs 100 per semester in one lump sum towards hostel fund for the full academic year. The amount will be collected by the office of the Dean/Assoc. Dean along with fees for the semester. The fund will be utilized and controlled by DSW for welfare purpose.
- (xiii) The DSW will have the authority to make purchase out of the amount collected from the students as (xii) above for the following purposes:
  - (i) Purchase of newspaper, magazine, and prizes for hostel competitions, etc.
  - (ii) For maintaining the hostel campus, gardening, campus lighting etc. on the requisition of prefect and Warden/ Dy. Warden.
- (xiv) Amendment to these rules can be made by the Academic Council.
- (xv) All the boarders shall vacate the hostel rooms before they leave for the semester/annual break. All hostel articles issued to the students, should be returned to the Hostel Clerk before the students vacate their rooms. They will be held responsible for loses, if any, and will be liable to make up the loss.

- (b) Allotment
- (i) Primarily, the merit and seniority will be taken into consideration at the time of allotment of cubicles as well as dormitories.
  - (ii) Student must be personally present at the time of allotment of rooms. Rooms to be allotted will be specified immediately before an allotment is made.
  - (iii) Room mates shall preferably be students of the same class. The rule, however, does not apply to real brothers and first cousins.
  - (iv) No boarders (students) is allowed to change his/her room without permission of the Warden. Change of room will, ordinarily, be permitted only after the general allotment has been made.
  - (v) Re-allotment of rooms will be done annually.
  - (vi) Boarders will have to vacate the rooms/hostels within one week of final examination without waiting for the result. Further stay of a maximum of 10 days may be allowed by DSW under special circumstances, failing which, besides the actions as per clause 46.1.i (4) this will be mentioned in the conduct/character certificate of the student.
- (c) Furniture and equipments
- (i) Every boarder will be provided with a chair, a table and a cot and shall be responsible for their proper up keep and maintenance. In no case the furniture is to be shifted from one room to another. The boarder shall ensure that no damage is done to the hostel properly entrusted to him/her. Repair due to negligence are to be borne by the boarder concerned.
  - (ii) Removal of electrical fittings and cot from the room is prohibited.
- (d) Withdrawal and removal from the hostel
- (i) After the general allotment, application for withdrawal from the hostel shall be countersigned by the parent/guardian of the student and submitted to the Dean / Assoc. Dean through the hostel Warden. Such an application shall be entertained only after hostel dues have been cleared.
  - (ii) Even if the boarder has actually vacated his/her room, he/she will be liable to pay all the hostel dues and fines (if any), within the specified period standing against his/her name up to the day he/she continues to be on the rolls.
  - (iii) In the case of under graduate final year students, the Dean / Assoc. Dean of the college will himself recover from them, the outstanding dues after adjusting the caution money or inform the Registrar to withhold the result of such defaulting students till the balance of the outstanding dues has been cleared by them. If a student leaves

- the University before his/her final examination, he/she shall neither be issued a character certificate nor paid back the security money pending clearance from the Director Student's Welfare (DSW).
- (iv) No boarders shall leave the hostel without personally handing over the charge of the room to the clerk concerned. Losses, if any, will be borne by him/her.
- (e) Leave rules
- (i) Leave granted for absence from the college will not mean leave for absence from the hostel for one or more nights it must have the approval of Hostel Dy. Warden/Warden.
- (ii) Students absenting themselves from the Hostel, without prior approval of leave by warden/Dy. warden will be punished (ref. 6.1.f-2)
- (f) Night roll call
- (i) Night roll call, which is mandatory, will be taken by the Block Prefect at 9.00 PM in winter and 10.00 PM in summer. Every boarder must be present in his/her room at the time of roll call.
- (ii) A student absenting at the time of roll call is liable to a fine upto Rs. 100/- The list of absentees and fines imposed on them will be put up on the notice board every **Monday** and will be communicated to DSW and parents
- (iii) After the roll call, no student is allowed to leave the hostel. However, in case of an emergency, he/she must inform and get permission from warden/Dean/DSW before leaving the hostel.
- (iv) Absence from the hostel for the whole night without prior permission of the Warden will be considered an act of gross indiscipline and misconduct and will call for heavy punishment. Such cases must be brought to the notice of Assoc. Dean/Dean/DSW by the Warden.
- (g) Guests
- (i) The name and relationship of the guest, if allowed, will be entered positively in the guest register kept in the hostel.
- (ii) Lady guests and *Vice-Versa* are not permitted to visit the room and stay in the hostel meant for boys and girls.
- (iii) A boarder keeping guest without permission will be liable to be punished as per clause 46.1.i (4)
- (h) Light
- (i) Lights must be switched off when not in use.
- (ii) Use of electric heaters, electric rod, electric equipments and other similar electric appliance is prohibited. However, prior permission could be granted on payment basis to use room heaters during

winters.

- (iii) Boarders are Warned against tempering with electric installations. For all electric repairs the authorized electrician should be called in.
- (i) Discipline and complaint
  - (i) Students are expected to maintain perfect discipline and desired academic atmosphere in the hostel.
  - (ii) All kinds of shouting, hooting, violent knocking or any other act or movement or behavior likely to cause disturbance to inmates are strictly prohibited. Ragging of any type will not be tolerated and Legal proceeding, as per Supreme court guide lines, will be initiated.
  - (iii) Dealings, in general and specially with fellow students should be courteous and polite. Students must not take law into their own hands, but must report all quarrels and disputes, not amicably settled, to the hostel superintendent.
  - (iv) A boarder found guilty of having committed a breach of rules shall be liable to appropriate punishment by the Dean / Assoc. Dean concerned or by the DSW. They may impose any of the following punishments on such a boarder:
    - (a) Warning (simple or severe)
    - (b) Fine up to Rs. 2000/-
    - (c) Expulsion from the hostel
    - (d) The Warden of a hostel may impose any of the following punishments on such boarders under his/her charge.
      - (i) Warning (simple or severe)
      - (ii) Fine up to Rs. 1000/-

All actions leading to punishment will be recorded in the personal file of the student and communicated to his/her guardian.
- (j) Lawns and cleanliness :
  - (i) Students are expected to show a sense of responsibility in the maintenance of hedges and lawns.
  - (ii) Cycling in lawns, verandah, corridor, roof, etc is prohibited.
  - (iii) Wash basin should not be blocked with any extraneous material. It should be kept clean and should only be used for washing purposes.
  - (iv) Spitting at all places should be avoided. Walls, furniture and doors should not be disfigured with pencil, ink, chalk or colour marks.
  - (v) For proper functioning of the sanitary lavatories, following instructions must be followed:
    - (A) Pull the chair gently after use. The cistern will work



satisfactorily only when full. Once emptied it takes a few minutes to get filled up.

- (B) To avoid blockage, please do not throw 'datuan', papers, etc. in it.

## 47. Discipline

47.1 General : The Dean/Assoc. Dean of the Faculty/College, Dy. Warden/Warden of hostels are responsible for the maintenance of discipline among students in the college/hostels, playgrounds and any other part of the campus, as also among the students going outside the campus in connection with the work of the University.

47.2 There shall be a Disciplinary Committee in each College and at the University level consisting of following members:

(A) University level committee

- (i) An Officer of the University to be nominated by the Vice Chancellor – Chairman.
- (ii) All Deans and Directors – Members.
- (iii) Director Students Welfare – Member Secretary

(B) College level committee

- (i) Dean/Assoc. Dean of the concerned Faculty/College – Chairman
- (ii) DSW - Member
- (iii) Three Heads of the departments/Chairmen shall rotate annually as per alphabetical order of the department – Member
- (iv) Warden of hostels – Member Secretary

47.3 For minor offence, black marks should be awarded, by the disciplinary committee, and record in this regard maintained. A student who is given more than 5 black marks is liable to fine or other suitable punishment as follows;

47.3.1 Suspension for not more than one semester / Professional Year.

47.3.2 Rustication of student till the end of that academic year / Professional Year.

47.3.3 Expulsion for one or more academic year / Professional Year.

In case of (47.3.2) and (47.3.3), a report should be sent to the Vice Chancellor who may examine the enquiry report, and if considered necessary, the student may be asked to seek admission in another College.

47.4 Organized acts of indiscipline : Any act of indiscipline when indulged in by a large number of students intended or calculated to cause dislocation in the normal working of any institution, department or section of the University, or to adversely affect the reputation of the University or lowering of standards of excellency in any field of activity of the University, shall be deemed as constituting an organized act of indiscipline.

47.5 Acts of indiscipline : The following shall constitute acts of indiscipline :

47.5.1 Keeping or using any fire arm, lethal weapon, knife with a blade of more than four

- inch (4") length in the room or outside.
- 47.5.2 Keeping or using intoxicants in any form including alcohol.
- 47.5.3 Gambling in any form.
- 47.5.4 Ragging, bullying or harassing of students.
- 47.5.5 Demonstration in any form including procession and unauthorized meeting.
- 47.5.6 (a) Boycotting of any College/University function, programme or activity.  
(b) Mass absence from classes and boycotting of examination
- 47.5.7 Strike or hunger strike.
- 47.5.8 Abusing.
- 47.5.9 Recourse to violence, assault, intimidation, rioting.
- 47.5.10 Showing or causing to show any disrespect to a teacher or staff member of the University.
- 47.5.11 Incitement to commit any act of indiscipline.
- 47.5.12 Any breach of law of the country or the state or the statutes, regulations or rules of the University or orders of competent authority.
- 47.5.13 Disturbing other students in their studies.
- 47.5.14 Damaging any University property.
- 47.5.15 Disorderly behavior in any form.
- 47.5.16 Attending or organizing meetings in Hostel/College premises, other than those authorized by the Warden/Assoc. Dean concerned and participation in such meetings.
- 47.5.17 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.
- 47.5.18 Any act specifically forbidden by the Vice Chancellor, Assoc. Dean, Warden, Dy. Warden, Director Students Welfare or any other officer of the University competent to pass such an order.
- 47.5.19 Any other act intended or calculated to cause inconvenience, annoyance, injury or damage to any other inmate of the hostel, employees of the University, a resident of the campus or guests and visitors to the University.
- 47.5.20 Indulging in any act of cyber crime
- 47.5.21 Spreading rumors or misleading information through social media
- 47.5.22 Indulging in anti-national activities
- 47.6 Grading for conduct and discipline
- 47.6.1 Each student shall be graded in respect of discipline by the Dy. Warden of the hostel, in consultation with the Advisor of the student concerned, at the end of each semester in the following categories.

- Exemplary - A
- Good - B
- Fair - C
- Bad - D

- 47.6.2 The grades in conduct and discipline in respect of each student shall be forwarded to the Dean/Assoc. Dean with a copy to the Registrar/DSW at the end of each semester by the Dy. Warden of the hostel concerned, through the warden who may revise the grade for reasons to be recorded in writing.
- 47.6.3 The student who secures 'D' grade in conduct and discipline in any semester shall be placed on 'conduct probation'.
- 47.6.4 The numerical value of the grade (s) as for other courses earned in conduct and discipline in each semester shall be averaged and on this basis the final grade for conduct and discipline worked out and it shall be shown in the transcript of the student concerned.
- 47.7 Powers of the Vice Chancellor for awarding punishment for breach of discipline :  
Apart from the punishment prescribed under above regulations, any of the following punishments may be imposed by the Vice Chancellor on any student after such enquiry as he may deem fit.
- 47.7.1 Monetary fine without any limit.
- 47.7.2 Conduct probation : This will consist of placing the student on "conduct probation" with a warning that one or more serious incidents might lead to his/her dismissal from the University. The warning shall be noted on the inmate's personal record and shall go with his/her transcript so long he/she is on such probation but will not go on outgoing transcript if he/she completes the period of probation without any further punishment. The inmate will be removed from such probation by the end of semester on satisfactory report of his/her conduct and certification by his/her advisor/warden.
- 47.7.3 Reprimand of record : This will consist of a warning to be recorded in the student's personal file.
- 47.7.4 Suspended dismissal: The student shall be dismissed from the University for a specific semester(s) but the dismissal shall be held in abeyance till the end of the semester to enable the student to complete the semester. This fact shall be entered in the permanent card and shall also go out on transcript of the student till he/she is re-admitted. In case, however, the transcript is issued after re-admission, the same should not be entered in the outgoing transcript.
- 47.7.5 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.

- 47.7.6 Permanent dismissal 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 re-admission.
- 47.7.7 Rustication : 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 and Institutions by the Registrar.
- 47.7.8 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 DSW/Dean of the faculty concerned.
- 47.8 Closure of the Institution sine die, with or without prescribing a minimum period or for a specific period.
- 47.8.1 Cancellation of semesters/complete academic year
- 47.8.2 Suspension or cancellation of any academic programme for any category of student.

#### **48. Repeal and saving :**

Regulation on Resident instruction of Birsa Agricultural University, Ranchi, 2008 and orders passed thereafter are hereby repealed except for the admission held before 2019-20 academic session.

Notwithstanding such repeal, anything of any action taken in exercise of powers conferred by or under the Jharkhand Agriculture University Act, 2000 and Rajendra Agricultural University Statues, 1976 (amended up to October, 2004) and approved by 59<sup>th</sup> Meeting of Board of Management of Birsa Agricultural University, Ranchi and so far as it is not inconsistent with the provisions of these Acts and Statues shall be deemed to have been done or taken in the exercise of powers conferred by or under the Act and Statute as if these Act and Statutes were in force on the day on which such thing was done or action taken.

**97<sup>th</sup> Meeting of  
the Academic Council**