

CHAPTER – 1

GENERAL ASPECTS AND GLOSSARY OF TERMS

1.1 General

1.1.1 Authority for making regulations

These regulations are made as per the provision under section 18(1) of the Central Agricultural University Act 1992 (No.40 of 1992) and the statute 14(3) of the Central Agricultural University, Imphal.

1.1.2 Short title and commencement

These regulations shall be called “Academic Regulations 2016 for Undergraduate Programmes” and shall be applicable to the students enrolled during the academic year 2016-17 and onwards.

1.1.3 Scope

The provisions made in these academic regulations shall apply to all Bachelor’s degree programmes offered by the University except the B.V.Sc & A.H. course to which model regulations framed by the VCI shall apply. However, wherever the VCI regulations are silent, these regulations shall also apply to B.V.Sc. & A.H. programme.

1.1.4 Interpretations

The decision of the Academic Council shall be final and no suit, application, petition, revision or appeal shall lie in any court of law or in any Authority outside the University in respect of interpretation of these Regulations.

1.2 Academic year and duration of the degree programmes

1.2.1 The academic year shall generally commence from 1st working day of July of each year for all U.G. programme except B.V.Sc. & A.H. course which will start from 1st August or next working day. However, the Academic Council has the authority to decide the exact dates and months of commencement and termination of an academic year. An academic year shall be divided into two semesters and shall include the inter-semester break.

1.2.2 A semester shall generally consist of 22 weeks and shall have not less than 110 working days including 95 net instructional days and 15 days for examinations. The study tour shall be organized during inter-semester break. Any study tour if needs to be organized during the semester, loss of instructional days have to be compensated.

1.2.3 Co-curricular activities shall be organized simultaneously with academic activities after class hours. Loss of instructional days due to inter class/inter collegiate competitions in sports/games/cultural activities etc., or due to any other reason shall be compensated by providing additional instructional days. Any change in the notified schedule of academic year/semester due to any unforeseen reason shall be affected with the approval of the Vice Chancellor and shall be placed before the Academic Council for information.

1.2.4 The minimum number of classes for each one credit of a course shall be 16 in a semester. One credit is defined as one hour lecture or two hours lab. work or 3 hours field work per week.

1.2.5 The minimum and maximum duration of residential requirement for different undergraduate degree programmes shall be as follows:

U.G Degree Programmes	Residential Requirement	
	Minimum	Maximum
<ul style="list-style-type: none"> B.F.Sc., B.Sc.(Hons) Agriculture B.Sc.(Hons) Community Science B.Sc.(Hort.), B.Sc.(Forestry), B.Tech. (Agriculture Engg.), B.Tech. (Food Technology), B.Sc.(Hons) Food Nutrition & Dietetics and any other programme except B.V.Sc. & A.H. 	4 years (8 Semesters)	6 years (12 Semesters)
<ul style="list-style-type: none"> B.V.Sc. & A.H. 	5 years (10 Semesters)	7 years (14 Semesters)

In case a student fails to complete the degree programme within the maximum duration of residential requirement, his/her admission shall stand cancelled.

1.3 Definitions of academic terms

1.3.1 Advisor means a teacher of the college nominated by the Dean for counseling academic matters to a group of students.

1.3.2 Curriculum refers to a group of courses approved to meet the requirements for the fulfillment of a degree programme.

1.3.3 Course means a unit of instruction in a discipline carrying a specific number and credit(s) and to be covered in a semester as laid down in detail in the syllabus of a degree programme.

1.3.4 Syllabus refers to a detailed outline of courses approved for the fulfillment of a particular degree programme.

1.3.5 Credit means the unit of work load per week for a particular course in theory and/or practical. One credit of theory means one class of one hour duration and one credit of practical means one class of minimum two hours duration per week.

1.3.6 Credit load refers to the total number of credits of all the courses a student registers during a particular semester.

1.3.7 Grade Point (GP) of a course is a measure of quality of work done. It is obtained by dividing the per cent mark secured by a student in a particular course by 10, expressed up to second decimal place.

1.3.8 Result is a measure of performance in a course at the end of the semester. The result for each course registered shall be declared as follows:

Grade point/symbol obtained	Result	Value/ Remarks
5.00 and above	Pass	G.P. as indicated
less than 5.00 (F)	Fail	Zero
“SA”	Shortage of Attendance	Zero
“S”	Satisfactory	Non credit courses
“US”	Unsatisfactory	Non credit courses

1.3.9 Credit Point (CP) refers to the Grade Point multiplied by the number of credits of the course, expressed up to second decimal place.

1.3.10 Grade Point Average (GPA) means the total credit points earned by a student divided by total number of credits of all the courses registered in a semester, expressed up to second decimal place.

1.3.11 Cumulative Grade Point Average (CGPA) means the total credit points earned by a student divided by the total number of credits registered by the end of a semester (all completed semester), expressed up to second decimal place.

1.3.12 Overall Grade Point Average (OGPA) means the total credit points earned by a student in the entire degree programme divided by the total number of credits required for the degree, expressed up to second decimal place.

1.3.13 Formula for conversion of OGPA to percentage marks and vice-versa:
 $y = 10x$ (where 'y' is the percentage of marks in the traditional system and 'x' is the OGPA/CGPA in 10.00 point scale)

CHAPTER – 2

STUDENTS' ADMISSION AND ACADEMIC PROGRAMMES

2.1 Admission requirements

2.1.1 Candidates seeking admission to various UG degree programmes of the University must have secured not less than 50% marks in aggregate in the relevant subjects as shown below at Higher Secondary/10 + 2/Intermediate examination for General/OBC/UPS category and 40% marks in aggregates for SC/ST including physically challenged/in-service candidates.

(i) The relevant subjects for various UG programmes

- a) **B.F.Sc. :**
PCB/PCMB or Inter-Agriculture.
- b) **B.Sc.(Hons.) Agriculture:**
PCB/PCMB/PCM/Inter-Agriculture
- c) **B.Sc.(Hons.) Horticulture:**
PCB/PCMB/PCM/PCF/Inter-Agriculture
- d) **B.Sc. (Hons.) Forestry:**
PCB/PCMB/PCM/PCF/Inter-Agriculture
- e) **B.Sc. (Hons.) Community Science:**
PCB/PCMB/PCM
- f) **B.Sc. (Hons.) Food Nutrition & Dietetics:**
PCB/PCMB/PCM
- g) **B.Tech. (Agril. Engg.)/B.Tech.(Food Technology)**
PCM/PCMB
- h) **B.V.Sc. & A.H.**
English, Physics, Chemistry and Biology.

A = Agriculture **B = Biology** **C = Chemistry**
F = Forestry **M = Mathematics** **P = Physic**

- (ii) Candidates should have passed 10 + 2 examination with English as one of the subject of study.
- (iii) The candidates must have attained 16 years of age on 31st August of the admission year.
- (iv) The selection/nomination of candidates should be made through Common Entrance Test conducted by the concerned State.

2.1.2 Students seeking admission to any of the above degree programmes shall be permanent resident or domicile of any one of the seven North East States of India, viz., Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura.

2.1.3 The number of students to be admitted from each of the seven North East States mentioned at 2.1.2 to different degree programmes shall be as notified by the University from time to time.

2.2 Selection of candidates for admission

2.2.1 The candidate to be sponsored for admission to different degree programmes shall be from the merit list based on the Common Entrance Test conducted by the concerned states.

2.2.2 Fifteen per cent of the approved number of seats in all U.G. programmes except B.V.Sc. & A.H. shall be filled up by the candidates selected on the basis of All

India Entrance Test (AIET) conducted by the ICAR or as amended from time to time by ICAR.

2.2.3 The 15% quota for B.V.Sc. and A.H. shall be filled by the candidates selected by the VCI or as amended from time to time by VCI.

2.2.4 The ICAR/VCI nominees shall be governed by the eligibility as prescribed by the ICAR/VCI.

2.3 Admission

2.3.1 Date of admission

The date of admission to a Bachelor's degree programme shall be as per the announcement made in the Prospectus/Academic Calendar/Semester Calendar and notified by the Registrar.

2.3.2 Documents required at the time of admission

Each student seeking admission in the University shall submit an application in the prescribed form with the following certificates and documents in original before the Admission Committee constituted for the purpose.

- (i) Pass Certificate for 10+2 Examination
- (ii) Marks sheet of 10+2 Examination
- (iii) Certificate of High School pass Examination in support of date of birth
- (iv) Migration/Transfer certificate from the Board/Council/University where the candidate studied last
- (v) College/School leaving certificate from the authority of the college/school where the candidate studied last
- (vi) Conduct certificate from the Principal of the College/School where the candidate studied last
- (vii) Permanent residency/domicile certificate of concerned state
- (viii) Certificate from competent authority, in case admission is sought under reserved category
- (ix) Medical certificate from a Medical Officer not below the rank of Asst. Surgeon in support of physical fitness of the candidate
- (x) Any other documents (as per prospectus/notification) that may be required at the time of admission

2.4 Registration

The first day of the commencement of the semester shall be the date of registration by the students.

2.4.1 Registration of newly admitted students

- i) On admission, a student shall be provided four copies of Registration Cards having different colours, one for the student, one for the advisor, one for the Dean and one for the Registrar, which he shall fill up and register for the prescribed courses for the first semester. The Registration Cards shall be signed by the student, his advisor, the Assistant Registrar (Acad.) and countersigned by the Dean of the College.

- ii) On admission and registration, the student shall be provided with an Identity Card with his photograph. The Identity Card shall be returned to the College, when the student leaves the college after completion/discontinuation of the course.
- iii) Each newly admitted student shall be given an Admission Number by the Dean of the concerned college and this Admission Number shall continue till allotment of Registration Number by the Registrar.

Note: An orientation programme shall be organized by the Dean of the college for the benefit of the newly admitted students immediately after the commencement of the semester.

2.4.2 Registration of continuing students

On successful completion of a semester, the continuing students shall register for subsequent semester on the date specified in the Academic/Semester Calendar or specifically notified. The following procedures shall be adopted while registering for the second and subsequent semesters of the degree programme:

- (i) Students shall register the requisite course in person. In absentia registration will not be permitted under any circumstances.
- (ii) Submission of no due certificates from all the departments and units of the college
- (iii) Payment of prescribed fees
- (iv) Submission of the prescribed Registration Cards duly filled in and signed by all concerned.

2.4.3 Late Registration

- i) A continuing student failing to register on the scheduled date of registration may register within 3(three) days from the scheduled date by paying late registration fee of Rs. 50/- per day and within 7(seven) working days with a late fee of Rs. 100 per day and by paying Rs. 250/- per day upto 15(fifteen) working days subject to the production of valid reason to the satisfaction of the Dean of the concerned college. **The above late registration rates will be applicable from the day of registration in the semester.** Late registration beyond 7 days after the schedule date of registration will only be allowed under special circumstances only and late registration beyond 15(fifteen) days will not be allowed in any circumstances.

These rules are not applicable to newly admitted students.

- ii) Normally students will not be sponsored to participate in any state/national/international level or inter-University competitions in games and sports, cultural activities or other co-curricular activities during the period of examination and registration. However, in case of exigencies, the students shall be permitted to register within three days of

reaching the college campus after participating in the co-curricular programme without fine.

2.5 Temporary withdrawal of students from the University

2.5.1 A student may be permitted temporary withdrawal from the University by the Registrar on the recommendation of the Dean for one or more semesters on the grounds specified below:

- (i) **Prolonged illness of self:** The student has to submit an application for temporary withdrawal along with a certificate from a Medical Officer, not below the rank of Assistant Surgeon
- (ii) **Serious accident of the self:** The student has to submit a medical certificate to the effect that he is unable to attend class for a specified period for availing temporary withdrawal from the degree programme
- (iii) Death of parent(s) or any other valid reason to the satisfaction of the Dean of the concerned college

2.5.2 Temporary withdrawal of a student from the University shall not ordinarily be permissible for more than two semesters (one academic year) at a stretch.

2.5.3 A student, after availing the facility of temporary withdrawal shall obtain permission from Registrar for registration and shall register in the semester from which he discontinued along with his junior batch students and take the courses prevailing at the time of registration.

2.6 Advisory System

Advisory Committee

Provision should be made in the time table in each semester for advisory meeting on Wednesday afternoon. No other activities like seminars, adjustment of teaching classes etc., be fixed in the last two periods on this day.

- i) The meeting of the individual advisory group of the UG students under each teacher should be conducted for 1 (one) hour every week by the concerned advisor.
- ii) A combined meeting of all the advisory groups of the individual departments should be conducted by the Head of Departments once in two months.
- iii) One combined Advisory Committee Meeting of all departments of the college should be conducted by the Dean of the college in each semester.

In the meetings conducted by the HOD (s) and Deans, some cultural events like singing, debating, x tempos speech etc. may be arranged for making the meeting entertaining. Refreshment should be arranged for all the students and staff in the combine meetings. The attendance of all the advisors and students should be marked and reported to the Director of Instruction for information.

- 2.6.1** The Dean of the college shall nominate a teacher as the Advisor for a group of 5-10 students within 10 days of admission. The Advisor once nominated shall continue till the concerned students complete their degree programme.
- 2.6.2** The Advisors shall explain to the students the various Academic Regulations and guide them in planning their academic programmes. They shall also review the academic progress of the students concerned and render them necessary guidance to make up deficiency, if any, to ensure satisfactory progress in study.
- 2.6.3** The Advisor shall meet the students allotted to him as often as necessary but not less than three times in a semester and ascertain the problem(s) of the students. The students, if face any difficulty, can meet their Advisors as and when necessary and get his assistance and advice for redressal of such difficulties. The Advisor shall serve as a source of two way communication between the students and the college and bring to the notice of the Dean, the problems of the student(s) that need his attention for redressal.

2.7 Course curriculum and syllabus

- 2.7.1** The course curriculum and syllabus for each degree programme shall be developed by the Board of Studies and discussed in the meeting of the concerned faculty. The recommendation of the Board of Studies shall be placed before the Academic Council and after its approval; the same shall be notified by the Registrar.
- 2.7.2** The Head of the Department shall nominate and assign the course teachers for different courses offered by the Department in a particular Bachelor's Degree Programme and shall monitor the progress.

2.8 Student READY Programme

Components in Student READY Programme will include –

- i. Experiential Learning/ Hands on Training**
- ii. Skill Development Training**
- iii. Rural Agriculture Work Experience**
- iv. In Plant Training/ Industrial Attachment**
- v. Students Projects**

The Student REAEY Programme shall form an integral part of the degree programme. The details of such programmes shall be developed by the concerned Dean of the College as per recommendation of the Fifth Deans' Committee Report.

2.9 Course credit requirements for different degree programmes

The course credit requirements, for various undergraduate programmes shall be based on the model syllabus as prescribed by the ICAR/VCI with minor changes to meet the regional needs. The course credit for various degree programmes shall be as follows:

Degree Programme	Course Credits	
	Min	Max
(1) B.F.Sc.	160	170
(2) B.Sc.(Hons.) Agriculture	160	165
(3) B.Sc.(Hons.) Community Science	160	165

(4) B.Sc.(Hons.) Horticulture	160	165
(5) B.Sc.(Hons.) Forestry	160	165
(6) B.Tech.(Agril. Engg.)	180	185
(7) B.V.Sc. & A.H.	188	193
(8)B.Tech. (Food Technology)	180	185
(9)B.Sc. (Hons.) Food Nutrition & Dietetics	160	165

- Note:** 1) Any change in total credits requirement by ICAR/IVCI shall be applicable.
- 2) The credits prescribed for Work Experience/ Training for different degree programmes shall be within the course credits mentioned above.

2.10 Credit load in a semester

The course credits (Theory + Practical) in a semester shall not be generally less than 15 and more than 23 credits/semester. The number of courses in the semesters may vary depending upon the credits allotted to different courses. Tutorial classes can be conducted to help the needy students/class as a whole for which there shall not be any credit or compulsory attendance.

2.11 Study tour

- 2.11.1** Two study tours for students shall be undertaken during the period of each degree programme and shall be organized in the semester breaks between **first and second semesters of third year and fourth year except** College of Agricultural Engineering and Post Harvest Technology, Ranipool, Sikkim. The two study tours for the students of B.Tech. degree programme shall be undertaken in the semester breaks between **third and fourth semester** and between **fifth and sixth semester**.
- 2.11.2** First study tour shall be confined the NE region and second tour shall be outside the NE region.
- 2.11.3** Each study tour shall carry one credit and grading shall be done as Satisfactory(S), if 50% or more marks are secured or Unsatisfactory (US).
- 2.11.4** The places/institutions of visits shall be of academic interest of the students of the concerned degree programme and shall be decided by a committee consisting of all Heads of Departments/In-charge of Departments under the chairmanship of the Dean with due approval from the University.
- 2.11.5** All students shall participate in the study tour programme. Those who miss the tour for any valid reason must undertake the tour along with juniors to complete the degree programme.
- 2.11.6** Each student shall submit a report on study tour within 15 days from the date of return and face a viva-voice examination conducted by a panel of three teachers of the college nominated by the Dean.

2.12 Students attendance

- 2.12.1** Each course teacher shall maintain a students' Attendance Register in each semester in format prescribed by the University.

2.12.2 All students of a degree programme shall be required to attend 80% of the classes held in a course during the semester in order to be eligible to appear in the final semester examination.

2.12.3 The Dean of the college on recommendation of the course teacher and Head of Departments may condone the shortage of attendance up to 5% on valid grounds to his satisfaction.

2.13 Permanent withdrawal/leaving the University

2.13.1 On completion of the degree programme the students shall leave the University after submitting no dues certificates from all concerned – Hostel, Library, College Office, all the Departments and teachers I/c of co-curricular activities and other units of the college/campus.

2.13.2 A student may get his admission cancelled and leave the University permanently before completion of the degree programme with submission of application to the Registrar through Dean of the college stating the reason(s) of leaving the University countersigned by his/her parents and submitting no dues certificates from all concerned as specified in regulation 2.13.1.

2.13.3 Refund of caution money, other dues if any, documents submitted at the time of admission, grade card and conduct certificate, etc. shall not be issued to the student unless he submits no dues certificates from all concerned as mentioned in regulation 2.13.1.

2.14 Cancellation of admission

2.14.1 A candidate admitted to UG programme and registered for the courses shall not be permitted to take a drop during the first semester. If the student does so, the admission stands cancelled.

2.14.2 If a candidate admitted to U.G. programme fails to complete at least one course other than seminar/research with symbol other than “SA” or “F” during the first semester, the admission stands cancelled.

2.14.3 Students from Boards/Universities admitted to UG programmes shall produce **transfer/migration certificate** from the Boards/Universities, where they had their 10+2 education, failing which their admission shall be invalid and shall be cancelled.

2.14.4 If a student discontinues studies without prior permission of the University, the student’s admission stands cancelled.

2.14.5 The admission of any student can be cancelled, on disciplinary ground.

CHAPTER -3

EXAMINATION, EVALUATION AND GRADING SYSTEM

3.1 Examination System

The examination system shall be a combination of 50% internal and 50% external components.

3.2 Examination schedule and weightage

3.2.1 The weightage to the theory and practical examinations will be in the same proportion as the theory and practical credits allotted to different courses.

3.2.2 Total marks obtained for a course for practical and theory examination shall be added and converted into percentage for working out the grade point. Keeping this in view, the schedule and weightage to different examinations shall be as follows:

Particulars	Course credits									
	2+1		1+1/2+2		1+2		1+0/2+0		0+1/0+2	
	Th.	Pr.	Th.	Pr.	Th.	Pr.	Th.	Pr.	Th.	Pr.
1. Mid-term Exam.	30	--	30	--	30	--	30	--	--	--
2. Quiz*/ continuous evaluation	20	30	20	30	20	30	20	--	--	30
3. End-term Exam	50	70	50	70	50	70	50	--	--	70
Maximum Marks	100	100	100	100	100	100	100	--	--	100

*There shall be at least four quizzes in a course.

- **Grade Point**

Ten (10) points grading system will be adopted with minimum Grade Point Average (GPA) of 5.00 for passing a subject and Overall Grade Point Average (OGPA) of 5.50 for obtaining a degree.

3.2.3 Calculation of percentage of marks and Grade Point: Marks secured in a course in theory and practical shall be multiplied by number of theory credit(s) and practical credit(s) of the course respectively and added together. This sum shall be divided by total credits (Theory + Practical) of the said course to get percentage of marks, which shall be divided by 10 to obtain Grade Point (GP).

3.3 Duration of examinations

Mid-term theory Exam	-	1½ hours
End-term theory Exam	-	2 ½ hours
End-term practical Exam	-	3 hours

3.4 Appointment of question setters and external examiners

Deans of the constituent Colleges should submit a panel of 8(eight) examiners/experts in each course for conducting Under-graduate end term practical examinations to the Vice-Chancellor through the Director of Instruction for approval. In case all the examiners/experts in the panel approved by the competent authority refuse to come for conducting practical exam, Dean is authorized to nominate examiners/experts available locally with the consent of the Director of Instruction.

3.4.1 The teacher offering the course shall be the examiner for the mid term examination and quizzes, and internal examiner for the end term practical examination. However, under special circumstances, the Dean can nominate another teacher for mid term and / or practical examinations and quizzes.

3.4.2 For the end-term (final) theory and practical examinations, the question setter and external examiner for each course shall be appointed by the Dean of the concerned college as per the following procedures:

- (i) The person(s) nominated for external examinations or question setting should preferably be serving/retired senior teacher(s) of college/university or scientist(s) of reputed Research Institutes.
- (ii) The Head of the Department/Department In-charge shall submit a panel of eight names with detailed address to act as question setter/ external examiner for the end-term examination to the Dean, who shall consolidate the list of all examiners for a semester and shall submit the same to the Vice- Chancellor for approval, at least three months before the date of preparatory break for the final (end-term) examination.
- (iii) The panel after approval shall be valid for all examinations of that particular semester including special and make-up examinations.
- (iv) The question setter and answer book evaluator for the end-term theory examination may or may not be the same person, but, generally they should be from the panel. However, the Vice-Chancellor may nominate a question setter/evaluator from out side the panel.

3.5 Question pattern and question setting

3.5.1 Question pattern

For theory examinations (both internal and external components), the question paper shall consist of 30 per cent objective, 20 per cent short answer type and 50 per cent descriptive (long answer type) questions.

3.5.2 Question setting

- (i) The internal examiner, for the mid-term theory examination, shall submit two sets of questions covering 50 per cent of the syllabus of the course at least 5 days before the commencement of examination to the Dean of the college through the Head of the Department.

- (ii) The external question setter shall submit two sets of questions for the end-term theory examination covering the full course as per syllabus at least 30 days before the commencement of the examination.
- (iii) The Dean, at his discretion, may select one of the two sets of questions for the mid term/end term examination.

3.6 Preparatory break

The students shall be allowed to avail a period of three days as preparatory break prior to the date of commencement of end-term examination. This break shall be part of 15 days earmarked for examination and shall not be at the cost of instructional days.

3.7 Conduct of examinations

- 3.7.1** Both mid-term and end-term examinations shall be conducted centrally and will be notified by the Dean of the concerned college.
- 3.7.2** The dates/period of each examination shall be as per the Academic/Semester Calendar notified by the Registrar. Ordinarily, there should not be any deviation in the dates/period of examination specified in the Academic/Semester Calendar. However, the Dean, to his satisfaction of any valid reason(s), may change the examination schedule to a maximum period of seven days, with intimation to the Registrar.

3.8 Evaluation of answer books

- 3.8.1** The answer books of the mid-term examination shall be evaluated by the course teacher (internal examiner) and marks obtained shall be sent to the Dean of the college through the Head of the Department within 15 days of conduct of the examination.
- 3.8.2** The answer books of the quizzes and mid-term examination shall be shown to the students, who shall return the same to the course teacher after signing the same.
- 3.8.3** The answer books of the end-term theory examination shall be evaluated by the external examiners after the final practical examination.
- 3.8.4** The external examiners shall submit the answer books after evaluation to the Dean's Office along with the mark list of both theory and practical examinations.
- 3.8.5** The answer books of both the end-term theory and practical examinations shall not be returned to the students and preserved by the Dean for one year from the date of declaration of the results.

3.9 Assessment of students for Work Experience/Training Programme/ Experiential Learning/ In-plant

- 3.9.1** The Work Experience/Training Programme, which carries 20 course credits shall be assessed for 17 credits on continuous basis during the semester as satisfactory/unsatisfactory by the **Training In-charge** at the place of training and the **Teacher In-charge** of the training programme of the concerned college. The remaining 3 credits shall be assessed on 10 points scale for which there shall be an end term examination.

3.9.2 An Assessment Committee consisting of the following shall be constituted by the Dean of the concerned college and this Committee shall conduct the examination for 3 credits for those students who have earned **satisfactory grade** in 17 credits assessed during the work experience/Training Programme.

- i) Dean or his nominee not below the rank of a Professor /Associate Professor Chairman
- ii) Teacher In-charge of Work Experience/Training Programme Member
- iii) External Examiner (to be appointed by the Dean with due approval of the Vice-Chancellor) Member

3.9.3 Assessment of students for Work Experience/Training Programme/Experiential Learning/In-plant for 3 credits shall consist of two components, viz., evaluation of work done report of individual students giving due consideration to the remarks of the work experience/ Training In-charge at the place of training and the Teacher In-charge of the work experience/ training programme at the college, and viva-voce with the allotment of marks as follows:

- i) Work done report 60
- ii) Viva-voce 40

3.9.4 The Committee shall assess and award the marks to a student on each of the two components of the examination separately.

3.9.5 A student securing less than minimum qualifying grade point shall repeat Work Experience/Training Programme along with his junior batch students without stipend.

3.10 Grading

3.10.1 Grading System

For each course, a student shall be graded on 10 point scale and his GP/GPA/CGPA /OGPA shall be notified.

3.10.2 Qualifying marks (grades) and academic probation

- a. A student shall secure qualifying marks of 50% separately in theory and practical and earn grade point of 5.00 on 10 point scale in each course to pass the course.
- b. The minimum GPA/CGPA/OGPA required for promotion to the next semester/to complete the degree programme shall be 5.50.
- c. A student failing in more than two courses including compulsory non-credit courses in a semester shall not be promoted to the next semester and he/she should be put on academic probation.

- d. The student on academic probation shall be allowed to appear in the **special examination** in that particular course/courses in which he/she has failed within 30 days of commencement of the semester.
- e. The **special examination** shall be conducted centrally involving an external examiner appointed by the Dean out of approved panel in theory only with 50 marks and duration of 2½ hours. However, if a student has failed in final practical exam then special exam will be conducted for 70 marks involving external examiner.
- f. The results of the Special examination shall be declared normally within 15 days of the examination and if the student secures 50% or more marks separately in theory and practical in failed course(s) (one or two courses as the case may be) he/she shall be declared out of probation.
- g. In case, if a student who has failed in one course and he/she is unable to clear the course in Special examination, he/she shall continue his/her present semester and can register for failed course with the junior batch students as and when it is offered. Similarly, if a student who has failed in two courses clears one course and fails in other, he/she shall continue his/her present semester and can register for failed course with the junior batch students as and when it is offered.
 - (viii) If a student on academic probation who has failed in two courses and again fails in both the courses in the Special examination, he/she shall be reverted back and his/her registration for the semester shall be cancelled and he/she shall be entitled for refund of entire semester fees.

3.10.3 Detention of students

- (i) A student securing less than 5.50 GPA/CGPA at the end of any semester shall not be allowed to go to the next semester till he clears the semester.
- (ii) A student securing CGPA of 5.50 or more but having 'F' grade in more than two courses in a semester shall be detained.
- (iii) A student falling short of attendance and unable to clear the semester shall be put on academic probation.
- (iv) A student on academic probation if fails to secure 50% or more marks both in theory and practical section in **special examination** shall be detained.

3.10.4 Registration of the detained students

- (i) A student detained in a semester because of failing to meet minimum scholastic requirements shall re-register for the same semester in the next academic year after paying the semester fees. Such student shall have to register for all the courses of the semester being offered in that

semester irrespective of the grade points obtained by him in any course earlier which shall be forfeited.

- (ii) Students detained for shortage of attendance in a semester (except that in first semester) shall be allowed to take re-registration for the same semester in the next academic year after paying the semester fees.
- (iii) Students detained in first semester due to shortage of attendance or failure to clear at least one course after appearing in the examination shall not be allowed to re-register and their admission shall stand cancelled.

3.11 Arrangement of sick bed

On recommendation of the College Medical Officer, a student may be permitted by the Dean to appear in any examination on sick bed at the medical unit of the college.

3.12 Absence from examination

3.12.1 Absence from mid-term/end-term examination

A student remaining absent from mid-term/end-term examination of one or more than one course on the ground of his illness and hospitalization or death of his parent(s)/ spouse, may be allowed to appear in special examination by the Dean of the College on recommendation of the student's Advisor and course teacher, provided that:

- i) the concerned student(s) submits application to the Dean within three days of the missed examination.
- ii) submits medical certificate in case of his own illness from the College Medical Officer.
- iii) gives sufficient proof for other reasons of his absence indicated above.

3.12.2 Manner of make-up examination

- (i) The student missing the mid-term examination has to appear in the make up examination within 15 days from the date of missed examination. The date(s) of make up examination shall be notified by the Dean of the concerned College and the student(s) shall have one chance for such examination.
- (ii) The student(s) missing the end-term examination shall appear in the make-up examination of the concerned course(s) within 15 days of commencement of the next semester as notified by the Dean of the concerned College.
- (iii) Such student will have only one chance to appear in the make up examination and in case he/she fails to appear in the examination on the stipulated date(s), he/she shall be permitted to take up **special examination**.
- (iv) In end-term make-up examination, external system of examination and evaluation shall be adopted for both theory and practical.
- (v) The marks secured by the student(s) in the make-up examination shall count, along with the marks obtained in other examination(s) for computing grade point in the concerned course(s).

3.13 Performance classification

A student will be eligible for award of degree provided he/she has passed all the courses and secured minimum OGPA of 5.50 at the end of final semester including the work experience/training programme. The successful candidates of a degree programme shall be awarded the degree with the following division based on their performance:

Programme	Pass Marks	II Division	I Division	I Division with Distinction
Under-Graduate Programmes	5.000 – 5.999	6.000 – 6.999	7.000 – 7.999	8.000 & above

3.14 University Gold Medal

3.14.1 University Gold Medal shall be awarded to a student of each degree programme who secures the first rank among the successful candidates with Overall Grade Point Average of not less than 8.00/10.00 in the said degree programme.

3.14.2 In order to be eligible for the award, a graduating student should have completed all requirements for the degree consecutively within the minimum period of time prescribed for the degree without academic probation and/or conduct probation.

3.14.3 A student who had been on academic and /or conduct probation at any time during his/her residency in the Central Agricultural University shall not be eligible for the award of the University Gold Medal.

3.14.4 If more than one student completing the graduation in a particular programme secures the same OGPA, the younger/youngest one shall be awarded the Gold Medal.

3.15 Transcript and Provisional Certificate

3.15.1 On declaration of the final semester results of a degree programme, the transcript containing semester-wise detailed academic attainments along with final OGPA of individual students shall be prepared by the concerned college.

3.15.2 The transcripts, thus prepared for all the students in the University and duly approved shall be transmitted to the respective Deans. The Dean of the College shall issue the final transcript to the students on receiving necessary fee for the purpose and no dues certificate.

3.15.3 Provisional Transcript shall be issued by the Dean of the concerned College.

3.15.4 A provisional degree certificate in the prescribed form shall also be issued to the students on payment of fee prescribed for the purpose and receiving no dues certificate, under the signature of the Registrar.

3.16 Convocation and degree certificate

3.16.1 Annual convocation for award of degrees shall be held in accordance with the provisions made in the Act and statutes of the University and as per decision of the Academic Council duly approved by the Board of Management.

- 3.16.2** The Registrar shall issue a notification each year prescribing the last date for receiving application for conferment of degree during ensuing convocation from the candidates, who have completed their degree requirements by that year.
- 3.16.3** Students completing the degree programme successfully and exhibiting good conduct during the course of their study as certified by the Dean of the College shall submit application to the Registrar through the Dean for admitting to the degree *in person* or *in absentia*.
- 3.16.4** The convocation fee shall be collected at the time of issuing provisional degree certificate.
- 3.16.5** The students declared eligible for a particular degree and duly approved by the Academic Council shall be admitted to the said degree and the degree certificate in the prescribed form shall be presented to them in the convocation to be held once in a year normally during November.
- 3.16.6** The graduates who fail to apply for admittance to the degree either *in person* or *in absentia*, shall also be admitted to the concerned degree, if they are eligible otherwise and shall be issued the degree certificate, after receiving a written request from the concerned graduates along with a Demand Draft or Indian Postal Order of **Rs. 500.00** drawn in favour of the Comptroller, CAU, Imphal, towards postage charges. The Convocation fee is to be collected at the time of issue of Provisional Certificate.

3.17 Amendment or cancellation of result

If it is found that the result of a candidate has been vitiated by malpractice, fraud or other improper conduct, whereby the student has been benefited, the Academic Council and the Board of Management have the power at any time, not withstanding the award of the degree to amend the result of such candidate including cancellation of the result and to pass such order as may deem fit.

3.18 University and College Topper

- A. University Topper:** One University Topper Certificate shall be issued to the UG students in each faculty when the number of Colleges is more than one in that faculty.
- B. College Topper:** One College Topper Certificate for UG in the faculty of the College shall be issued.

Terms and Conditions:

- i. The competition will be considered only among the students of the same batch.
- ii. The student had not fallen short of 80% attendance in any course.
- iii. The student cleared all the courses in the first chance with the regular batch.
- iv. The student did not appear in a special examination, in any course during the degree.
- v. The student had not dropped/discontinued studies in any semester and completed the degree within the minimum residential requirement period.

- vi. The student had not passed any course securing less than 60% marks in the UG programme.
- vii. The student was not involved in any act of indiscipline, placed on conduct probation during his/her degree programme.
- viii. The OGPA of the student is 8.00 and above in UG programme.

CHAPTER – 4

FEES, SCHOLARSHIPS AND REMUNERATION FOR EXAMINATION WORK

4.1 Fees

4.1.1 For new admission

- a) Students selected for admission to the first semester of first year shall pay the admission fee and all other one time fees, and semester fees on the day of admission. The students shall be allowed to register only after payment of all prescribed fees notified by the University from time to time after taking approval from the Academic Council.
- b) The students discontinuing their study after admission/registration shall not be eligible for refund of any fees other than the caution money deposits.
- c) Caution money deposited by student shall be refunded at the time of leaving the college after producing no dues certificate.

4.1.2 For continuing students

- a) The students registering to the second and subsequent semesters shall pay the prescribed semester fees on the day of registration, failing which registration will not be allowed.
- b) Late registration of the continuing students is governed by the regulation at 2.4.3.
- c) At the time of payment of semester fees for registration to the second and subsequent semesters, the students shall produce his Identity Card and no dues certificate from all concerned.
- d) A student registering with junior batch students shall pay the semester fees applicable to the junior batch in that particular semester in which he registers.

4.1.3 Miscellaneous fees

Students shall pay fees for various certificates and other related fees as prescribed by the University. (Table-1 at page 28)

4.2 University Merit Scholarship

Students shall be awarded the merit scholarship as per the procedure given below:

- 4.2.1 One University merit scholarship @Rs.2000/- per month shall be awarded for each year of UG study for each degree programme in a College based on the merit.
- 4.2.2 For first year, the scholarship shall be awarded to the students based on their performance at (10 + 2) examination. To be eligible a student should have secured at least 60% marks in aggregate in the relevant subjects as defined under Admission requirements clause 2.1.1(i).
- 4.2.3 In case of a tie, the scholarship shall be awarded to the younger/youngest student, considering the date of birth, as recorded in the certificate of High School pass examination.
- 4.2.4 The scholarship shall be sanctioned for one academic year including semester break from the date of commencement of the first semester/date of registration by the concerned student.

- 4.2.5** For second and subsequent years of study, the scholarship shall be decided on the basis of CGPA obtained at the end of 1st year, 2nd year and 3rd year, respectively, but the CGPA of the awardees shall be 7.5 and above, the procedure for breaking the tie shall remain same as mentioned in clause 4.2.3.
- 4.2.6** There shall be an award committee at each college consisting of Dean as the Chairperson, all Heads of Departments/ In-charge of Departments of College as members and Assistant Registrar as Member Secretary. The Committee shall prepare a panel of names of eligible candidates and make suitable recommendation to the Registrar for getting the approval of the competent authority and notification there on.
- 4.2.7** The colleges shall make the recommendation within two weeks of the commencement of the next semester/ next academic year and the University shall notify the final award of the scholarship within four weeks of the commencement of the next semester/ next academic year.
- 4.2.8** The merit scholarship shall be awarded to the students who are on the roll of the University during subsequent years of their study.
- 4.2.9** The student who has obtained 'F' grade/repeated course(s) or who has been placed on academic/conduct probation will not be eligible for merit scholarship.
- 4.2.10** The merit scholarship shall be awarded to the 2nd/3rd rank holder (as the case may be) if the 1st/2nd rank holder opts (as the case may be) for any other scholarships.

4.3 Examination Remunerations

As the University has introduced external component in the examination and evaluation system, following remunerations shall be paid to the external faculty/ experts for examination related works:

Sl. No.	Particulars	Remuneration Rate (Rs.)
1.	Question Paper setting/set (including key words for objective questions)	500.00 per paper
2.	Evaluation of theory answer book	Rs. 20.00 per answer book subject to a minimum of Rs. 500/-
3.	Conducting practical examination including viva-voce per student	20.00 per student subject to a minimum of Rs.1000.00 per day
4.	Conducting viva-voce exam for study tour/Work Experience per student	20.00 per student subject to a minimum of Rs. 1000.00 per day

4.4 Final Results of UG Programmes

Last date of submission of Final Results of UG programmes to Headquarters by Deans will be as per academic calendar issued by the University.

CHAPTER - 5

MAINTENANCE OF DISCIPLINE

5.1 Authority for Maintenance of Discipline

The Deans of the concerned Colleges shall deal with all the acts of students' indiscipline in the college campus including hostels, libraries, play grounds or any other place in the campus.

5.2 Disciplinary Board/Committees

There shall be a Disciplinary Board at University level and a Disciplinary Committee at College level as detailed below:

5.2.1 Disciplinary Board

i. Director of Instruction(Ex-Officio)	Chairman
ii. Two Deans nominated by the Vice Chancellor	Member
iii. Registrar(Ex-Officio)	Member Secretary

- Note:
- i) Dean of the concerned College, where indiscipline took place shall be Co-opted as a Member.
 - ii) The term of the Disciplinary Board shall be for a period of two years from the date of notification.

5.2.2 Disciplinary Committee

i. Dean of the College	Chairman
ii. Three senior most Heads of the Dept./ In-charge of Departments nominated by the Dean	Member
iii. Students' Welfare Officer	Member Secretary

Note:

- i. If the case pertains to academic issues, Asst. Registrar(Academic) shall be co-opted as a Member.
- ii. If the matter pertains to hostel, concerned Hostel Warden shall be co-opted as a Member.
- iii. The term of the Disciplinary Committee shall be for a period of two years from the date of notification.

5.3 Acts of indiscipline

5.3.1 All students of the University shall maintain discipline and good conduct, and shall not indulge in such activities, which may cause breach of discipline in the College / University campuses.

5.3.2 Generally the following activities shall constitute the acts of indiscipline:

- (1) Ragging of any type, either physically or mentally to fellow student (s) in any place of the college campus including hostels, library, playground, etc.

- (2) Damaging or threatening to damage any property of the college/ University.
- (3) Misbehaviour/disrespect to officers, teaching and non-teaching staff of the college/ University.
- (4) Keeping or using intoxicants, drugs and liquor or persuading others for consumption of liquor, drug etc.
- (5) Any form of gambling.
- (6) Use of University/college or hostel premises for the purposes other than meant for without permission of the competent authority.
- (7) Demonstrations in any form including processions, recourse to violence, assault, rioting, strike, hunger strike etc.
- (8) Keeping fire-arms/weapons in the hostel.
- (9) Disturbing other students in their studies.
- (10) Breach of law of the country or state and rules and regulations of the University.
- (11) “Absconding from the College Campus/Hostel without proper permission of the College authority”.
- (12) Any other act of student(s), which may be considered as an act of indiscipline by the college/University Authorities.

5.4 Award of punishment for breach of discipline

For breach of discipline, the University may impose any of the following punishments or combination of punishments on any student(s) on the recommendations of the Disciplinary Committee / Disciplinary Board:

5.4.1 Monetary fine

The Dean of the college can impose monetary fine up to Rs. 500/- to any student involved in an act of indiscipline.

5.4.2 Reprimand on record

This shall consist of warning to the defaulting student(s) indicating the particular indiscipline committed and not to repeat any act of indiscipline in future. This shall be recorded in the student’s permanent record/file maintained in the college and the University.

5.4.3. Conduct probation

This shall consist of placing the student on conduct probation with a warning that one more incident of act of indiscipline might lead to his expulsion from the University. The conduct probation shall be noted on the permanent record/file of the concerned student and shall be in-force for one year from the date of communication to the student(s). During the period of conduct probation, the student shall not be allowed:

- (i) to represent the College/University in games, sports, cultural programmes etc., outside the University;

- (ii) to hold responsibility as office bearer in students' council/any students' body; and
- (iii) any scholarship/freeship that might be sanctioned by the University/ICAR.

5.4.4 Temporary expulsion

- (i) The student(s) shall be expelled from the University for a minimum period of one semester and he shall leave the University including hostel immediately. The period of temporary expulsion shall be entered in the permanent record of the student(s).
- (ii) The students(s) awarded with the punishment of temporary expulsion shall be readmitted to the University after expiry of the expulsion period on his written request and undertaking that he shall not commit any act of indiscipline in future.

5.4.5 Permanent expulsion

The student shall be permanently expelled from the University and shall be debarred from re-admission to the University.

5.4.6 Rustication

The student shall be rusticated from the University and his punishment shall be entered in the permanent record, semester report and transcript of the student, who shall be debarred from re-admission to the University.

5.4.7. Closure of college/cancellation of semester/academic year

In case of any en-mass organized and prolonged indiscipline by the students of a college/colleges, the Dean shall make day-to-day report to the University. If the agitation continues for a week or more, the Dean in consultation with the Disciplinary Committee shall make suitable recommendation to the University, which may decide on the following course of action:

- (i) Closure of the college sine die
- (ii) Cancellation of a semester or academic year for any class of the college or of the college as a whole.

5.4.8 The punishment awarded under clauses 5.4.5, 5.4.6 and 5.4.7 may be communicated to the Academic Council and Board of Management at the earliest possible opportunities.

5.5 Appellate authority

The Vice Chancellor shall be the Appellate Authority. If an appeal is made to him, he may reduce/enhance the punishment, after review of the case. The decision of the Vice-Chancellor shall be final and binding on the student(s).

5.6 Discipline in examinations

5.6.1 A student appearing in the mid-term or end-term examination shall carry his **Identity Card** to the examination hall and shall show the same to the invigilator, teacher in-charge of examination and Dean of the college, when asked for.

- 5.6.2** The examination halls shall be opened 15 minutes earlier on the first day and 10 minutes on subsequent days to the commencement of the examinations. A student arriving in the examination hall 15 minutes after commencement of the examination shall not be allowed to sit in the examination.
- 5.6.3** The examinees shall occupy their respective allotted seats at least 5 minutes before the scheduled examination time.
- 5.6.4** No examinee shall be allowed to go out of the examination hall within 30 minutes from the time of commencement of examination.
- 5.6.5** The examinees shall follow strictly the instructions written on the cover page of the answer books, which will be supplied by the college authorities duly authenticated. If additional sheets are required, those shall also be authenticated by the college authority before issuing to the examinee. Unused pages from the answer book/additional sheets should not be removed.
- 5.6.6** No examinee shall take any book, notes and unauthenticated sheet of papers, Mobile Phone, or any other incriminating material to the examination hall.

5.6.7 Unfair means

The following activities of the examinees in the examination halls shall be considered as adoption of unfair means.

- (i) Helping other examinees or getting help from others verbally, through gestures or by any other means.
- (ii) Making an appeal to the examiner for help in the answer book or trying to influence the examiner by any means.
- (iii) Possession and/or use of any incriminating material(s), including electronic gadget such as mobile, camera, tablets and Bluetooth devices. However, scientific calculator shall be allowed.
- (iv) Creating disturbance for other examinees by consulting or attempting to consult with them, offering his answer books/incrementing materials to others or receiving the answer books/incrementing materials from others.
- (v) Misbehaviour with the invigilator(s) in the examination hall or non-cooperation with him in discharging his duties.

5.6.8 Disciplinary actions for adoption of unfair means in examinations

The Dean of the concerned college shall deal with the cases of adoption of unfair means in examinations (clause 5.6.7.) as per the provisions of clause 5.4 pertaining to Award of punishment for breach of discipline as per the following procedure:

- (i) The invigilator concerned shall seize the answer book along with incriminating materials, if any, and report the case(s) of unfair means

adoption along with a written statement of the concerned student and incriminating material,(if any) to the Dean of the college on the day of occurrence of the incident.

- (ii) In case the defaulting student refuses to give a written statement even after persuasion by the invigilator, he shall be asked to record in writing his refusal to give a statement. If the student refuses to do even that, the fact of refusal, shall be recorded duly witnessed at least by another invigilator/teacher and submitted along with answer book and incriminating material (if any) to the Dean of the college. The student shall be sent out of the examination hall.
- (iii) The Dean shall call for explanation from the concerned student and on receiving the written explanation; he shall conduct an inquiry by the Disciplinary Committee of the college.
- (iv) In the process of enquiry, the student shall be given full opportunity for his defense through personal appearance.
- (v) The award of punishment shall be in accordance to the severity of the case and shall be in accordance to Award of punishment mentioned under clause 5.4. However, if a student is found indulging in a mal practice in mid-term examination, he shall be expelled from the examination hall for that particular course following the procedure and he shall be declared as failed in that course.

If a student is found indulging in malpractice in an end-term examination, he shall be declared as failed in all courses registered in that semester and he shall be expelled from the college for the next semester.

- (vi) The Dean shall take appropriate action on recommendation of the Disciplinary Committee duly approved by the Vice-Chancellor.

CHAPTER – 6

SAVINGS

- 6.1** No regulation made by the Academic Council, concerning the undergraduate studies shall limit or bridge the powers of the Academic Council to deal with any case(s) of any student or students in such a manner as it may appear to be just and equitable.
- 6.2** Any modification in these regulations made from time to time by the Academic Council would be effective from the dates as may be decided by the Academic Council to all the students, who are on roll on that day or subsequent dates, as decided by the Academic Council.
- 6.3** In the event of any difficulty arising at any time in the implementation of these regulations or in interpretation thereof, the decision of the Academic Council shall be final and binding on all concerned.
- 6.4** In case of any emergency, the Chairman of Academic Council shall have the authority to take appropriate decision that shall be placed before the next Academic Council Meeting for information.

Table-1

Hostel fee(Per semester) (Non refundable)	Rate (Rs.)
1. Room rent	500/-
2. Hostel establishment	200/-
3. Hostel common room	200/-
4. Replacement of crockery etc.	100/-
Total :	1,000

Table-2. Miscellaneous fees

Sl. No.	Particular	Amount (Rs.)
1	Conduct certificate	50/-
2	Transfer certificate	50/-
3	Provisional degree certificate	100/-
4	Migration certificate	100/-
5	Transcript	200/-
6	Original degree certificate (plus Postal Charges)	600/-
7	Duplicate copy of Original/Provisional Degree Certificate; Original/Provisional Transcripts; University Registration/Migration Certificate	500/-
8	Any other certificate	100/-
9	Convocation fees	500/-
10.	Verification/authentication of documents along with authentication fee and postal charges	750/-

- Note: i) If any certificate is to be sent by post, an additional amount of Rs. 50/- is to be paid.
- ii) Fees for issue of all duplicate certificates / documents (except transcript and degree certificate for which fees has been prescribed) shall be double the normal fees.
- iii) An application for duplicate certificates/documents shall accompany a copy of FIR lodged with the Local Police Station and the report from the Police Station thereon, failing which application shall be rejected.
- iv) Convocation fees shall be collected at the time of issue of provisional degree certificate.