

**ASSAM UNIVERSITY: SILCHAR**  
**(A CENTRAL UNIVERSITY)**

**Admission Information Brochure**

**Bachelor of Vocation (B. Voc.) Programme**

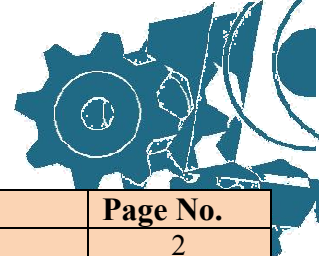
**(Food Processing & Farm Machinery and Power Technology)**

**Department of Agricultural Engineering**

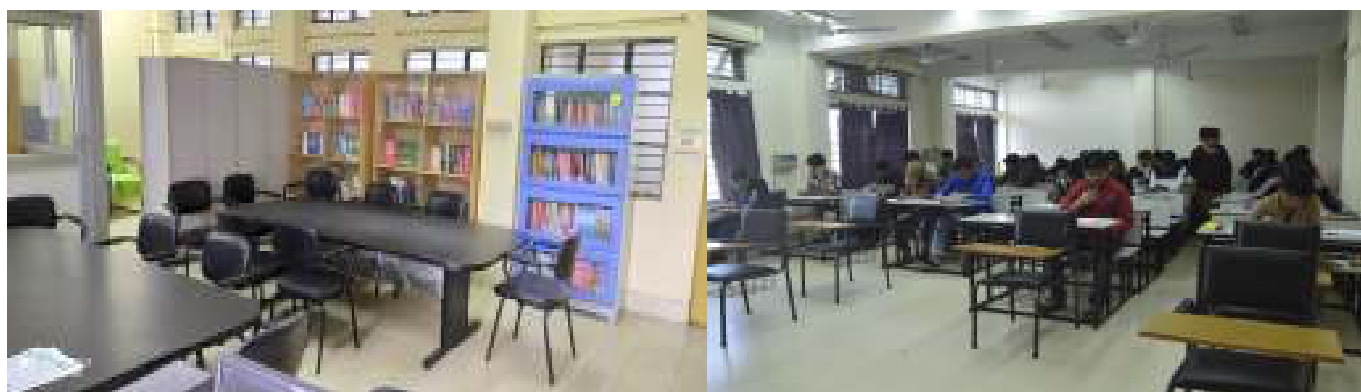
**Triguna Sen School of Technology**



**Academic Session: 2023–24**



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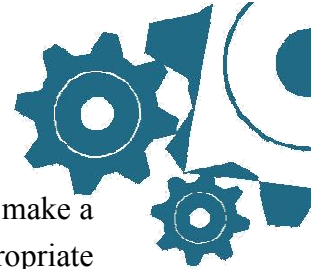


## 1. Background of Skill Development Programme

Countries that have had the most rapid increases in educational attainment, as well as sustained economic growth, have upgraded education sequentially. In a globalized economy, a large pool of skilled workers is indispensable for attracting foreign direct investment. Developing skilled workers enhances the efficiency and flexibility of the labour market; skills bottlenecks are reduced, skilled workers are more easily absorbed into the economy, and their job mobility is improved. It is crucial to invest in quality secondary and tertiary education and in vocational education and training (VET) if India's economy is to develop and remain competitive in world markets.



The UGC had launched a scheme on 27 February, 2014 for skill development based higher education as part of college/university education, leading to Bachelor of Vocation (B. Voc.) degree. Considering the implementation modalities, the guidelines of the scheme have been revised in the year 2015. The B. Voc. programme is focused on universities and colleges providing undergraduate studies which would also incorporate specific job roles and their National Occupational Standards (NOS) along with broad based



general education. This would enable the graduates completing B. Voc to make a meaningful participation in accelerating India's economy by gaining appropriate employment, becoming entrepreneurs and creating appropriate knowledge.

## **2. About B. Voc. Programme**

Bachelor of Vocation (B. Voc.) Programme started in the Assam University, Silchar in December, 2015 in (i) Food Processing, and (ii) Farm Machinery and Power Technology disciplines. It was initially sponsored by UGC, and continues as self-financing system from the academic session 2019-2020 onwards.

B. Voc. Programme is a skill development based full time 3 year (6 semesters) degree course with work-ready skill levels under National Skill Qualification Framework (NSQF) such as,

**(i) Certificate (at the end of 1<sup>st</sup> semester, NSQF level4)**

**(ii) Diploma (at the end of 2<sup>nd</sup> semester, NSQF level5)**

**(iii) Advanced Diploma (at the end of 4<sup>th</sup> semester, NSQF level6)**

**(iv) B. Voc. Degree (at the end of 6<sup>th</sup> semester, NSQF level7)**

B. Voc. Degree is recognized at par with the other Bachelor level degrees for competitive exams conducted by Union/State Public Service Commission, Staff Selection Commission or other such bodies where the eligibility criteria is "Bachelor Degree in any discipline". Further, students with B. Voc. degrees are eligible for the trans-disciplinary vertical mobility into such courses where entry qualification is a Bachelor Degree without specific requirement in a particular discipline.

## **3. Course Curriculum**

The course curriculum of the B. Voc. Programme has been developed in line with the model curriculum recommended by the Sector Skill Councils for various Qualifications Packs, with a judicious mix of hands on practice, theoretical aspects, field and industry visits, National Occupational Standards, personality development, training and internships.

### **Courses Offered**

**I] B. Voc. (Food Processing)**

**II] B. Voc. (Farm Machinery and Power Technology)**

**Duration:** 3 years Six Semesters.

**Intake capacity: 50** in each discipline of which **minimum 30 students are to be admitted.**

## Course structure of B. Voc. (Food Processing)

### Semester-1

### Course structure of B. Voc. (Food Processing) First Year

Subject Code	Title of the course	Credits
BVA-101	Basic Mathematics	6
BVA-102	Communication English	6
BVAF-101	Food Processing Operations	3
BVAF-102	Food Processing Machineries	3
BVAF-103	Food Product Processing, Preparation and Development	2
BVAF-104	Food Processing Operations Lab.	3
BVAF-105	Food Processing Machineries Lab.	3
BVAF-106	Food Product Processing, Preparation and Development Lab.	4
Total		30

### Semester-2

Subject Code	Title of the course	Credits
BVA-201	Business Management	6
BVA-202	Principles of Entrepreneurship	6
BVAF-201	Food Analysis	2
BVAF-202	Basic Chemical Science and Food Chemistry	2
BVAF-203	Food Analysis Lab.	4
BVAF-204	Basic Chemical Science and Food Chemistry Lab.	4
BVAF-205	On the Job Training (Baking and packaging industries / Training centre's)	6
Total		30

### Second Year

### Semester-3

Subject Code	Title of the course	Credits
BVA-301	Basic Computer Application	6
BVA-302	Work Ethics and Values	6
BVAF-301	Food Microbiology	3
BVAF-302	Fruit and Vegetable Processing Technology	3
BVAF-303	Food Safety, Quality Assurance and Laws	2
BVAF-304	Food Microbiology Lab.	3
BVAF-305	Fruit and Vegetable Processing Technology Lab.	3
BVAF-306	Food Safety and Quality Assurance Lab.	4
Total		30



### Semester-4

Subject Code	Title of the course	Credits
BVA-401	Principles of Marketing and Accounts	6
BVA-402	Advanced Foundation Course	6
BVAF-401	Milk and Milk Product Technology	2
BVAF-402	Meat, Fish and Poultry product Technology	2
BVAF-403	Milk and Milk Product Technology Lab.	4
BVAF-404	Meat, Fish and Poultry product Technology Lab.	4
BVAF-405	On the Job Training (Fruit and vegetable processing industries / Food Microbiology / quality control centers)	6
<b>Total</b>		<b>30</b>

### Third Year

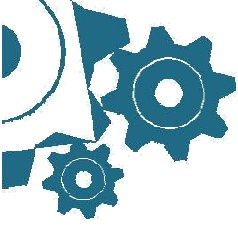
#### Semester-5

Subject Code	Title of the course	Credits
BVAF-501	Cereal, Legume and Pulses Processing Technology	6
BVAF-502	Elective I: Industrial Waste Management / Food Plant Design	6
BVAF-503	Elective II: Instrumentation and Advanced Food Analysis / Fermentation and Process Control	6
BVAF-504	Elective III: Food Biotechnology / Nutrition and Dietetics	6
BVAF-505	Project in Consultation with SSC and Food Industries	6
<b>Total</b>		<b>30</b>

#### Semester-6

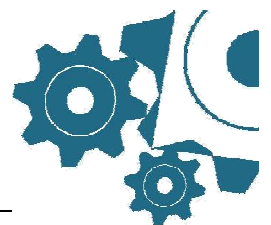
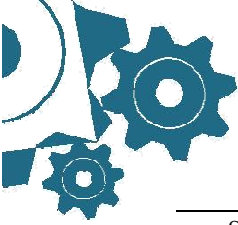
Subject Code	Title of the course	Credits
BVAF-601	Elective IV: Technology of Bakery and Confectionery / Human Resource Management	6
BVAF-602	Elective V: Packaging and Coating Technology / Tea and Plantation Processing Technology	6
BVAF-603	Internship in Industries	18
<b>Total</b>		<b>30</b>





**Course structure of B. Voc. (Farm Machinery and Power Technology)  
First Year**

<b>Semester-1</b>		
Subject Code	Title of the course	Credits
BVA-101	Basic Mathematics	6
BVA-102	Communication English	6
BVAM-101	Farm Machinery Operation and Maintenance	3
BVAM-102	Basics of IC Engine, Pump Set, Electric Motor Servicing and Maintenance	3
BVAM-103	Repair and Maintenance Workshop Practice – I	2
BVAM-104	Farm Machinery Operation and Maintenance Lab.	3
BVAM-105	Basics of IC Engine, Pump Set, Electric Motor Servicing and Maintenance Lab.	3
BVAM-106	Repair and Maintenance Workshop Practice Lab.– I	4
<b>Total</b>		<b>30</b>
<b>Semester-2</b>		
Subject Code	Title of the course	Credits
BVA-201	Business Management	6
BVA-202	Principles of Entrepreneurship	6
BVAM-201	Tractor and Power tiller Operation, Servicing and Maintenance	2
BVAM-202	Repair and Maintenance Workshop Practice – II	2
BVAM-203	Tractor and Power tiller Operation, Servicing and Maintenance Lab.	4
BVAM-204	Repair and Maintenance Workshop Practice Lab.– II	4
BVAM-205	On the Job Training (Tractor / automobile repair workshops)	6
<b>Total</b>		<b>30</b>
<b>Semester-3</b>		
<b>Second Year</b>		
Subject Code	Title of the course	Credits
BVA-301	Basic Computer Application	6
BVA-302	Work Ethics and Values	6
BVAM-301	Tractor and their Power Units - I	3
BVAM-302	Tea Industry Machines and Land Reclamation Machinery	3
BVAM-303	Fabrication and Development of Farm Machinery	2
BVAM-304	Tractor and their Power Units Lab. - I	3
BVAM-305	Tea Industry Machines and Land Reclamation Machinery Lab.	3
BVAM-306	Fabrication and Development of Farm Machinery Lab.	4
<b>Total</b>		<b>30</b>
<b>Semester-4</b>		
Subject Code	Title of the course	Credits
BVA-401	Principles of Marketing and Accounts	6
BVA-402	Advanced Foundation Course	6
BVAM-401	Tractor and their Power Units - II	2
BVAM-402	Drafting, Estimation and Costing	2
BVAM-403	Tractor and their Power Units Lab. - II	4
BVAM-404	Drafting, Estimation and Costing Lab.	4
BVAM-405	On the Job Training	6
<b>Total</b>		<b>30</b>



Subject Code	Title of the course	Credits
BVAM-501	Renewable Sources Energy and Utilization	6
BVAM-502	Elective I: Surveying and Levelling / Irrigation and Drainage	6
BVAM-503	Elective II : Farm Electrification / Soil and Water Conservation	6
BVAM-504	Elective III : Crop Care Technologies / Integrated Nutrient Management	6
BVAM-505	Project in Consultation with SSC and Industries	6
Total		30

<b>Semester-6</b>		
Subject Code	Title of the course	Credits
BVAM-601	Elective IV: Waste recycling Technologies / Integrated Nutrient Management	6
BVAM-602	Elective V: Ergonomics and Safety / Human Resource Management	6
BVAM-603	Internship in Industries	18
Total		30





## 4. Career and Employment Prospects

### ➤ Job Roles at National Skill Qualification Framework (NSQF) levels:

At present, the following job roles are offered:

#### **B. Voc. (Food Processing).**

- ✓ Baking Technician,
- ✓ Food Products Packaging Technician,
- ✓ Food Microbiologist and
- ✓ Production Manager etc.

#### **B. Voc. (Farm Machinery and Power Technology)**

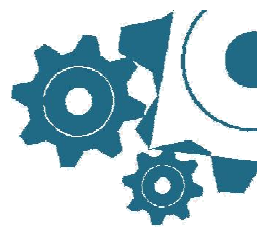
- ✓ Tractor Operator,
- ✓ Farm Workshop Foreman
- ✓ Farm Workshop Supervisor
- ✓ Farm Workshop
- ✓ Service Manager and
- ✓ Farm and Farm Workshop Executive etc.

The job roles offered are likely to change depending upon the demand in the job market and skill gap analysis reports published by NSDC.

However, there are also many career opportunities

- ✓ National and International Scholarships
- ✓ Direct lateral entry admission in B. Tech (Agricultural Engineering) after 4th semester of B. Voc.
- ✓ Higher studies in premier Institute in India and abroad
- ✓ Opportunities for Multidisciplinary/ Agriculture based Government, Non-Government and private sectors
- ✓ Farm Machinery, Irrigation and Food processing, Mechanical, Electrical, Computer, IT, Chemical, Environmental, Fertilizer, based Industries and corporation
- ✓ Officers/Consultants for farm mechanization, energy management, automation, climate change, watershed management, irrigation and flood control, rain water harvesting, dairy and food engineering, food processing, value addition
- ✓ Entrepreneurship in the inter-disciplinary areas
- ✓ Defense, Banking, Railway, etc.





## **5. Infrastructure and Laboratory Facilities**

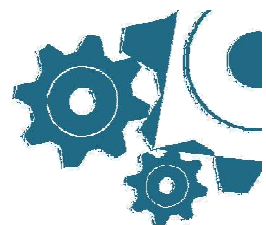
With the sponsorship of UGC grant, minimum infrastructures have been developed and the programme have also been entrusted to the Department of Agricultural Engineering, Triguna Sen School of Technology for the effective demonstration and dissemination of technical skills using infrastructure, Workshop, Computer Lab, Library and other specialized laboratory facilities.

The infrastructure of the Department comprises of air conditioned smart class rooms and furnished laboratories with basic and advanced equipment's for carrying out rigorous practical classes and researches under the inter and intra disciplines of Basic and Agricultural Sciences, Agricultural Engineering (*Farm Machinery and Power Engineering, Food Processing Engineering and Water Resources Development and Management*) and general Engineering (*Civil, Mechanical, Chemical, Computer Science, Electrical, Electronics Engineering etc.*).

For more information on Academic and Student services viz., Central Library, Hostel accommodation, Health care centre, Gymnasium, NSS activity, NCC training, Games and sports, Bus service, Students' welfare, The University journal, Assam University magazine, Computer centre, Career counseling and placement cell, Internal Quality Assurance Cell and Academic Calendar for session 2020-2021, refer to Assam University Silchar Prospectus 2020-2021 PG / UG / Integrated Courses

## **6. Faculty and Technical staff**

The experienced faculty members from the academic Departments (Agricultural Engineering, Triguna Sen School of Technology and also Assam University Silchar Campus), experts from industries, visiting faculty, guest faculty, adjunct faculty from various academic institutions and training centers are involved in teaching, practice and training of the students of B. Voc. Programme. The faculties and Technical staff are having very good academics and research experiences from premier institutes like IIT's and Agricultural Universities/Institutes in repute.



## Faculty and Staff for Teaching & Learning Process

Name		Designation	Area of Interest
Dr. C. B. Khobragade B. Tech, M.E.& Ph D		Assistant Professor & Nodal Officer (B. Voc.)	Renewable Energy Sources and Farm Power
Ajita Tiwari B. Tech, M.Tech., Ph.D. & PDF		Assistant Professor Head (i/c) Department of Agricultural Engineering	Processed Food Engineering Extrusion Technology, Food Waste Management ,Food Industry Management
Gobinda Deb , HSLC		Non-Teaching (Contractual)	Laboratory and Office Assistant (B. Voc)

With the Support of Dept .of Agricultural Engineering TSSOT, AUS the following number of faculties /Staffs are involved in teaching & learning Process of B. Voc. Programme:

No of Regular Faculties : 5 No.

No. of Guest Faculties : 7 No.

Non Teaching Staff : 2 No.





## 7. Fee Structure and Payment Details

Sl. No.	Particulars	First year	Second year	Third year
<b>Onetime fee</b>				
1	Admission fee	500	-	-
2	Identity card	75	-	-
3	University Registration fee	300	-	-
<b>Annual fee</b>				
4	Library fee	500	500	500
5	Transportation charge	1,000	1,000	1,000
6	Sports fee	100	100	100
7	Basic primary health service	200	200	200
8	Medical insurance	320	320	320
9	Students co-curricular fund	300	200	200
10	Students aid fund	150	150	150
11	Magazine fee	100	100	100
12	B. Voc. Programme development fee	2,400	3,400	3,400
13	Annual course fee	21,000	21,000	21,000
<b>Refundable deposits</b>				
14	Library caution money	500	-	-
<b>Total Fee payable per academic year</b>		<b>27,445</b>	<b>26,970</b>	<b>26,970</b>
<b>Fee payable at 1<sup>st</sup> Semester</b>		<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
<b>Fee payable at 2<sup>nd</sup> Semester</b>		<b>17,445</b>	<b>16,970</b>	<b>16,970</b>

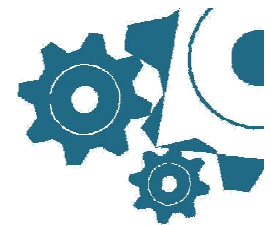
For details of the Insurance facility provided under Tailor Made Group Health Policy, students may visit Assam University Website

### Examination and NSDC Assessment fee

16	Examination fee @ ₹200/- per paper upto maximum of ` 800/- per semester, Mark sheet fee @ ₹75/- per mark sheet and Centre fee@ ` 300/- per semester (₹800 + ₹75 + ₹300)	₹ 1,175 per semester
17	NSDC assessment fee at the end of 1 <sup>st</sup> , 2 <sup>nd</sup> , 4 <sup>th</sup> and 6 <sup>th</sup> semesters @ ₹ 950/- per assessment	₹ 950 per assessment

## 8. Criteria for Admission

- Candidates who have passed in all subjects in 10+2 (in any stream, Arts/Commerce/Science/Vocation) or equivalent from any recognized Board or University shall be eligible for admission to B. Voc.
- Eligible candidates are required to apply online for the course(s) on payment of **Application Fee** through **e-challan/online payment**.
- The web link for the purpose shall be <https://www.ausadmission.in>.
- Online applications are invited for the admission into the following Bachelor of Vocational (B. Voc) degree courses (3 years i.e. 6 Semesters) at the Department of Agricultural Engineering:
  1. Food Processing (Total Seats: 50)
  2. Farm Machinery and Power Technology (Total Seats: 50)
- Selection of candidates for admission will be made on the basis of percentage of marks secured in qualifying examination and different round of counseling.
- At the time of the counseling (online and/offline/Blended), all candidates must produce/send copy of all testimonials in original. And also, they are required to submit self-attested photo copies of all such testimonials.



The reservation of seats for admission will be as per GOI directives:

- ✓ Scheduled Caste category (SC) : 15%
- ✓ Scheduled Tribe category (ST) : 7.5%
- ✓ Other Backward Class with non-cream layer(OBC-NCL) : 27%
- ✓ Economically Weaker Sections (EWS):10%
- ✓ Persons with Disabilities (PWD): 5%
- ✓ **Seat Matrix**

Course Subject	UR	SC	ST	OBC	PWD	EWS	TOTAL
Farm Machinery and Power Technology	20	7	4	11	3	5	50
Food Processing	20	7	4	11	3	5	50

There will be a relaxation of marks in the qualifying examination for the candidates from the reserved categories of SC/ST/OBCNCL/EWS/PWD as per GOI regulations.

The OBC Candidates can also be given a relaxation (in case of any necessity felt by the Departmental Admission Committee) in the minimum eligibility in the qualifying examination and in the minimum eligibility (if any) in the admission entrance test to the extent of 10% of the minimum eligibility for the General Category candidates. For example, if the minimum eligibility for admission to a course is 50% for the General Category candidates, the minimum eligibility for the OBCs would be 45% (i.e., 50 minus 10% of 50). However, the candidates seeking admission against OBC quota must submit Income Certificate from appropriate authority testifying exclusion from creamy layer category with validity as mentioned above.

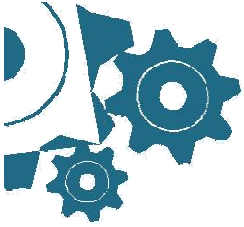
All types of reservation of seats for admission/ relaxation of marks in qualifying examination will be guided by the Govt. of India rules.

Other things being equal, preference will be given to candidates who achieved excellence in sports/games or in cultural activities as evident in their participation in events at the national or international level. Documentary evidence must be submitted.

## 9. Admission Schedule

**Schedule for various activities relating to admission to B. Voc. 2023-24 is given under:**

STARTING DATE OF ONLINE APPLICATION :	<b>10<sup>th</sup> JULY, 2023</b>
LAST DATE OF RECEIPT OF APPLICATION	<b>28<sup>th</sup> JULY, 2023</b> <b>(Time: up to 5:00 PM)</b>
DISPLAYING THE FIRST ROUND LIST OF ELIGIBLE CANDIDATES FOR THE WRITTEN TEST/ PERSONAL INTERVIEW	<b>29<sup>th</sup> JULY, 2023</b>
WRITTEN TEST/ PERSONAL INTERVIEW	<b>01<sup>st</sup> AUGUST, 2023</b> <b>(Time: 11.00 AM)</b>
DECLARATION OF LIST OF CANDIDATES (1 <sup>st</sup> ROUND LIST) AND DATE OF ADMISSION FROM 1 <sup>st</sup> ROUND LIST	<b>03<sup>rd</sup> to 07<sup>th</sup> AUGUST, 2023</b>
DECLARATION OF LIST OF CANDIDATES (2 <sup>ND</sup> ROUND LIST) & ADMISSION OF CANDIDATES SELECTED IN THE 2 <sup>nd</sup> ROUND (ONLINE MODE) (IF REQUIRED)	<b>08<sup>th</sup> to 14<sup>th</sup> AUGUST, 2023</b>
SPOT ADMISSION OF STUDENTS IN OFFLINE MODE FOR WRITTEN TEST/ PERSONAL INTERVIEW FOR VACANT SEAT (THROUGH ONLINE MODE)	<b>16<sup>th</sup> to 21<sup>st</sup> AUGUST, 2023</b>
Since the B. Voc. is a self finance programme, therefore to smooth run the programme minimum 30 students are required to take admission in the academic year 2023-24. Therefore, a special spot round admission, if required, will be conducted as per the following schedule. Special spot round admission against vacant seat in offline mode through personal interview/ written test subject to verification of original documents.	<b>22<sup>nd</sup> to 31<sup>st</sup> AUGUST, 2023</b>
COMMENCEMENT OF CLASSES	<b>04<sup>th</sup> SEPTEMBER, 2023</b>

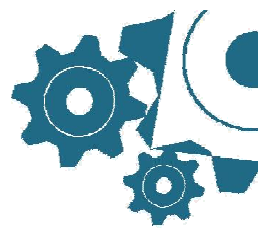
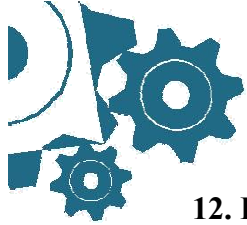


## 10. Important information

- ❖ Candidate selected for admission to a course must get himself/herself admitted in time, failing which his/ her claim for admission will be forfeited and the seat thus vacated will be filled up by candidate(s) kept in the Waiting List.
- ❖ Students not registered with Assam University must submit the application for Assam University registration along with the Migration Certificate in original within two months of his/her date of admission.
- ❖ Students taking admission in a course of duration 'N' years need to complete the course within 'N+2'years.
- ❖ Students taking admission in any course in Assam University have to sign an Affidavit, the content of which shall be uploaded in the website in due course.
- ❖ All fees including refundable deposits will have to be paid at the time of admission. For subsequent years' fees shall be payable at the commencement of each semester/academic year as applicable.
- ❖ A student whose name has been struck off from the rolls of the university for any reason may be readmitted on the recommendation of the Dean of the school concerned/ Authority and with the approval of the authority on payment of requisite fees along with readmission fee of ₹ 100/-.
- ❖ For withdrawing from the university, a student is required to submit an application to the Vice Chancellor/Dean of the School concerned through the Nodal Officer/ Head of the Department intimating the date on and from which he/she likes to withdraw. A student desiring to withdraw from the roll of the university after the commencement of the classes shall be permitted the refund of only the refundable deposits, if any.

## 11. Students' discipline

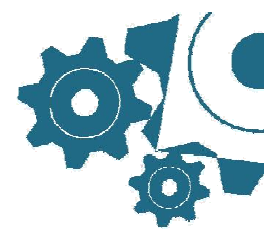
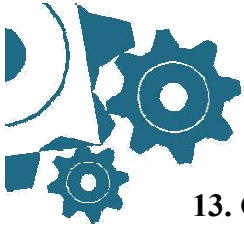
- ✓ Each student with respect to his/her work in the course as well as his/her general conduct in the University, shall remain under the control of the respective School and the Department and shall be guided by the disciplinary code of the University. The Proctor looks after the discipline amongst the students.
- ✓ It is mandatory for the students to keep their respective photo identity card with them while moving within the university campus.
- ✓ There is complete ban on ragging in the campus as per order of the Supreme Court of India. As per guidelines, ragging is strictly prohibited inside or outside the university campus. Each student will be required to submit one affidavit as per the format provided by the MHRD at the time of admission.
- ✓ If any incident of ragging or any other act of gross violation of discipline comes to notice of the authority, the concerned students will be given adequate opportunity to explain and if his/her explanation is not satisfactory he/she will be expelled from the University.
- ✓ Also, there is one committee on violence against women and sexual harassment to combat the menace of violence and sexual harassment against women in the campus, if any, and another for looking after the maintenance of discipline and decorum among the students.



## **12. Important rules for guidance of students**

### **Conduct, Discipline, Attendance and Evaluation of students of B. Voc.**

- The students who have passed their qualifying/ last examination from other University or Council/ Board other than Assam University/ AHSEC must submit Migration/No Objection Certificate in original from concerned University or Council/ Board along with the application for registration.
- There will be an end-semester examination and also continuous sessional evaluation for each course of study. Unless otherwise mentioned, 70% of the total weightage of marks will be assigned to end-semester examination and 30% will be reserved for continuous sessional assessments during the semester. A student shall be required to pass the sessional assessment criterion to be eligible for end-semester examination in each subject/paper.
- Continuous evaluation of sessional work will be made on students' performance in (i) tests organized for this purpose by the department and (ii) written assignment and /or seminars, field work and other such activities.
- The marks awarded for sessional test, as moderated and approved by the Departmental Examination Committee, will be made known to the students within 10 days of the conduct of the test. Students may discuss and seek clarification, if any, about their performance in Sessional Tests from the Nodal Officer/Head of the Department, who is the ex-officio Chairman of the Examination Committee, after the declaration of the test results.
- A student, who does not clear a course, owing to failure to pass or to appear in sessional work and/or end-semester examination, will have to clear the course in the immediate next opportunity. A student has to get minimum of 40% of seasonal marks in each course to be eligible for appearing in the end-semester examination.
- Ordinarily a B. Voc. student should complete all courses during the period of six semesters. However, a student may be allowed to participate in the academic programme up to a maximum of two years after the mandatory period for the completion of the course.
- No candidate shall normally be allowed to appear at examination of any course more than twice and no candidate shall be allowed to appear in the examination of any course beyond the permitted number of semesters, stated hereinbefore, counted from his/her first admission to the programme.
- A successful candidate shall be awarded grade on the basis of CGPA (Cumulative Grade Point Average) scoring under the CBCS (Choice Based Credit System) introduced since 2010-2011 session. The details of Regulation for CBCS are available separately.
- If any student does not claim the refund of any amount lying to his/her credit within one calendar year of his/her leaving the University, it shall be considered to have been donated by him/her to the students' aid fund.



### 13. Code of conduct for students of the University

- ❖ Students enrolled at Assam University must recognize their responsibilities to this university, to the teachers, to the officials and to fellow students bearing in mind the prestige and the reputation of the institution. Failure to maintain appropriate standards of conduct, decency and decorum would warrant disciplinary action.
- ❖ 75% of attendance is compulsory to all the students. A student shall be considered to have satisfied the requirement of attendance for appearing the semester end examination, if he/she has attended not less than 75% of the number of classes held up to the end of the semester including tests, seminars and practical's etc. However, there is a provision for condition of attendance for the students those who have put up the attendance between 60% and 74% on Medical Grounds on production of medical certificate.
- ❖ If a student represents his/ her institution, University, State or Nation in Sports, NCC, NSS or Cultural or any other officially sponsored activities, he/ she shall be eligible to claim the attendance for the actual number of days participated subject to a maximum of 20 days in a Semester based on the specific recommendations of the Head of the Department.
- ❖ A student who does not satisfy the requirements of attendance shall not be permitted to take internal assessment as well as the Semester end examinations.
- ❖ Students should not possess mobile phones/ pagers/ any other electronic device for communication in the class rooms/seminar halls/examination halls/library/any other place of academic interest within the University.
- ❖ Any problem related to students must be processed through the DSW or Head of the Departments or Deans of Schools, whose copy may also be forwarded to the Proctor & Students' Council.
- ❖ If students have grievances, they are to register their grievances through the Grievance Redressal Committee of the University. Students are prohibited from approaching any outside agency regarding their grievances. Consequent upon the order of the Hon'ble Supreme Court of India on curbing Ragging in educational institutions, it has been decided that, if any incident of ragging comes to the notice of the authority, the concerned student shall be given adequate opportunity to explain and if his explanation is not found satisfactory, the authority will expel him/her from the University.





#### 14. Misconduct

Student misconduct includes but is not limited to the following:

1. Disruption of classroom activities or hindering the learning of other students anywhere in the University,
2. Cheating on assignments or examinations,
3. Behavior which interferes significantly with the normal operation of the University, disrupts education, challenges the health or safety of staff or students, or causes disfiguration or damage to the property of the University or belongings of staff members or students.
4. Possession and/or use of intoxicating beverages on campus,
5. Possession of illicit drugs in the campus,
6. Falsification of documents or the supply of false information in order to obtain admission, the possession of weapons.
7. Failure to return loaned materials to settle debts with the university
8. Disobeying any instructions of any kind issued by the Head of the University, i.e. the Vice Chancellor, or the Head of the Department or any authority empowered by the VC to make decisions regarding matters related to students.
9. Bringing the University into disrepute by any action / behavior / instigation with a proven intention to tarnish the image of the university.

Failure to adhere to the guidelines above shall invite strict disciplinary action which may lead to expulsion from the university.

Besides, students shall have to abide by rules and regulations of the University which might be adopted from time to time.



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