

**ANAND AGRICULTURAL UNIVERSITY**  
**ANAND – 388 110**

**Read:** Minutes of 50<sup>th</sup> Meeting of Board of Management held on 02-05-2019 vide  
Item No. 50.6

**NOTIFICATION**

It is hereby notified to all concerned that the 50<sup>th</sup> Meeting of Board of Management held on 02.05.2019 has resolved as under vide Item No. 50.6:

“આથી ઠરાવવામાં આવે છે કે, Appendix- A મુજબ, “AAU Regulations for Post Graduate Programmes through Distance Mode”ને શૈક્ષણિક વર્ષ ૨૦૧૯-૨૦ થી આણંદ કૃષિ યુનિવર્સિટીમાં અમલ કરવા તથા ડિસ્ટન્સ એજ્યુકેશન પ્રોગ્રામના કાઉન્સેલિંગ તથા પરીક્ષા સંબંધિત કામગીરી માટે રૂ ૫૦૦/- પ્રતિ કલાક મહેનતાણું (Remuneration) તરીકે નિયત કરવાની બાબતને નિયામક મંડળ મંજૂર કરે છે.”

**No. AAU/DR/RES/T-5/ 1058 /2019**  
**Date: 21 /05/2019**

*[Signature]*  
**Director of Research &  
Dean P.G. Studies**

**Copy F.W.Cs. to:**

1. PS to Hon'ble Vice Chancellor, Anand Agricultural University, Anand
2. All Members of Board of Management of this University
3. All Members of Academic Council of this University
4. All Officers of this University
5. Registrar, AAU, Anand

**Copy to:**

1. All Deans/Principals of this University
2. Unit/Sub Unit Officers of this University
3. All Branches of this Section
4. Director, Information Technology, AAU, Anand with request to upload the Notification on circular section of AAU website.

**Academic Regulations for Post Graduate Programmes  
through Distance Mode**

<b>ACADEMIC REGULATIONS THROUGH DISTANCE MODE</b>	
FOR POST GRADUATE PROGRAMMES IN THE ANAND AGRICULTURAL UNIVERSITY OF GUJARAT	
The Academic Council of the Anand Agricultural University hereby makes the following Academic Regulations, namely, 'Rules for the Post-Graduate Programmes through Distance Mode' i.e. Master Degree Programmes in the Anand Agricultural University.	
<b>1.0</b>	<b>Short Title</b>
	These regulations may be called 'AAU Regulations for Post Graduate Programmes through Distance Mode'.
<b>2.0</b>	<b>Commencement</b>
	These regulations shall come into force from the beginning of the first semester of the academic year: <b>2019-20</b> .
<b>3.0</b>	<b>Interpretation</b>
	If any question relating to the interpretation of the provision/s contained in the regulation arises, the Registrar of the University may issue necessary orders in consultation with the Dean Post Graduate Studies as and when needed, with approval of the Vice-Chancellor of Anand Agricultural University.
<b>4.0</b>	<b>Definitions</b>
	<p><i>In this Regulations, unless the context otherwise requires</i></p> <ul style="list-style-type: none"> <li>♦ 'Academic Year' means the year normally commencing from the month of July/August and ending in the month of June/July of the following calendar year and shall consist of two semesters.</li> <li>♦ 'Act' means Gujarat Agricultural Universities Act, 2004 (Gujarat Act No. 5 of 2004).</li> <li>♦ 'Advisory Committee' means a committee comprising of concerned major guide, Director-IDEA/Deputy Director-IDEA, one faculty member from the major discipline and one faculty member from allied field i. e. from the discipline of Agricultural Statistics.</li> <li>♦ 'Centre' means a place of imparting training for Post-Graduate Studies in a particular field of study and includes an Institute/Centre of the University which carries out counselling/teaching/research in a discipline and is strong enough to undertake Post-Graduate Studies through Distance Mode in the University.</li> <li>♦ 'Course' means an organized subject matter in which instructions or a segment of subject matter carrying a specific number of credits in a semester is offered through a series of counselling, lectures and skill orientation (work experience) on distance mode. It shall be an integral part of the curriculum.</li> <li>♦ 'Course Content' means a concise outline of the subject-matter of a course, as may be approved by the Academic Council of AAU from time to time.</li> <li>♦ 'Course Credit' or 'Credit' means in taking a course, a student shall attend a series of counselling of one hour as and when required, shall study the self-reading material and submit assignments online skill orientation (work experience) and reports as required. Course credit is the quantitative measure of the content of a course of instruction, especially with reference to the value of the course in relation to the total requirements for a degree.</li> <li>♦ 'Credit Load' means the quantum of credits undertaken by a student in a semester.</li> <li>♦ 'Credit Point' means Grade Point x Credit of a course.</li> <li>♦ 'Coordinator and Assistant Coordinator' means the Director, Institute of Distance Education Anand (IDEA) and the Deputy Director-IDEA by virtue of the post respectively, who have been nominated by the Dean PGS to coordinate the post graduate programmes through distance mode in the institute. The Coordinator with the help of Assistant Coordinator looks after registration, time table, regulation of credit load, preparation and maintenance of individual student's files etc. Further, the Coordinator shall coordinate all</li> </ul>

activities of PG studies like allotment of courses to PG teachers, preliminary examinations, providing facilities for research work and submission of thesis etc.

- ✧ 'Cumulative Grade Point Average (CGPA)' means the quotient of the total grade points obtained by a student in courses during the degree programme, divided by the total number of credits successfully completed.
- ✧ 'Curriculum' means the aggregate of courses of study given in the University for a particular Field of study.
- ✧ 'Field of Study' means the specialized subject of knowledge for which Post Graduate Degree is offered in the subjects of Agricultural Journalism and Agricultural Marketing by the University.
- ✧ 'Grade Point (GP)' means marks obtained in a particular course converted into 10 point scale up to next single decimal place.
- ✧ 'Grade Point Average (GPA)' means the weighted average of the grade point earned by a student for the courses registered during the semester.

**Explanation:** GPA is the sum of the products of credits of a course and the grade point obtained in the course divided by the total number of credits of the different courses registered in the semester i.e.

$$\text{GPA} = \frac{G_1C_1 + G_2C_2 + \dots + G_nC_n}{C_1 + C_2 + \dots + C_n} = \frac{\text{Total Grade Points}}{\text{Total Course Credits}}$$

OR

$$\text{GPA} = \frac{\sum (\text{Course Credit} \times \text{Course Grade Point})}{\sum \text{Course Credits}}$$

- ✧ 'Overall Grade Point Average (OGPA)' means the quotient of the total credit points obtained by a student in all courses during the degree programme, divided by the total number of credits successfully completed.
- ✧ 'Programme of Study' means a series of coherent courses and research work assigned to a student to meet the requirements of a degree.
- ✧ 'Rules' means the rules promulgated for the Post Graduate Studies through Distance Mode in the Anand Agricultural University of Gujarat.
- ✧ 'Semester' means an academic period of 20 to 22 weeks (including semester-end examination) during which a course is completed. There are two semesters in an academic year. The academic calendar shall be decided by the Director-IDEA in consultation with Dean PGS and Registrar of AAU. Suitable adjustment in a semester will be made to accommodate vacations and other holidays as notified by the University.
- ✧ 'Statute' means the statute made under the Gujarat Agricultural Universities Act, 2004 (Gujarat Act No. 5 of 2004).
- ✧ 'Transcript' is the consolidated report of list of courses completed by the student along with credit points, GPA of each semester and OGPA secured and issued by the University.
- ✧ 'Website' means the official website for the purpose of admissions in University to carry out admission process.

**Note:** Words and expressions used in the Act, Statutes and Regulations and not defined in these Regulations shall have the meaning assigned to them in the Act, Statutes and Regulations as the case may be.

#### 5.0 Admission Committee

As per the powers conferred to the Anand Agricultural University, the Admission Committee for Post Graduate Programmes through Distance Mode to regulate the admission of candidates in the AAU is as under;

#### 5.1 Members of Admission Committee

- (1) The Registrar, AAU
- (2) The Director of Research and Dean P.G. Studies, AAU
- (3) The Dean, Faculty of Agriculture, AAU
- (4) The Director, Institute of Distance Education, AAU
- (5) The Associate Director of Research, AAU

	<p>The Committee has to carry out the admission process in a fair and transparent manner. The admission process has to be conducted by this Committee strictly on the basis of merit, provisions made in these rules and the preference of the candidate.</p> <p>The functions of the Committee are as follows;</p> <ul style="list-style-type: none"> <li>❖ The Committee shall supervise, monitor and control the entire process of admission.</li> <li>❖ The Committee shall prepare the merit list in accordance with the provisions of the Act and the Rules made there under.</li> <li>❖ The Committee shall allocate the regular seats in accordance with the prescribed Rules.</li> <li>❖ The Committee shall ensure that admission for the regular seats are made as per the merit list prepared.</li> </ul>		
5.2	While preparing the merit list, the Committee will observe rules or instructions as laid down in this regard by the university from time to time.		
5.3	The Committee shall verify physical fitness, original mark sheets, certificates, etc. of the candidates for their eligibility for admission to the said degree.		
6.0	<b>Number of Students to be Admitted</b>		
	The number of students to be admitted shall be decided by the Admission Committee for Post Graduate Programmes through Distance Mode depending upon infrastructural facilities and faculty competence, which will be limited to the intake capacity of the University.		
7.0	<b>Invitation of Applications</b>		
	The Registrar shall invite online applications for the Post Graduate programmes through distance mode by an admission notice published in leading Gujarati and English Newspapers and on the website during month of May/June every year.		
8.0	<b>Post Graduate Programmes</b>		
	The University shall offer Master Degree Programmes through Distance Mode.		
9.0	<b>Master Degree Programme</b>		
9.1	The duration for the Master Degree Programme through Distance Mode shall be four semesters for the students who have obtained bachelors degree from the SAUs of Gujarat as given below-		
	<b>No.</b>	<b>Degree</b>	<b>Eligibility Qualification with minimum 4/5 years duration UG degree from SAUs</b>
	1	i) M.Sc. (Agril. Journalism) ii) M.Sc. (Agril. Marketing)	Bachelor's degree in Agriculture and its allied sciences from SAUs of Gujarat & Kamdhenu University.
9.2	A candidate for admission to Masters' degree programme should have the minimum requirement of marks at the bachelor's degree level as under:		
	1. For Scheduled Caste (SC), Scheduled Tribes (ST), SEBC and Physically Challenged (PC)		55% Marks or O.G.P.A. 5.5 out of 10.00 points
	2. For Other Candidates		60% Marks or O.G.P.A. 6.0 out of 10.00 points
9.3	<b>Master Degree Programme of Two Years (4 Semesters) Duration</b>		
	<b>Sr.No.</b>	<b>Degree</b>	<b>Disciplines</b>
	1	M. Sc.	1. Agricultural Journalism 2. Agricultural Marketing



<b>10.0</b>	<b>Weightage to the Participation in SAUs Sports/Cultural Activities</b>		
10.1	The candidates will be given weightage for the admissions in the masters' degree as follows:		
	<b>Sr. No.</b>	<b>Event</b>	<b>Marks %</b>
	1.	Participation at the International Level	7 %
	2.	National Level (All India Level)	
		(a) Secured 1 <sup>st</sup> position	5 %
		(b) Secured 2 <sup>nd</sup> position	3 %
		(c) Secured 3 <sup>rd</sup> position	2 %
		(d) Only Participation	1 %
	3.	State Level	
		(a) Secured 1 <sup>st</sup> position	1 %
		(b) Secured 2 <sup>nd</sup> position	0.5 %
<b>11.0</b>	<b>Admission Procedure</b>		
11.1	Applications received for Post Graduate Programmes through Distance Mode shall be scrutinized by the Admission Committee comprising of members as indicated in item no. 5.1. The Registrar shall act as Convener. The scrutinized list shall be forwarded to the Admission Committee in order of preference. The selection of candidates for the admission shall be on the merit basis. The merit list shall be prepared by giving 50:50 weightage to the OGPA (percentage basis) of the last degree and marks obtained in the common entrance test examination and marks of sports/cultural activities if applicable. The admission will be given as per the aforesaid merit list order.		
11.2	Admissions shall be given at the beginning of odd semester only, subject to intake capacity available at the university. The decision of Admission Committee shall be final.		
11.3	For admission to Master's degree, entrance test paper (multiple choice questions) shall be drawn from syllabus of group of subjects at graduate level. Duration of the entrance test will be of one hour and total marks will be 100 for master degree programme.		
<b>12.0</b>	<b>General Conditions Regarding Reservation</b>		
12.1	If sufficient number of candidates of reserve categories is not available, the vacant seats will be filled up by the candidates who are domicile of Gujarat in order of their merit. Vacant seats of Scheduled Caste and Scheduled Tribes will be filled up by other general category candidates on merit basis.		
12.2	SC/ST and SEBC candidates who are able to secure admission on merit in general quota shall not however, be counted against the seat reserved for them.		
12.3	A candidate availing benefit of the reserved seats shall be required to produce the certificate of belonging to a particular group from the competent authority. In case of any doubts or discrepancy about the castes/classes/group, the decision of the competent authority or the admission committee shall be treated as final.		
<b>13.0</b>	<b>Scheduled Caste and Scheduled Tribes (SC &amp; ST)</b>		
13.1	The total number of seats to be reserved for the Scheduled Caste and Scheduled Tribes candidates shall be as laid down by the State Government from time to time. The same at present is as follows; (1) Twenty two percent shall be reserved for backward class candidates. Out of 22% seats, 7% shall be earmarked for the candidates belonging to scheduled caste and remaining 15 % shall be earmarked for candidates belonging to scheduled tribes. (2) Those candidates who are able to secure admission on general category merit shall not, however, be counted against the seat reserved for them, provided one has not availed any advantage of category.		

13.2	If the need arises on account of vacant seats due to less number of applications in one group and shortage of seats due to more number of applications of eligible candidates in the other group, reciprocal adjustment in the above specified 7 % and 15 % seats between the two groups will be made.
13.3	If applications from backward class candidates are more than the reserved seats earmarked for them as above, admission will be given to them strictly on <i>inter se</i> merit within each of the two groups.
13.4	The admission of a student of a reserved category on a reserved seat shall be valid subject to the verification of cast certificate issued by the authority empowered by the State Government in this behalf. In case, the caste certificate is found invalid on verification, he/she shall not have right to claim his/her admission on reserved seat and if he/she has been already granted admission, such admission shall be cancelled at any point of time.
14.0	<b>Socially and Educationally Backward Communities (SEBC)</b>
14.1	<p>Twenty seven percent (27%) of seats shall be reserved for the Socially and Educationally Backward Class of Gujarat State as laid down by the State Government at present. The reservation shall be subject to the following conditions and shall be modified as per the directive of the State Government from time to time. The reservation shall be subject to fulfillment of the following conditions:</p> <ol style="list-style-type: none"> <li>(1) A candidate under this category shall be required to produce a Certificate that he/she belongs to a particular group of backward class (Caste) from the competent authority of the state. The candidate belonging to SEBC should produce the Certificate issued from the competent authority.</li> <li>(2) The candidate belonging to SEBC should produce the Certificate issued from the competent authority, showing that he/she does not belong to creamy layer sections of the society. Such certificate should be issued on or after the 1<sup>st</sup> April of the academic year in which the candidate is seeking admission; otherwise he/she will not be considered under the SEBC category.</li> <li>(3) SEBC candidates, who are able to secure admission under open category merit shall not however, be counted against the seats reserved for them provided one has not availed any advantage of category.</li> <li>(4) The admission of a student of a reserved category on a reserved seat shall be valid subject to the verification of caste and non Creamy Layer certificate issued by the authority empowered by the State Government in this behalf. In case, the caste and non Creamy Layer certificate is found invalid on verification, he/she shall not have right to claim his/her admission on reserved seat and if he/she has been already granted admission, such admission shall be cancelled at any point of time.</li> </ol>
15.0	<b>Differently Abled (Physically Challenged) Candidates</b>
	<p>Five percent seats are reserved for the Differently abled (physically challenged) candidates of Gujarat State which are adjustable within the respective category and subject to the following conditions:</p> <ol style="list-style-type: none"> <li>(1) A candidate, having locomotors disability of one leg and partial arm, shall be eligible to apply for admission to a degree programme, subject to the submission of a Certificate to that effect from the Civil Surgeon / Medical Superintendent of the Government Hospital based on the opinion of the concerned specialist, that the locomotors disabled candidate is in a position to undertake the degree programme and can perform the functions of the concerned field. The admissions will be on the basis of <i>inter se</i> merit only.</li> <li>(2) Physically challenged candidate shall have to fulfill the academic and minimum requirements of marks at the qualifying examination of his/her category as mentioned in Rule-9.</li> <li>(3) The admission of a student of a reserved category on a reserved seat shall be valid subject to the verification of certificate issued by the authority empowered in this behalf. In case the certificate is found invalid on verification, he/she shall not have right to claim his/her admission on reserved seat and if he/she has been already granted admission, such admission shall be cancelled at any point of time.</li> </ol>

<b>16.0</b>	<b>Recognition of P.G. Teachers</b>
16.1	A teacher who desires to be recognized as post graduate teacher for P.G. Teaching and for guiding P.G. research will apply at appropriate time to the Dean of Post Graduate Studies through Director-IDEA.
16.2	All teachers holding Ph.D. degree shall be recognized for PG teaching. The Director-IDEA will send the proposal for the same to the Dean, PGS for approval.
16.3	All teachers of the rank of at least Assistant Professors holding Master degree in the concerned subject and having minimum three years experience of undergraduate teaching /research/extension will be recognized for post graduate teaching only and the teacher who has at least three years research / teaching experience of post graduate teaching and who has published atleast two research papers in recognized research journals will be recognized for guiding masters students only.
16.4	Nothing in these regulations shall affect the recognition of post-graduate teachers already granted before the commencement of these regulations under the regulations then existing.
<b>17.0</b>	<b>Procedure of Granting Recognition of Post Graduate Teachers</b>
17.1	The Dean of Post-Graduate Studies shall grant recognition on the recommendation of the Head of the Department/Professor in charge/Director-IDEA and Dean Faculty in all cases where the academic attainment is in consonance with the prescribed standards as laid down in Rule-16.
17.2	In the cases of persons in respect of whom qualification or experience is not as per the prescribed standards as laid down in regulations, such cases may be treated as special cases.
17.3	There shall be a committee comprising of the following members for considering the special cases to grant recognition of post graduate teachers. (1) The Director of Research & Dean Post Graduate Studies (2) The Dean, Faculty of Agriculture (3) The Director, IDEA
<b>18.0</b>	<b>Appointment of Coordinator and Assistant Coordinator at IDEA</b>
	The Dean of Post-Graduate Studies will appoint the Director-IDEA and Deputy Director-IDEA as Coordinator and Assistant Coordinator, respectively for the purpose of Post- Graduate studies at the institute level. They shall supervise the duties of allotment of courses to recognized PG teachers, overall supervision of PG counselling/teaching/research, seminar, synopsis, preliminary examinations, PG examination, submission of thesis and thesis viva-voce examination at institute level. They shall also coordinate the work related to PG Time-Table, Semester End Examinations, Correspondence related to PG studies <i>etc.</i>
<b>19.0</b>	<b>Registration</b>
19.1	A candidate selected for admission, shall report to the Director-IDEA on the date specified by the University for the purpose of First Registration.
19.2	The admission of the candidate, who failed to report to the Director-IDEA on the specified date, shall be treated as cancelled.
19.3	A candidate, registered in the first semester by payment of fee must complete the registration of courses within a period of ten days from the date of his/her registration.
19.4	The First Registration shall consist of the following; (1) Payment of Fee at the time of counseling / interview (2) Production of original documents (3) Registration for courses (4) Submission of the course card within ten days
19.5	A student enrolled in the University shall be given a registration number, which shall be used along with his/her name in all the documents and correspondence pertaining to his/her PG study programmes.
19.6	If an enrolled P.G. Student does not pay the fee of subsequent semester on or before the dates decided by the University, his/her registration shall automatically be cancelled. The Director-IDEA will have to report this to the Registrar immediately. In any condition, if an enrolled student does not attend the counsellings, for a period of six months and above, even after repeated intimation by major guide and by the Director-IDEA to the student and his/her parents/guardians about his/her absence, his/her registration will be cancelled.



	The Director-IDEA has to report the absence of such student to the Registrar for necessary action.
19.7	If a student has not taken any course during any one semester without justification before completing course work, his/her registration will stand cancelled. Director-IDEA will report the same to Director of Research and Dean, Post-Graduate Studies and Registrar.
<b>20.0</b>	<b>Renewal of Registration</b>
20.1	Every enrolled student shall be required to register at the beginning of each semester till the completion of his/her degree requirements, failing which the enrollment shall be cancelled.
20.2	For the registration of subsequent semester, required fee shall have to be paid within the specified date from the commencement of the semester, failing which his/her registration shall stand cancelled.
20.3	The registration in person for subsequent semester should be completed within the first three days of beginning of the semester, failing which fine of ₹100/-per day (subject to revision from time to time), up to the permissible period of 30 days only, will have to be paid by the student who missed registration.
<b>21.0</b>	<b>Identity Card</b>
	An Identity Card shall be issued by the Director-IDEA to each registered student on completion of first registration. The student shall carry it with him / her at all the times and should show the same when asked for. In case the Identity Card is lost, a new one shall be issued on payment of fee as prescribed by the University from time to time.
<b>22.0</b>	<b>Student Advisory System</b>
22.1	Allotment of Major Guide
	Each PG student shall have Student Advisory Committee to guide the student during the study programme. The Director-IDEA and Dy. Director-IDEA will be the Coordinator and Assistant Coordinator, respectively for the PG Programmes through distance mode. Only recognized teachers are eligible for teaching and guiding PG students. On registration of the student and payment of fee at the Accounts Office of the university, he/she will be allotted to the recognized Major Guide by Dean PG studies. The nomination of the Major Guide shall be made by the Dean PGS on the recommendation of Admission Committee. The approved guides by the Dean PGS only can be the guides for the students. Generally, a teacher should have a minimum of two years of service before retirement for allotment of masters students. Normally, there should not be more than four masters students at any one time under a particular guide.
22.2	Members of the Advisory Committee
	For Master's students in Agril. Journalism and Agril. Marketing, the advisory committee shall comprise of following members: (a) Major Guide (Chairman) (b) Director, IDEA/Deputy Director, IDEA (Member) (c) One member from the concerned department/field of study (d) One member from the department of Agril. Statistics If thesis topics involve more of inter-disciplinary approach, the number of advisory committee members from other disciplines may be increased by one with prior approval of the Dean PGS. A Proposal for the formation of the Advisory Committee of the students shall be submitted by Major Guide forwarded through the Director-IDEA to the Dean PGS for approval within one month from the commencement of the 1 <sup>st</sup> semester.
22.3	Changes in Advisory Committee
	The proposals for changes in the Advisory Committee are to be sent by the Director-IDEA to the Dean PGS on receipt of same from the Major Guide for approval, if it is felt absolutely necessary. The reason for such changes should be indicated. The changes may be effected immediately when the existing members are transferred elsewhere or resigned or retired. If a Major Guide goes abroad/ within India for more than 6 months, to attend any training or goes on leave for more than six months, the Director-IDEA has to propose for changes in Advisory Committee on receipt of same from the Major Guide immediately for approval of Dean PGS. The same provisions shall apply to members also.



22.4	<b>Absence of Member During Qualifying / Final Viva-Voce Examination</b>		
	Under extra-ordinary circumstances, if the qualifying examination/final Thesis viva-voce examination /Thesis Seminar of PG student has to be conducted in the absence of advisory committee member/s, permission to conduct the examination by co-opting another member/s with recommendation of Director-IDEA should be obtained from the Dean PGS in advance.		
22.5	<b>Duties and Responsibilities of the Advisory Committee</b>		
	(1) Drawing the student's academic plan for post-graduate programme (2) Guidance throughout the PG programme of the student (3) Guiding the student in selecting a topic for thesis research and seminar topics (4) Continuous monitoring of thesis research and progress of the student (5) Evaluation of research and seminar (6) Correction and finalization of synopsis and thesis draft (7) The members should have regular monitoring/meetings with the student for all the above purposes and sign the appropriate documents		
23.0	<b>Synopsis of Research Project</b>		
23.1	The Major Guide shall forward the Synopsis of the thesis in the prescribed format to the Director of Research and Dean P.G. for approval before the end of third semester through the Director-IDEA. The Director of Research and Dean P.G. shall convey the approval for the same within three weeks to the Major Guide under intimation of Director-IDEA.		
23.2	No change in the programme of studies shall normally be permitted. However, under special circumstances, Dean, Post-Graduate Studies, on recommendation of the Advisory Committee and Director-IDEA, for reasons to be specified, may permit a change in the programme of studies.		
24.0	<b>Fee</b>		
24.1	The lump-sum fee for Post Graduate Programmes through Distance Mode shall be paid by all P. G. students at the time of beginning of Odd and Even Semester of each Academic Year.		
24.2	The rate of fee shall be as determined by the AAU from time to time.		
25.0	<b>Refund of Fee</b>		
	If the student desires to cancel admission, fee paid shall not be refunded.		
26.0	<b>Curricula and Courses</b>		
26.1	The details of the courses, credits and curriculum of the course shall be as per approval of the Academic Council in consultation with the Boards of Studies of Post Graduate Studies from time to time. The distribution of courses for each semester shall be such, as may be decided by the University from time to time.		
26.2	<b>Courses</b>		
	The courses should be in the respective discipline in which the candidate takes degree.		
26.3	A student shall be deemed to have cleared and completed a course, if he/she has completed all such other necessary requirements for the course and has obtained a requisite grade point.		
26.4	The Re-registration of a particular course shall be allowed only twice (1 regular + 2 trials) to obtain the minimum required grade point. Failing on this, registration of the student will be cancelled automatically.		
27.0	<b>System of Evaluation</b>		
27.1	A student securing less than 6.0 grade point (60 per cent marks) for the course of Master Degree Programmes through Distance Mode shall be considered as fail; such student shall have to repeat the course as and when offered.		
27.2	The different types of examination and weightage for each shall be as under:		
	<b>Sr. No.</b>	<b>Examination</b>	<b>Theory</b>
	1	Self Study (Assignments & Presentation)	20
	2	Internal Tests	30
	3	Semester-end Examination	50
		<b>Total Marks</b>	<b>100</b>

27.3	The following marking shall be shown by the teachers / examiners in the Student's Performance Report.		
	6.00 and above	Pass	—
	Below 6.0	Fail	—
	Ab	Absent	—
	I	Incomplete	—
	W	Withdrawn	—
	S	Satisfactory	For Qualifying Examinations and Thesis Credits
	US	Unsatisfactory	
27.4	Grade Point Average (GPA) is the sum of the products of credits of courses and the grade points obtained in those courses divided by the total number of credits of the different courses offered in the semester.		
27.5	The Cumulative Grade Point Average (CGPA) obtained by the student upto the end of a particular semester shall be calculated by dividing the sum of the products of the grade point average and the credits in respective semester by the total credits completed upto the end of that semester.		
27.6	A grade point below 6.00 in a course shall be counted in working GPA for that semester. However, on revision of the grade point after repeating that course, the earlier grade point shall be replaced by the revised grade point average and CGPA/OGPA shall be recalculated.		
27.7	The revised grade point shall substitute the original grade point and the same will be counted in working out the OGPA/CGPA for the purpose other than the award of the scholarship / fellowship or for competing for a Certificate of honor or of a position.		
27.8	The course, cleared by more than one trial shall be shown as repeat course in the transcript as well as evaluation report of that semester.		
27.9	A student shall have to appear at the examination to be announced by the Director-IDEA for the course(s) in which he/she has registered. Absence from the internal test examination on account of valid reason with prior permission of the Director-IDEA shall be considered to award 'W' grade and the student shall have to clear that course in the subsequent semesters. However, absence from the Final or Semester-End Examination shall be considered to award 'Ab' grade and the student shall have to clear that course in the subsequent semesters as a repeat course.		
27.10	For Seminar, if a student is unable to clear seminar during the semester, shall be considered to award "W" grade/ "I" grade on recommendation of the Director-IDEA and Major Guide with due justification, and shall have to clear that course during next semester after re-registration.		
27.11	A teacher shall be responsible for evaluating the student's performance and maintaining the records/ materials concerned with the course with regards to tests, term papers, skill orientation (on distance mode), assignments and semester-end examination.		
<b>28.0</b>	<b>Academic Probation</b>		
28.1	A student shall be required to maintain the CGPA of not less than 6.50 in order to be eligible for continuing as regular enrolled student of the University.		
28.2	If the CGPA of a student is less than 6.50 at the end of a semester, he/she shall be placed on the Academic Probation.		
28.3	If the CGPA of student at the end of a semester in which he/she was on academic probation is 6.50 or higher, he/she shall be removed from the academic probation and shall be allowed to continue as a regular enrolled student. Otherwise, he/she will continue to be on academic probation till he/she obtains the OGPA of 6.50 or above by taking additional courses even after the successful completion of the prescribed courses.		

<b>29.0</b>	<b>Award of Class</b>	
	The award of a class to a student shall be based on OGPA (Overall Grade Point Average) obtained by him/her and shall be indicated in the degree certificate. The basis of the award of class shall be as under:	
	<b>OGPA</b>	<b>Class</b>
	8.00 and above	First class with Distinction
	7.00 to 7.99	First class
	6.50 to 6.99	Second class
<b>30.0</b>	<b>Requirements for Master's Degree</b>	
30.1	The minimum course credit requirement for a student enrolled for Master's Degree programme on Distance Mode is as under;	
	<b>Courses</b>	<b>Minimum Credit Requirements</b>
	Major	40
	E-courses	03
	Seminar	01
	Research (Thesis)	20
	<b>Total:</b>	<b>64</b>
30.2	A student enrolled for a degree of Master's Degree through Distance Mode has...	
30.2.1	to clear the qualifying examination.	
30.2.2	to submit an acceptable <i>Pakka</i> bound thesis based on an approved research work conducted satisfactorily as adjudged by the examiner shall be required for the award of degree. Once the thesis (unbound) is submitted by the student, no fee should be charged even though the <i>thesis viva</i> is not completed as all the other requirements are over on submission of thesis. However, minimum requirement of the student with registration and payment of fee must have been completed.	
30.3	The minimum requirement is of 4 semesters for students having graduation in concerned faculty.	
30.4	The maximum duration for Master's degree is 8 semesters.	
<b>31.0</b>	<b>Attendance Requirement</b>	
31.1	Every student shall attend all counselling at the institute and meetings with respective course teachers and advisory committee.	
31.2	Each course teacher shall maintain a record of student's attendance of each course taught by him during counselling in a semester.	
31.3	The attendance shall be counted from the date of commencement of the semester. All candidates are required to attend at least 4 out of total 6 counsellings scheduled during a semester. If a student fails to attend minimum 4 counsellings held during a semester, he/she shall not be eligible to appear at the semester-end examination and shall repeat the course(s) when offered. The Director-IDEA shall grant 'I' grade on recommendation of course teacher under intimation to Registrar.	
<b>32.0</b>	<b>Extension to PG Students</b>	
32.1	The candidates requiring extension up to 2 semesters in addition to the normal period of 4 semesters shall be granted by the Director-IDEA on recommendation of the Advisory Committee. For further extension up to maximum of 2 semesters, the case shall be forwarded to the Registrar with recommendation of Advisory Committee and the Director-IDEA. The Registrar will scrutinize and put up the case with remarks to Dean, P. G. Studies for consideration and approval. The maximum duration with extended period is 8 semesters.	
32.2	The progress of the candidates shall be reviewed after 4 semesters by the Major Guide who will report to the Director-IDEA about progress of the student under his guidance. The Director-IDEA will report the same to Dean, PGS and Registrar.	
<b>33.0</b>	<b>Programme of Study</b>	
33.1	For uniformity in the PG Academic Calendar, the odd semester will generally begin on 1 <sup>st</sup> August and even semester will begin on 21 <sup>st</sup> January, or as per the academic calendar decided by the admission committee every year.	
33.2	Every student shall have a Major Guide from his/her Major Field of study. The Major Guide shall be the Chairman of Advisory Committee with other members as stated in Item No. 22.2.	



33.3	The Major Guide will propose Advisory Committee. The Dean PGS will approve the committee on recommendation of the Director-IDEA.
33.4	The Advisory Committee shall draw out the programme of study keeping in view the student's academic background, within ten days of commencement of the first semester, and the report to this effect will be sent to the Dean of PGS, through the Director-IDEA.
33.5	The research problem of the student shall be decided by the Major Guide in consultation with the members of Advisory Committee, Director-IDEA and senior P.G. teachers of the subject at the Department/Centre. The outline of the thesis work (synopsis) shall be presented and discussed in the presence of the committee members and teachers of major field of study and be communicated to the Dean of Post-Graduate studies through the Director-IDEA for approval before the end of third semester.
33.6	A student shall not normally be allowed to take more than 20 credits in a semester.
34.0	<b>Qualifying (Preliminary) Examination</b>
34.1	After having successful completion of at least 80% of approved course work (excluding Thesis work) with a CGPA of not less than 6.50/10.00, postgraduate student shall be eligible for applying for the Qualifying Examination.
34.2	Only those post graduate students who successfully completed the qualifying examination will be admitted to candidacy of the degree. The qualifying examination consists of written and oral examination ( <i>viva-voce</i> ).
34.3	The Director-IDEA on recommendation of Major Guide shall monitor and coordinate to conduct of the qualifying examination and issue necessary order for conducting the Qualifying Examination.
34.4	<b>Written Examination</b>
	<ol style="list-style-type: none"> <li>(1) The Major Guide shall apply for conducting qualifying examination of the Master student in the prescribed form to Director-IDEA for approval.</li> <li>(2) The qualifying examination shall normally be completed within 60 days from the date of issue of permission from office of the Dean, PGS.</li> <li>(3) There shall be a question paper and it shall cover all aspects of the major discipline of study in which the degree is to be awarded.</li> <li>(4) The question paper of 100 marks shall be drawn and evaluated by major guide. The qualifying marks for written examination will be 60%.</li> <li>(5) The question paper for the written examination will be of 3 hours duration and comprising of descriptive and objective type questions from prescribed syllabus.</li> <li>(6) If a student secures unsatisfactory grade in written comprehensive examination, then he/she shall be re-examined for maximum two more trials after the interval of at least 15 days and not more than 2 months.</li> <li>(7) A student, securing at least 60% marks in the written Qualifying Examination, shall be eligible for <i>viva-voce</i> exam (preliminary).</li> </ol>
34.5	<b>Viva-Voce Examination</b>
	The <i>viva-voce</i> exam (prelim) of Masters students shall be conducted by the Advisory Committee.
34.6	The candidate shall be declared successful only if the decision of the Advisory Committee is unanimous.
34.7	The Chairman of the Advisory Committee shall be responsible for communicating the results of the <i>viva-voce</i> examination (prelim) to the Registrar and Dean Post-Graduate Studies in the prescribed format through the Director-IDEA.
34.8	A candidate failing to pass the oral qualifying examination will be eligible to reappear in the said examination for a maximum of two additional trials only spaced at interval of not less than 1 month.

<b>35.0</b>	<b>Submission of Thesis</b>
35.1	<i>Kaccha</i> bound Thesis can be submitted after successfully clearing the Thesis Seminar presented before the Advisory Committee and a nominee of Dean, PGS completing all other requirements of PG studies. If the Thesis work and all requirements of the PG study are completed by the end of 3 <sup>rd</sup> semester, thesis can be submitted during the 4 <sup>th</sup> semester after registration, however, degree/notification will be awarded/issued not before completion of minimum requirements. In addition, the student has to submit his/her <i>Kaccha</i> bound Thesis latest by the end of 8 <sup>th</sup> semester subject to prior permission for extension of his/her degree programme.
35.2	A student is required to successfully complete the preliminary comprehensive examination (s) at least one month before the submission of <i>Kachcha</i> bound thesis.
35.3	A postgraduate student shall prepare his/her thesis as per the guidelines approved by the Academic Council from time to time.
35.4	A student can submit two copies of his/her draft thesis ( <i>Kachcha</i> Bound) in person to the Major Guide and same will be forwarded to the office of the Director-IDEA after fulfilling norms on the prescribed Academic Forms duly recommended by the Advisory Committee. The Director-IDEA will send the <i>kachcha</i> bound thesis to the external examiner along with required proforma after obtaining permission from the office of the Registrar. Dean PGS will nominate the external examiner on file presented by the office of the Registrar.
35.5	If a candidate fails to submit the thesis within a semester, he/she shall have to register in the next semester for submission of thesis.
35.6	No registration is required for the conduct of Thesis (Final) <i>viva-voce</i> examination, if it is held in the next semester.
35.7	<i>Pakka</i> bound thesis should be submitted within 30 days after completion of thesis <i>viva-voce</i> examination. Failing this, his/her registration may be cancelled by competent authority based on recommendation by the concerned Major Guide and Director-IDEA.
<b>36.0</b>	<b>Thesis Evaluation</b>
36.1	A list of experts in different disciplines for evaluation of thesis for Master degree programmes approved by concerned Boards of Studies once in three years and finally approved by the Dean PGS/BoS for PG Faculty, as prepared by the AAU will be used for the purpose.
36.2	At least one month before the submission of draft thesis, Major Guide of the student shall suggest a panel of three names of External Examiner for evaluation of thesis in prescribed form with their latest contact numbers/e-mail IDs to the Dean, PGS through the Director-IDEA. However, Dean, PGS may nominate any competent and qualified External Examiner for the same if the suggested panel is found inappropriate.
36.3	Thesis for evaluation shall be sent to one External Examiner by the Director-IDEA.
36.4	The report of thesis evaluation shall be in the Prescribed Performa approved by the Academic Council from time to time.
36.5	The actual report and queries raised by the External Examiner should be thoroughly discussed in the <i>viva-voce</i> exam of thesis and should be complied, if required.
36.6	<b>Master's Degree</b>
	(1) The thesis submitted in partial fulfillment of the Master's degree shall be evaluated by the External Examiner from outside the University who shall be appointed by the Dean of Post-Graduate Studies from a panel of three External Examiners suggested by Major Guide and forwarded through the Director-IDEA. (2) The External Examiner shall examine the thesis and send his/her report to the Dean of Post Graduate studies and Registrar under intimation to the Major Guide normally within 4 weeks from the date of receipt of the thesis. He/she shall send the evaluated thesis directly to the Director-IDEA under intimation to the Major Guide. (3) On receipt of the report from the External Examiner, the candidate will be

	<p>examined orally on the thesis giving due weightage to the report of External Examiner by Major Guide, Director-IDEA and one External Referee from the Major Field nominated by the Dean of Post Graduate Studies. The Major Guide will submit the final report on thesis <i>viva-voce</i> examination to the Dean of Post-Graduate Studies through the Director-IDEA. However, the Dean of Post-Graduate Studies, if convinced of the need for inviting the external referee to hold <i>viva-voce</i> examination, he/she may invite external referee for <i>viva-voce</i> examination instead of one teacher to be nominated by him.</p>
<b>37.0</b>	<b>Remarks of Examiner</b>
37.1	After favorable evaluation of thesis by External Examiner, the Registrar shall issue necessary order for conducting <i>Thesis-Viva</i> . The Director-IDEA shall arrange for thesis <i>viva-voce</i> examination in consultation with the Major Guide and Director-IDEA shall be one of the members of the Committee of thesis <i>viva-voce</i> examination.
37.2	In case an External Examiner does not recommend a thesis for the award of Master Degree, the External Examiner next in order of the approved panel, shall be contacted for evaluation of thesis. If the second External Examiner recommends the thesis for acceptance, this recommendation may be accepted. If, the thesis is rejected by the second External Examiner as well, the degree shall not be awarded. In such cases, the student on proper registration in the following semester shall have the option to continue the work, re-write the thesis and re-submit the same after a lapse of at least four months from registration. If the thesis is again rejected by the External Examiner, student will be debarred/ dropped from the University.
<b>38.0</b>	<b>Thesis <i>Viva-Voce</i> Examination</b>
38.1	The candidate is expected to defend the thesis work at the examination. The degree shall be awarded on unanimous recommendation of the examiners in respect of the thesis itself and the performance of the student in the oral examination. The recommendation of the examiners shall be forwarded by the Major Guide to the Dean Post-Graduate Studies through the Director-IDEA.
38.2	After the receipt of full report from the External Examiner recommending the acceptance of thesis, the Major Guide shall in consultation with the External Referee, fix the date and place for holding the thesis <i>viva-voce</i> examination. The report of the External Examiner shall be considered by the Committee at the time of examination.
38.3	Only under unavoidable circumstances, permission for substituting committee member(s) will be given by the Dean, PG Studies.
38.4	The performance in the <i>thesis viva-voce</i> will be graded by the Committee as satisfactory/unsatisfactory on the basis of quality of thesis and performance of the student in the prescribed <i>viva-voce</i> examination form. In case of any disagreement among the members, the decision of the External referee shall be final. The report of the Committee shall be forwarded by the Major Guide through the Director-IDEA who shall forward the same to the Registrar and the Dean, PGS for declaration of the results.
38.5	A postgraduate student, who fails to show satisfactory performance in the thesis <i>viva-voce</i> examination, may apply again to the Dean, PGS with the recommendation of the Major Guide and the Director-IDEA for permission to appear second time. Permission to appear second time may be given, but re- examination shall take place after one month from the date of the first thesis <i>viva-voce</i> examination. A student failing second time in the <i>viva-voce</i> examination shall be debarred/ dropped from the University.
38.6	As far as possible, the <i>thesis viva-voce</i> of a postgraduate student for the second time shall be conducted by the same committee.
38.7	The student shall submit four copies of bound thesis along with soft copy (CD) to his/her Major Guide and the same shall be forwarded through the Director-IDEA to the Registrar for further approval.



<b>39.0</b>	<b>Remuneration for External Examiner</b>
	An External Examiner who is appointed to examine the thesis and/or conduct the <i>thesis viva-voce</i> examination of the postgraduate student shall be paid the remuneration as prescribed by the university for regular PG Programmes from time to time.
<b>40.0</b>	<b>Notification of Master Degree</b>
	The Director-IDEA on recommendation from the Major Guide will forward the report on <i>thesis viva voce</i> examination to the Registrar. A notification containing the enrolment number, name of the candidate, eligible degree, name of Major Guide, title of thesis, subject of specialization, OGPA and division/class obtained shall be issued by the Registrar on approval of the Dean, PGS.
<b>41.0</b>	<b>Remuneration for Counseling/Examinations to PG Teachers</b>
	The PG Teachers of concerned course in Agril. Journalism and Agril. Marketing who are invited for counseling/examinations of the PG students through distance mode during holidays shall be paid the remuneration as decided by the University from time to time.
<b>42.0</b>	<b>Prevention and Prohibition of Ragging</b>
	In view of the directions of the Honorable Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009, following provisions will be effective to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students.
<b>42.1</b>	<b>What Constitutes Ragging</b>
	Ragging constitutes one or more of any of the following acts: (1) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student; (2) Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student; (3) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student; (4) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher; (5) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students; (6) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students; (7) Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person; (8) Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student; (9) Any act that affects the mental health and self-confidence of a fresher or any

	other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.
42.2	Mandatory Discloser
	<p>(1) Ragging is totally banned and anyone found guilty of ragging and/or abetting ragging is liable to be punished.</p> <p>(2) The affidavit-I should be filled up and signed by the candidate to the effect that he / she is aware of the law regarding prohibition of ragging as well as the punishments, and that he/she, if found guilty of the offence of ragging and / or abetting ragging, is liable to be punished appropriately.</p> <p>(3) The affidavit-II should be signed by the parent/guardian of the applicant to the effect that he/she is also aware of the law in this regard and agrees to abide by the punishment meted out to his/her ward in case the latter is found guilty of ragging and / or abetting ragging.</p> <p>(4) A student seeking admission to the hostel shall have to submit another affidavit-III along with his/her application for hostel accommodation that he/she is also aware of the law in this regard and agrees to abide by the punishments meted out if he/she is found guilty of ragging and /or abetting ragging</p> <p>(4) The first year students should desist from doing anything against their will even if ordered by the seniors, and that they have nothing to fear as the institution cares for them and shall not tolerate any atrocities against them.</p> <p>(5) A student securing admission to a particular institute shall have to submit concern affidavits to the Director of institute.</p>
42.3	Actions to be taken against students for indulging and Abetting Ragging in AAU.
	<p>(1) The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.</p> <p>(2) Every single incident of ragging, a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.</p> <p>(3) The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.</p> <p>(4) Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following,</p> <p>(a) Cancellation of admission</p> <p>(b) Suspension from attending classes</p> <p>(c) Withholding/withdrawing scholarship/fellowship and other benefits</p> <p>(d) Debarring from appearing in any test/examination or other evaluation process</p> <p>(e) Withholding results</p> <p>(f) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.</p> <p>(g) Suspension/expulsion from the hostel</p> <p>(h) Rustication from the institution for a period ranging from 1 to 4 semesters</p> <p>(i) Expulsion from the institution and consequent debarring from admission to any other institution</p> <p>(j) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.</p>
42.4	An appeal against the order of punishment by the Anti-Ragging Committee shall lie,
	<p>(1) In case of an order of an institution affiliated to or constituent part of the University, to the Vice Chancellor of the University;</p> <p>(2) In case of an order of a University, to its Chancellor;</p> <p>(3) In case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.</p>

<b>43.0</b>	<b>Unlawful Activities</b>
	In case of students found involved in any unlawful activities either within or outside the institute/Campus, besides, expulsion from the institute and campus at the discretion of the Registrar on recommendation of the Director-IDEA, the matter will be reported to the Police of the jurisdiction to be dealt with, in accordance with the appropriate law in force.
<b>44.0</b>	<b>Repeal &amp; Savings</b>
	The regulations for the award of Post Graduate Degree in the University and amended from time to time and in force on the date this regulation comes into effect are hereby repealed.

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