

**CENTRAL AGRICULTURAL UNIVERSITY
ACADEMIC REGULATIONS - 2008 FOR MASTER
DEGREE PROGRAMMES**



**CENTRAL AGRICULTURAL UNIVERSITY
IMPHAL-795004, Manipur, India
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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 “Central Agricultural University Academic Regulations 2008 for Master Degree Programmes” and shall be applicable to the students admitted during the Academic year 2008-09 and onwards.

1.1.3 Scope

The provisions made in these academic regulations shall apply to all Master Degree Programmes offered by the University.

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 last Monday of July of each year. However, the Academic Council has the authority to decide the exact dates and month of commencement and termination of any 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 115 working days including 100 net instructional days and upto 15 days for examinations.

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 or due to any other reason shall be compensated by providing additional instructional days.

1.2.4 The minimum number of classes for each (one) credit of a course shall be 16 in a semester.

1.2.5 The minimum and maximum duration of residential requirement for Master’s Degree Programmes shall be as follows:

Minimum	2 years (4 semesters)
Maximum	4 years (8 semester)

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 Chair person means a teacher of the major discipline proposed by the Head of Department through the Dean of the College and duly approved by the Director of Instruction to act as the Chairperson of the Advisory Committee and also to guide the students on academic issues.

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 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 practical means one class of minimum two hours duration per week.

1.3.6 Credit load of a student refers to the total number of credits of all the courses he/she 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 percent mark secured by a student in a particular course by 10, rounded off 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 points/symbol Obtained	Result	Value
5.50 and above	Pass	G.P. as indicated
less than 5.50 (F)	Fail	Zero
“SA”	Shortage of attendance	Zero
“S”	Satisfactory	-
“US”	Unsatisfactory	-

- 1.3.9 Credit point (CP)** refers to the Grade point multiplied by the number of credits of the course, rounded off to second decimal place.
- 1.3.10 Grade point average (GPA)** means the total credit point earned by a student divided by total number of credits of all the courses registered in a semester, rounded off 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 student at the end of a semester (all completed semesters), rounded off 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, rounded off to second decimal place.

CHAPTER – 2

STUDENTS ADMISSION AND ACADEMIC PROGRAMMES

2.1 Admission

Candidates with Bachelors' degree in concerned/related subjects from a recognized university with OGPA of 6.00 out of 10.00 or equivalent percentage of marks are eligible for admission to the Master's Degree programmes. SC/ST candidates with OGPA of 5.50 in the Bachelor's degree shall be eligible for the admission.

2.1.2 Selection of candidates for admission

- i) The basis of selection for admission to Master's degree programmes shall be the merit in the qualifying examination.
- ii) Twenty five (25) per cent of total seats in each department shall be filled up by the candidates selected by ICAR through All India Entrance Test (AIET).
- iii) Fifteen per cent (15) and 7.5 % of the total number of seats shall be reserved for SC and ST candidates respectively. In case enough candidates are not available, SC/ST categories seats can be interchanged.
- iv) Twenty seven (27) per cent of the total number of seats are reserved for OBC excluding creamy layer

Note: Vacant seats under reserved (except OBC quota) / unreserved category shall be filled-up by the candidates on merit basis from the waiting list. Vacant seats under OBC quota, however, shall not be filled-up by any other category.

2.1.3 Submission of application

- i) Application for admission to Master's degree programmes shall be made in prescribed application form obtainable from the office of the Registrar, CAU/Dean of constituent Colleges on issue of notification to this effect. The duly filled in application complete in all respects along with documents shall be submitted so as to reach the Registrar of the University on or before the prescribed date.
- ii) Students who have appeared in the final examination of the qualifying degree course and whose results are awaited for declaration may also submit their applications on or before the prescribed date.
- iii) Each candidate shall submit the following documents in original before the Admission Committee constituted for the purpose.

- Bachelor's Degree Certificate/Provisional Degree Certificate and grade card/marks card.
- Intermediate Science/10+2 Science/equivalent examination certificate and marks sheet.
- H.S.C.E./equivalent (10th standard) certificate and marks sheet.
- SC/ST/OBC/ any other reserved category certificate from the competent authority, if the candidate seeks admission under such reserved category.
- Migration certificate from the university, where the student studied last.
- College leaving certificate from the authority of the College, where the student studied last.
- Conduct certificate from the Dean/Principal of the College, where the student studied last.
- Medical certificate from a Medical Officer not below the rank of Asstt. Surgeon in support of physical fitness of the student to carry out his/her study in the concerned master's degree programme.
- Any other document (as per prospectus / notification) that may be required at the time of admission.

2.1.4 Payment of fees

The selected candidates shall pay the prescribed fee at the time of admission

2.1.5 Admission procedure

- i) All the applicants, whose applications are found complete in all respect, shall present themselves for counseling on the prescribed date and place.
- ii) Based on merit, provisional admission letter shall be issued to the candidate by the Registrar, CAU, Imphal.
- iii) The provisionally selected candidate shall report to the Dean of concerned College along with all original documents on the prescribed date.
- iv) The Dean shall get the original documents verified by a committee of three senior teachers and Asstt. Registrar (Academic). After being satisfied with genuineness of certificate, the students shall be admitted after payment of prescribed fee.

- v) All original documents shall be kept in safe custody of the Dean of the College.

2.1.6 Refusal of admission

The Vice-Chancellor reserves the right to refuse admission to any candidate whose admission in this opinion is detrimental to the interest of the University.

2.2 Registration

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

2.2.1 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.
- ii) With registration cards in hand, the student shall report to the concerned Head of Department / Deptt. In-charge, who shall help the student for selection of courses and filling the cards.
- iii) The Registration Cards shall be signed by the student, his/her Advisor/HOD, the Assistant Registrar (Acad.) and countersigned by the Dean of the College.
- iv) On admission and registration, the student shall be provided with an identity card with his/her photograph. The identity card shall be returned to the College when the student leaves the College after completion/discontinuation of the course/being dropped from the College/University for a specified period for good.
- v) 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 commencement of the semester.

2.3 Registration of continuing students

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

- i) Submission of "No due certificate" from all the Departments and units of the College
- ii) Payment of prescribed fees

- iii) Submission of the prescribed Registration Cards duly filled in and signed by all concerned.

2.4 Late registration

- i) A continuing student failing to register on the scheduled date of registration may register within 7 working days from the scheduled date by paying late registration fee of Rs. 10/- per days on production of valid reason(s) to the satisfaction of the Dean of the concerned College. This provision is 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 after the successful completion of at least one semester as the regular student of 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/the guardian has to submit a medical certificate to the effect that he/she/his/her ward is unable to attend class for a specified period for availing temporary withdrawal from the degree programme.
- iii) Death of parents/spouse 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 The student, after availing the facility of temporary withdrawal shall obtain permission from Registrar for registration and shall register as per the procedure.

2.6 Credit Requirements

The minimum total course credits and Research credits requirement for the Masters' degree programmes shall be 50 as per the following break up:

Course work/Research work*		Master's Degree (Credits)
A.	Course work	
	1. Major courses	
	a. Core courses	12
	b. Optional courses	8
	c. Seminar	1
	2. Minor course	8-10
	3. Supporting courses	4-6
	Total	35
B.	Research work and thesis	15**
	Total of (A+B)	50

*Recommendation of the Dean's Committee circulated by the ICAR from time to time will be adopted

** To be evaluated as satisfactory (S)/unsatisfactory (US)

2.7 Permissible work load

- i) The maximum credit load for Masters' degree students in a semester shall not be more than 18 credits including course and research credits.
- ii) In case of research credits, a maximum of 8 credits shall be allowed in a semester.

2.8 Advisory System

2.8.1 Advisory Committee

- i) The Advisory Committee for a Master's Degree programme shall consist of a minimum of three members, two from the minor field including the Chairperson and one from the minor field. The Professor-in-charge will be Ex-Officio Member of the Advisory Committee of all the PG Students of the Department.
- ii) The Chairperson of a student's Advisory Committee shall be a recognized PG teacher eligible to guide PG research and thesis work.

- iii) At any given time, a P.G. teacher shall not be a Chairperson for more than two students. However, in special circumstances, Vice-Chancellor on the recommendation of the Dean of the College may permit a PG teacher to be the Chairperson for more than 2 (two) students at any given time.

2.8.2 Procedure of formation and approval of the Advisory Committee

- i) The Head of the Department shall propose a Chairperson for each student.
- ii) The Chairperson shall suggest the other members of the Advisory Committee in consultation with the Head of the Department.
- iii) The proposal for the formation of Advisory Committee for each student shall be submitted by the concerned Chairperson in prescribed format in five copies to the Director of Instruction through the Head of Departments and Dean of the College/Faculty for approval and notification.
- iv) The Dean of the College shall intimate all concerned, students and the Registrar about the approval of the Advisory Committee.
- v) The nomination of Chairperson shall be completed within four weeks and the formation of the Advisory Committee within 8 weeks of commencement of the first semester.

2.8.3 Change in the Advisory Committee

- i) Change of the Chairperson or any member of the Advisory Committee is not ordinarily permissible. However, in exceptional cases, the change may be effected with due approval of the Director of Instruction.
- ii) In case the Chairperson/member of a Student's Advisory Committee retires, he/she shall be allowed to continue provided that the student has completed his course work and minimum of 5 research credits and the retiring Chairman/member stays at the Headquarters of the College, till the thesis is submitted.
- iii) If the Chairperson/member proceeds on deputation to another organization, he/she may be permitted to guide the student provided his/her new organization is at the Headquarters of the College and his/her organization is willing for the same.
- iv) The change shall be communicated to all the concerned by the Head of Department.

2.9 Students attendance

- 2.9.1** Each course teacher shall maintain a student's Attendance Register in each semester in format prescribed by the University.
- 2.9.2** 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.
- 2.9.3** The Dean of the College on recommendation of the Chairperson, course teacher and the Head of Department may condone the shortage of attendance up to 5 % on valid grounds to his satisfaction.

2.10 Permanent withdrawal / leaving the University

- 2.10.1** On completion of the degree programme, the students shall leave the University after submitting no dues certificates from all concerned, i.e., hostel, library, College, office, all the departments and teacher I/c of co-curricular activities and other units of the College/campus and ID card issued by the College.
- 2.10.2** 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 and submitting no dues certificates from all concerned as specified in regulation 2.10.1.
- 2.10.3** 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/she submits no dues certificate(s) from all concerned as mentioned in regulation 2.10.1.

2.11 Cancellation of admission

- 2.11.1** A candidate admitted to PG 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.
- 2.11.2** If a candidate admitted to P.G. programme fails to complete at least one course other than seminar during the first semester, the admission stands cancelled.
- 2.11.3** Students admitted to PG programmes shall produce migration certificate from the Universities, where they had studied last, within first semester of admission, failing which their semester results shall be withheld.
- 2.11.4** If a student discontinues studies without prior permission of the University, the student's admission stands cancelled.
- 2.11.5** The admission of any student can be cancelled, on disciplinary ground.

2.12 Recognition of teachers for teaching and guiding students

2.12.1 Teaching

- i) Professors and Associate Professors.
- ii) Assistant Professors holding Ph.D. degree
- iii) Asstt. Professors without Ph.D. degree in collaboration with Professor and Associate Professor.

2.12.2 Guidance for research & thesis work

Recognized PG teacher with Ph.D. degree shall be eligible for guiding PG students' research and thesis work. However, a recognized PG teacher without Ph.D. degree may also be allowed to guide PG students' research and thesis work, provided he/she has at least two years of PG teaching experiences and 5 (five) research papers published in refereed journals.

2.13 Plan of work

2.13.1 In plan of work, detailed proposal of courses in the major (core and optional), minor and supporting fields along with the credits of each course in different semesters and semester-wise research credits to be registered shall to be outlined.

2.13.2 Each student in consultation with his/her Advisory Committee shall prepare a plan of course work and submits 5 (five) copies of the same in the prescribed format through the Professor-in-charge of the Department and the Dean of the college to the Director of Instruction for approval within 10 weeks from the commencement of the first semester.

2.13.3 After due approval of the Director of Instruction, copies of the Plan of Work shall be distributed by the Chairperson amongst the Head of the Department, Registrar, Asstt. Registrar (Acad.) and the concerned student, retaining a copy for the Chairperson himself.

2.13.4 The change in plan of work, if any, duly recommended by the Advisory Committee, Head of the Department and Dean and approved by the Director of Instruction shall be communicated to all the concerned.

2.14 Research plan

2.14.1 The Advisory Committee of student shall propose the research problem and the student shall submit 5 (five) copies of the Research Plan in prescribed proforma through the Head of the Department and Dean of the College to the Director of Instruction for necessary approval in the second semester.

2.14.2 Copies of the approved Research Plan shall be distributed by the Chairperson to the Head of the Department, Registrar, Asstt. Registrar (Acad.) and the concerned student retaining a copy for the Chairperson himself.

2.14.3 The change in Plan of Research Work, if any, duly recommended by the Advisory Committee and Dean, and approved by the Director of Instruction shall be communicated to all the concerned by the Chairperson.

2.15 Submission of Thesis

2.15.1 A Master's degree student shall be eligible for submission of his/her thesis after completion of the course and research, requirements and passing the comprehensive qualifying written and viva-voce examinations as specified. The student shall submit two copies of the thesis in loose bound(temporarily bound) form along with the following documents:

- i) A certificate in prescribed format from Chairperson of the Advisory Committee.
- ii) Two copies of the thesis abstract.

2.15.2 The student completing thesis work within the minimum prescribed period may submit his/her thesis through the Chairperson and HOD to the Dean after the 15th week of the commencement of the fourth semester, after paying the thesis examination fees.

2.15.3 In case a student even after completion of the all academic requirements fails to submit his/her thesis in the minimum stipulated time can submit the same during any semester within the maximum stipulated time. However, such student has to pay registration fee for subsequent semester(s) and thesis examination fee during the semester of submission.

2.15.4 After incorporating the necessary corrections as per the suggestions of the external examiner, the student shall submit four hardbound copies of the thesis, one copy each for Chairperson, Department, College Library and University Library and also a soft copy (CD) to the University Library.

2.16 Times schedule for various academic activities

Time schedule for different academic activities of Master's degree programmes shall be as follows:

Sl. No.	Particulars of academic activity	Time schedule
1.	List of courses along with credits to be offered during the semester	Last week of previous semester
2.	Nomination of Chairperson	Within 4 (four) weeks from the commencement of first semester
3.	Formation of Advisory Committee	Within 8 (eight) weeks from the date of commencement of the first semester
4.	Submission of Plan of Work	Within 10 (ten) weeks from the date of commencement of the first semester
5.	Submission of Research Plan	By the second semester
6.	Commencement of research work	During the third semester
7.	Conduct of qualifying examination	On completion of 75% of the course work by the student preferably in the 3 rd semester.
8.	Submission of thesis within the minimum prescribed duration	On the last date of 4 th semester but not before 15 th week of the same semester.
9.	Proposal for external examiners i) For question setting for theory examination of the different courses and comprehensive qualifying examinations. ii) For thesis evaluation and subsequent viva-voce exam.	Within 2 (two) weeks from the date of commencement of third semester. Three months earlier to the probable date of thesis submission.

CHAPTER – 3

EXAMINATION, EVALUATION AND GRADING SYSTEMS

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.

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 – 1 ½ hours

End-term theory Exam – 2 ½ hours

End-term practical Exam – 3 hours

3.4 Internal and External Components for Question Setting and Evaluation

3.4.1 Course work

- i) Core, Optional, Minor & Supporting Courses
- Quiz and mid-term (Question setting and evaluation) Internal
- Final Theory (Question setting and evaluation) External
- Final Practical External

3.4.2 Comprehensive qualifying examination

(Separate examination for major (core & optional courses) and minor & supporting courses)

- i) Question setting External
- ii) Evaluation Internal
- iii) Viva-voce Examination External
(With Advisory Committee)

3.4.3 Thesis

- i) Evaluation External
(One examiner)
- ii) Viva-voce External
(With Advisory Committee)

3.4.4 Evaluation of seminar

The student shall present the seminar in the last one or two weeks of the semester before the audience comprising the Head of Department, Advisory Committee members and all the teaching staff and the PG students of the department in which the student is majoring his study.

The performance of the student in the seminar shall be evaluated by the Course In-charge based on the following norms:

- i) Coverage of literature on the aspects of topic & submission of write-up 25
- ii) Mode of presentation 25
- iii) Use of audio visual aids 25
- iv) Ability to answer the questions 25

3.5 Qualifying Examination

3.5.1 Written Comprehensive Qualifying Examination

- a) After completion of 75 percent of course work requirement including all the core courses and on completion of minimum two semesters, the student shall be eligible to appear in the comprehensive qualifying

examination. The qualifying examination shall be conducted as per the procedure outlined under clauses 3.4.2.

- b) The written comprehensive examination shall be of two papers, one for major (core and optional courses) and other for minor and supporting courses.
- c) The question papers for the written examination shall be set externally and evaluated internally by the concerned teacher.
- d) A student shall score a minimum of 60 per cent marks (separately in Paper-I and II) to qualify the Comprehensive Qualifying Examination.

3.5.2 Qualifying Viva-voce examination

- i) On successful completion of the comprehensive qualifying written examination by scoring a minimum of 60 per cent marks, the student(s) shall be eligible for the comprehensive qualifying viva-voce examination, which shall be conducted by the Advisory Committee of the concerned student along with an External Examiner.
- ii) The performance of the student(s) in the qualifying viva-voce examination shall be graded as “Satisfactory” or “Unsatisfactory”. The Examination Committee may point out deficiencies, if any, in student’s performance in any course(s) with specific recommendations to overcome deficiencies. The Examination Committee shall also recommend whether the student shall be re-examined for viva-voce in case the result is “Unsatisfactory”.
- iii) A student failing in the comprehensive qualifying written/viva-voce examination shall apply to the Dean through his/her Chairperson for permission to appear the failed examination again. Re-examination shall be held after a period of three months from the date of the first examination and a student can avail two chances including the first re-examination. A student, if becomes unsuccessful for the third time he/she shall be debarred from studentship and shall not be eligible for the degree.

3.5.3 Thesis Examination

3.5.3.1 Thesis Evaluation

- i) The thesis submitted by a student shall be evaluated by an External Examiner who shall be a specialist in student’s major field of study. The External Examiner shall be required to send a report to the Dean of the College with his/her opinion on the overall standard of the thesis clearly indicating whether it shall be accepted in partial fulfillment of the requirements for award of Master’s degree to the student. In case the External Examiner suggests some corrections and

modification, his/her detailed comments shall be endorsed to the student's Chairperson who shall instruct the student to bring out necessary corrections and modifications in the light of the examiner's suggestions and resubmit the thesis for re-evaluation by the same examiner.

3.5.3.2 Thesis Viva-voce examination

- i) On receiving the report with the recommendation of acceptance of the thesis for award of degree, the Chairperson shall arrange the viva-voce examination and shall take into account the suggestions of the External Examiner, if any, and the Chairperson shall give a certificate to the effect that necessary corrections/modifications have been made by the student as per suggestion of the External Examiner. The results of the viva-voce examination in the prescribed format, duly signed by all the members of the Advisory Committee and the External Examiner shall be forwarded to the Dean of the College through the Head of the Department.
- ii) Upon completion of the viva-voce examination the student shall submit four hardbound copies and one soft copy of the thesis to the Advisor. Unless final thesis copies are submitted, the results of the concerned student shall not be declared.
- iii) In case the student's performance in the viva-voce examination is unsatisfactory, he/she shall appear the examination again after a period of one month. For the repeat examination the student shall deposit the re-examination fee and apply to the Dean through the Chairperson seeking permission for the repeat examination.

3.5.4 Appointment of external question setters and examiners

- i) For appointment of question setters for the end-term examination of the core, optional, minor and supporting courses and that of the comprehensive written examination, the Head of the Department shall submit a panel of 5 (five) names for each paper with the detailed address to the Dean of the College at least three months earlier to the proposed date of examination for approval of the Vice-Chancellor. The Vice-Chancellor may select 3 (three) names from the panel or may nominate out of the panel.
- ii) For thesis evaluation and for comprehensive viva-voce examination, the Head of the Department in consultation with the Chairperson of Advisory Committee shall submit a panel of 5 (five) names through Dean of the College for approval of the Vice-Chancellor. The Dean will select the external examiner(s) from the approved panel. The panel has to be revised every year.

3.5.5 Class Attendance

Shortage of attendance of the student, if any, shall be notified by the Dean and the student(s) securing 75% or more, but below 80% attendance in one or more courses may be allowed condonation of such shortage of attendance by the Dean on being satisfied with the cause of shortage of attendance.

3.5.6 Conduct of examinations

Mid-term and End-term examinations shall be conducted centrally as per notification by Dean of the college. The concerned course teachers shall conduct the quizzes for different courses.

The dates of each examination shall be as per the Semester Calendar circulated earlier. Ordinarily, there shall not be any deviation in the examination programme specified in the 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.

3.6 Grading System

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

3.6.1 Qualifying marks (grades) and academic probation

- i) A student shall secure qualifying marks of 55% separately in theory and practical and earn grade point of 5.50 on 10 point scale in each course to pass the course.
- ii) The minimum GPA/CGPA/OGPA required for promotion to the next semester/to complete the degree programme shall be 6.00/10.00
- iii) A student securing 'F' grade in more than two courses in a semester shall not be promoted to the next semester and he/she shall repeat the semester within his/her immediate junior batch students in the next academic session.
- iv) A student failing in one or two courses will be allowed to go to next semester, but he/she shall be placed on Academic probation.
- v) 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.
- vi) The **special examination** shall be conducted centrally by an external examiner appointed by the Dean out of approved panel in theory only with 50 marks and duration 2½ hours if he/she fails in only theory.

However, if a student has failed in final practical examination then special examination will be conducted for both theory (50 marks – 2½ hours duration) and practical (70 marks – 3 hours duration) involving External Examiner(s).

- vii) The results of the special examination shall be declared normally within 15 days of the examination and if the student secures 55% or more marks separately in theory and practical as the case may be in failed course(s) (one or two courses as the case may be) he/she shall be declared out of probation or otherwise 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.

3.6.2 Detention of students

- i) A student securing less than 6.00/10.00 GPA/CGPA at the end of any semester shall not be allowed to go to the next semester till he/she clears the semester.
- ii) A student securing CGPA of 6.00/10.00 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 detained.
- iv) A student on academic probation if fails to secure 55% or more marks both in theory and practical section in special examination shall be detained.

3.6.3 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/her 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.

3.7 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.

3.8 Absence from examination

3.8.1 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/her illness and hospitalization or death of his/her parent(s)/spouse, may be allowed to appear in special examination by the Dean of the College on recommendation of the student's Advisor, course teacher and Head of the Department 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/her own illness from the College Medical Officer.
- iii) gives sufficient proof for other reasons of his/her absence indicated above.

3.8.2 Manner for make-up examination

- i) A 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 only 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) or fails in the examination, he/she shall be permitted to appear in the **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)

3.9 Performance Classification

A student will be eligible for award of degree provided he/she has passed all the courses and secured minimum OGPA of 6.00/10.00 at the end of final semester. The successful candidates of a degree programme shall be awarded the degree with the following classes and distinction based on their performance:

OGPA range	Performance description
8.50 and above	I class with Distinction*
7.50 to 8.49	I class
6.00 to 7.49	II class

* Students securing OGPA of 8.50 or more without being on academic and or conduct probation and without any repeat examination in any semester and completing the degree programme in the minimum stipulated duration shall be awarded “First class with Distinction”. A student getting OGPA of 8.50 or more, but not fulfilling any one of these requirements shall be awarded only First Class.

3.10 University Gold Medal

3.10.1 University Gold Medal shall be awarded to a student of each degree programme at each College who secures the first rank among the successful candidates with Overall Grade Point Average of not less than 8.50/10.00 in the said degree programme.

3.10.2 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 repeating any examination/course and /or obtaining “F” grade in any course and / or by improving grade in any course.

3.10.3 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.

3.10.4 If more than one student completing the graduation in a particular programme secures the same OGPA, the OGPA will be calculated up to third decimals for comparison. In the event of a tie, the younger/youngest one shall be awarded the Gold Medal on the basis of the date of birth.

3.10.5 The University Gold Medal shall be awarded to all eligible passed out students of the University.

3.11 Transcript and Provisional Certificate

3.11.1 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 and submitted to Registrar for approval and signature.

3.11.2 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, no dues certificate and return of ID card.

3.11.3 Pending approval from the Academic Council, Provisional Transcript can be issued by the Dean of the concerned College.

3.11.4 A provisional degree certificate under the signature of the Registrar in the prescribed format shall also be issued to the students on payment of fee prescribed for the purpose after receiving no dues certificate.

3.12 Convocation and degree certificate

3.12.1 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.

3.12.2 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.

3.12.3 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.

3.12.4 The convocation fee shall be collected at the time of issuing provisional degree certificate.

3.12.5 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 format shall be presented to them in the convocation to be held once in a year normally during November.

3.12.6 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. 50.00 drawn in favour of the Registrar, CAU, Imphal, towards postage charges.

3.13 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, notwithstanding 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.

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.
- (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 as notified by the University from time to time on the day of registration, failing which registration will not be allowed.
- (b) Late registration of the continuing students is governed by the Regulation 2.4.

- (c) At the time of payment of semester fees for registration to the second and subsequent semesters, the students shall produce his/her 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/she registers.

4.1.3 Miscellaneous fees

Students shall pay fees for various certificates and other related fees as notified by the University from time to time.

4.2 Merit Scholarship

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

- 4.2.1** Two merit scholarships shall be awarded for each year of PG study in each Department of a College @ Rs. 1500 per month and Rs. 1200 per month, respectively based on the merit.
- 4.2.2** For first year, the scholarship shall be awarded to the students based on their performance at undergraduate examination. To be eligible, a student should have secured an OGPA of at least 7.50/10.00 or 75% marks in aggregate.
- 4.2.3** In case of a tie, the OGPA/percentage of marks will be calculated up to third decimals. If two students are still having the same OGPA/percentage of marks up to third decimals, the scholarship shall be awarded to the younger/youngest student, considering the date of birth.
- 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 year of study, the award of scholarship shall be decided on the basis of OGPA obtained in the end of second semester by inviting fresh application. The eligibility for the award of scholarship during the second year is an OGPA of 7.75/10.00 or above.
- 4.2.6** In case, if the awardees fails to maintain the required CGPA/OGPA of 7.75/10.00 or above at the end of second semester, the scholarship shall be awarded to the student securing highest CGPA (7.75/10.00 or above) among the eligible students.
- 4.2.7** 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 (Acad.) 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.

- 4.2.8** 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.
- 4.2.9** The merit scholarship shall be awarded to the students from the academic year 2007-08 including those who are on the roll of the University in the second year of their study.
- 4.2.10** 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.

4.3 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 (including Answer Key for objective questions)	300.00 per paper
2.	Evaluation of theory answer book	10.00 per answer book subject to a minimum of Rs. 200.00
3.	Conducting practical examination including viva-voce per student	10.00 per student subject to a minimum of Rs. 200.00 per day
4.	Question paper setting for comprehensive qualifying examination	Rs.500.00 per paper
5.	Conducting viva-voce exam for qualifying examination	100.00 per student subject to a minimum of Rs.500.00
6.	Thesis Evaluation	Rs.500.00 per thesis
7.	Conducting viva-voce examination for thesis work	Rs.300.00 per student subject to a minimum of Rs.500.00

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 | Members |
| 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 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/any other issue(s) except hostel, Asstt. 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) Misbehavior / 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) 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/her 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.
- (iii) Any scholarship / free ship 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/she 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 student(s) awarded with the punishment of temporary expulsion shall be re-admitted to the University after expiry of the expulsion period on his/her written request and undertaking that he/she 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/her 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 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.

- (i) Closure of the College sine die
- (ii) Cancellation of a semester or academic year for any class 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/her 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 his/her 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, unauthorized 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 materials.
- (iv) Creating disturbance for other examinees by consulting or attempting to consult with them, offering his answer books/incriminating materials to others or receiving the answer books/incriminating materials from others.
- (v) Misbehavior 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/she shall be asked to record in writing his/her 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/she 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/her 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 malpractice in mid-term examination, he/she shall

be expelled from the examination hall for that particular course following the procedure and he/she shall be declared as failed in that course.

If a student is found indulging in malpractice in an end-term examination, he/she shall be declared as failed in all courses registered in that semester and he/she 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

6 SAVINGS

- 6.1** No regulation made by the Academic Council, concerning the postgraduate 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 for 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.

List of Appendices

Sl. No.	APPENDIX	FORM	PROFORMA
1.	I	PG1	Formation of Advisory Committee
2.	IA	PG1-A	Change of Advisory Committee
3.	II	PG2	Plan of post-graduate work
4.	III	PG3	Plan of post-graduate research work
5.	IIIA	PG3-A	Change in plan of post-graduate research work
6.	IV	PG4	Comprehensive qualifying examination(written)
7.	V	PG5	Results of comprehensive qualifying written examination
8.	VI	PG6	Results of comprehensive qualifying viva-voce examination
9.	VIIA	PG7-A	Certificate – I
10.	VII B	PG7-B	Certificate - II

PG1

**CENTRAL AGRICULTURAL UNIVERSITY
IMPHAL-795004 (MANIPUR)**

PROPOSAL FOR FORMATION OF ADVISORY COMMITTEE

(To be submitted to the Dean in 5 (five) copies within eight weeks of commencement of the first semester)

- 1. Name of the student :
- 2. Admission No. / Registration No. :
- 3. Name of the College :
- 4. Degree for which enrolled :
- 5. Major field of specialization :
- 6. Minor field :
- 7. Supporting field(s) :
- 8. Advisory Committee :

Chairperson/Member	Name	Designation and Department	Signature
8.1	Chairperson		
8.2	Members		
	(i)		
	(ii)		

Head of the Department

Recommended by:

Dean

Approved by:

Director of Instruction

Copy to : Director of Instruction, Registrar, Dean and Chairperson of the Advisory Committee.

Note : The Chairperson shall supply copy to all the concerned including Dean, Head of Department, Advisory Committee members and student after approval.

PG1-A

**CENTRAL AGRICULTURAL UNIVERSITY
IMPHAL-795004 (MANIPUR)**

PROPOSAL FOR CHANGE OF ADVOSORY COMMITTEE

(To be submitted to the Dean in 5 (five) copies)

1. Name of the student :
2. Admission No. / Registration No. :
3. Name of the College :
4. Degree for which enrolled :
5. Major field of specialization :
6. Minor field :
7. Supporting field(s) :
8. Advisory Committee :

Existing Chairman/ Member	Proposed Chairman/ Member	Reasons for change

9. Whether the plan of research was approved : Yes/No
9. If the change is proposed due to transfer of Chairman within CAU indicate whether he is not willing to guide the student from the new location :
10. Progress of research, i.e. Literature search, study conducted, collection, analysis, thesis writing etc. :

Chairperson / Head of Department (if the change pertains to the Chairperson, the Head of the Dept. shall sign.)

Head of the Department

Recommended by

Dean

Approved by:

Director of Instruction

Copy to : Director of Instructions, Dean, Chairperson/Head of Department.

Note : The Chairperson/Head of the Department shall supply copy to all the concerned including Dean, Advisory Committee Members and student.

II			
III			
IV			

Signature of the student

Advisory Committee
 Chairperson
 Members.....
 (i)
 (ii)

Head of the Department

Recommended by:

Dean

Approved by:

Director of Instruction

Copy to: Director of Instruction, Registrar, Dean and Chairperson of the Advisory Committee.

Note: The Chairperson/Head of the Department shall supply copy to all the concerned including Dean, Advisory Committee Members and student.

PG3

CENTRAL AGRICULTURAL UNIVERSITY
IMPHAL-795004 (MANIPUR)

PROFORMA FOR RESEARCH PLAN

(To be submitted to the Dean in 5 (five copies) before the end of the Second semester)

- 1. Name of the student :
- 2. Admission No. / Registration No. :
- 3. Name of the College :
- 4. Degree for which enrolled :
- 5. Major field of specialization :
- 6. Minor field :
- 7. Supporting field(s) :
- 8. Research Plan :
- 8.1 Title of the Research Project :
- 8.2 Broad objectives :
- 8.3 Review of literature in brief :
- 8.4 Detailed plan of the work :
- 8.5 Literature cited :

Date:

Signature of the student

Approval of the Student’s Advisory Committee

Chairperson.....

Members

(i)

(ii)

Head of the Department

Recommended by:

Dean

Approved by:

Director of Instruction

Copy to: Director of Instruction, Dean and Chairperson of the Advisory Committee.

Note: i) Five copies are to be submitted by the end of the second semester.

- ii) The Chairperson/Head of the Department shall supply copy to all the concerned including Dean, Advisory Committee Members and student.

PG3-A

**CENTRAL AGRICULTURAL UNIVERSITY
IMPHAL-795004 (MANIPUR)**

PROPOSAL FOR CHANGE IN RESEARCH PLAN
(To be submitted to the Director of Instruction in 5 (five) copies)

1. Name of the student :
2. Admission No. / Registration No. :
3. Name of the College :
4. Degree for which enrolled :
5. Major field of specialization :
6. Minor field :
7. Supporting field(s) :
8. Research Plan :
- 8.1 State whether the change is in :
respect of title objectives or
detailed plan of research
- 8.2 Furnish the proposed change along with approved one(s)

Approved	Proposed	Reason for change
----------	----------	-------------------

(Attach separate sheet(s), if necessary)

- 8.3 Date of initiation of research work :
- 8.4 Date of proposal for change :
- 8.5 Total research credits programmed :
- 8.6 No. of research credits completed :
- 8.7 Whether the work already done is useful even after change (If 'Yes' indicate the weightage in terms of research credits claimed for the work done)

8.8 No. of research credits proposed to be cancelled & re-registered.

Semester during which registered	No. of research credits registered to be cancelled	Semester during which, cancelled credits proposed to be re-registered	Total No. of research credits
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8.9 Whether the GPA report in which the completed Research credits were indicated was approved by the University. (If 'Yes', furnish details and enclose all copies including the student's copy for cancellation of research credits)

8.10 State whether all the requirements for PG Programme including thesis submission could be completed within the time limit stipulated even after change in research plan

Date:

Signature of the student

Approval of the Student's Advisory Committee

Chairperson

Members.....

(i)

(ii)

(iii)

Forwarded by:

Recommended by:

Head of the Department

Dean

Approved by:

Director of Instruction

Copy to: Director of Instructions, Registrar, Dean and Chairperson of the Advisory Committee.

Note: The Chairperson/Head of the Department shall supply copy to all the concerned including Dean, Advisory Committee Members and student.

PG4

CENTRAL AGRICULTURAL UNIVERSITY
IMPHAL-795004 (MANIPUR)

PROPOSAL FOR COMPREHENSIVE QUALIFYING EXAMINATION (WRITTEN)

(To be submitted to the Dean in triplicate)

- 1. Name of the student :
- 2. Admission No. / Registration No. :
- 3. Name of the College :
- 4. Degree for which enrolled :
- 5. Major field of specialization :
- 6. Supporting field(s) :
- 7. No. of course credits assigned
 - (a) Major courses :
 - (b) Minor courses :
 - (c) Supporting courses :
- 8. No. of course credits completed
 - (a) Major courses :
 - (b) Minor courses :
 - (c) Supporting courses :
- 9. Percentage course credits completed
 - (a) Major courses :
 - (b) Minor courses :
 - (c) Supporting courses :
- 10. Cumulative Grade Point Average earned by the student :
- 11. Semester in which the Comprehensive Qualifying Examination is proposed to be held :

Date:.....

Signature of the student

Recommendation of the Chairperson of the
Advisory Committee

Chairperson

Head of the Department

Permission of the Dean

Dean

Copy to: Director of Instruction, Registrar, Dean and Chairperson

Note: The Chairperson/Head of the Department shall supply copy to all the concerned including Dean, Advisory Committee Members and student

PG5

**CENTRAL AGRICULTURAL UNIVERSITY
IMPHAL-795004 (MANIPUR)**

**RESULTS OF COMPREHENSIVE QUALIFYING
WRITTEN EXAMINATION**

(To be submitted to the Dean in triplicate within eight weeks of completion of the last paper)

1. Name of the student :
2. Admission No. / Registration No. :
3. Name of the College :
4. Degree for which enrolled :
5. Major field of specialization :
6. Minor field :
7. Supporting field(s) :
8. Student's performance :

Major/Supporting courses	Paper relating to course (s)	Date of Exam.	Marks secured out of 100
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Major

Minor & Supporting

9. Whether the student is successful / unsuccessful.
10. Remark(s), if any
11. Recommended / not recommended for holding comprehensive qualifying viva voce examination
 - (i) Chairperson
 - (ii) Members.....
 - (a)
 - (b)
 - (c)

Head of the Department

Permission of the Dean:

Dean

Copy to: Director of Instruction, Registrar, Dean and Chairperson.

Note: The Chairperson/Head of the Department shall supply copy to all the concerned including Dean, Advisory Committee Members and student.

PG6

CENTRAL AGRICULTURAL UNIVERSITY
IMPHAL-795004 (MANIPUR)

RESULTS OF COMPREHENSIVE QUALIFYING VIVA-VOCE EXAMINATION
(To be submitted to the Dean in triplicate on the date of examination)

- 1. Name of the student :
- 2. Admission No. / Registration No. :
- 3. Name of the College :
- 4. Degree for which enrolled :
- 5. Major field of specialization :
- 6. Minor field :
- 7. Supporting field(s) :
- 8. Assessment report :

The Examination Committee (Student’s Advisory Committee) conducted the comprehensive Qualifying Viva-Voce Examination of Mr. / Ms.
today, the day of
and assessed that his / her performance was satisfactory / unsatisfactory

Suggestions/deficiency, if any:

Advisory Committee

- (i) Chairperson
- (ii) Members.....
 - (a)
 - (b)
 - (c)

Head of the Department

Dean

Copy to: Director of Instruction, Registrar, Dean and Chairperson.

Note: The Chairperson/Head of the Department shall supply copy to all the concerned including Dean, Advisory Committee Members and student.

COLLEGE OF
CENTRAL AGRICULTURAL UNIVERSITY
..... (.....)

CERTIFICATE -I

Certified that Shri/Smt./Kumari
(Admission No./ Roll No.) has satisfactorily prosecuted his/her course of research for a period of not less than two semesters and that the thesis entitled “”
submitted by him/her to the Central Agricultural University, Imphal – 795 004 (Manipur) in partial fulfillment of the requirements for the award of the degree of Master of in the subject of is the result of original research work conducted by him/her under my supervision and is sufficiently of high standard to warrant its presentation to the examination.

I also certify that the thesis or part thereof has not been previously submitted by him/her for a degree of any University.

Date:

Signature of the Chairperson
Student’s Advisory Committee

CERTIFICATE - II

This is to certify that the thesis entitled “”
submitted by Shri/Smt./Kumari
(Admission No./Roll No.) submitted to the Central Agricultural University,
Imphal – 795 004 (Manipur) in partial fulfillment of the requirements for the award of the
degree of Master of in the subject of
..... has been approved by the Student’s
Advisory Committee after oral examination in collaboration with an External Examiner.

(Name:)
External Examiner

(Name:)
Chairperson
Student’s Advisory Committee

Head of Department

(Name:)
Member,
Student’s Advisory Committee

Dean of Faculty

(Name:)
Member,
Student’s Advisory Committee

(Name:)
Member,
Student’s Advisory Committee

Table 1. Fees payable by the student

Fee Particulars	Amount (Rs.)	Remarks
A. Admission & enrollment fees		
(1) Admission and enrolment	500.00	
(2) Identity Card	50.00	
(3) Library caution money	1000.00	Refundable
(4) Laboratory caution money	1000.00	Refundable
Total	2550.00	
B. Semester fees		
(1) Registration	100.00	
(2) Tuition	1000.00	
(3) Medical	100.00	
(4) Sports and Games	100.00	
(5) Cultural Programmes	100.00	
(6) Students' Aid Fund	50.00	
(7) College Magazine and other Literary programmes	100.00	
(8) Laboratory	100.00	
(9) Library	100.00	
(10) Students' Council Membership	10.00	
(11) Examination	500.00	
Total	2260.00	
C. Hostel fees		
C.1. Hostel caution money	1000.00	Refundable
C.2. Mess deposit	1000.00	Refundable
C.3. Hostel Admission (First Semester of First Year only)	100.00	

C.4. Hostel fees (per semester)		
(1) Room Rent	350.00	
(2) Hostel Establishment	100.00	
(3) Hostel Common Room	100.00	
(4) Replacement of Crockeries, Utensils etc.	50.00	
Total	600.00	

Note: Electricity and water charges has to be paid by the boarders as per actual consumption.

Table 2. Miscellaneous Fees

Sl. No.	Fee Particular	Amount (Rs.)
1.	Conduct Certificate	25.00
2.	Transfer Certificate	25.00
3.	Provisional Degree Certificate	50.00
4.	Migration Certificate	50.00
5.	Transcript	100.00
6.	Duplicate Transcript	200.00
7.	Duplicate degree certificate	1000.00
8.	Any other Certificate	50.00
9.	Convocation fees	200.00

- 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.