

Acharya Narendra Deva University of Agriculture & Technology

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ENROLMENT AND CONTINUANCE OF STUDENTS



REGISTRATIONS ON REGISTRATION/ENROLMENT AND CONTINUANCE OF STUDENTS

1. ADVISEMENT

(a) Students freshly admitted as well as continuing students shall present themselves in the beginning of each semester on dates notified by the Registrar for advisement and shall be assigned in group to staff advisors (i) by the Dean concerned at the under-graduate level and (ii) by the Head of the Department, in which the student is majoring, at the Post-graduate level.

(b) The Advisor shall help the Under-graduate students in planning the programme of their studies and the choice of courses. He shall also guide the student in determining the credit load which he can safely and conveniently carry on in each semester and shall advise him regarding adding of or withdrawal from the courses during a semester. Each Advisor shall maintain a close contact with his advisee and keep himself informed of their progress. Problem/ difficult cases requiring special measures shall be brought to the notice of the Dean concerned by the Advisor.

2. REGISTRATION

(a) Following advisement as prescribed above, registration of candidates selected for admission as well as that of continuing students shall be completed on scheduled date(s) notified earlier by the Registrar for each semester. In case of continuing students registration shall be done on production of result from the Registrar Office.

(b) Normally a student shall not be permitted to offer a course unless he has cleared its prerequisite course (if any). In case, any student has failed in a pre-requisite course after attending the course, the Dean concerned may permit him to register for the advance course.

In case of genuine difficulties, the Dean of the College concerned may also permit offering of pre-requisite course and the advance course to which it was pre-requisite concurrently.

1. MODE OF REGISTRATION

Registration shall consist of the following steps

- (i) List of courses along-with the name of instructor(s) to be notified by the Dean of the College.
- (ii) Enrolment of the students in various courses with individual Instructors at a particular place, date and time.
- (iii) Payment of the University fees and other dues to the Comptroller and the Dean Students Welfare, and

(iv) Depositing with the Registrar the prescribed registration cards/forms, duly filled in and signed by the Advisor, Instructors and other officer's concerned through Dean of the College.

4. REGISTRATION OF FRESH STUDENTS

Registration for the first semester of the year of a degree programme is a part of admission procedure and shall be governed by the admission rules. Admission of new students failing to register in the prescribed manner on the appointed date is liable to be cancelled and the seats so fallen vacant shall be offered to the next candidates in the waiting list. In the event of newly admitted student being permitted by the Vice-Chancellor to register late, he shall pay late registration fee as prescribed under Regulation 6(a) for continuing students, unless exempted by the Vice-Chancellor.

5. REGISTRATION OF CONTINUING STUDENTS

Registration of continuing students in the subsequent semester shall be held in a similar way on the date and time notified by the Registrar.

6. LATE REGISTRATION FEE

(a) A continuing student who does not register on the day of registration, shall be required to pay a late registration fee at the rate of Rs. 50 for the first day and rate of Rs. 30/- for each subsequent day, till the registration is completed as prescribed.

(b) Any student may be exempted from the payment of late registration fee by the Vice-Chancellor where he is convinced that the student is late for circumstances beyond his control.

7. LAST DAY OF REGISTRATION (to be notified in Academic Calendar)

The registration of continuing students shall not be permitted later than days from the scheduled date of registration in each semester unless allowed by the Vice-Chancellor as a special case.

8. SUMMARY CANCELLATION OF REGISTRATION

The Vice-Chancellor may summarily cancel the registration of any student or group/batch/classes of students who indulge(s) in acts of indiscipline, misconduct, violation of rules and regulation of the University, strikes, absence from classes without permission or without any valid reason or in whose cases the Vice-Chancellor has reasons to believe that their continuance in the University would not be in the best interest of the University.

9. SUSPENSION OF REGISTRATION

The registration of a student may also be suspended by the Vice-Chancellor or the Dean of

the College concerned or the Dean of Students Welfare either at his discretion or on the recommendations of the Discipline committee pending enquiry or on the receipt of report from the Warden or a faculty member alleging that the student concerned has committed an act of indiscipline as defined under the regulation. A student whose registration has been suspended as above may also be ordered to vacate the hostel and leave the campus if such a measure is deemed necessary by the authority passing the order of suspension in the interest of academic discipline and peace on the campus.

The period of suspension under this regulation shall not exceed 15 days except in cases in which the Vice-Chancellor or the Dean has reasons to believe that the proceedings in the Discipline Committee cannot be concluded during this period or where it is felt that the enquiry by the Discipline Committee needs to be held in abeyance so as not to prejudice the proceedings in court cases involving the alleged commission of a serious crime or an offence under the laws of the Country or the state involving moral turpitude.

10. REGISTRATION NECESSARY FOR AWARD OF GRADE

In case a student studies a course without registering in the prescribed manner, he will not be awarded any grade in that course.

11. ADDITION OR WITHDRAWAL OF COURSES

(a) Application for addition or withdrawal of a course shall be made on a prescribed form to be obtained from the office of the Kulsachiv.

(b) A course can be added up to a period of one week from the date of commencement of the course programme notification of offer of a particular cause.

(c) A course can be withdrawn up to a period of 4 weeks from the date of commencement of the course programme. In such a case he will not be permitted to add a fresh course.

(d) Withdrawal of course after mid-term cast on account of poor performance/ inability to expect with the load within the presented in the Academic Calendar.

(e) Withdrawal of courses shall not be permitted if the student seeking such withdrawal is taking the minimum credit load prescribed for the semester.

(f) A student may be permitted to drop all courses in a semester in exceptional circumstances like ill health. In such cases, the student will be awarded 'W' grade in that Semester.

12. COURSE LOAD PER SEMETER

Minimum and maximum course load per semester for different Under-graduate and Post-graduate programmes shall be as follows:

S.N.	Degree	Credit load	
		Minimum	Maximum
1.	B.Sc. (Ag.) Hons	15	26
2.	B.Sc. (Horticulture) Hons	15	26
3.	B.Sc. (Community Science) Hons	12	26
4.	B.F.Sc. Hons	15	26
5.	B.V.Sc. & A.H.		
6.	B.Tech.	15	26
7.	M. Sc. and Ph.D. Programme	8	19

13. MINIMUM CLASS ATTENDANCE

Record of class attendance: Each Instructor shall maintain a record of the student's attendance in each course taught by him in each semester.

Minimum class attendance: Each student shall be regular in attending classes and shall be required to have a minimum of 80% attendance in each course in each semester, falling which he shall be awarded grade "F" in that course, unless withdrawal from the course is permitted.

The percentage of attendance of a student in a course in a semester shall be computed on the basis of the total number of lectures, practicals and tutorials attended by him and those actually held between the date of commencement of instruction and the date of closing of instruction, irrespective of the date of this registration and/or the duration of leave duly granted to him.

The Dean may, on the recommendation of the Instructor/Advisor concerned, through the Head of the Department, condone shortage in attendance up to 5% in a course(s) in exceptional circumstances and allow students with an attendance of 75% or more to appear at the final examination. However, on the recommendation of the Dean, the Vice-Chancellor may grant a condemnation to the extent of 10% and allow students with an attendance of 70% or more to appear at the final examination.

NOTE: In computation of percentage of attendance fractions of 0.5 or above shall be counted. Whenever students resort to mass absence from classes, a fine of Rs. 15.00 per student per day may be levied from all such students who will have to pay this fine before the next semester final examination and failure to do so shall render them liable.

14. SCHOLASTIC PROBATION AND DROPPING (U.G. Programmes)

(i) If at the end of a semester the GPA/OGPA of an undergraduate student falls below 5.00,

he/she shall be placed on scholastic probation for the duration of the subsequent semester.

(ii) If at the end of semester during which an undergraduate student has been on scholastic probation, the OGPA of the student for the semester is 5.00 or above, he/she shall cease to be on scholastic probation.

(iii) If at the end of any semester during which an undergraduate student has been on Scholastic Probation. The GPA/OGPA of the student for that semester again falls below 5.00 he/she shall be advised to withdraw from the University and his guardian be informed. If however, the student decides to continue in the University, he shall be placed on continued scholastic probation for one semester only by the Dean.

(iv) If at the end of semester, the GPA of an undergraduate student falls below 3.00, he shall be dropped from the University. Such a student can however, be allowed to repeat the semester next year, if he so desires but if he fails to obtain minimum GPA of 5.00 in the repeated semester, he will not be allowed to continue in the University.

(v) If any undergraduate student fails to obtain OGPA at the end of semesters indicated below, he shall be dropped from the University for poor academic performance.

I Semester 3.00

II Semester 3.50

III Semester 3.75

IV Semester 4.00

V Semester 4.25

VI Semester 4.50

(vi) Any undergraduate student failing four times in a course shall be dropped.

15. SCHOLASTIC PROBATION AND DROPPING (P.G. Programmes)

(i) If at the end of any semester, the GPA/OGPA of any post-graduate student falls below 6.50, he/she shall be placed on scholastic probation for the duration of the subsequent semester.

(ii) If at the end of the semester during which a post-graduate student has been on scholastic probation, the OGPA of that student of that semester is 6.50 or above he shall cease to be on scholastic probation.

(iii) If at the end of any semester during which a post-graduate student has been on scholastic probation, the OGPA of that student again falls below 6.50, he shall be advised to withdraw from the University and his guardian be informed. However, if the student decides to continue in the University, he can be placed on continued scholastic probation

for one semester only by the Dean.

(iv) Any student failing thrice in the same course shall be dropped from the university for poor academic performance.

(v) A dropped student may, however, be re-admitted in the semester of the P.G. programme at which he was dropped, if the conduct has been satisfactory. Such re-admission will be allowed only once in a programme.

16. PETITIONS

All petitions made by the dropped students for re-admission shall be examined by a petition committee appointed by the Vice-Chancellor. The petition committee shall advise the Vice-Chancellor in respect of each petitions whether it may be rejected or accepted subject to such conditions as the committee may deem fit. The decision of the Vice-Chancellor in such cases shall be final. The students being dropped should be informed of this provision either by stamping on the performance report or through a separate slip.

17. REPETITIONS OF COURSES

(a) If a student secures 'F' Grade, he shall have to repeat the course whenever it is offered by the student.

(b) In case a student obtains 'F' Grade in a course and repeats it, the grade secured by the student on repeating the course shall be reflected in the grade report.

CONTINUANCE OF STUDENTS

18. WITHDRAWAL FROM THE UNIVERSITY

(a) Every enrolled student shall be required to register at the beginning of each semester till the completion of his degree requirements, unless otherwise permitted/ordered by the Dean/Vice-Chancellor, as the case may be, failing which his/her enrolment shall be cancelled. Re-admission in such cases shall be by petition, and not as a matter of right.

(b) Permission to withdraw from the University, for a semester shall not be granted unless the application is made through the advisor to the Dean at least 15 days before the commencement of the semester final examination after obtaining the upto date no dues from the comptroller.

(c) No student will be permitted to drop the 1st semester of his 1st year both at Undergraduate and Post-graduate level. However, the Vice-Chancellor may permit the dropping of the 1st semester of the 1st year on the recommendations of the Dean College concerned in exceptional circumstances i.e.

(i) Hospitalization for one month or more in the 1st semester.

(ii) Confinement to bed for one month or more in the 1st semester as a result of serious

illness/ailment.

(d) A student may be permitted to drop the 2nd semester only on the condition that he was not placed on Academic Probation after the first semester final examinations. Under no circumstances a student who was permitted to drop the 1st semester shall be allowed to drop the 2nd semester.

(e) Permission to withdraw from the University for a semester shall be accorded on the following grounds:

(i) The student is hospitalized in the University Hospital or in a Hospitalized advised by the University Medical Officer In-charge or advised complete rest by the University Medical Officer In-charge or the I/C of such Hospital to which his case was referred by the Medical Officer In-charge, University Hospital for a period on account of which his attendance are likely to fall below 75 and/or he is likely to miss or has missed examination as well as makeup thereof. The application, on this ground duly countersigned by the University Medical Officer In-charge and supported by the relevant certificate(s), is to made within a week from the last day of hospitalization. No application submitted beyond this period will be considered.

(ii) In case of an accident whereby a student has been disabled temporarily to attend his classes, the application for leave duly supported by the medical certificate(s) countersigned by the University Medical Officer In-charge, is to make within a week from the day the student is declared fit to attend classes.

(iii) In case where as student has left the University Campus on authorized leave or on any ground including the unfortunate death of parent/guardian and falling sick there and has to undergo treatment for such a period that his attendance falls short of the minimum prescribed limit he may also be permitted by Dean to drop/withdraw from a semester if he makes form application to Dean through his guardian/parent duly supported by Medical Certificate from an M.B.B.S. registered medical practitioner within a fortnight from date of expiry of the authorized leave.

(iv) Any other unforeseen circumstances which, in the opinion of Vice-Chancellor, are fit reasons for allowing a student to drop a semester.

(f) If a student has not obtained permission from the competent authority as defined above, he/she shall be awarded grades as per the actual performance in various courses by awarding zero in missed examinations. In case, his/her attendance falls short of prescribed limit, **failure** grades shall be awarded.

(g) Normally, permission shall not be granted to a student to withdraw the University for more than two semesters under the regulation 18 (c), (d) and (e).

(h) The Vice-Chancellor may, on the recommendation of the Advisor and Dean of the

concerned College, permit temporary discontinuance of student for maximum period as detailed below on grounds prescribed under (e) (i).

i. Under graduate programme 2 semesters

ii. Master's programme 3 semesters

iii. Ph.D. programme 4 semesters

(i) Permission to discontinue studies may be accorded on the follow grounds

(a) The student has to join service and extension in joining date is not possible.

(b) In case of in-service sponsored student, the sponsoring institution wants to withdraw the student for a temporary period.

(c) In case of University staff student, the concerned department/section wants to withdraw the student for temporary period in the interest of work of the department, section and/or University.

(d) Any other circumstances which, in the opinion of the Vice-Chancellor, are fit reasons for allowing the student to discontinue his/her studies. Discontinuance of studies on the above grounds shall be permitted only if the application is made in advance, after obtaining upto date no dues from the Comptroller.

(j) (a) No student shall be permitted to withdraw from the university for a period laid down in clause 18(h) above on any ground whatsoever.

(b) In case, any student wants to withdraw from the university for more than two semesters, on medical grounds, he shall be advised to seek admission elsewhere or else withdraw from the University permanently and seek readmission when he feels completely fit to resume studies.

(c) The cases of dropping/withdrawal of a semester in respect of such students as may have an OGPA less than 4.00 in case of U.G. and OGPA of 6.00 in case of P.G. up to the end of proceeding semester shall be referred to the Petitions Committee for disposal.

(d) The student permitted to withdraw for one or two semesters on medical grounds shall be required to submit a certificate of fitness from the University Medical Officer In-charge on rejoining.

19. CLEARANCE CERTIFICATE

Any student who wants to leave the University during or after a semester must officially withdraw by obtaining 'Clearance Certificate' on the prescribed form from all sections, Heads of departments and concerned Dean and deposit in the office of the Registrar.

20. PROCEDURE FOR WITHDRAW

(a) A student may be entitled to withdraw from the University on completion of his studies in this University.

(b) No student shall be deemed to have withdrawn from the University unless he has obtained a 'Clearance Certificate' i.e. No Dues Certificate from the Comptroller.

(c) Unless a student has obtained a 'Clearance Certificate' from University, no refund of the amount due to him shall be allowed shall the transcript and any other documents be issued to him.

(d) The 'No Dues Certificate, may be obtained by the student himself immediately after completion of his degree or at the time of his being permitted to withdraw from the University. The 'No Dues Certificate may also be obtained by making an application to the Comptroller this behalf.

(e) It shall be the responsibility of the Sectional Heads concerned, e.g. Warden, the Librarian, the Dean Student Welfare and the Head of Department etc. to report to the Comptroller immediately, at the end of each semester final examination, the dues if any outstanding against any student.

(f) It shall be the duty of the Comptroller to prepare, and maintain an update statement of dues outstanding against students and also furnish a copy of the statement to the Registrar within three weeks from the date of the commencement of the semester break each semester.

(g) The Registrar shall consult the report furnished by the Comptroller and if no dues are shown against a student in the list, shall cause to issue the transcript or any other documents which can be issued to student after withdrawal from the University.

Provided that no application for issue of document shall be held up beyond three weeks for want of a report.

21. REFUND OF CAUTION MONEY

The refund of caution money of a student shall be made only after he has obtained a 'Clearance Certificate' from all concerned and deposited it in the office of the Registrar. The refund of caution money shall be permissible up to a period of five years from the date the student leaves the University, where after it shall be credited to the University revenue.

22. RE-ADMISSION OF STUDENTS

Students who withdraw from the University or who have been dropped by the University may petition to the Vice-Chancellor for re-admission. However, on re-admission such students shall be treated as continuing students as far as time of admission is concerned they shall not be treated as continuing students for the purpose of fees payable.

23. DISPOSAL OF PETITIONS FOR RE-ADMISSION

The petitions of dropped students for re-admission shall be examined by a petition committee appointed by the Vice-Chancellor. The committee shall advise the Vice-Chancellor in respect of each petition whether it may be rejected or accepted, subject to such conditions as the committee may deem fit. On the basis of the recommendation of the petitions committee necessary decision may be taken by the Vice-Chancellor.

Prof. Sushant Srivastava
Dy. Registrar

Prof. P. S. Parmanik
Registrar

