



**Assam Agricultural University**

# **2023**

# **INFORMATION**

# **BULLETIN**

**UNDER-GRADUATE AND POST-GRADUATE  
DEGREE PROGRAMMES**

*Vide Clause No. 2.01.03 of the Regulations on  
Academic Matters (Amended) of Assam  
Agricultural University, 2017(UG), 2022(PG)  
and Minimum Standard of Veterinary  
Education, Degree Course (B.V.Sc. & A.H.)  
Regulations, 2016 of VCI*

# INFORMATION BULLETIN

## UNDER-GRADUATE AND POST-GRADUATE DEGREE PROGRAMMES

2023-2024

*Vide* Clause No. 2.01.03 of  
The Regulations on Academic Matters (Amended) of  
Assam Agricultural University, 2017(UG), 2022(PG) and Minimum Standard of Veterinary Education, Degree  
Course (B.V.Sc. & A.H.) Regulations, 2016 of VCI



**ASSAM AGRICULTURAL UNIVERSITY**  
**JORHAT-785013, ASSAM, INDIA**

## **Acknowledgement**

Dr. Bidyut C. Deka  
*Vice-Chancellor, AAU*

Shri Tapan Kumar Gohain, ACS  
*Registrar*

### **Overall Co-ordination:**

Prof. A. K. Das  
*DPGS, AAU*

Prof. R. K. Sarma  
*Joint Registrar (Academic), AAU*

### **Editing Desk:**

Dr. B. K. Sarmah  
Dr. M. K. Modi  
Dr. J. Sarma  
Dr. A. Saikia  
All Academic Cell In-charges

### **Layout & Design:**

Dr. A. Saikia

### **Drafting/Supporting Desk:**

Mr. J. N. Phukan  
Mr. N. J. Chakraborty  
Mr. P. Dutta

## CONTENTS

1.		<b>THE UNIVERSITY</b>
	1.1	Assam Agricultural University
	1.2	Jurisdictions
	1.3	The University Campus
	1.4	Climate
2.		<b>THE FACULTIES</b>
	2.1	Faculty of Agriculture
	2.2	Faculty of Community Science
	2.3	Faculty of Fisheries Science
	2.4	Faculty of Horticulture
	2.5	Faculty of Sericulture
	2.6	Faculty of Veterinary Science
3.		<b>ADMISSION CAPACITY OF VARIOUS PROGRAMMES</b>
	3.1	UG Programmes
	3.2	PG Programmes
4.		<b>ELIBIGIBILITY FOR ADMISSION</b>
	4.1	Eligibility for Undergraduate Degree Programmes
	4.2	Eligibility for Master's Degree Programmes
	4.3	Eligibility for Ph.D. Degree Programme
5.		<b>ADMISSION PROCEDURE</b>
	5.1	How to apply
	5.2	Selection and Admission Procedure
	5.3	Physical fitness
	5.4	Payment of fees
	5.5	Subsequent counseling
	5.6	Re-admission
6.		<b>ADMISSION OF FOREIGN/NRI AND NRI-SPONSORED CANDIDATES</b>
	6.1	International candidate
	6.1.1	ICAR-Sponsored
	6.1.2	Direct Admission
	6.2	NRI and NRI-sponsored candidate
7.		<b>SEAT RESERVATIONS</b>
	7.1	Undergraduate Degree Programme
	7.2	Post-Graduate Degree Programme
8.		<b>CERTIFICATE/DOCUMENTS TO BE PRODUCED AT THE TIME OF REPORTING</b>
9.		<b>SPECIALIZED COURSES OFFERED</b>
10.		<b>SERVICES PROVIDED</b>
11.		<b>ACADEMICS</b>
	11.1	Teaching
	11.2	Examination
	11.3	Evaluation
	11.4	Convocation
12.		<b>SCHOLARSHIP, MEDALS AND AWARDS</b>
13.		<b>DRESS AND CLOTHING</b>
14.		<b>DISCIPLINE</b>
15.		<b>ORIENTATION</b>
16.		<b>REFUND OF CAUTION MONEY</b>
17.		<b>FEE STRUCTURE</b>
.		<b>DISCLAIMER</b>
Annexure I		<b>GAP CERTIFICATE</b>
Annexure II		<b>MEDICAL FITNESS CERTIFICATE</b>
Annexure III		<b>FEE STRUCTURE</b>
Annexure IV		Academic Calendar for the session 2023-24
Annexure V		Guidelines for claiming seats under EWS quota along with the format for Income and Assets Certificate to be produced
Annexure VI		Five-tier Fee Refund System as notified by UGC
Annexure VII		Process of refund of fee
Annexure VIII		Procedure of registering in ABC portal
Appendix I		Important Contacts

## 1. THE UNIVERSITY

**1.1. Assam Agricultural University** Established on April 1, 1969 with its Headquarters at Jorhat, Assam Agricultural University (AAU) is the first institution of its kind in the whole North-Eastern Region of India. The base of this institution comprised the erstwhile Assam Agricultural College at Jorhat and the Assam Veterinary College at Khanapara, Guwahati. Subsequently, seven more colleges, namely the College of Community Science at Jorhat, the College of Fisheries at Raha, the Biswanath College of Agriculture at Biswanath Chariali, the Sarat Chandra Singha College of Agriculture at Rangamati, Chapar, the Lakhimpur College of Veterinary Science at Joyhing, North Lakhimpur, the College of Horticulture at Nalbari and the College of Sericulture at Titabar were established at different point of time under the AAU.

The goal of the institution is to produce globally competitive human resources in farm sector and to carry out research in both conventional and frontier areas for production optimization as well as to disseminate the generated technologies as public good for benefiting the food growers/producers and traders involved in the sector while emphasizing on sustainability, equity and overall food security at household level.

The mission of the University is to fill up talent gap in agriculture and allied sector to preposition the state to combat the emerging challenges in agriculture and ensure productivity increase in agri-horti-animal-fish-seri crops on the face of shrinking/fragmented land holding, ailing soil health, diminishing water resources and increased human population.

**1.2. Jurisdictions** The jurisdiction of the University extends to the entire state of Assam with regard to teaching, research and extension education in the field of agriculture and allied sciences. Besides 9 colleges as indicated above, the university serves its clients through a network of 11 research stations and 23 Krishi Vigyan Kendras.

**1.3. The university campus** The University has a number of campuses with its Headquarters located at Borbheta at a distance of about 6 km from Inter State Bus Terminus, Jorhat; 5 km from Jorhat railway station and 2 km from Rowrah airport. Jorhat can be reached easily from Guwahati, the capital of Assam, by bus/train/air. The latitude, longitude and altitude of Jorhat are 26°44'N, 94°10'E and 91 m above mean sea level, respectively.

**1.4. Climate** The climate of the state is pleasant for most part of the year. The winter lasts for about five months viz., from October to February. Though summer starts from March-April, the weather is quite pleasant. There is heavy rainfall during the months of July and August.

## 2. THE FACULTIES

### 2.1. Faculty of Agriculture

There are three Colleges under this Faculty, viz., College of Agriculture situated at Jorhat established in 1948; Biswanath College of Agriculture (BNCA) at Biswanath Chariali, about 250 km from Jorhat, established in 1988; Sarat Chandra Singha College of Agriculture (SCSCA) at Chapar, about 600 km from Jorhat, established in 2010. The Post Graduate (PG) degree programmes are offered in the selected disciplines of the College of Agriculture, Jorhat and the Biswanath College of Agriculture, Biswanath Chariali.

The degree programmes offered by the Faculty of Agriculture are as follows:

- B.Sc.(Hons)Agriculture of 8semesters
- M.Sc.(Agri) of 4 semesters
- M.Tech (Agril. Engg) of 4 semesters
- M.Tech (Food Tech) of 4 semesters
- M.Sc.(Agricultural Biotechnology) of 4semesters
- MBA(Agri-Business) of 4 semesters
- Ph.D. in Agriculture of 6 semesters

### 2.1.1 Under graduate Degree Programme in Agriculture

The departments offering undergraduate courses are:

- 1) Agricultural Biotechnology
- 2) Agricultural Economics & Farm Management
- 3) Agricultural Engineering
- 4) Agricultural Meteorology
- 5) Agricultural Statistics
- 6) Agronomy
- 7) Animal Husbandry & Dairying
- 8) Biochemistry & Agricultural Chemistry
- 9) Crop Physiology
- 10) Entomology
- 11) Extension Education
- 12) Horticulture
- 13) Nematology
- 14) Plant Breeding & Genetics
- 15) Plant Pathology
- 16) Sericulture
- 17) Soil Science
- 18) Tea Husbandry & Technology

### 2.1.2 M.Sc.(Agri) Degree Programme

#### College of Agriculture, Jorhat

Departments offering Master's degree are:

1. Agricultural Biotechnology
2. Agricultural Economics & Farm Management
3. Agricultural Engineering
4. Agricultural Meteorology
5. Agricultural Statistics
6. Agronomy
7. Biochemistry & Agricultural Chemistry
8. Crop Physiology
9. Entomology
10. Extension Education
11. Horticulture
12. Nematology
13. Plant Breeding & Genetics
14. Plant Pathology
15. Sericulture
16. Soil Science and
17. Tea Husbandry & Technology

#### Biswanath College of Agriculture, Biswanath Chariali

Departments offering M.Sc.(Agri):

- 1) Agricultural Economics & Farm Management
- 2) Agronomy
- 3) Entomology
- 4) Extension Education
- 5) Horticulture
- 6) Plant Breeding & Genetics and
- 7) Plant Pathology

**2.1.3 M.Tech (Food Tech) in Processing Technology Programme** is offered by the Horticulture Department under the College of Agriculture, Jorhat, in collaborative mode.

**2.1.4 M.Sc. (Agricultural Biotechnology) Degree Programme** is offered by the Agricultural Biotechnology Department under the College of Agriculture, Jorhat.

**2.1.5 MBA (Agri-Business) Degree Programme** is offered by the Agricultural Economics & Farm Management Department under the College of Agriculture, Jorhat.

**2.1.6 M.Tech (Agri. Engg.) in Soil and Water Conservation Engineering** is offered from the current year by the Agricultural Engineering Department under the College of Agriculture, Jorhat.

### 2.1.7 Ph.D. (Agriculture)

#### College of Agriculture, Jorhat

Departments offering Ph.D. are:

- 1) Agricultural Biotechnology
- 2) Agricultural Economics & Farm Management
- 3) Agronomy
- 4) Biochemistry & Agricultural Chemistry
- 5) Crop Physiology
- 6) Entomology
- 7) Extension Education
- 8) Horticulture
- 9) Nematology
- 10) Plant Breeding & Genetics
- 11) Plant Pathology
- 12) Soil Science and
- 13) Tea Husbandry & Technology

## **2.2 Faculty of Community Science**

The College of Community Science (previously known as College of Home Science) was established in 1973 at AAU Headquarters, Jorhat. The degree programmes offered by the Faculty of Community Science are as follows:

1. B.Sc.(Hons)Community Science of 8 semesters
2. B.Sc.(Hons)Food Nutrition & Dietetics of 8 semesters
3. M. Sc. (Community Science) of 4 semesters
4. Ph.D.(Home Science) of 6 semesters

### **2.2.1 Undergraduate & Post-Graduate Degree Programme in Community Science**

The departments offering under-graduate/post-graduate courses are:

1. Extension and Communication Management
2. Family Resource Management
3. Food Science and Nutrition
4. Human Development and Family Studies
5. Textile and Apparel Designing

## **2.3 Faculty of Fisheries Science**

The College of Fisheries, established in 1988 at Raha, Nagaon, 200 km away from Jorhat and 100 km away from Guwahati on National Highway No. 37 offers following degree programmes:

1. B.F.Sc. of 8 semesters
2. M.F.Sc. of 4 semesters
3. Ph.D. of 6 semesters

### **2.3.1 Undergraduate Degree Programme in Fisheries Science**

The Departments offering under-graduate courses are:

1. Aquaculture
2. Aquatic Animal Health Management
3. Aquatic Environment Management
4. Fisheries Engineering
5. Fisheries Extension, Economics & Statistics
6. Fish Processing Technology
7. Fisheries Resource Management

### **2.3.2 Post-Graduate Degree Programme in Fisheries Science**

The Departments offering M.F.Sc. and Ph.D. are:

1. Aquaculture
2. Aquatic Environment Management
3. Fish Processing Technology
4. Fisheries Resource Management

## **2.4 Faculty of Horticulture**

The College of Horticulture, Nalbari established in 2014 is about 400 km away from Jorhat. The degree programme offered is B.Sc.(Hons)Horticulture of 8 semesters.

The Departments offering undergraduate courses are:

- |  |                            |
|--|----------------------------|
| 1) Basic Science                         | 5) Plant Protection        |
| 2) Floriculture & Landscape Architecture | 6) Post-Harvest Technology |
| 3) Fruit Science                         | 7) Social Science          |
| 4) Natural Resource Management           | 8) Vegetable Science       |

## **2.5 Faculty of Sericulture**

The College of Sericulture, Titabar established in 2014 is about 25 km away from Jorhat (Presently, the programme is being run from AAU Headquarters, Jorhat). The degree programme offered is B.Sc. (Hons) Sericulture of 8semesters.

The Departments offering undergraduate courses are:

- 1) Agriculture & Allied Subjects
- 2) Basic Sciences & Humanities
- 3) Cocoon Crop Production
- 4) Host Plant Production
- 5) Sericulture Crop Improvement
- 6) Silk Product Science

## **2.6 Faculty of Veterinary Science**

This Faculty comprises of two Colleges, viz. College of Veterinary Science situated at Khanapara, Guwahati and Lakhimpur College of Veterinary Science at Joyhing, North Lakhimpur located at a distance of 300 km and 440 km from AAU Headquarters, respectively. The College of Veterinary Science, Guwahati had its origin in Assam Veterinary College established in 1948 at Nagaon. The College was shifted to the premises of the Directorate of Animal Husbandry & Veterinary Department, Government of Assam at Chenikuthi, Guwahati in 1950. Later in 1960, the College was again shifted to its present location at Khanapara, Guwahati. The Lakhimpur College of Veterinary Science at Joyhing offers only Bachelor of Veterinary Science & Animal Husbandry (B.V.Sc. & A.H.) degree programme starting from 1988 onwards.

The degree programmes offered by the Faculty of Veterinary Science are as follows:

1. B.V.Sc. & A.H. of 5 and a half year
2. M.V.Sc. of 4 semesters
3. Ph.D. of 6 semesters

### **2.6.1 Undergraduate Degree Programme in Veterinary Science**

The departments involved in offering undergraduate courses are:

- |   |   |
|---|---|
| 1) Animal Genetics & Breeding             | 10) Veterinary Medicine                       |
| 2) Animal Nutrition                       | 11) Livestock Farm Complex                    |
| 3) Veterinary Gynaecology and Obstetrics. | 12) Veterinary Microbiology                   |
| 4) Veterinary and Animal Husbandry        | 13) Veterinary Parasitology                   |
| 5) Livestock Production Management        | 14) Veterinary Pathology                      |
| 6) Livestock Products Technology          | 15) Veterinary Pharmacology & Toxicology,     |
| 7) Veterinary Clinical Complex            | 16) Veterinary Physiology                     |
| 8) Veterinary Anatomy                     | 17) Veterinary Public Health and Epidemiology |
| 9) Veterinary Biochemistry                | 18) Veterinary Surgery and Radiology          |
|   | 19) Veterinary Extension Education            |



## 2.6.2 Post-Graduate Degree Programme in Veterinary Science(Only in Khanapara)

Departments offering M.V.Sc. and Ph.D. are:

- |  |   |
|--|---|
| 1. Animal Biotechnology                          | 9. Veterinary Anatomy & Histology             |
| 2. Animal Genetics & Breeding                    | 10. Veterinary Biochemistry                   |
| 3. Animal Nutrition                              | 11. Veterinary Medicine                       |
| 4. Animal Reproduction, Gynaecology & Obstetrics | 12. Veterinary Microbiology                   |
| 5. Extension Education                           | 13. Veterinary Parasitology                   |
| 6. Livestock Production & Management             | 14. Veterinary Pathology                      |
| 7. Livestock Products Technology                 | 15. Veterinary Pharmacology & Toxicology      |
| 8. Poultry Science                               | 16. Veterinary Physiology                     |
|  | 17. Veterinary Public Health and Epidemiology |
|  | 18. Veterinary Surgery & Radiology            |

## 3. ADMISSION CAPACITY OF VARIOUS PROGRAMMES (Including the seats reserved for EWS)

### 3.1. UG Programmes:

College	Programme	No. of Seats	Duration	Eligibility
A. Faculty of Agriculture				
College of Agriculture, Jorhat	B.Sc.(Hons) Agriculture	182 (142+ 40 <sup>5</sup> )	8 semesters [(Minimum 4 Years including 1year (7 <sup>th</sup> & 8 <sup>th</sup> semester) Student READY Programme]	PCB/PCAg with50% marks in aggregate for Gen/OBC/UPS category & 40% marks in aggregate for SC/ST/DAC category in 10+2/Higher Secondary/Intermediate examination
B. N. College of Agriculture, Biswanath Chariali	-do-	61 (58+3 <sup>@</sup> )		
SCS College of Agriculture, Chapar, Dhubri	-do-	48		
B. Faculty of Community Science				
College of Community Science, Jorhat	B.Sc.(Hons) Community Science	55	8 semesters [Minimum 4 years including 1 year (7 <sup>th</sup> & 8 <sup>th</sup> semester) Student READY Programme]	PCB/PCAg./PCHSc. with 50 % marks for Gen/OBC/UPS category (40% for SC/ST/DAC in aggregate) in 10+2 examination /Higher Secondary/Intermediate examination
	B.Sc.(Hons) Food Nutrition and Dietetics	31 (28+3 <sup>@</sup> )	-do-	

<b>C. Faculty of Fisheries Science</b>				
College of Fisheries, Raha	B.F.Sc.	31 (28+3 <sup>@</sup> )	8 semesters [Minimum 4 years including in-plant Training and Fisheries Work Experience Programme (FWEP)]	PCB/PCAg with 50% marks For Gen/OBC/UPS category & 40 % for SC/ST/DAC category in 10+2/Higher Secondary/Intermediate examination
<b>D. Faculty of Horticulture</b>				
College of Horticulture, Nalbari	B.Sc.(Hons) Horticulture	30 (27+3 <sup>@</sup> )	8semesters [(Minimum 4 Years including 1 year(7 <sup>th</sup> & 8 <sup>th</sup> semester)Student READY Programme]	PCB/PCAg with 50% marks in aggregate for Gen/OBC/UPS category & 40% marks in aggregate for SC/ST/DAC category in 10+2/ Higher Secondary/ Intermediate examination
<b>E. Faculty of Sericulture</b>				
College of Sericulture, Titabar	B.Sc.(Hons) Sericulture	30 (27+3 <sup>@</sup> )	8semesters [(Minimum 4 Years including 1 year(7 <sup>th</sup> & 8 <sup>th</sup> semester)Student READY Programme]	PCB/PCAg./PCForestry with 50 % marks for Gen/OBC/UPS category & 40 % for SC/ST/DAC category in 10+2/Higher Secondary/Intermediate examination
<b>F. Faculty of Veterinary Science</b>				
College of Veterinary Science, Khanapara	B.V.Sc. & A.H.	110 (105+5 <sup>@</sup> )	Minimum 5years 6months including 12 months internship	BCPE with 50% marks in Aggregate for Gen/OBC/UPS (47.5% for SC/ST/DAC in aggregate) in 10+2 examination/ Higher Secondary/ Intermediate examination
Lakhimpur College of Veterinary Science, Joyhing, Lakhimpur		40		

**Note:** BCPE=Biology, Chemistry & Physics, English; PCB= Physics, Chemistry & Biology; PCAg.= Physics, Chemistry & Agriculture; PCHSc.=Physics, Chemistry & Home Science

<sup>\$</sup>Forty (40) seats are reserved for higher fee category (HFC) in B.Sc.(Hons) Agriculture degree programme in the College of Agriculture, Jorhat. These seats are admissible to the Indian National from NE region strictly on the basis of merit (Performance in the Entrance Test) without any statutory reservation against payment of higher fee (Refer Annexure III) with a rider that not more than 5 (five) seats shall be allotted to any particular state to encourage admittance from all the N.E. states including Sikkim. Those students admitted under higher fee category except from the state of Assam shall not be eligible for any financial benefits including Scholarship, Stipend, Internship support and any other grants from the University.

<sup>@</sup>Additional 20 seats under HFC are also available in other Colleges of the University for the candidates hailing from Assam State only.

**Any additional vacancy that may arise in any other programmes, both UG & PG, may be filled up under HFC at the discretion of the selection committee.**

# 10 Extra Numeral seats (4 nos. in Agriculture, 3 nos. in Horticulture, 2 nos. in Community Science and 1 no. in Fisheries Science) are available to the **students of J&K and Ladakh** under **Prime Minister's Special Scholarship Scheme**.

*Other extra numeral seats include:*

# **Wards of Kashmiri migrants:** A maximum of 2 (two) percent of the total intake per college (Certificate from the competent authority)

# **Wards of Kashmiri Pandit/Kashmiri Hindu Families (Non- migrants):** A maximum of 2 (two) percent of the total intake per college (Certificate from the Competent Authority)

# **Foreign students:** A maximum of 20 seats across the programmes

# **NRI and NRI-sponsored candidates:** A maximum of 10 (ten) seats in each Faculty

### 3.2 PG Programmes:

#### 3.2.1 Master's and Ph.D. Programme

##### 3.2.1.1 College of Agriculture, AAU, Jorhat

Sl. No.	Departments/Programmes	No. of Seats	
		Master's	Ph.D.
1	Agricultural Biotechnology	5+11	6
2	Agricultural Economics and Farm Management	15	5
3	Agricultural Engineering	3	-
4	Agricultural Statistics	3	-
5	Agricultural Meteorology	4	-
6	Agronomy	12	8
7	Biochemistry and Agril. Chemistry	7	3
8	Crop Physiology	10	3
9	Entomology	12	5
10	Extension Education	10	3
11	Floriculture and Landscaping	3	1
12	Fruit Science	3	2
13	Food Science and Technology	5	-
14	MBA (Agribusiness)	15	-
15	Nematology	10	5
16	Plant Breeding and Genetics	10	7
17	Plant Pathology	15	10
18	Post Harvest Management	2	1
19	Seed Science and Technology	5	-
20	Sericulture	8	-
21	Soil Science	12	5
22	Tea Husbandry and Technology	6	3
23	Vegetable Science	3	1
<b>Grand Total =</b>		<b>189</b>	<b>68</b>

##### 3.2.1.2 B.N. College of Agriculture, AAU, Biswanath Chariali

Master's Programmme		
Sl. No.	Departments/Programmes	No. of Seats
1	Agricultural Economics and Farm Management	6
2	Agronomy	5
3	Entomology	4
4	Extension Education	6
5	Fruit Science	2
6	Plant Breeding and Genetics	6
7	Plant Pathology	4
8	Post Harvest Management	2
9	Vegetable Science	2
<b>Grand Total =</b>		<b>37</b>

### 3.2.1.3 College of Community Science, AAU, Jorhat

Sl.No.	Departments/Programmes	No. of Seats	
		Master's	Ph.D.
1	Extension and Communication Management	2	1
2	Family Resource Management and Consumer Science	7	4
3	Food Science and Nutrition	10	0
4	Human Development and Family Studies	7	0
5	Textile and Apparel Designing	7	1
Grand Total =		33	6

### 3.2.1.4 College of Fisheries, AAU, Raha

Sl.No.	Departments/Programmes	No. of Seats	
		Master's	Ph.D.
1	Aquaculture	5	3
2	Aquatic Environment Management	4	2
3	Fish Processing Technology	3	2
4	Fisheries Resource Management	4	1
Grand Total =		16	8

### 3.2.1.5 College of Veterinary Science, AAU, Khanapara

Sl.No.	Departments/Programmes	No. of Seats	
		Master's	Ph.D.
1	Animal Biotechnology	5	3
2	Animal Genetics and Breeding	10	4
3	Animal Nutrition	5	3
4	Animal Reproduction Gynaecology and Obstetrics (ARGO)	8	4
5	Livestock Production and Management (LPM)	4	2
6	Livestock Products Technology (LPT)	5	2
7	Poultry Science	2	0
8	Veterinary Anatomy & Histology	4	4
9	Veterinary Biochemistry	8	4
10	Veterinary Extension Education	10	2
11	Veterinary Medicine	10	3
12	Veterinary Microbiology	6	4
13	Veterinary Parasitology	8	3
14	Veterinary Pathology	5	3
15	Veterinary Pharmacology and Toxicology	8	4
16	Veterinary Physiology	10	5
17	Veterinary Public Health & Epidemiology	3	2
18	Veterinary Surgery and Radiology	5	2
Grand Total =		116	54

**# 5% seats in Ph.D. programme will be reserved on paid basis for industry sponsored candidates who have at least 3 years of experience in R&D activities of the private industry, in mutually agreeable terms subject to fulfillment of eligibility norms.**

## 4. ELIBIGIBILITY FOR ADMISSION

The following are the minimum admission requirements for various degree programmes of the University.

### 4.1 Eligibility for Undergraduate Degree Programmes

#### Common Entrance Test for Under-graduate Programmes 2023 (CETUGAAU23)

Selection of candidates for admission into all Undergraduate degree programmes of the University shall be based on the performance at the **Common Entrance Test 2023** to be conducted centrally by AAU. 10+2 passed students from science stream, having the certificate of Permanent Residence of Assam and NER (for HFC seats) only should apply for the test. The students appearing in the qualifying exam are also eligible to sit in the Common Entrance test 2023, but shall have to pass 10+2 exam before the date of admission. The wards of defence/para-military personnel posted in the State of Assam for at least one year are also eligible to apply for the Entrance Test, 2023.

#### Please note:

1. Candidates must have **passed the qualifying examination in one sitting or in betterment examination in minimum four subjects** as per Board's criteria. Candidates passing in supplementary or compartmental or improvement examination in a single subject are not eligible. To become eligible for admission into various degree programmes of the University, a candidate must have passed in all the subjects, separately for theory and practical in the qualifying examination.
2. Students passed out from the Board accredited by AIU & NIOS with Physics, Chemistry and Biology (PCB) or Physics, Chemistry and Agriculture (PCAg) are eligible for applying the courses.
3. The sponsored candidates from foreign country under Bilateral/ Multilateral Agreement and NRI/NRI sponsored candidates shall however be exempted from appearing in the Common Entrance Test 2023 provided that they meet the minimum eligibility requirements prescribed by the University. The Entrance Test is also waived off for the candidates nominated by NEC/VCI/ICAR.

#### 4.1.1 Age

A candidate for undergraduate degree programme shall be at least 16 years of age as on 01-09-2023 (*i.e.* must have been born before 01-09-2007) for all the programmes other than B.V.Sc & A.H.

#### 4.1.2 B.Sc. (Hons) Agriculture, B. Sc. (Hons) Horticulture, B. Sc. (Hons) Sericulture and B.F.Sc. Degree Programme

- i) A candidate must have passed Higher Secondary/10+2/ Intermediate examination with Physics, Chemistry and Biology (PCB) or Physics, Chemistry and Agriculture (PCAg) from a recognized University or Board including that of NIOS.
- ii) A candidate must have secured a minimum of 50% marks in aggregate for Gen/OBC/UPS category and 40% in aggregate for SC/ST/DAC in qualifying examination.

#### 4.1.3 B.V.Sc. & A.H. Degree Programme

Admission into the B. V. Sc. & A. H. programmes of the University will be governed by the Veterinary Council of India – Minimum Standards of Veterinary Education (Bachelor of Veterinary Science & Animal Husbandry Degree course) Regulations, 2016. However, the candidates must fulfill the minimum eligibility criteria laid down by the University.

#### **a) Extracts of the VCI Regulations,(MSVE 2016)**

##### **Regulations Part III (6)**

*A candidate shall not be admitted to Bachelor of Veterinary Science & Animal Husbandry Degree course unless,*

- (a) *He or she has completed the minimum age of 17 years and the maximum age of 25 years on or before the 31<sup>st</sup> December of that year of his or her admission to the 1<sup>st</sup> year of Bachelor of Veterinary Science and Animal Husbandry Course; and there shall be relaxation of maximum age by 5 years for Scheduled Caste or Scheduled Tribe or other Backward Class candidates.*

- (b) He or she has passed the qualifying examination as defined under the regulation with the subjects of Physics, Chemistry, Biology or Biotechnology and English (as a core course) and obtained marks as specified under regulations (7) or an examination equivalent to intermediate science examination of an Indian university or Board recognised by the Association of Indian Universities taking Physics, Chemistry and Biology including a practical test in each of these subjects and English.

#### **Regulations Part III (7)**

- (1) The selection of students for admission to Bachelor of Veterinary Science & Animal Husbandry Degree Course in Government or Private Colleges shall only be on the basis of merit through a competitive entrance examination conducted by university or State Government or Veterinary Council of India to achieve a uniform evaluation, as there may be variation amongst students at qualifying examinations conducted by different agencies and reservation policy shall be as per Government of India for Veterinary Council of India seats and for States as per their reservation policy.
- (2) To be eligible for competitive entrance examination, a candidate shall have to pass any of the qualifying examinations as enumerated under the head, "Admission of Bachelor of Veterinary Science and Animal Husbandry Degree Course" specified under regulation 6.
- (3) A candidate under General category for admission to the Bachelor of Veterinary Science & Animal Husbandry degree course shall have to qualify in each of the subjects of English, Physics, Chemistry and Biology, and obtained 50% marks in aggregate of these subjects, at the qualifying examination and admission of students to B.V.Sc & A.H. degree course shall be made only on the basis of his or her merit in the competitive entrance examination and no other merit or weightage shall be considered for admission to Bachelor of Veterinary Science & Animal Husbandry degree course.
- (4) In respect of candidates belonging to the Scheduled Caste or Scheduled Tribe or other special category of students as specified by the Government from time to time, marks required for admission shall be 5% less than that prescribed for general category i.e 47.5% and where the seats reserved for the Scheduled Caste and the Scheduled Tribes students in any State cannot be filled for want of requisite number of candidates fulfilling the minimum requirement prescribed from that state, then such vacancies shall be filled up on All India basis with students belonging to the Scheduled Caste and the Scheduled Tribes obtaining not less than the minimum prescribed pass percentage.
- (5) The students who are educated abroad seeking admission in Veterinary colleges in India should have passed the subjects of Physics, Chemistry, Biology or Biotechnology and English up to the 12<sup>th</sup> Standard level with 50 % marks in aggregate of the subjects.
- (6) Sponsored candidates shall have to qualify the admission procedures as laid down for the students under general category.
- (7) Admission of candidates in Bachelor of Veterinary Science and Animal Husbandry Degree course under bilateral exchange programme shall be regulated by Veterinary Council of India or on recommendation of Government of India.
- (8) 15 % of the total number of seats of each recognized veterinary college which is included in the First Schedule of the Act shall be reserved and filled on an all India basis through Common Entrance Examination and seats for the candidates belonging to Scheduled Caste or Scheduled Tribes or Physically handicapped or Other backward classes against said 15 % quota of Veterinary Council of India shall be reserved to the filled up as per Government of India policy.
- (9) The candidate selected through this examination shall be admitted in various recognized veterinary college as per the eligibility criteria prescribed in this regulations only and the last date for reporting of this candidates to the allotted university or Veterinary Institution shall be **15th September** of that year irrespective of the closing date of admission of that university or Veterinary Institution for that year, if earlier, the vacant seats may be filled by the veterinary college or university by **31<sup>st</sup> October** which shall be the final cut-off date for the admission and there after no admission shall be made.
- (10) A candidate shall not be allowed admission to Bachelor of Veterinary Science and Animal Husbandry degree course including those admitted under 15 % reserved quota of Veterinary Council of India if he or she suffers the following disabilities mainly :
  - (a) disability of total body including disability of chest or spine more than 50 %,
  - (b) disability of lower limb of more than 50 %,
  - (c) disability of upper limb,
  - (d) visually handicapped candidates and those with hearing disability,
  - (e) candidates with progressive diseases like myopathies etc.
  - (f) Disabilities which otherwise would interfere in the performance of the duties of a veterinarian.
- (11) **The disabilities shall be certified by a duly constituted and Government authorized Medical Board comprising of at least three specialists** out of which two shall be the speciality concerned and the candidate has to present him or herself before the Medical Board and the last valid disability certificate of the candidate from a Medical Board shall not be more than three months old from the date of submitting his or her certificate for disabled candidates.
- (12) After the final admissions, each Veterinary college shall submit the details of the students admitted in the first professional of B.V.Sc & A.H. programme and similarly the list of students who pass out shall also be submitted to the Veterinary Council of India.

#### **4.1.4 B.Sc. (Hons)Community Science/Food Nutrition & Dietetics degree programme**

- i) A candidate must have passed Higher Secondary/ 10+2/ Intermediate examination with Physics, Chemistry & Biology (PCB) or Physics, Chemistry & Agriculture (PCAg) or Physics, Chemistry & Home Science (PCHSc.) as subjects from a recognized University or Board including that of NIOS.



- ii) A candidate must have secured a minimum of 50% marks in aggregate for Gen/OBC/UPSC category and 40% marks in aggregate for SC/ST/DAC in qualifying examination.

#### **4.1.5 Eligibility for VLEW, VFA, F.D. & S.D.**

In case of candidates working as VLEW/VFA/FD/SD in the State of Assam, the minimum qualification for admission shall be as under:

- A candidate must have passed at least Higher Secondary/10+2 or equivalent examinations in the science group with Physics, Chemistry & Biology (or Botany and Zoology in place of Biology), with 45% marks in aggregate and must have passed in all subjects in one sitting.
- Maximum age should not exceed 35 years on 01-08-2023.
- Should possess at least 3 years practical field experience and,
- Must be sponsored by the Director of Agriculture, Director of Animal Husbandry & Veterinary, Director of Fisheries, Director of Sericulture, Govt. of Assam, respectively, for B. Sc. (Hons) Agriculture, B.V.Sc.& A.H., B.F.Sc. and B.Sc (Hons) Sericulture degree programmes.

#### **4.2 Eligibility for Master's Degree Programmes:**

**Selection of the candidates for admission into Master's Degree Programmes shall be based on the NTA score (2023-24) obtained by the candidates in ICAR's AIEEA (PG) during the academic session 2023-24.**

There will be a second channel of admission in order to admit the eligible students across the subject groups in the Faculties of Agriculture and Veterinary Sciences, by conducting a Common Entrance Test (CET). The admission of CET qualified candidates may be considered only when they don't find a place in a Department of their choice through NTA score.

The University may also conduct Entrance Test (ET) for the subject/Department for which the ICAR does not conduct a similar test, such as, THT and for the subject groups with inconsistent eligibility criteria like BAC/FST/ABT/MBA.

##### **4.2.1 M.Sc.(Agri), M.V.Sc., M.Sc.(Community Science) & M.F.Sc. Degree Programme**

A candidate must have passed the B.Sc. (Agri) /B.Sc. (Hort.) / B.Sc. (Seri.) /B.Sc (Agri. Biotech) / B.Sc.(Hons) Agriculture / Horticulture / B.Sc.(H.Sc.) / B.Sc. (Hons) Community Science / B.F.Sc. / B.Tech(Fishery Science) of 4 years duration/B.V.Sc & A.H. of 5 or 5 and half years duration(as the case may be) degree examination of this University or any other University recognized by this University securing minimum CGPA of 2.60/4.00 scale or 3.25/5.00 scale or 6.60/10.00 scale for Gen/OBC/UPS category and 2.20/4.00 or 2.75/5.00 or 5.60/10.00 for SC/ST/DAC (applicable only for domicile of Assam). This shall be relaxable for candidates having 5 years of service experience and deputed by the Govt. of Assam/AAU to a CGPA of 2.30 in 4.00 scale or 5.70 in 10.00 scale or 45% of marks in traditional system. One seat in each of the disciplines will be reserved for in-service candidate of AAU/Govt. of Assam.

In case where Grade points are not awarded only marks are awarded, the candidate must have secured at least 60% marks for General/OBC/UPS category and 50% marks for SC/ST/DAC category.

In addition to that B.Tech (Food Technology)/B.Sc Food Science & Technology/Horticulture/ Biochemistry of 4 year duration will also be eligible for M.Sc (Community Science) in Food Science & Nutrition. Also the student with B.Sc.(Agri)/B.Sc. (Hons) Agriculture will be eligible for M.Sc (Community Science) in Extension and Communication Management.

The students completing B.Sc. (Hons) Sericulture Programme shall also be eligible to apply for admission into M.Sc (Agri) Programme in the disciplines of Agric Biotechnology, Agri-Business Management, Agric. Extension Education, Agric. Statistics, Entomology and Sericulture.

##### **4.2.2 M.Tech (Food Tech) in Processing Technology Programme**

B.E./B. Tech. in Food Science/Food Science and Technology/Food Technology and Management/Food Technology/Food Process Engineering/ Food Engineering/ Dairy Engineering/ Dairy Technology/ Agricultural Engineering/ Agricultural & Food Engineering/ Agricultural Process Engineering/Dairy and Food Engineering /Chemical Engineering.

OR

Minimum 4 year degree in Agriculture/ Horticulture/ HomeScience/ Fisheries Science/ B.V.Sc/ Biotechnology/ Food Science/ Food & Nutrition and allied disciplines.

OR

M.Sc.in Chemistry, Biochemistry, Biology, Zoology, Botany, Life Sciences, Food Sciences, Food Technology and allied disciplines(with three-year Bachelor degree).

#### 4.2.3 M.Sc.(Agri)Degree Programme in Sericulture

A candidate must have passed B.Sc. with Zoology, Chemistry and Botany, preferably with honours in Zoology with at least 45% marks in aggregate and should have at least 3 years of service experience and must be sponsored by the Govt. of Assam or the Central Silk Board.

For fresh students, the candidate must have passed B.Sc.(Seri)/B.Sc.(Hons.)Sericulture from this University or any other University recognized by the Assam Agricultural University securing a minimum CGPA 2.60/4.00 or 3.25/5.00 or 6.60/10.00 scale for Gen/OBC/UPS Category and 5.60/10.00 or 2.75/5.00 or 2.20/4.00 for SC/ST/DAC Category. In case where Grade points are not awarded, only marks are awarded, the candidate must have secured at least 60% marks for GEN/OBC/UPS Category and 50% marks for SC/ST/DAC Category.

Candidates with B.Sc. (Agri)/ B.Sc. (Hons) Agriculture, with equivalent CGPA are also eligible to apply. However, preference will be given to B.Sc.(Seri)/B.Sc.(Hons.) Sericulture students for admission into M.Sc.(Agri) Sericulture programme.

#### 4.2.4 MBA (Agri-Business) Degree Programme

A candidate must have passed the B.Sc.(Agri), B.E.(Agril. Engineering), B.Sc.(Dairy Science), B.Sc.(Home Science), B.F.Sc. or B.Sc. (Forestry), B.Sc.(Hons) Agri/Hort/H.Sc./Forestry/B.Tech (Ag. Engg.) of four year duration or BVSc & AH degree examination of 5 or 5 and a half year duration of this University or any other University recognized by this University securing a minimum CGPA of 2.60 in 4.00 or 3.25/5.00 or 6.60/10.00 for Gen/OBC/UPS category and 2.20/4.00 or 2.75/5.00 or 5.60/10.00 for SC/ST/DAC category. This is relaxable to candidates having 5 years of service experience and deputed by Govt. of Assam to a CGPA 2.30 on 4.00 scale or 5.70 on 10.00 scale or 45.00% marks in the traditional system.

In the case where grade points are not awarded only marks are awarded, the candidate must have secured at least 60% marks for Gen/OBC/UPS category and 50% marks for SC/ST/DAC Category.

#### 4.2.5 M.Sc.(Agri) degree programme in Biotechnology

A candidate must have passed bachelors degree of 4-year duration in Agriculture/Horticulture/Forestry/Sericulture from AAU or any other University recognized by AAU securing a minimum CGPA 2.60/4.00 or 3.25/5.00 or 6.60/10.00 scale for Gen/OBC/UPS Category and 2.20/4.00 or 2.75/5.00 or 5.60/10.00 scale for SC/ST/DAC Category. In case, where Grade points are not awarded, only marks are awarded, the candidate must have secured at least 60 % marks for GEN/OBC/UPS category and 50 %marks for SC/ST/DAC Category. While preference will remain with the graduates in agriculture and allied sectors, the programme shall also be open to the candidates with a bachelor degree in Biochemistry/Bioinformatics/Biotechnology/Botany/Microbiology as well, and in such cases, they shall have to undergo bridge courses, as determined by the University.

#### 4.2.6 M.Sc. Degree Programme in Agricultural Biotechnology

The programme has been introduced from the year, 2020-21 with direct funding from DBT as pre approved syllabi. **The candidates shall be selected on basis of the Graduate Aptitude Test in Biotechnology (GAT-B) to be conducted nationally by DBT or DBT-approved agencies.** Besides clearing GAT-B, a candidate must have-passed B.Sc.(Agri)/ B.Sc.(Hort.)/ B.Sc.(Agric. Biotech)/ B.Sc.(Seri)/B.Sc.(Hons.) Agriculture/ Horticulture/ Fisheries/ Forestry/ Sericulture/ Home/ Community Science, from AAU or any other university recognized by AAU, securing a Minimum CGPA of 6.60/10 or 3.25/5 or 2.60/4 for Gen./OBC/UPS category and 5.60/10 or 2.75/5 or 2.20/4 for SC/ST/PH Category.

Or

Passed B.Sc. in Biology/Botany/Zoology/LifeSciences/Biotechnology/Bioinformatics/Biochemistry /Microbiology from a recognized University.



In the case where Grade Points are not awarded, but only marks are awarded, the candidate must have secured at least 60.00% marks for Gen./OBC/UPS categories and 50.00% and above marks for SC/ST/PH categories. This shall be relaxable for candidates having 5 years of service experience and deputed by the Govt. of Assam /AAU to a CGPA of 2.30 on 4.00 scale or 5.70 on 10.00 scale or 45.00% of marks in the traditional system.

Students admitted in Masters programme in Agricultural Biotechnology and Biotechnology through the GAT-B examination are entitled to receive student's scholarship.

#### 4.2.7 M.Sc. (Agri) degree programme in Bio-Chemistry and Agril. Chemistry

A candidate must have passed B.Sc. in Agriculture/Horticulture/Forestry/Sericulture or B.Sc in Chemistry / Bio-Chemistry / Biotechnology / Life Science / Fishery / Dairy / Food Science and/or Food Technology / Food Science & Nutrition degree of this University or any other University securing a minimum CGPA 2.60/4.00 or 3.25/5.00 scale or 6.60 /10.00 scale for Gen / OBC / UPS category and 5.60/10.00 scale or 2.75/5.00 or 2.20/4.00 for SC/ST/ DAC category. In the case where Grade points are not awarded, only marks are awarded, the candidate must have secured at least 60% marks for Gen/OBC/UPS category and 50% marks for SC/ST/DAC Category. The Admitted Candidate with non-Agri Background shall have to undergo bridge courses as accepted by the University. Out of Total seats, 30% of seats shall be earmarked for this category of students.

#### 4.2.8 M.V.Sc. degree programme in Animal Biotechnology

Eligibility for appearing in the entrance test will be the same as indicated in Clause 4.2. For admission to the M.V.Sc. degree programme in Animal Biotechnology, a candidate has to pass B.V.Sc &A.H. from a recognized university securing a minimum CGPA of 2.60 on 4.00 scale or 6.60 on 10.00 scale. In the case where Grade points are not awarded only marks are awarded, the candidate must have secured at least 60% marks for Gen/OBC/UPS category and 50% marks for SC/ST/DAC category. Out of 15 seats available per year, 10 seats are open for candidates qualifying **Graduate Aptitude Test in Biotechnology (GAT-B) to be conducted nationally by DBT or DBT-approved agencies**. The rest of the seats will be filled up from the Common Merit List for the Faculty of Veterinary Sciences prepared based on NTA scores secured by the prospective candidates.

Students admitted in Masters programme in Animal Biotechnology through the GAT-B examination are entitled to receive student's scholarship.

#### 4.2.9. M.Tech (Agri. Engg) in Soil and Water Conservation Engineering

A candidate must have passed B.Tech. (Agricultural Engineering) from any university recognized by AAU, securing a Minimum CGPA of 6.60/10 or 3.25/5 or 2.60/4 for Gen./OBC/UPS category and 5.60/10 or 2.75/5 or 2.20/4 for SC/ST/PH. In case where Grade Points are not awarded but only marks are awarded, the candidate must have secured at least 60.00% marks for Gen./OBC/UPS categories and 50.00% and above marks for SC/ST/PH categories. This shall be relaxable for candidates having 5 years of service experience and deputed by the Govt. of Assam /AAU to a CGPA of 2.30 in 4.00 scale or 5.70 in 10.00 scale or 45.00% of marks in traditional system.

#### 4.3 Eligibility for Ph.D. Degree Programme

**Selection of the candidates for admission into Ph.D. Degree Programmes shall be based on the NTA score (2023-24) obtained by the candidates in ICAR's AICE-JRF/SRF (Ph.D.) during the academic session 2023-24. Department wise Merit List based on the NTA score shall be prepared for all the Faculties of the University. Admission to all Departments will be given based on this merit list and eligibility criteria mentioned hereinunder.**

Candidates interested to pursue Ph.D. programme in Tea Husbandry & Technology shall have to clear an Entrance Test to be conducted by the concerned Department on a date to be notified separately. The students are to exercise their option in online application form accordingly.

### 4.3.1 Faculties of Agriculture, Community Science and Fisheries Science

A candidate must have passed M.Sc.(Agri)/M.Sc.(C.Sc.)/M.F.Sc.(As the case may be) degree examinations in the concerned discipline of this University or any other University recognized by this University with basic degree in Agriculture/Community Science/Fisheries Science with a minimum CGPA of 2.60 in 4.00 scale or 6.50 in 10.00 scale or 60.00% of marks in the traditional system relaxable for deputed candidates having 5 years of service experience to a CGPA of 2.47 in 4.00 scale or 6.22 in 10.00 scale or 56.89% of marks in the traditional system. One seat in each of the disciplines shall remain reserved for in-service candidate of AAU/Govt. of Assam.

**Note 1 :** Considering the HR needs in the field of Biotechnology, 30% of the total intake of the Ph.D. programme in the Department of Agricultural Biotechnology under the Faculty of Agriculture shall be made open to the Non-Agri students completing 10+2+3+2 pattern mastering in Biochemistry/ Bioinformatics/ Biotechnology/ Botany/ Microbiology with 55% marks. Such students shall have to undergo bridge courses, either simultaneously or separately.

### 4.3.2 Faculty of Veterinary Science

A candidate must have passed M.V.Sc. examination in concerned discipline of this University or any other University recognized by this University with basic degree in Veterinary Science with a minimum CGPA of 2.60 in 4.00 scale or 6.50 in 10.00 scale or 60.00% of marks in traditional system.

**Note:** The candidates serving as JRFs/SRFs/RAs at AAU are eligible to apply for admission into the PG Programmes subject to fulfillment of other eligibility criteria.

## 5. ADMISSION PROCEDURE

*Applicants are advised to register on the official Website of the University and apply online for admission into various degree programmes of AAU. The University has not authorized any other institute, organization, agency or any person to aid or assist in the application process on University's behalf.*

### 5.1 How to apply

Candidates must apply online by registering and logging on to the University's website [www.admission.aau.ac.in](http://www.admission.aau.ac.in). Click on the "Admission 2023" link to reach the registration page. The site has been designed in a user-friendly way to help candidates to apply Online in a step by step basis.

1. Download the Information Bulletin and read it carefully before filling up the Online Application form.
2. Students must register themselves in the admission portal before filling up the online application form for admission into any Degree Programme under the University.
3. There are 3 steps in filling out the Application Form.
  - a) Registration in University Admission Portal
  - b) Fill up the Application Form online and upload all relevant documents.
  - c) Pay the required Application Fee using Payment Gateway
4. The online application requires **JavaScript to be enabled** in the candidate's browser to function properly. Some functions of the online web submission programme will not work properly if JavaScript is disabled in the Web browser. **Please enable JavaScript if not enabled by default.** For any help, see the following website for help on "how to enable JavaScript in his/her browser- <http://enable-javascript.com/>".

### Step1-Registration

1. The candidate must have a valid personal EMAIL ID and a Mobile Number for registration. These will be required for communication during and after admission.
2. Upon successful registration, the Applicant shall receive a confirmation message with the credentials in the Registered Mobile Number and an email in the registered email ID with a verification link. Both these are to be verified for the registration process to complete.
3. The information filled in the Application Form once finalized/submitted cannot be changed afterwards. It cannot be corrected /modified at the university end also. Hence, no request for changing data/information of a submitted application shall be entertained. A candidate can however register afresh.

## Step2- Fill in the Application Form

1. After successful completion of registration, the candidate needs to upload his/her photo & signature (each with a maximum size of 100KB) in JPEG format. While uploading, he/she can also crop his/her photo and signature online.
2. The candidate is required to enter his/her personal and academic information in relevant pages (he/she needs to upload his/her certificates in PDF format with a maximum size of 150KB). Fill in all the miscellaneous information.
3. Upload the documents in PDF files (maximum size of 150KB each).
4. The candidate can fill or update the data any number of times till final submission. Once finalized and submitted no changes can be made. **Do not Finalize the Application Form until all the information is correctly entered. The Application Form cannot be edited after Final Submission.**
5. **Submit** the Application Form if all Information is correctly entered.

## Step3- Payment of Fee

1. Once the application form is filled up, check the whole application form in the **preview**. Double-check the application form and **submit it**.
2. Once the application form is submitted system will redirect the candidate to the payment page, where the candidate may pay the application fee online through the payment gateway integrated with the application form. **No other payment mode is accepted other than the integrated system.**
3. The candidate shall receive a confirmation after the payment transaction which shall also be shown in the '**Payment History**' on his/her Dashboard.
4. After successful payment, an Acknowledgement Sheet will appear. Take a printout for the record.

## 5.2 The candidate should be ready with the following documents at the time of application

- a) Passport photograph scanned to a size of max. 100KB (in JPEG format)
- b) His/her signature scanned to a size of max. 100KB (in JPEG format)
- c) Mark sheets from Class X to the last examination passed in pdf (max. 150KB each)
- d) Pass Certificate of the qualifying examination passed in pdf (max. 150KB)
- e) Age Proof Certificate (e.g. Birth Certificate, Class-X Admit Card etc.) in pdf (max. 150KB)
- f) Caste certificate in pdf, if applicable (max. 150KB)
- g) Permanent Resident Certificate (PRC) / Nativity Certificate in pdf (max. 150KB)
- h) Medical Fitness Certificate in AAU format (**please check the information bulletin**) as pdf (max. 150KB)
- i) Gap Certificate (from the competent authority) in pdf, if applicable (max. 150KB) - **please check the information bulletin**
- j) Economically Weaker Section (EWS) Certificate in pdf, if applicable (max. 150KB)
- k) Migration/Transfer certificate in pdf, if applicable (max. 150KB) *(If the applicants do not have this document in hand, they must submit it at the time of admission/reporting at the college in the event of admission. Failure to do so will result in the cancellation of their admission status.*
- l) International/NRI candidates need to upload their Passport along with all the blank pages in pdf (max. 3MB)
- m) Valid Visa and Passport of the financial sponsor of NRI sponsored candidate in pdf, if applicable (max. 150KB)
- n) International candidates need to upload their Financial Resource Documents in pdf (max. 150KB).
- o) Sponsorship letter from the Registrar of AAU for the in-service candidate, if applicable (max. 150KB)
- p) Relevant certificate from the appropriate authority in pdf against the quota provisioned in relevant **Para 7.1 of the Information Bulletin**.
- q) NRI-status Certificate of the financial sponsor issued by the Embassy of the respective country under their seal for NRI/NRI sponsored candidate in pdf, if applicable (max. 150KB)
- r) Valid NRI Bank Account passbook/ Account Statement of the financial sponsor for NRI/NRI sponsored candidate in pdf, if applicable (max. 150KB)
- s) Undertaking by the sponsor of the NRI-sponsored candidate in the form of an Affidavit in pdf (max. 150KB)

### 5.3 Selection and Admission Procedure

The Application has to be submitted online within the prescribed date. The date(s) of Entrance Test and schedule of admission cum counseling shall be notified in due course through AAU Website.

Entrance test (CBT) will be conducted across the State of Assam in selected Centres based on absorption capacity, logistic support and other associated factors.

**Selection and admission of candidates is strictly on the basis of merit to be judged as per approved regulation.**

**Note: In-service candidates must submit their Release Order/ No Objection Certificate from the competent authority to pursue higher studies in AAU at the time of admission.**

### 5.4. Physical fitness

Admission shall be subject to the medical fitness of the candidates, being declared as such by a Registered practitioner. (Annexure II)

### 5.5. Payment of fees

Subject to declaration of physical fitness by the Medical Officer, a candidate has to take admission on payment of prescribed fees (Refer Annexure III) on digital mode. In case of failure to pay fees at the time of admission, the seat allotted to the candidate will stand forfeited and the seat(s) thus vacated will be allotted to the next candidate(s) in order of merit.

### 5.6. Subsequent counselling

The date(s) of subsequent counselling shall be notified in AAU-website along with the list of eligible candidates.

### 5.7. Re-admission

A student who leaves the College with permission from the Dean/Assoc. Dean/DPGS (as the case may be) after completion of the requirement of at least one semester may be readmitted after a break of not more than two subsequent semesters on payment of prescribed re-admission fee.

## 6. ADMISSION OF FOREIGN/ NRI AND NRI-SPONSORED CANDIDATES

### 6.1. International candidate

The University has the provision of admitting international students under two distinct channels, viz. a) Candidates sponsored by the Government of India/ICCR/ICAR under bilateral/multilateral agreement and b) Direct admission of international students. Proficiency in English is a pre-requisite for all the international students and to that effect, the candidates are required to submit a certificate issued by respective Indian Mission abroad or any other recognized agency along with their applications. The number of seats under this category shall be extra-numeral in nature and the intake for the year 2023-24 has been kept at 15 (Sponsored) +5 (Direct admission) = 20.

The eligibility for admission of international students into various degree programmes of the University shall be all the same as indicated in the Information Bulletin. However, they are exempted from appearing in the Entrance Tests for admission conducted by the University.

All applications for admission are to be addressed to the Registrar of Assam Agricultural University well in advance for necessary processing. The applications for admission shall be scrutinized by the Dean (UG programme) /DPGS (PG programme) on case to case basis and subsequent action will be taken by the Registrar on recommendations of the Dean/DPGS.

The international students, on final selection shall arrive in respective campus one week prior to the start of the academic session to acquaint themselves with the activities of the College and to attend the orientation

programme meant for the fresher. On arrival, they are advised to contact with the International Students Advisory (ISA) Cell or DSW/Dean/DPGS for guidance on diverse matters.

#### **6.1.1. Sponsored Candidate**

The applications for admission into various degree programmes of the University shall be received directly from the sponsoring agencies, viz. ICCR, ICAR or other Government agencies. The Institutional Economic Fee/Bench Fee will be charged at the rates prescribed by the ICAR, in addition to medical insurance cover and other normal fee.

#### **6.1.2. Direct Admission**

The process of application for admission under Direct Channel is delineated below:

- An international student shall apply directly for admission into various undergraduate and postgraduate degree programmes available under six different Faculties, namely, Agriculture, Community Science, Fisheries Science, Horticulture, Sericulture and Veterinary Science online at the AAU website, [www.aau.ac.in](http://www.aau.ac.in).
- The student shall have to pay online an application fee of USD 25.00 for any of the degree programme he/she chooses.
- Along with the filled-in applications, the students shall upload all relevant documents in support of their academic credentials, financial solvency, passport details, insurance cover and other information.
- Duly constituted committee (Constituted by Dean/DPGS) shall assess the eligibility of the applicants and communicate with the applicant if any more information is needed. The Committee shall finally forward its recommendation to the Registrar for approval through the respective Dean/DPGS.
- The Registrar shall issue the “Letter of Admission” through AAU admission portal in case of eligible candidate, asking for confirmation by the applicant within a stipulated timeframe. Ineligible candidates shall also be communicated citing the reason thereof.
- During the application process, the student shall be asked for either purchase of “Insurance cover by self” or arrangement of “insurance cover by AAU”. If the applicant opts for “Insurance cover by self”, a requirement shall be included in the “Letter of Admission” for purchasing the same by the applicant in his/her home country.
- The insurance policy should cover “Repatriation of remains” in the event of any unfortunate circumstance which may lead to death of the international student during his/her academic stay in India.
- In case of the applicant choosing arrangement of “Insurance cover by AAU”, the University shall include the insurance cost for the entire duration of his/her academic stay in India in the “Letter of Admission” based on the rate of an Indian insurance agency.
- The applicant shall submit the copy of insurance papers to the Registrar, and upon confirmation, take admission by paying the requisite fee (Admission fee shown in Annexure-III) online at AAU admission portal or transfer through SWIFT to AAU bank account.
- Once insurance and payment are confirmed, the Registrar shall intimate the student welcoming him/her with all academic details, accommodation support and other relevant information.
- On receipt of the “Letter of Admission”, the applicant shall approach Indian Embassy/Consulate in their home country for visa. In the “Letter of Admission”, period of visa requirement shall be shown in excess of 6 months of the actual duration of the degree programme. Insurance should also cover this additional period as well.
- The ISA Cell, on behalf of the Office of the Registrar shall continue communicating with the selected student during the process of visa application till he/she finally reaches AAU.

#### **6.2 NRI and NRI-sponsored candidate**

Applicants under NRI/NRI Sponsored Quota shall submit the application online within the prescribed date. Non Resident Indians who have been residing abroad for a minimum period of 10 (ten) years, can only sponsor a candidate for admission under NRI- Sponsored category. Preference will be

given to NRI-candidates.

An Indian Citizen who stays abroad for employment/carrying on business or vocation outside India or stays abroad under circumstances indicating an intention for an uncertain duration of stay abroad is a non-resident. (Persons posted in U.N. Organisations and Officials deputed abroad by Central/State Governments and Public Sector undertakings on temporary assignments are also treated as non-residents). Non-Resident foreign citizens of Indian Origin are treated on par with non-resident Indian citizens (NRIs) for the purpose of certain facilities.

An individual will be treated as a Resident in India in any previous year if he/she is in India for:

1. At least 182 days in that year, **OR**
2. At least 365 days during 4 years proceeding that year **AND** atleast 60 days in that year.

An individual who does not satisfy both the conditions as mentioned above will be treated as “non-resident” in that previous year.

**Eligibility:** For admission into UG degree programme candidates must have passed 12th standard from an Indian Board or an equivalent Board outside the country securing 50 per cent marks in each of the subjects of Biology, Chemistry, Physics and English.

Applicants shall have to submit the following documents as attachment on online mode, along with the application form and shall have to produce/submit the documents in original at the time of reporting.

1. Birth Certificate/Proof of Date of birth
2. Higher Secondary (10+2) or Equivalent Examination Mark Sheet
3. Transfer Certificate/Migration Certificate issued by the Head of the Institute/University last
4. attended (whichever is applicable)
5. Conduct Certificate issued by the Head of Institution last attended
6. Medical fitness Certificate
7. Nativity Certificate of the candidate
8. NRI-status Certificate of the financial sponsor issued by the Embassy of the respective country
9. under their seal
10. Valid NRI Bank Account passbook/ Account Statement of the financial sponsor
11. Valid Visa and Passport of the financial sponsor
12. Undertaking by the sponsor in the form of Affidavit

The NRI and NRI sponsored candidates, if selected, shall pay the fee of USD 20,000/- or Indian equivalent in three instalments, first one for 50% at the time of admission into 1st year class and the remaining two instalment for 25% each at the time of admission into 2nd and 3rd year classes of the undergraduate degree programmes, in addition to fees prescribed for higher fee category in each semester. For Post Graduate degree programme, the candidate must fulfill the criteria specified under clause 4.2 & 4.3 of Information Bulletin and shall pay the fee in 2 (two) equal instalments. NRI/NRI-sponsored students are exempted from appearing in the Entrance Test(s).

## 7. SEAT RESERVATIONS

### 7.1. Undergraduate Degree Programme

The University makes provision for reservation of seats for eligible candidates belonging to the following categories. **Candidates are to note that self-certified copies of certificates mentioned against each of the categories must be submitted along with the Application Form at the time of reporting.**

- a) **Scheduled Caste** specified in relation to the State of Assam under Article 341 of the Constitution of India (Certificate from the competent authority countersigned by DC/ADC)



- b) **Scheduled Tribes (Plains and Hills)** specified in relation to the State of Assam under Article 342 of the Constitution of India (Certificate from the competent authority countersigned by DC/ADC)
- c) **Other Backward Classes/ More Other Backward Classes** specified in relation to the State of Assam. Under this category, 19 out of 119 seats shall be reserved for Tea Garden Labourer (TGL), Moran, Motak, Koch Rajbongshi, Tai Ahom and Chutia community (Certificate from the competent authority countersigned by DC/ADC).
- d) **Economically Weaker Sections (EWS)** specified in accordance with the provisions of the Constitution (103rd Amendment) Act, 2019, Government of India. (Detailed guidelines enclosed: Annexure IV)
- e) Candidates who are children of **regular AAU employees, retired/deceased University employees** (Certificate from the Registrar, AAU)
- f) Candidates who are **victim or children, brother, sister of martyrs of Assam Agitation** (Certificate from the Govt. of Assam)
- g) For **sports quota**, the candidate must represent the state in National School Games under SGFI/North East Games/All India Rural Sports/Women Sports Festival/National Inter School Tournament organized by SAI/NSNIS, Patiala under the Ministry of Youth Affairs & Sports, Government of India/National Games/Asian Games/ Commonwealth Games by Commonwealth Games Federation (CGF)/ Paralympic Games by International Paralympic Committee (PIC)/ Olympic Games. The merit will be considered in order of Medals, Gold/Silver/Bronze received and participation in the above-mentioned games. A certificate to this effect issued by the Director of Sports, Government of Assam should always accompany the application form. Sports Certificate of Invitational/Open / Prize Money League / Ranking / Memorial Competitions will not be considered.
- h) Candidates who are children of **defense personnel, paramilitary force personnel, ex-serviceman and serving armed forces personnel** (Certificate from commanding officer/competent authority). The defense personnel should be working in Assam for last 1 year or more.
- i) Candidates from outside the State of Assam based on Entrance test at the behest of ICAR or VCI.
- j) Candidates belonging to the **States (other than Assam) covered under the North Eastern Council (NEC). The candidates are to be nominated/sponsored by the respective State Government with a pro-rata contribution @ ₹ 2.00 lakh per student.**
- k) 3 seats shall be reserved for candidates belonging to **States/Union Territories other than Assam for specializing in Tea Husbandry & Technology** in the B.Sc. (Hons) Agri degree programme. Such candidates are to be sponsored by the tea growing States/Union Territories of India and have to take admission at higher fee rates (sponsorship certificate from the Director/Secretary, Agriculture or Education of the concerned State Government/Union Territories).
- l) 2 seats shall be reserved for **son/daughter of Small Tea Growers of Assam** to pursue B.Sc. (Hons.) Agriculture with specialization in Tea Husbandry & Technology (Growers are to be registered with the Tea Board of India and Certificate to this effect is to be furnished at the time of counseling).
- m) For applying against **Freedom Fighter quota**, one has to enclose a copy of the Certificate issued by the DC concerned certifying the Freedom Fighter and his/her relation with the candidate.
- n) Candidates working as **AEA (Agricultural Extension Assistant), VFA (Veterinary Field Assistant), F.D. (Fishery Demonstrator) & Seri Demonstrator** (sponsored by the Govt. of Assam)
- o) For the quota against **DAC**, the same procedures, as adopted by the VCI shall be applicable (Criterion as per 4.1.4(a)(10) & (11))
- p) Candidates belonging to **'Rest of India'** (from States other than NE states) in undergraduate degree programmes of Horticulture and Sericulture, against payment of Higher Fee.
- q) 20% of total seats in a Faculty shall be reserved for the **candidates sponsored by the ICAR.**

## 7.2 Post-Graduate Degree Programme

- a) Reservation under different categories shall be considered as per current rules and regulations of the Government as applicable. Statutory reservation viz. OBC/ MOBC, SC, STP, STH will be prepared on the basis of total seats under PG programmes separately for each Faculty. Under OBC Category, 6 seats shall be reserved for Moran, Motak, Koch Rajbongshi, Tai Ahom and Chutia community.
- b) 30% of total seats in a Faculty shall be reserved for the candidates sponsored by the ICAR.
- c) 1 seat in each of the Department is reserved for in-service candidates sponsored/deputed by the University or other Agencies (ICAR/Government/Board).
- d) 3% of seats in a Faculty shall be reserved for the Differently Able Category as per 'The Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995'.

## 8. CERTIFICATE/DOCUMENTS TO BE PRODUCED IN ORIGINAL AT THE TIME OF REPORTING

### 8.1 HSLC marksheet and certificate

### 8.2 HS marksheet and certificate

### 8.3 Document for Proof of Birth

### 8.4 Seat reservation certificate (refer point 7)

### 8.5 Permanent residence certificate, wherever applicable

### 8.6 Sponsorship Certificate, wherever applicable

All candidates, belonging to the State of Assam and the candidates under Higher Fee Category must submit the Permanent Residence Certificate issued by the competent authority (Deputy Commissioner/District Magistrate/SDO Civil) of the Government concerned. However, it is not mandatory for the candidates belonging to the following categories:

- a) Sponsored by ICAR/VCI
- b) Nominated/sponsored by NEC
- c) Children of defence personnel, paramilitary force personnel, ex-service and serving armed force
- d) personnel
- e) Wards of Kashmiri migrants/ non-migrants (Pandits)
- f) Belonging to the States/Union Territories other than Assam for specializing in Tea Husbandry &
- g) Technology
- h) In-service candidates deputed by the Govt. of Assam/ ICAR/ AAU
- i) Foreign, NRI & NRI-sponsored candidates
- j) Wards of Assam Agricultural University employees

### 8.7. Gap period certificate

If a candidate discontinued his/her studies after the qualifying examination, he/she shall have to furnish a gap period certificate only from local police authority (Annexure-I).

### 8.8. Medical certificate

Candidates may refer to the section 5.4 towards requirement of physical fitness for admission in AAU. All candidates at the time of admission shall invariably have to **submit a fitness certificate from registered Govt. practitioner** (Annexure-II).

### 8.9. No objection certificate

In-Service candidates must submit their Release Order/No Objection Certificate from the parent organization at the time of admission.



## 9. SPECIALIZED COURSES OFFERED

### 9.1. Specialized Course in Tea Husbandry & Technology

The University has the unique distinction of offering specialized course in **Tea Husbandry & Technology** in B.Sc. (Hons) Agriculture, M.Sc.(Agri.) and Ph.D. degree programmes so as to provide professionally trained and technically qualified personnel to man the various positions in the tea industry and its related organizations. The courses being multi-disciplinary and industry oriented, cover three broad areas of study, viz. (i) Tea Husbandry (ii) Tea Processing and Engineering and (iii) Tea Economics and Management including Tea Trade and Legal Matters. Provision of reservation of seat may be seen at section 7.1 (k) & 7.1(l).

### 9.2. Specialized Course in MBA (Agri-Business)

The University has prepared itself well to respond to the HR need in the field of Agri-Business Management and accordingly has started MBA (Agri-Business) degree programme under the Faculty of Agriculture. The programme is formulated with the objective to impart education and training for managing income generating and developmental activities of various sub-systems of agriculture, conduct research on varied problems in order to improve management capabilities. The syllabus for the programme is designed to train the students in the emerging areas of management science in order to make them competent agri-managers to serve the agri-business sector. Students will get opportunities for taking case studies and research problems in their lines of specialization. Fees structure for the programme can be seen at Annexure-III.

## 10. SERVICES PROVIDED

### 10.1. Advisory service

Each undergraduate student shall be assigned to an adviser by the DSW/ADSW/DDSW immediately after the admission. The adviser shall maintain personal records in respect of each student's academic progress, deficiencies in studies as well as co- curricular and extracurricular activities. The students shall apprise of problems and difficulties, if any, to the advisers for necessary advisement and guidance. In case of Post-graduate student, a Major Adviser shall be assigned to each student by the Head of the Department as per provisions of the Regulations on Academic Matters, 2022.

### 10.2. Sports, Recreation, Social Service

The Directorate of Students' Welfare provides facilities for games and sports, study circle, music, drama *etc.* to enrich the cultural, literary, physical as well as social life of the students. The University has its own play ground, well equipped indoor stadium, swimming pool and gymnasium. The University teams are provided adequate support for participation in local, regional and national cultural as well as sports and games events.

The Student's Society/Union of each College arranges the co-curricular activities such as games, sports, athletics, drama, social services *etc.* NSS/NCC Programmes are also organized in each College as a part of social/national service.

### 10.3. Training and Placement Cell, AAU

The Training and Placement Cell of Assam Agricultural University was set up in 1998. The Training & Placement Cell is an important component of Assam Agricultural University, Jorhat catering to the needs of its students for their career development. The Cell organizes training programmes on Personality Development, Communication Skills, Leadership and such other areas. The Cell facilitates Campus interviews and placement in various Government and non-government organizations. Large number of the graduate and post graduate students of this university have been placed in different organizations involved in Research and Development, Corporate Sectors and Banking. The Cell has adequate infrastructure facilities like fully air-conditioned group discussion room, interview room, waiting hall *etc.* for conducting campus interviews. Computers are available with net connectivity for job search and resume posting by the students besides having free access to the website for all other services.

### 10.4. Medical facilities

There is provision for medical care and health service in each of the Colleges. The Students Medical Assistance Scheme (MAS) has been introduced covering all the students of the constituent Colleges of the University from 2016-17 Academic Session.

### 10.5. Student's Aid Fund

With a view to render financial aid to students in distress, a student's aid fund has been instituted in each College. All students are required to contribute in the fund at the beginning of each academic year to aid and assist economically backward students.

### 10.6. Student's Society/Union

All students admitted to the College automatically become members of the Student's Society/Union and are entitled to participate in the Society /Union election. All students are required to pay the Student's Society fee at the beginning of each academic year.

### 10.7. Student's Magazine

The Student's Society /Union of each College publishes a magazine to encourage creativity of the students. The students are to pay the magazine fee at the beginning of each academic year

### 10.8. Educational tour

There is provision of educational tour for both UG and PG students. The tour is mandatory to the UG students and it carries 2-credit of weightage.

### 10.9 NCC/NSS

Every Under-graduate student of 1<sup>st</sup> and 2<sup>nd</sup> year classes of the Faculty of Veterinary Science has to undergo the N.C.C. training as prescribed in the syllabus. The students in the 3<sup>rd</sup> year class have the liberty to opt for taking NCC to get them qualified for 'C' certificate. Students of the Faculties of Agriculture, Community Science, Fisheries Science, Horticulture and Sericulture shall have to participate in N.S.S. programmes *in lieu of* N.C.C. However, an additional unit of NCC with both Air and Army Wings has also been raised at AAU Headquarter, Jorhat, which are open for the students of 1<sup>st</sup> and 2<sup>nd</sup> year UG programme on optional basis.

### 10.10 Library

The Rev. B.M. Pugh Library (RBMPL), located in the Head Quarters of the University at Jorhat is serving as the knowledge resource centre on Agriculture and allied areas since its inception in the year 1969 to the myriad user community consisting of students, teachers/scientists, research scholars and the staff of the Colleges, viz., College of Agriculture, College of Community Science, College of Horticulture and College of Sericulture and the entire community of the university in general. It has its branch libraries at the College of Veterinary Science, Khanapara; College of Fisheries, Raha; Biswanath College of Agriculture, Biswanath Chariali; Lakhimpur College of Veterinary Science, Joyhing and Sarat Chandra Singha College of Agriculture, Rangamati.

#### 10.10.1 E-Resources available

- a) **CeRA:** Consortium of e-resources in Agriculture: Access to full text electronic journal on Agriculture and allied areas. Currently 4021 number of e-journals available under CeRA.
- b) **DeLCON:** DBT-Electronic Journal Consortium: About 926 full text journals are covered under DeLCON.
- c) **Krishikosh:** An Institutional Repository of Indian National Agricultural Research System. This is a digital repository of accumulated knowledge in agriculture and allied sciences, having collection of old and valuable books, old journals, thesis, research articles, popular articles, monographs, catalogues, conference proceedings, success stories, case studies, annual reports, newsletters, pamphlets, brochures, bulletins, and other grey literatures spread all over the country in different ICAR Research Institutions and State Agricultural Universities.
- d) **CAB Abstract** is available offline at Library on CD ROM from the year 1972 to 2013.
- e) **International E-Book Packages, CRC Press, Taylor & Francis(1498)**
  1. Agriculture Science (764)
  2. Home Science (215)
  3. Veterinary Science (216)
  4. Fishery Science (50)
  5. All subject pack (253)Online Access Link: <https://www.taylorfrancis.com/>
- f) **Wiley Online Library (606)**

Online Access Link: <http://onlinelibrary.wiley.com>

g) **Elsevier E-Books on Agriculture (203)**

Online Access Link: <https://www.sciencedirect.com>

h) **Cambridge Core Ebook Package: 63**

Online Access Link: <https://www.cambridge.org/core/what-we-publish/books>

i) **ASAP Indian E-Book Packages (978)**

1. E-Books on Horticulture (101)
2. E-Books on Agriculture (223)
3. E-Books on Aquaculture and Fisheries (10)
4. E-Books on Veterinary (122)
5. E-Books on Agri/Vet/Com Sc (214)
6. All Subject pack(308)

Online Access Link: [www.asapglobe.com](http://www.asapglobe.com)

j) **Cabi E-Books on Veterinary (223)**

Online Access Link: [www.cabdirect.org](http://www.cabdirect.org)

k) **WT Ebooks (96)**

1. Fishery Science (44)
2. Veterinary Science (52)

Online Access Link: <https://ebooks.wtbooks.com/>

l) **Bibliotex E-Book (32)**

Online Access Link: [www.bibliotex.com](http://www.bibliotex.com)

m) **Astral E-Books Package(152)**

Online Access Link: <http://astralebooks.com/university.aspx>

n) **NIPA E-BOOKS(60)**

Online Access Link: <https://www.nipaers.com/univebooks>

o) **EBSCO E-Books(13)**

Online Access Link: <https://search.ebscohost.com/>

Total **3924** number of eBooks has been procured covering Agricultural Science, Veterinary Science, Community Science and Fishery Science. Off campus Library user can access e-resources by using Remote log software.

### 10.10.2 User service

(a) **Number of books to be issued for different category of students**

Under Graduate	: 5 books
Post Graduate	: 7 books
Research Scholar/Faculty	: 10 books

(b) **Consultation for outside scholars**

The Rev B M Pugh library provides consultation facilities to non AAU users through the provision of temporary membership with a minimal fee of Rs. 100/-per month which can be extended on request with the same formalities being observed.

(c) **Textbook Bank section** This section provides minimum six books to every enrolled student for the semester and number of borrowed books depending upon availability of books in this section.

### 10.10.3 Library services

The library provides the following services

- Lending service
- Reference/Information service
- Current Awareness Service
- Documentation service
- Internet/E-mailfacility
- E-journal/eBook and CD-Rom database searching facility
- Resource-sharing facility

- User education programme
- Document delivery service
- Reprography facility

To make the library system smarter, in the year gone by, RFID-technology has been integrated, particularly in three of the constituent colleges, namely, College of Fisheries, BN College of Agriculture and SCS College of Agriculture.

#### **10.10.04 E-Resources Access Unit**

The internet browsing facility is available in the library premises on the basis of a user account created in the AAU Captive Portal which is strictly provided by the System Administration i.e. ARIS Cell of the University. There is also the provision of access to the internet by the visitors on request of a guest account created by the ARIS accordingly.

#### **10.10.05 User education programme**

The RBMPL, apart from providing dedicated user service, is also acquainted with extending quality user education programmes.

- *Library orientation* is one of the most common user education programme that is provided to the users of AAU, in particular the undergraduate patrons, maintaining a proper discipline wise streaming in the early part of their formal vocations.
- Education on *Library and Information Service* in the form of a non-credit compulsory course (PGS 501) is also conducted to impart appropriate knowledge in the field of information retrieval and dissemination, technical writing stressing more on literature review and citation analysis as well as the proper techniques in browsing the different resources present in the library.

#### **10.10.06 Automation and Digitization**

Rev. B. M. Pugh Library has implemented automation of library at KOHA LMS software under ICAR library strengthening project. The library functions are operational at Koha LMS for the library users. The bibliographic database of the library's collection is well functioning through the OPAC module on Koha.

#### **10.10.07 Uploading of Theses**

Uploading of Ph. D theses at Krisikosh is being done at the Central Library, AAU, Jorhat and CVSc College library, AAU, Khanapara. Currently 363 nos of theses have been uploaded at Krishikosh database.

#### **10.11. Residence**

The University has as many as 37 nos. of hostels for boys and girls in different campuses. However, admission into a degree programme does not guarantee possession of hostel accommodation. Students are admitted to the hostels upon payment of hostel dues (Refer Annexure III) at the time of admission into each semester. The hostels are provided with all basic amenities and a student may require a minimum of ₹ 1,500.00 p.m. towards mess dues. Students are to maintain perfect discipline and proper atmosphere of studies in the hostel. Violation of hostel rules will be strictly dealt with as per regulations in force.

### **11. ACADEMICS**

#### **11.1. Teaching**

##### **11.1.1. The System**

The course credit system with Internal as well as External evaluation is followed in the University for both the Undergraduate and the Post-Graduate degree programmes. The medium of instruction in both the programmes is English.

##### **11.1.2. Academic Year**

The academic year consists of two terms, each term of minimum 110 instructional days. Each term is called **Semester**. There is a break of few days between two consecutive semesters.

### 11.1.3. Courses

During a semester, the students register themselves for a number of courses. A **Course** is a unit of instruction of a subject matter under any discipline carrying a specific number of Credit hour(s).

### 11.1.4. Credit Hours

**Credit hours** signify the quantum of work done corresponding to 1 hour of theory class or 2-3 hours of laboratory/field practical every week during a semester in respect of a particular course.

### 11.1.5. Attendance

A student is to maintain a minimum of 75% attendance separately for theory and practical in each course failing which he/she is debarred from appearing in the End term examination.

## 11.2. Examination

There are two examinations in a semester, viz., **Mid term examination** and **End term examination**. Mid term examination is conducted centrally in each College in the middle of the semester, whereas the End term and practical examinations are held at the end of the semester as per Academic Calendar. Besides, a student has to appear in quizzes/tests and carry out field/ laboratory/library/ clinical assignments throughout the semester.

In case of B.V. Sc. & A.H. degree programme there is a system of Annual Professional Examination at the end of each academic year culminating in the end of professional programme, beginning with first professional. The setting of question papers and evaluation of answer scripts of the annual professional examination are examined by the external examiner.

### 11.2.2 Number and type of examinations in a semester for PG programme :

- There shall be 3 (three) examinations in Masters programme viz., First test, Mid-term and End-term examination. The End-term examination shall consist of both theory and practical components wherever necessary.
- A student shall not be allowed to appear in the End-term examination without clearing Mid-term examination.
- For Ph.D programme, only **1 (One)** *i.e Semester Final examination* shall be conducted for a duration of 3 hours.

### 11.2.3 Students READY programme

As per recommendations of the **Fifth Dean's Committee on Agricultural Education**, an under-graduate student has to undergo READY programme (Rural & Entrepreneurship Awareness Development Yojna) in two semesters (7th & 8th Semesters) of total 40 credits in the Faculty of Agriculture, Horticulture, Sericulture, Community Science & Fisheries Science. The different components under READY programme include-

- Experiential Learning/Hands on Training
- Rural Agricultural Work Experience Programme(RAWEP)/Tea Industrial Work Experience Programme (TIWEP)
- In plant training /Industrial attachment

Experiential Learning Programme consists of 20 credits of 1(one) semester and RAWEP/TIWEP also consists of 20 credits of 1(one) semester in the Faculty of Agriculture, Horticulture, Sericulture and Community Science & Fisheries Science. This programme generates self-confidence and helps the students to acquire hands on expertise in a particular area of interest in entrepreneurship development.

### 11.2.2. Rural Work Experience / Internship Programme for Undergraduate Programme

The University is dedicated to the cause of the farmers, who mostly live in the villages, and the students after obtaining their degrees have to serve these people. For this the students are equipped with some experience on the rural agricultural scenario. As per guidelines of the Indian Council of Agricultural Research (ICAR), New Delhi under the new course syllabus, **Rural Agricultural Work Experience Programme (RAWEP)** is offered to the students of Agriculture, Horticulture and Sericulture. The students admitted to B.Sc. (Hons) Agriculture, B.Sc.(Hons) Horticulture & B.Sc.(Hons) Sericulture degree programme have to complete one semester of RAWEP/RHWEP/RSWEP with the host farmers in the villages. However, the students opting for specialization

in Tea Husbandry and Technology shall undergo **Tea Industrial Work Experience Programme (TIWEP)** in lieu of RAWEP. Similarly, the students of Faculty of Community Science shall undergo Rural Awareness Work Experience Programme (RAWEP) and In- Plant-Training.

The students of the Faculty of Veterinary Science shall undergo Internship for one year and the students of the College of Fisheries are required to undergo Fisheries Work Experience Programme (FWEP) for one semester.

### 11.3 Evaluation

The level of performance of each student in a particular course is evaluated in a 10.00 point scale/grade. The performance of a student in the examination is finally calculated on the basis of Cumulative Grade Point Average / Overall Grade Point Average (CGPA / OGPA), as detailed in the Regulations on Academic Matters.

### 11.4 Convocation

The degree is finally awarded to the student by the Chancellor of the University and His Excellency, the Governor of Assam in the Convocation Ceremony.

## 12. SCHOLARSHIP, MEDALS AND AWARDS

### 12.1. Scholarships and Other Supports

State Merit Scholarships are awarded by the University to the eligible students. Such scholarships are awarded on the basis of merit and subject to fulfillment of eligibility criteria as notified.

#### a) UG Programme

Sl. No.	Scholarship/Support	Rate	Eligibility
1	State Merit Scholarship	₹1,500.00 per month	The students belonging to the state of Assam shall only be entitled for the scholarship. The no. of scholarship is restricted to 20% of total no. of students belonging to Assam on roll
2	RAWEP/TIWEP/ FWEP/Internship	₹15,000.00 per month	The students belonging to the state of Assam shall only be entitled for the stipend. Students sponsored by the ICAR/VCI shall be eligible for the support at the rate of reimbursement from ICAR. In-service candidates shall not be eligible for the support.

#### b) PG Programme

Sl. No.	Scholarship/Support	Degree Programme	Rate	No. of awardees
1	State Merit Scholarship	Master's Degree	₹2,000.00 per month	80% of the total students admitted in each of the Department. The students belonging to the State of Assam shall only be entitled for the scholarship.
		Ph.D. Degree	₹3,000.00 per month	-do-
2	Thesis Grant	Master's Degree	₹2,000.00	For students belonging to the State of Assam only.
		Ph.D. Degree	₹3,000.00	

Besides, there is provision of support in the form of **monthly mess dues** for the students with economically backward background. The students desiring to avail financial support under this scheme shall have to apply to the Registrar through respective Deans/Assoc. Dean on or before **October 31, 2023** in prescribed forms.



### 12.2. Award/Continuation of Scholarship

Subject to the provision of regulation, award/continuation of scholarship shall depend on the maintenance of overall satisfactory progress in studies, regular attendance and good conduct of the student and on such other terms and conditions as laid down in the Regulations on Academic Matters as amended from time to time.

### 12.3. Discontinuation of scholarship

Award of scholarship of any kind shall be discontinued from the date, the awardee is placed on the academic or conduct probation, as per provisions of Regulations on Academic Matters as amended from time to time.

### 12.4. Non-eligibility for award of scholarship

Students on deputation receiving pay or deputation allowances and/or any other financial assistance from any source in the form of scholarship and foreign students shall not be eligible for award of any type of scholarships offered by the University.

### 12.5. Other scholarships/ Fellowships

In addition to the University scholarships, quite a good number of other scholarships/fellowships are offered by the State Government, Central Government, ICAR, DBT, ITA, TAI, UGC, M/S Hemendra Prasad Barooah and other Agencies. However, a student shall be entitled to receive only one scholarship/Fellowship at a time.

### 12.6 Medals and Cash Prizes

The University offers a number of Gold Medals/ Cash Prizes to the meritorious students of the University, subject to fulfillment of the eligibility criteria as indicated herein under:

Sl. No.	Medals/ Cash Prize	Degree Programme	Eligibility
1.	University Gold Medals	All Bachelor's Degree Programmes	1 <sup>st</sup> position amongst the successful candidates with CGPA not less than 8.00 in 10.00 scale
2.	Late Dr. Madhurima Chaliha Kalita Memorial Gold Medal	Best Graduate across the Faculties	1 <sup>st</sup> position amongst the successful candidates across the Faculties with CGPA not less than 8.00 in 10.00 scale
3.	Dr. Satya Ranjan Barooah Cash Prize	B.Sc. (Hons.) Agriculture	Highest GPA in the courses of Crop Management (Agronomy, Soil Science, Agricultural Engineering and Horticulture), <i>i.e.</i> , general courses of the subjects with CGPA not less than 8.00 in 10.00 scale
4.	Lakhipriya (Krishnai) Devi Memorial Cash Prize	B.Sc. (Hons.) Agriculture	Highest CGPA in the courses of Crop Improvement (Biochemistry, ABT, Plant Breeding & Genetics and Crop Physiology) with CGPA not less than 8.00 in 10.00 scale
5.	Dharmananda Das Memorial Silver Trophy together with a cash prize of Rs 20,000/-	B.Sc. (Hons.) Agriculture	Highest GPA in the courses of the Department of Tea Husbandry & Technology in the B.Sc. (Hons) Agriculture degree programme
6.	Dharani Nath Das Memorial Scholarship (One time award along with a certificate)	B.Sc. (Hons.) Agriculture	For securing the highest CGPA in 2 <sup>nd</sup> /3 <sup>rd</sup> /4 <sup>th</sup> year classes in the B.Sc. (Hons) Agriculture degree programme
7.	Dr. Durlav Chandra Baruah Memorial Cash Prize	B.V.Sc. & A.H.	Highest CGPA with not less than 8.00 in 10.00 scale
8.	Padmawati Dutta Memorial Cash	B.V.Sc. & A.H.	Highest GPA in the courses of Veterinary Preventive Medicine & Epidemiology with CGPA

	Prize		not less than 8.00 in 10.00 scale
9.	Dr. (Miss) G. V. Subaima Memorial Cash Prize	B.Sc. (Hons.) Community Science	Highest GPA in the general courses of Food Science & Nutrition with CGPA not less than 8.00 in 10.00 scale
10.	Mrs. Pramila Pandit Barooah Cash Prize	B.Sc. (Hons.) Community Science	Highest GPA in the general courses of Human Development & Family Studies with CGPA not less than 8.00 in 10.00 scale
11.	Prof. Md. Sharifullah Memorial Gold Medal	M.Sc. (Agri.)	Highest CGPA in M.Sc.(Agri) in Entomology
12.	Prof. Debeswar Pathak Memorial Cash Prize	M.Sc. (Agri.)	Highest CGPA in M.Sc. (Agri.) Degree Programme with CGPA not less than 8.50 in 10.00 scale
13.	Late Dr. Kumud Chandra Bora Memorial Cash Prize	M.Sc. (Agri.)	Highest CGPA in M.Sc. (Agri.) in Biotechnology with CGPA not less than 8.50 in 10.00 scale
14.	Dr. (Miss) G. V. Subaima Gold Medal	M.Sc. (Community Science)	Highest CGPA in M.Sc. (C.Sc.) Degree Programme with CGPA not less than 8.50 in 10.00 scale
15.	Late Jinti Bhattacharjee Sarma Memorial Cash Prize	M.Sc. (Community Science)	Highest CGPA in M.Sc. (C.Sc) in Food Science & Nutrition with CGPA not less than 8.50 in 10.00 scale
16.	Late Subrata Bora Memorial Cash Prize	M.Sc (Agri.)	Highest CGPA in M.Sc. (Agri) in Plant Pathology with CGPA not less than 8.50 out of 10.00 scale

### 12.7. Vidya Lakshmi Portal

Vidya Lakshmi is a first of its kind portal for students seeking Education Loan. This portal has been developed under the guidance of Department of Financial Services, (Ministry of Finance), Department of Higher Education (Ministry of Human Resource Development) and Indian Banks Association (IBA). Students can view, apply and track the education loan applications to banks anytime, anywhere by accessing the portal. The portal also provides linkages to National Scholarship Portal. Visit [www.egov-nsdl.co.in](http://www.egov-nsdl.co.in) for more information.

### 13. DRESS AND CLOTHING

During summer, cotton clothing is adequate but in winter, warm clothes, quilts or blankets are necessary. In addition to bed rolls, students should bring the mosquito nets with them.

#### **College of Agriculture, Horticulture and Sericulture**

**For boys:** Formal long pant and shirt with full/ half sleeves and shoes

**For girls:** Formal salwar, kameez and dupatta/formal long pant and shirt with full/ half sleeves

#### **For MBA students:**

**For boys:** White shirt with full sleeves and black pant (Summer)/ black blazer with green tie (Winter)

**For girls:** White shirt with full sleeves and black pants/ white saree with green border & green blouse (Summer)/ black blazer with green tie (Winter)

Further the students should dress in College blazer during games, sports and other special occasions. Students are to use white aprons during laboratory practical and shorts in field practical. For attending University functions and within the campus, every student is expected to be properly dressed.



#### 14. DISCIPLINE

All students are to maintain perfect discipline and proper scholastic atmosphere during their stay at the University/College. On admission into any College and hostel, students must acquaint themselves with the University, College and hostel rules and regulations. Copies of Regulations on Academic Matters of Assam Agricultural University are uploaded in the official website of the University. **Ignorance of any rules will not be treated as excuse.** The Dean/DSW/ Assoc. Dean/ADSW/DDSW shall be responsible for the maintenance of discipline and good behaviour of students in his/her College and anywhere on the campus or outside it. In case of any violation of disciplinary rules as mentioned in the Regulations on Students Discipline, the matter shall be referred to the Disciplinary Committee for action. Ragging is completely banned in the University. On the date of orientation each of the selected students and their parents shall require to submit affidavit in accordance with the UGC regulations on “**Curbing the menace of ragging in higher educational institutions, 2009**”.

#### 15. ORIENTATION

In order to make the students conversant with the requirements and working of the course credit system of instruction followed at this University, an orientation programme is arranged on the dates specified by the respective Colleges. **Attendance in Orientation programme is compulsory for all the newly admitted students.**

**The candidates who fail to attend the orientation classes will forfeit their seats and the same will be filled up in the Subsequent Counselling in order of merit. The candidates, so admitted, shall have to attend the Orientation programme organized on the day of admission.**

#### 16. REFUND OF CAUTION MONEY

As per Regulations on Academic Matters (Amended) of Assam Agricultural University, refund of caution money shall be made to a student within one month of the date of release from the College concerned. The claim for refund of caution money shall not be entertained after a period of one year from the date of release of the student from the College. The caution money shall not be refunded if a student leaves the College without permission and/or does not join and attend any class after admission. Refund of Caution money shall be made against application in prescribed form (Form 8 for UG and Form No. PG-13 for PG) and on production of Clearance Certificate (Form 6 for UG and Form No. PG-05B for PG).

#### 17. FEES

The fees payable for different degree programmes under various heads including direct admission of International students are indicated at *Annexure III*. The fees and charges mentioned under this clause are subject to revision as and when necessary.

#### DISCLAIMER

**The statement made in this information booklet and all other information contained herein is believed to be correct at the time of publication. However, the University authority reserves the right to make changes in Academic Regulations and any other information/statements contained in this booklet any time without prior notice. The students seeking admission to the University shall be governed by the Regulations on Academic Matters (Amended) of Assam Agricultural University, 2017 (UG) & 2022 (PG) with such amendments as may be made from time to time. No responsibility will be accepted by the University for the hardship and/or expenses encountered by students or any other person(s) for such changes, additions etc., no matter how they are caused.**

#### IMPORTANT

Any dispute arising out of anything connected with the University and its activities including admissions/operation of semester rules will be subject to jurisdiction of the Courts situated at Jorhat.

**GAP CERTIFICATE**

(From Officer In-Charge of Local Police Station)

This is to certify that Shri/Smti \_\_\_\_\_ son/daughter of  
Shri/Smti/Late \_\_\_\_\_ an inhabitant of village/town  
\_\_\_\_\_ Mouza \_\_\_\_\_ P.O.  
\_\_\_\_\_ P.S. \_\_\_\_\_ District  
\_\_\_\_\_ State \_\_\_\_\_ is not involved in any unlawful  
activities.

This certificate shall be applicable for educational purpose only.

Signature of the Officer In Charge  
(Office Seal)

**MEDICAL FITNESS CERTIFICATE FOR ADMISSION TO THE UNDERGRADUATE/  
POST-GRADUATE PROGRAMMES UNDER  
ASSAM AGRICULTURAL UNIVERSITY, 2023-24**

**TO BE FILLED IN BY THE APPLICANT:**

1. NAME OF THE APPLICANT: .....  
 2. AGE: ..... 3. SEX: M / F 4. WEIGHT: ..... 5. HEIGHT: ..... ft. .... inches  
 6. DO YOU HAVE ANY CHRONIC DISEASE CONDITION OR PHYSICAL DEFORMITY: Yes / No. ***(If yes, give the details of the condition)*** .....  
 .....  
 I, Mr /Miss/Mrs ..... Son / Daughter of .....  
 ..... and a resident of .....  
 ..... hereby declare that the information provided above by me is true.

(Endorsement of the parent / Guardian)  
 Applicant)  
 Date: .....

(Signature of the  
 Date: .....

**TO BE FILLED IN BY THE EXAMINING DOCTOR:**

7. NAME: .....  
 8. IDENTIFICATION MARK: .....  
 9. BLOOD GROUP: ..... 10. PULSE: ..... 11. BLOOD PRESSURE: .....  
 12. CHEST: ..... 13. CVS: .....  
 14. CNS: ..... 15. ABDOMEN: .....  
 16. EYES: ..... COLOUR BLINDNESS ..... 17. EARS: .....  
 18. ANY OTHER FINDINGS ***(If found please give the details)***:  
 .....

Certified that Mr /Miss/Ms. .... age .....  
 son/ daughter of ..... and a resident of .....  
 ..... and whose signature is  
 given below, is examined by me. In my opinion, He / She is physically fit / Unfit to pursue higher studies ***(If found to be unfit, please mention the reason)*** .....  
 .....)

Date of issue: .....  
 Place: .....

(Signature of the certifying doctor)  
 Name: Dr.....  
 Registration no.: .....  
 Address:.....  
 Seal:

**N.B.: i. Medical certificate must be obtained from a Government Practitioner  
 ii. This medical certificate in original must be produced at the time of reporting**

## Fee Structure for the year 2023-24

### A) Fees payable for different undergraduate degree programmes

Fee Structure		Amount Payable	
Sl. No	Particulars of Fees	B.Sc. (Hons) Agriculture, B.Sc. (Hons) Horticulture, B.Sc. (Hons) Sericulture, B.Sc. (Hons) Community Science, B.Sc. (Hons) Food Nutrition & Dietetics, B.F.Sc and B.V.Sc & A.H. (₹)	For candidate under higher fee category (HFC) (₹)
<b>A</b>	<b>One-time fee</b>		
1.	Registration	1000.00	5000.00
2.	Caution Money (Refundable/adjustable)	3000.00	4000.00
3.	Identity Card	200.00	200.00
4.	Alumni Fee	500.00	500.00
5.	Digital Certificate fee	500.00	500.00
<b>B</b>	<b>Payable only in 1st semester</b>		
6.	Magazine	300.00	300.00
7.	Students' Aid Fund	200.00	500.00
8.	Students' Society/Union	200.00	200.00
<b>C</b>	<b>Payable in both the semesters</b>		
9.	Course registration	1000.00	30000.00
10.	Tuition	3000.00	30000.00
11.	IT Charges	200.00	200.00
12.	Security Charges	200.00	200.00
13.	Games	500.00	500.00
14.	Common Room	100.00	100.00
15.	Library	400.00	400.00
16.	Laboratory	1000.00	3000.00
17.	Examination	1000.00	3000.00
18.	Medical	500.00	500.00
19.	Students' Welfare	200.00	500.00
<b>Total of 1st Semester</b>		<b>14000.00 (8800.00)</b>	<b>79600.00 (69400.00)</b>
<b>Total of 2nd Semester</b>		<b>8100.00</b>	<b>68400.00</b>

N.B. Figures in parentheses are meant for the continuing students

N.B. The students admitted under MSVE-16 regulation shall have to pay the fees on annual basis i.e. ₹22,100/- for fresh students and Rs. 16,900/- for continuing students

**B) Hostel Dues of 2023-24 (For Boarders only)**

Hostel Dues		Amount Payable	
Sl. No	Particulars of Fees	Payable for U.G and P.G. programmes (₹)	
		1st semester	2nd semester
1.	Admission	1000.00	0
2.	Seat Rent	2000.00	2000.00
3.	Electricity Charge	2000.00	2000.00
4.	Establishment Charge	2500.00	2500.00
5.	Hostel Caution Money (Refundable/adjustable)	1500.00	0
	<b>Total</b>	<b>9000.00</b>	<b>6500.00</b>
	(Mess dues extra)		

**C) Fees payable for different post-graduate degree programmes**

Sl. No.	Particulars of Fees	All Master/ Ph.D. programmes (₹)	M.B.A (Agrl Business)/ M.Tech (Food Tech) in Processing Technology/ M.Sc. in Seed Science and Technology (₹)	All degree programmes under higher fee category (₹)
<b>A</b>	<b>One-time fee</b>			
1.	Registration	1000	1000	5000
2.	Caution Money (Refundable/adjustable)	3500	3500	4300
3.	Alumni fees	500	500	500
4.	Identity Card	200	200	200
5.	Anti-plagiarism fees	500	500	500
6.	Digital Certificate fee	500	500	500
<b>B</b>	<b>Payable only in 1st semester</b>			
7.	Magazine	300	300	300
8.	Students' Aid Fund	200	200	220
9.	Students' Society/Union	200	200	200
<b>C</b>	<b>Payable in both the semesters</b>			
10.	Course registration	1000	15100	35000
11.	Tuition	4000	11260	35000
12.	IT Charge	200	200	200
13.	Security Charge	200	200	200
14.	Games	500	500	500
15.	Common Room	100	100	120
16.	Library	800	800	800
17.	Laboratory	2000	1500	5000
18.	Examination	1600	2500	3000
19.	Medical Support	500	500	500
20.	Students' Welfare	200	200	200
21.	Field Expenses	--	5200	--
<b>Total of 1st Semester</b>		<b>18000 (11800)</b>	<b>44960 (38760)</b>	<b>92240 (81240)</b>
<b>Total of 2<sup>nd</sup> Semester</b>		<b>11100</b>	<b>38060</b>	<b>80520</b>

N.B. Figures in parentheses are meant for the continuing students

#### D. Miscellaneous Charges

Sl. No	Particulars	Amount Payable (₹)
1.	Application form for admission	1000.00
2.	Migration fee	300.00
3.	Change of surname	250.00
4.	Duplicate Registration Certificate	300.00
5.	Re-admission fee	
	a) For UG	500.00
	b) For PG	1000.00
6.	Duplicate Transcript of Grades	1000.00
7.	Duplicate Grade Card for each Semester	100.00
8.	Comprehensive Examination Fee	500.00
9.	M. Sc. Thesis Examination Fee	1000.00
10.	Ph. D. Thesis Examination Fee	2000.00
11.	Repeat Examination Fee (Per course)	500.00
12.	Make-up Examination Fee	
	Theory	1000.00 per Course
	Practical	1000.00 per Course
13.	Duplicate Identity Card	200.00
14.	Duplicate Certificate Fee	1000.00
15.	Convocation Fee	1000.00
16.	Re-evaluation of Answer Script	500.00
17.	Training & Placement Fee	200.00
18.	Late Registration (Rs / Day)	100.00
19.	Verification of Certificate	1000.00
20.	Degree Certificate for foreign students ( <i>only in Physical mode</i> )	500.00
21.	Library Security Deposit (Refundable)	1000.00
22.	NRI and NRI sponsored candidates*	US\$ 20,000.00 or equivalent Indian currency
23.	Registration fee for project work from outside the mainstream	Rs.1,000 for one semester or less (US\$ 100 for foreign student)
24.	Laboratory fee for the outside student/worker	Rs. 5,000/- upto three months (US\$ 1000 for foreign student) and Rs. 9,000/- beyond three months (US\$ 2000 for foreign student)

**\* In case of UG programmes, 50% at the time of admission in 1<sup>st</sup> Year Class and 25% each at the time of admission into 2<sup>nd</sup> & 3<sup>rd</sup> Year Class. For PG, payment has to be made in two equal installments.**

**Fee Structure for the year 2023-24**  
**(Direct Admission of International students)**

**A) Fees payable for different undergraduate degree programmes**

Sl. No	Particulars of Fees	For international (US\$)
<b>A</b>	<b>One-time fee</b>	
1.	Registration	90.00
2.	Caution Money (Refundable/adjustable)	160.00
3.	Alumni Fee	50.00
<b>B</b>	<b>Payable only in 1st semester</b>	
4.	Magazine	10.00
5.	Identity Card	10.00
6.	Students' Aid Fund	5.00
7.	Students' Society/Union	10.00
<b>C</b>	<b>Payable in both the semesters</b>	
8.	Course registration	970.00
9.	Tuition	650.00
10.	Games	10.00
11.	IT Charges	20.00
12.	Common Room	10.00
13.	Library	20.00
14.	Laboratory	100.00
15.	Examination	100.00
16.	Medical Coverage	As Applicable
17.	Students' Welfare	5.00
<b>Total of 1st Semester</b>		<b>2220.00</b> <b>(1920.00)</b>
<b>Total of 2nd Semester</b>		<b>1885.00</b>

N.B. Figures in parentheses are meant for the continuing students

**B) Hostel Dues of 2023-24 (For Boarders only)**

Sl. No	Particulars of Fees	Payable for U.G and P.G. programmes (US\$)	
		1st semester	2nd semester
1.	Admission	15.00	0.00
2.	Seat Rent	75.00	75.00
3.	Electricity Charge	75.00	75.00
4.	Establishment Charge	75.00	75.00
5.	Hostel Caution Money (Refundable/adjustable)	75.00	0.00
	<b>Total</b>	<b>315.00</b>	<b>225.00</b>
	(Mess dues extra)		

**C) Fees payable for different post-graduate degree programmes (International students)**

Sl. No.	Particulars of Fees	US\$
<b>A</b>	<b>One-time fee</b>	
1.	Registration	160.00
2.	Caution Money (Refundable/adjustable)	220.00
3.	Alumni Fee	50.00
<b>B</b>	<b>Payable only in 1st semester</b>	
4.	Magazine	15.00
5.	Identity Card	15.00
6.	Students' Aid Fund	10.00
7.	Students' Society/Union	10.00
<b>C</b>	<b>Payable in both the semesters</b>	
8.	Course registration	1135.00
9.	Tuition	920.00
10.	IT Charge	20.00
11.	Games	15.00
12.	Common Room	5.00
13.	Library	30.00
14.	Laboratory	55.00
15.	Examination	110.00
16.	Medical Coverage	As Applicable
17.	Students' Welfare	10.00
18.	Field Expenses	--
<b>Total of 1st Semester</b>		<b>2780.00</b> <b>(2350.00)</b>
<b>Total of 2<sup>nd</sup> Semester</b>		<b>2300.00</b>

Note 1: Figures in parentheses are meant for the continuing students



**D. Miscellaneous Charges**

Sl. No	Particulars	Payable (US\$)
1.	Application form for admission	30.00
2.	Migration fee	15.00
3.	Change of surname	25.00
4.	Duplicate Registration Certificate	8.00
5.	Re-admission fee	
	a) For UG	10.00
	b) For PG	15.00
6.	Transcript of Grades	10.00
7.	Duplicate Transcript of Grades	20.00
8.	Duplicate Grade Card for each Semester	5.00
9.	Comprehensive Examination Fee	25.00
10.	M. Sc. Thesis Examination Fee	25.00
11.	Ph. D. Thesis Examination Fee	75.00
12.	Repeat Examination Fee (Per course)	5.00
13.	Duplicate Identity Card	5.00
14.	Academic Regulations	10.00
15.	Degree Certificate	15.00
16.	Duplicate Certificate Fee	30.00
17.	Convocation Fee	40.00
18.	Re-evaluation of Answer Script	15.00
19.	Training & Placement Fee	10.00
20.	Late Registration (Rs / Day)	5.00
21.	Verification of Certificate	25.00
22.	Digital Certificate fee	25.00
23.	Library Security Deposit (Refundable)	100.00
24.	NRI and NRI sponsored candidates*	US\$ 20,000.00 or equivalent Indian currency
25.	Registration fee for project work from outside the mainstream	100.00
26.	Laboratory fee for the outside student/worker	US\$ 1000.00

**\* In case of UG programmes, 50% at the time of admission in 1<sup>st</sup> Year Class and 25% each at the time of admission into 2<sup>nd</sup> & 3<sup>rd</sup> Year Class. For PG, payment has to be made in two equal installments.**

## ACADEMIC CALENDAR FOR THE SESSION 2023-24

## ASSAM AGRICULTURAL UNIVERSITY, JORHAT-13

1<sup>ST</sup> SEMESTER

MONTH	DATE	PARTICULARS
August, 2023	02 (Wed)	Provisional Registration to IPT students (CFSc, 4 <sup>th</sup> year 1 <sup>st</sup> sem)
	03 (Thu)	Orientation to IPT students (CFSc, 4 <sup>th</sup> year 1 <sup>st</sup> sem)
	05 (Sat)	Proceed to IPT station (CFSc, 4 <sup>th</sup> year 1 <sup>st</sup> sem)/ Provisional Registration ELP/ (4 <sup>th</sup> Yr.1 <sup>st</sup> CCSc. )/ In-Plant Training FND
	7(Mon)	Provisional Registration ELP/ (4 <sup>th</sup> Yr.1 <sup>st</sup> Sem.,CA/CH/CS )/ Orientation to ELP students(4 <sup>th</sup> Yr.1 <sup>st</sup> CCSc.
	08(Tue)	Foundation day (College of Community Science, Jorhat)/ Orientation to ELP students (4 <sup>th</sup> Yr.1 <sup>st</sup> Sem.,CA CH/CS
	09(Wed)	Instruction starts for ELP (4 <sup>th</sup> Yr.1 <sup>st</sup> Sem.,CA/CH/CS)/ In-Plant Training FND orientation & proceed for C.C.Sc.
	16 (Wed)	Foundation Day (College of Agriculture, Jorhat)
	18 (Fri)	Foundation Day (College of Veterinary Science, Khanapara)
	22(Tue)	Foundation day SCSCA
September, 2023	01(Fri)	Registration/Admission for continuing students (Both UG & PG)
	01-02(Fri-Sat)	Registration and Orientation for newly admitted UG and PG students
	02(Sat)	Instruction starts for continuing students (Both UG&PG)
	04(Mon)	Instruction starts for newly admitted students (Both UG& P.G)
	11( Mon)	End Term (Make up) Examination (2 <sup>nd</sup> Sem. 2022-23) (Both UG & PG)
	29 (Friday)	Instruction end for IPT(C.FSc.)
October, 2023	03(Tue)	End Term (Repeat) Examination (2 <sup>nd</sup> Semester,2022-23) (both UG & PG)
	06 (Fri)	IPT Report submission & viva-voce(C.F.Sc)
	07 (Sat)	Fresher's Social (Agri./ Hort./ Seri., / C.C. Sc. C.F.Sc, /CVSc.)
	11 (Wed)	Proceed and report to RAWEP station (C.FSc)
	31 (Tues)	Instruction ends for 4 <sup>th</sup> Year continuing Class (2019 batch)
November, 2023	04(Sat)	Start of 4 <sup>th</sup> Professional Examination (2019 batch)
	13 (Mon)	Mid Term Examination (Both UG & PG)
	23-25(Thu-Sat)	Annual College Meet for Faculty of Agri. / Hort./ Seri Sc.)
	30(Thu)	Last date of submission of PPW(PG)
December, 2023	04(Mon)	Mid Term (Make-up) Examination (Both UG & PG)
	05 (Tue)	End of RFWEP(C.F.Sc)
	06 (Wed)	Report submission & viva voce for RFWEP(C.F.Sc.)
	7-16(Thu to Sat)	Comprehensive Examination for all PG Programme.
	16 (Sat)	End of 4 <sup>th</sup> professional Examination (2019 batch)
	11- 31 (Mon-Sun)	Study Tour for C.FSc.(outside the state)
	28(Thu)	Submission of report (ELP, 4 <sup>th</sup> Yr. 1 <sup>st</sup> Semester) CA,CH,CS,CC.Sc
	7-9(Thur-Sat)	Annual College Meet for Faculty of C.C.Sc. , C.F.Sc
	28-30(Thu-Mon)	Written/Viva-voce Examination, (ELP- 4 <sup>th</sup> Yr. 1 <sup>st</sup> Semester) CA,CH,CS,CC.Sc
	30(Sat)	Announcement of Results of 4 <sup>th</sup> Professional Examination (2019 Batch)
January, 2024	01(Mon)	Admission to Internship training programme (2019 batch )
	06-12 (Sat-Fri)	Study Tour for C.FSc.(inside the state)
	12 (Fri)	Announcement of result Faculty of Agriculture (ELP-4 <sup>th</sup> Yr. 1 <sup>st</sup> Sem )
	18 Jan (Thu)	Study Tour Report submission & Viva-Voce (CFSc.)
	24 Jan (Wed)	Announcement of Result (CFSc, 4 <sup>th</sup> year 1 <sup>st</sup> sem)
	17 (Wed)	Registration –RAWEP/RHWP/RSWP, 4 <sup>th</sup> yr 2 <sup>nd</sup> semester /
	18-20(Thu-Sat)	Orientation of RAWEP 4 <sup>th</sup> year 2 <sup>nd</sup> semester /Orientation of RAWEP for C.C.Sc
	17-22 (Wed to Mon)	End Term Practical Examination. (Both UG and PG.)
	22(Mon)	Proceed & report to respective RAWEP stations (4 <sup>th</sup> Yr.2 <sup>nd</sup> Sem.,CA)/ Proceed to RAWEP for C.C.Sc/ Instruction Ends (Both UG & PG).
	24(Wed)	Registration of 4 <sup>th</sup> yr. 2 <sup>nd</sup> semester
	25 (Thu)	End Term Examination starts (Both UG & PG)
	29 (Mon)	Orientation for ELP, skill development & project work
	31 (Wed)	Instruction starts for 4 <sup>th</sup> yr 2 <sup>nd</sup> semester students
February,	02(Fri)	Foundation day, BNCA

2024	08(Thu)	<i>In-Plant Training FND</i> ends for C.C.Sc
	12(Mon)	Submission of Report & Viva –voce exam of <i>In-Plant Training</i> for C.C.Sc/
	15(Thu)	Registration of ELP,FND for C.C.Sc
	28(Wed)	Announcement of Results ( Both UG &/ PG)
	29(Thu)	Last date of submission of thesis to DPGS.

## **2<sup>ND</sup> SEMESTER**

MONTH	DATE	PARTICULARS
March,2024	01((Fri)	Registration/Admission for continuing students ( <i>Both UG &amp; PG Students</i> ),
	02(Sat)	Instruction starts for continuing students ( <i>Both UG &amp; PG Students</i> )
	07 (Thu)	Foundation day (CFSc)
	13(Wed)	End Term (Make up) Examination ( <i>1<sup>st</sup> Sem,2023-24</i> ) (Both UG & PG)
	15(Fri)	Last date for submission of Semester Course Registration Card and withdrawal of PG courses if any
	28-30(Thu-Sat)	Annual College Meet(C.V.Sc), Agri/Hort/Seri/CCSc/CFSc
	<u>20(Wed)</u>	RAWEP ends(C.C.Sc.)
	25(Mon)	Submission of Reports and Viva -voce of RAWEP for .C.C.Sc.
April,2024	01(Mon)	AAU Foundation Day
	02(Tue)	Orientation for In-Plant Training,C.C.Sc./
	03(Wed)	Proceed to In-plant station, C.C.Sc
	04(Tue)	End Term (Repeat) Examination. ( <i>1<sup>st</sup> Semester, 2023-24</i> ) (Both UG & PG)
	20-29(Sat –Mon)	NCC Camp ( FVSc)
May,2024	02-09(Thu-Thu)	Comprehensive Examination for PG
	07 ( Tue)	Mid Term Examination for <i>MBA (5<sup>th</sup> year Students)</i> .
	13 (Mon)	Mid Term Examination starts ( <i>Both UG &amp; PG</i> ) )
	27(Mon)	Mid Term (Make-up) Examination ( <i>Both UG &amp; PG</i> )
	31(Fri)	Submission of Reports RAWEP/RHWEP/RSWEP 4 <sup>th</sup> yr.2 <sup>nd</sup> sem, CA/CH/CS/ In-Plant ends, C.C.Sc
June, 2024	03(Mon))	Submission of In-Plant Training Report, C.C.Sc
	03-07 (Mon-Fri)	Written &Viva-voce Examination for <i>4<sup>th</sup> Year,2<sup>nd</sup> Semester (RAWEP/RHWEP/RSWEP/In-Plant Training, C.C.Sc</i>
	10-11 (Mon)	End-term Exam for 4 <sup>th</sup> yr students (Evaluation of 4 <sup>th</sup> Year Students Project Work and ELP of CFSc)
	17 (Mon)	Instruction Ends for 1 <sup>st</sup> year (2023 batch, 2 <sup>nd</sup> Yr.(2022 batch) & 3 <sup>rd</sup> Yr.(2021 batch ) (F.V.Sc.)
	21(Fri)	Start of 1 <sup>st</sup> , 2 <sup>nd</sup> , & 3 <sup>rd</sup> Professional Examination (2023, 2022, 2021 batches, FVSc)
	19 (Wed)	Announcement of results ( <i>4<sup>th</sup> Year 2<sup>nd</sup> semester RAWEP/RHWEP/RSWEP/RAWEP cumIn-plant,C.C.Sc</i>
	24(Mon)	Submission of Report &Viva-voce Examination for <i>4<sup>th</sup> Year,2<sup>nd</sup> Semester ELP-FND</i> for C.C.Sc
	25 (Tue)	Announcement of results ( <i>4<sup>th</sup> Year 2<sup>nd</sup> semester CFSc.</i> )
	28(Fri)	Announcement of results for <i>4<sup>th</sup> Year,2<sup>nd</sup> Semester ELP-FND</i> for C.C.Sc
July,2024	01-08 ( Mon- Mon)	End Term Examination <i>MBA ( 5<sup>th</sup> yr. Student)</i>
	13 (Thu)	Summer Training for MBA
	19-25 (Fri-Thu)	End Term Practical Examination for all UG &PG Programme.
	25 (Fri)	Instruction Ends for all UG & PG .
	29 (Mon)	End Term Examination starts for all UG & PG Programme starts
	31(Wed)	End of 1 <sup>st</sup> , 2 <sup>nd</sup> , & 3 <sup>rd</sup> Professional Examination (2023, 2022, 2021 batches, FVSc)
August, 2024	01 -31(Thu-Sat)	Summer Vacation for 1 <sup>st</sup> Year (2023 batch), 2 <sup>nd</sup> Year ( 2022 batch), 3 <sup>rd</sup> Year (2021 batch), FVSc
	22(Thu)	Foundation day SCS,CA
	30(Fri)	Last date of submission of Thesis to HoD
	31(Sat)	Last date Receipt of thesis to DPGS
	31(Sat)	Announcement of Results. ( Both UG & PG)

## Guidelines for claiming seat(s) under EWS quota

In accordance with the provisions of the Constitution (103<sup>rd</sup> Amendment) Act, 2019, the Government of India *vide* OM dated 17<sup>th</sup> January, 2019 (DHE/MHRD) has introduced a new category of reservation for the Economically Weaker Sections (EWS) who are not covered under the existing scheme of reservation for the SC, ST and OBC categories. They will be entitled to receive the benefits of reservation on a preferential basis in posts and service and also for admission into the educational institutions *w.e.f.* 2019-20. Pursuant to this, the Government of Assam *vide* its Personnel Department OM No. ABP.07/2019/3/dtd 2<sup>nd</sup> February, 2019 created similar provisions of reservation for EWS in services and admission in educational institution.

In this backdrop, the EWS quota has been introduced in AAU as per the guidelines prescribed by the State Government *w.e.f.* 2020-21 session.

Accordingly, there shall be 10 per cent reservation to the EWS for admission into different Faculties under Assam Agricultural University for the persons who are not covered under the existing scheme of reservations for the SC, STs and OBC/MOBC and whose family has gross annual income is not more than 8 lakh. The family, for this purpose will include the person who seeks the benefit of reservation, her/his parents and sibling below the age of 18 years and also her/his spouse and children below the age of 18 years. The income shall include the income from all sources, *i.e.*, salary, agriculture, business *etc.* and it will be the income for the financial year prior to the year of application. Also, persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS irrespective of the family income.

- i) 30 Bigha (432000 sq. ft.) of agricultural land and above in rural areas
- ii) 2 Bigha (28800 sq. ft.) of residential land and above in rural areas
- iii) 8640 sq. ft. of land in notified Municipal Corporation/Municipality Board/Town Committee area
- iv) House of built up area 2000 sq. ft. and above in notified Municipal Corporation/ Municipality Board/Town Committee area

The income and asset of the families would be required to be certified by an officer not below the rank of Circle Officer. The Officer who issues the certificate would do the same after carefully verifying all relevant documents following due process. The prescribed format of the Income and Asset Certificate (IAC) is attached herewith for appraisal of all concerned.

**Format for IAC**

**Government of Assam**

(Name & Address of the authority issuing the certificate)

**INCOME & ASSETS CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

(For seat in educational institutions and posts under Govt. of Assam)

Certificate No.: \_\_\_\_\_

Date: \_\_\_\_\_

**VALID FOR THE YEAR \_\_\_\_\_**

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_, permanent resident of \_\_\_\_\_, Village/Street \_\_\_\_\_, Post Office \_\_\_\_\_, District \_\_\_\_\_ in the State of Assam, PIN Code \_\_\_\_\_, whose photograph is attested below, belongs to Economically Weaker Sections, since the gross annual income\* of his/her family\*\* is below **Rs. 8 lakh (Rupees Eight Lakh only)** for the financial year \_\_\_\_\_. His/her family does not own or possess any of the following assets\*\*\*:

- i) 30 Bigha (4,32,000 sq. ft.) of agricultural land and above in rural areas
- ii) 2 Bigha (28,800 sq. ft.) of residential land and above in rural areas
- iii) 8,640 sq. ft. of land in notified Municipal Corporation/Municipality Board/Town Committee area
- iv) House of built up area 2000 sq. ft. and above in notified Municipal Corporation/ Municipality Board/Town Committee area

Shri/Smt./Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ caste which is not recognized as a Schedule Caste, Schedule Tribe and Other Backward Classes (***In the State of Assam***)

Recent Passport  
Size attested  
photograph of the  
applicant

Signature with seal of the Officer: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

\*Note 1: The "Income" covers all sources i.e. salary, agriculture, business, profession, etc.

\*\*Note 2: The term "Family" for this purpose includes the person who seeks benefit of reservation, his/her parents and sibling below the age of 18 years and also his/her spouse and children below the age of 18 years.

\*\*\*Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.



# University Grants Commission

## Notification Refund of Fees and Non-Retention of Original Certificates

October, 2018

### 1. Introduction:

The Commission has notified University Grants Commission (Grievance Redressal) Regulations, 2012 on redressal of multifarious grievances of students. But given the sheer volume of the complaints regarding non-refund of fees and retention of original certificates by Higher Educational Institutions (HEI), the Commission felt the need to notify elaborate instructions so as to curb such malpractices and decided to issue appropriate instructions in the form of this Notification to all universities and other HEIs under the purview of the UGC.

### 2. Objective:

To prohibit coercive and profiteering institutional practices in the matters related to refund of fees in case of withdrawal from the programme and retention of original certificates at the time of and / or after admission.

In exercise of powers conferred by Section 12 (d) read with Section 12(j) of the UGC Act, 1956, the UGC issues this Notification for adoption of standard operating procedures in the matters related to refund of fees in the event of student's withdrawal from the program and non-retention of certificates at the time of admission.

### 3. Application and Enforcement

- 3.1. The instructions contained in this Notification shall be in supersession to its earlier Public Notice dated 23.04.2007 and its Notification dated 16th December, 2016. It shall be applicable to Undergraduate, Postgraduate and Research Programs run by universities included under Section 2 (f) of UGC Act, together with all colleges under their affiliating domain and institutions declared as deemed to be universities under Section 3 of the UGC Act.
- 3.2. The provisions contained in this Notification shall come into force with immediate effect and shall have regulatory force on extant as well as future grievances over issues and matters covered herein.

### 4. Specific provisions for Mandatory compliance by HEIs:

The Commission herewith lays down specific provisions and consequent mandatory compliance on the issues related to:

- (1) Refund of fees by the institution concerned in the event of the withdrawal from the programme by a student; and
- (2) Verification and non-retention of academic and personal certificates of student;

For any complaint in respect of (1) & (2) above, the grievance redressal mechanism as prescribed under UGC (Grievance Redressal) Regulations, 2012, shall be followed.

#### 4.1 Refund of Fees

- 4.1.1 No HEI shall make it mandatory for applicants to purchase the institutional prospectus at any time during the course of the programme of study. Purchasing prospectus shall be the personal choice of the applicant and he/she shall have rights to decide against it in case he/she wishes to access the information from the institutional website. As laid down in the Right to Information Act, 2005, and reiterated in the UGC Guidelines on Students' Entitlement, all HEIs shall disclose on their website and prospectus information regarding the status of the institution, its affiliation, accreditation status, physical assets and amenities, course-wise sanctioned intake of students, various types of fees payable for different programmes, total fees payable for an entire programme, last date of admission, details of faculty, members of governing bodies and minutes of the meetings of bodies like Academic/Executive Council, sources of income, the financial situation and any other information about its functioning, necessary for an applicant to make a fully informed choice.
- 4.1.2 HEIs shall charge fees in advance only for the semester/year in which a student is to engage

in academic activities. Collecting advance fees for the entire programme of study or for more than one semester/year in which a student is enrolled is strictly prohibited.

- 4.1.3 If a student chooses to withdraw from the programme of study in which he/she is enrolled, the institution concerned shall follow the following five-tier system for the refund of fees\* remitted by the student.

S. No	Percentage of Refund of fees*	Point of time when notice of withdrawal of admission is received in the HEI
(1)	100%	15 days or more before the formally notified last date of admission
(2)	90%	Less than 15 days <b>before</b> the formally notified last date of admission
(3)	80%	15 days or less <b>after</b> the formally- notified last date of admission
(4)	50%	30 days or less, but more than 15 days, <b>after</b> formally notified last date of admission
(5)	00%	More than 30 days <b>after</b> formally- notified last date of admission

**NOTE : \*Caution money and security deposit, which are not part of the fees chargeable, shall be refunded in full.**

- 4.1.4 In case of (1) in the table above, the HEI concerned shall deduct an amount not more than 5% of the fees paid by the student, subject to a maximum of Rs. 5,000/- as processing charges from the refundable amount.
- 4.1.5 Fees shall be refunded by all HEIs to an eligible student within fifteen days from the date of receiving a written application from him/her in this regard.

#### **4.2 Verification and Non-retention of Students' Academic and Personal certificates**

- 4.1.6 No HEI shall insist upon a student to submit the original academic and personal certificates, like, mark-sheets, school leaving certificates and other such documents, at the time of submitting admission form, but the submission of self-attested copies thereof shall be mandatory.
- 4.1.7 HEIs shall physically verify the originals at the time of admission of the student in his/her presence and return them immediately after satisfying themselves about their authenticity, keeping the attested copies for their record.
- 4.1.8 The self-attested certificates of students shall be held valid and authentic by institution concerned and/or the affiliating university for all purposes and administrative requirements and should there be a need for physical verification at any time during the course of the programme of study, such verification shall be undertaken and the original certificates thus used for verification shall be returned immediately to the student concerned.
- 4.1.9 Taking the certificates into institutional custody under any circumstance or pretext is strictly prohibited.
- 4.1.10 In case of any suspicion over the authenticity or genuineness of a certificate, reference may be made to university or the Board which issued the certificate to the student and the admission be subjected to the authentication, but original certificate shall not be retained by the HEI under any circumstance.

#### **4.3 Grievance Redressal Mechanism (GRM)**

- 4.3.1 All HEIs shall mandatorily have a "Grievance Redressal Mechanism" (GRM) as mandated by UGC (Grievance Redressal) Regulations, 2012, as amended from time to time, to address and effectively resolve complaints, representations and grievances related to any of the issues mentioned in this Notification.
- 4.3.2 The GRM shall be available on HEI website.
- 4.3.3 HEIs shall ensure that all grievances received are addressed as deemed fit within 30 days.

#### **5. Punitive Actions by Commission against defaulting HEIs**

The Commission, in respect of any HEI which contravenes or fails to comply with the provisions of this Notification, shall proceed to take one or more of the following actions, namely:-

- withdrawal of declaration of fitness to receive grants under Section 12B of the UGC Act, 1956
- withholding any grant allocated to the HEI;
- declaring the HEI ineligible for consideration for any assistance under any of the general or special assistance programs of the Commission;
- informing the general public, including potential candidates for admission, through a notice displayed prominently in the newspapers or other suitable media and posted on

the website of the Commission, about the non-compliance by the HEI concerned;

- e) recommend to the affiliating university for withdrawal of affiliation, in case of a college / institute;
- f) recommend to the Central Government for withdrawal of declaration as Institution deemed to be university, in case of an institution deemed to be university;
- g) recommend to the appropriate State Government for appropriate necessary action in case of a university established or incorporated under a State Act;
- h) taking such other action within its powers as the Commission may deem fit.

Provided that no action shall be taken by the Commission under this Notification unless the HEI has been given an adequate opportunity of being heard.



### Process of refund of fee

- Candidates desiring to withdraw their seat after taking admission will have to login to their admission portal and Click on the relevant tab to register the withdrawal request.
- Candidates shall have to enter their A/c no, Bank Name and IFSC and reason for withdrawal in brief.
- A verification code (OTP) will be sent to their registered mobile to authenticate the request. Once verified, candidates will be able to finally submit their requests.
- Once the admission committee approves their withdrawal request, the seat will be withdrawn and the refund will be processed according to UGC guidelines in vogue (Annexure VI).
- Any other mode of withdrawal request will not be considered.

## Academic Bank of Credits

Academic Bank of Credits, shall be a national-level facility to promote flexibility of curriculum framework and interdisciplinary or multidisciplinary academic mobility of students across Higher Education Institutions in the country with appropriate credit transfer mechanism created through these regulations and shall facilitate students to choose their own learning path to attain a Degree or Diploma or Post Graduate diploma or academic qualification, working on the principle of multiple entry-multiple exit as well as any-time, any-where, and any-level learning.

Academic Bank of Credits shall provide significant autonomy to students by providing extensive choice of courses for a programme of study, flexibility in curriculum, novel and engaging course options across a number of higher education disciplines or institutions.

### ***Objectives of Academic Bank of Credits:***

- (1) To promote student centricity with learner-friendly approaches in higher education across the country and promote a more interdisciplinary approach in higher education.
- (2) To enable students to select the best courses or combination of courses to suit their aptitude and quest for knowledge.
- (3) To permit students to choose a pace for their studies along with the associated logistics and costs.
- (4) To allow students to tailor their degrees or make specific modifications or specializations rather than undergoing the rigid, regularly prescribed degree or courses of a single university or autonomous college.
- (5) To enable multiple entry-multiple exit for students to complete their degrees as per their time preferences, providing mobility across various disciplines and HEIs for Degree or Diploma or Post Graduate Diploma or Certificate programme or Course work for the Ph.D. programme.
- (6) To support, procedurally, the teaching-learning activities to happen in a distributed and blended manner through integration across campuses or universities or autonomous colleges with increased mobility.
- (7) To facilitate lifelong learning amongst all, i.e., formal and informal students from both full-time and part-time modes.
- (8) To satisfy the students' quest for knowledge, freedom to choose and change their academic directions, connect different domains of knowledge and help them acquire the right foundations and building blocks to pursue their life goals.

### ***Modalities for operation of Academic Bank of Credits in Assam Agricultural University:***

The University Grants Commission (UGC) mandated 100 per cent registration on the ABC platform from the current academic year 2023–24. That indicates that all applicants to universities across the nation must open an Academic Bank of Credit (ABC) account as a condition of admission.

### ***How to Create ABC ID?***

Generate ABC ID: It is mandatory to create an account on ABC platform and generate ABC ID for University Admission in 2023. Follow these simple steps to create your ABC ID from official site:

- a. **Login to DigiLocker:** First of all login to your DigiLocker Account. If you have not sign up in DigiLocker, create it now and then login there.
- b. **Search for Education:** After login, you search for Education category which shows Academic Bank of Credits service.
- c. **Create ABC ID:** Finally, select Assam Agricultural University (or your last institute) and click on 'Generate ABC ID'.

Credits awarded after each semester to a student for one program from an institution (A) may be transferred/redeemed by another institution (B) upon students' consent.

Credit transfer is the key to successful study mobility.

The semester-wise mark sheet will be published in DigiLocker when the results for each semester are announced, much like it is done for degrees or other papers. This will be done by choosing a DigiLocker marksheet template with the necessary consent of the relevant authority.

Once semester wise results published, ABC Platform is a virtual database of credits to store online the academic credits earned by each student individually. Students can check accumulated credits by logging into [abc.gov.in](http://abc.gov.in).

AAU will redeem credits from other institutions of a student seeking transfer to the Academic programs of AAU for those courses as approved by:

- a. ICAR, BSMA
- b. ICAR, Dean's Committee
- c. VCI approved courses

Migration of students to AAU will be within disciplines only.

### Important Contacts

Person concerned	E-mail
1. Vice Chancellor, AAU, Jorhat-785013	vc@aaau.ac.in
2. Registrar, AAU, Jorhat-785013	registrar@aaau.ac.in
3. Joint Registrar(Academic) AAU, Jorhat-785013	jtreg@aaau.ac.in
4. Joint Registrar(Academic) AAU, Khanapara, Guwahati-781022	jtreg_vety@aaau.ac.in
5. Director of Post Graduate Studies AAU, Jorhat-785013	dpgs@aaau.ac.in
6. Dean, Faculty of Agriculture AAU, Jorhat-785013	dean_agri@aaau.ac.in
7. Dean, Faculty of Veterinary Science, AAU, Khanapara-781022	dean_vety@aaau.ac.in
8. Dean, Faculty of Community Science, AAU, Jorhat-785013	dean_comsc@aaau.ac.in
9. Dean, Faculty of Fisheries Science, Raha, Nagaon-782103	dean_fishery@aaau.ac.in
10. Director of Students' Welfare, AAU, Jorhat-785013	dsw@aaau.ac.in
11. Dean, Faculty of Fisheries Science, Raha, Nagaon-782103	dean_fishery@aaau.ac.in
12. Associate Dean, BNCA, Biswanath Chariali-784176	ranendra.barman@aaau.ac.in
13. Associate Dean, L.C.V.Sc., Joyhing, North Lakhimpur-787001	umatamuli@aaau.ac.in
14. Associate Dean SCSCA, Rangamati, Dhubri	ranjit.sarma@aaau.ac.in
15. Associate Dean, College of Horticulture, Nalbari	deka.mridul@aaau.ac.in
16. OSD, College of Sericulture, Titabor	utpal.kotoky@aaau.ac.in

Website: <http://www.aau.ac.in>