

From

The Registrar,  
CCS Haryana Agril. University,  
Hisar

To

All Deans/Directors/Heads of Departments,  
CCS HAU Hisar

Principal,  
College of Agriculture, Kaul

**Memo No. Acad./15/A-6/ 1689-1813**  
**Dated: 2/5/15**

**Subject: 39<sup>th</sup> Amendment in University Calendar Vol. II.**

In pursuance of the decision taken by the Academic Council vide Item No. A-11 in its 456<sup>th</sup> meeting held on 21.03.2015, following additions/amendments are made in the University Calendar Vol. II.

| Existing Rule 2.1 & 2.2 (Page-41)  |  | Amended Rule 2.1 & 2.2 (Page-41)   |   |
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| 2.1  | Registration for the first semester of the programme is a part of admission and is governed by admission rules. Registration for subsequent semesters shall take place on the date notified in academic calendar and shall be governed by the following schedule:  | 2.1  | Registration for the first semester of the programme is a part of admission and is governed by admission rules. Registration for subsequent semesters shall take place on the date notified in academic calendar and shall be governed by the following schedule: |
| (a)  | Advise ment and Registration without late fee on the prescribed date(s) which shall be one or two days prior to the commencement of course work. Similarly, for the students who have to appear only for 'I' grade examination; the fee shall be Rs.100/- per course   | (a)  | Advise ment and Registration without late fee on the prescribed date(s) as per academic calendar.   |
| (b)  | Registration with late fee of Rs. 100/- per day up to 15 days. Late fee is not to be exempted under any circumstance. No registration shall be permissible after 15 days of the commencement of classes.   | (b)  | Registration with late fee of Rs. 100/- per day up to 15 days. Late fee is not to be exempted under any circumstance. No registration shall be permissible after 15 days of the date of registration.   |
| (c)  | No attendance benefit for late registration may be allowed.  | (c)  | No attendance benefit for late registration may be allowed.   |
| 2.2.   | If, during the days of registration, a student happens to be outside the University in connection with his/her studies, field work or research or due to other unavoidable and legitimate circumstances, he/she may be permitted to register himself/herself by submitting, the necessary registration cards and fees of Rs.100/- in absentia with the prior approval of the Dean, PGS | 2.2.   | To be Deleted   |
| Existing Rule 4.1 (Page-42)  |  | Amended Rule 4.1 (Page-42)   |   |
| Application for change of course including any addition or withdrawal shall be made in appendix III, IV, V respectively along with a fee of Rs. 50/- in accordance with the instructions given on the back of the form on the dates notified in Academic Calendar. Normally the last date for adding a course shall be the working day immediately following the expiry of 6 days from the |  | Application for change of course including any addition or withdrawal shall be made in appendix III, IV, V respectively along with a fee of Rs. 50/- in accordance with the instructions given on the back of the form on the dates notified in Academic Calendar. Normally the last date for adding a course shall be the working day |   |

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| <p>commencement of classes in all semesters. The last date for withdrawal from a course shall normally be the working day immediately following the expiry of 10 days from the date of completion of mid term examination. Withdrawal shall not be allowed if the students are taking minimum credit load.</p> | <p>immediately following the expiry of 6 days from the commencement of classes (as notified in academic calendar) in all semesters. The last date for withdrawal from a course shall normally be the working day immediately following the expiry of 10 days from the date of completion of mid term examination. Withdrawal shall not be allowed if the students are taking minimum credit load.</p>  |
| <p><b>Existing Rule 7.1 (Page-45)</b></p>  | <p><b>Amended Rule 7.1 (Page-45)</b></p>   |
| <p>7.1 Instructor/Teacher under overall supervision of HOD shall be responsible for conduct of examination (s).</p>  | <p>7.1 <b>For student admitted during 2011-12 &amp; Onward.</b></p> <p>a) The concerned teacher will prepare and submit two model papers each for mid-term and final examinations within fortnight after registration to HOD. Each paper got to be unique and there should not be any repetition/duplicity w.r.t. questions between the two papers. At the top of every model paper, name of the concerned department, Course number, course title, Academic Year, Semester, time allowed and total marks must be indicated. Every question must be indicated with marks in all model papers. To prepare for the mid term or final examination, HOD may reshuffle questions out of two model papers. Simultaneously, a question bank of every course may be prepared and be utilized to conduct comprehensive examination.</p> <p>b) Every HOD will maintain a record of released model question papers for each course (for mid-term and final examination) semester-wise/academic year.</p> <p>c) Answer books will be evaluated by the concerned teacher. After evaluation by the concerned teacher, the HOD is required to ensure that the evaluation was done properly. The answer books will be in the custody of concerned teacher duly sealed and signed by the concerned teacher and the concerned HOD for one semester.</p> <p>d) The concerned teacher will submit the time table, course content and course outline to HOD before the registration in every semester of each Academic Year and it should be forwarded to respective Dean within first fortnight of registration. HOD will display the time table of all the courses on the notice board, before registration.</p> <p>e) There should be one examination date sheet each for mid-term and final</p> |



any right of petition for re-admission.

Shifted at Rule No. 7.1 and to be deleted from Rule No. 8.1

**For student admitted during 2011-12 & Onward.**

- a) The concerned teacher will prepare and submit two model papers each for mid-term and final examinations within fortnight after registration to HOD. Each paper got to be unique and there should not be any repetition/duplicity w.r.t. questions between the two papers. At the top of every model paper, name of the concerned department, Course number, course title, Academic Year, Semester, time allowed and total marks must be indicated. Every question must be indicated with marks in all model papers. To prepare for the mid term or final examination, HOD may reshuffle questions out of two model papers. Simultaneously, a question bank of every course may be prepared and be utilized to conduct comprehensive examination.
- b) Every HOD will maintain a record of released model question papers for each course (for mid-term and final examination) semester-wise/academic year.
- c) Answer books will be evaluated by the concerned teacher. After evaluation by the concerned teacher, the HOD is required to ensure that the evaluation was done properly. The answer books will be in the custody of concerned teacher for one year.
- d) The concerned teacher will submit the time table, course content and course outline to HOD before the registration in every semester of each Academic Year and it should be forwarded to respective Dean within first fortnight of registration. HOD will display the time table of all the courses on the notice board, before registration.
- e) There should be one examination date sheet each for mid-term and final examinations within the examination week. The date sheet will be submitted by each HOD to respective Dean within fortnight after registration. The Dean will ensure that for each semester there will be one date sheet and the seating plan suitable for all examinations of the semester be prepared in accordance with the date sheet. If there is any overlapping of exam. dates across colleges, it would be adjusted well in time in mutual consultation.
- f) The grades of mid-term and final exam. may be submitted to the HOD by the teacher within a week of the conduct of examination. At the end of the semester HOD will compile the result and submit to the Dean, PGS.

| *Existing Rule 27.10, 27.11 (Page-67) and Rule 17 (Page-56)   | Added Rule 8.5 (Page-48)   |
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| <p><b>27.10 Written comprehensive examination:</b></p> <p>The written comprehensive examination of Ph. D. student in major subject shall be conducted by a committee consisting of all, Major Advisors of the student taking the examination in a particular Semester and two more members from post-graduate faculty (to be nominated by the Head of the Department) subject to maximum of five in all. The committee if so desires, may co-opt other teachers of the department like instructors of various courses studied by the student for help in setting of question paper which shall be approved by the Head of the Department. The committee shall also be responsible for proper evaluation of question papers. The examination in minor field will be conducted by Minor Advisor in collaboration with at least one more teacher of the minor subject. The scope of examination should invariably include all the courses from minor field entered in the programme of work. The Head of that Department will be overall responsible for conduct of examination.</p> | <p><b>8.5 a) Written comprehensive examination:</b></p> <p>The written comprehensive examination of Ph.D. students in major subject shall be conducted by a committee consisting of Major Advisors of the students taking the examination in a particular Semester and two more members from post-graduate faculty (to be nominated by the Head of the Department) subject to maximum of five in all. The committee if so desires, may co-opt other teachers of the department like instructors of various courses studied by the student for help in setting of question paper which shall be approved by the Head of the Department. The committee shall also be responsible for proper evaluation of question papers. The examination in minor field will be conducted by Minor Advisor in collaboration with at least one more teacher of the minor subject. The scope of examination should invariably include all the courses from minor field entered in the programme of work. The Head of that Department will be overall responsible for conduct of examination.</p> |
| <p><b>17. Preliminary oral Examination</b></p> <p>Each Head of the Department may recommend a combined panel (Proforma given below) for conducting the preliminary oral examination of Ph. D. students appearing in written comprehensive examination in a particular Semester. The preliminary examination of all the students may be held together. If the oral exam of the students is unsatisfactory, the student can reappear in the oral examination after minimum three months from the date of previous oral examination, but not in the same semester. Prior to oral comprehensive examination a preparatory exercise be done at the level of the department by the Committee constituted by HOD alongwith major advisor.</p>  | <p><b>b) Preliminary oral examination</b></p> <p>Each Head of the Department may recommend a combined panel (see proforma given below) for conducting the preliminary oral examination of Ph. D. students appearing in written comprehensive examination in a particular Semester. The preliminary examination of all the students may be held together. If the oral exam of the students is unsatisfactory, the student can reappear in the oral examination after minimum three months from the date of previous oral examination, but not in the same semester. Prior to oral comprehensive examination a preparatory exercise be done at the level of the department by the Committee constituted by HOD alongwith major advisor.</p>  |
|   | <p><b>PROFORMA FOR RECOMMENDING PANEL OF EXTERNAL EXAMINERS FOR PRELIMINARY ORAL EXAMINATION OF PH.D. STUDENTS</b></p> <ol style="list-style-type: none"> <li>1. Name of the Department/discipline</li> <li>2. Semester &amp; Year</li> <li>3. Names of the students appearing</li> <li>4. Names of external examiners to be appointed in order of preference: <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> </ol> </li> <li>5. Suggested dates for holding the examination</li> </ol>  |

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| <p><b>27.11 Preliminary oral examination</b></p> <p>For the Preliminary Oral Examination, the Examination Committee which includes the external examiner be made clear that no conditional decision be taken. The student should be declared satisfactory or unsatisfactory.</p> | <p>(While suggesting dates kindly keep in view that it will take about 15 days to hear from the external examiners).</p> <p>6. Certified that during the dates suggested for this, barring unforeseen circumstances all the members of the advisory committee will be at station and be able to attend.</p> <p>Head of Department                      Dean, PGS</p> <p>For the Preliminary Oral Examination, the Examination Committee which includes the external examiner be made clear that no conditional decision be taken. The student should be declared satisfactory or unsatisfactory.</p> |
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\* Existing Rule 27.10, 27.11 (Page-67) and Rule 17 (Page-56) deleted as these rules have been shifted as Rule 8.5 (a) and (b).

The above amendment will be applicable from the date of decision of the Academic Council.

Above amendment to the University Calendar, Vol. II may be brought to the notice of all concerned.

  
1-5-15  
REGISTRAR

CC:

1. SVC for kind information of Vice-Chancellor.
2. The Comptroller, CCS HAU Hisar
3. The Controller of Examinations, CCS HAU Hisar
4. Co-ordinators of all KVKs in Haryana
5. All Regional Directors, Regional Research Stations in Haryana.
6. Dy. Registrars/Asstt. Registrars, PS to Registrar
7. All AAOs/Supdts., A-2 and A-4 (Internal)

