

STUDENT

HANDBOOK 2022



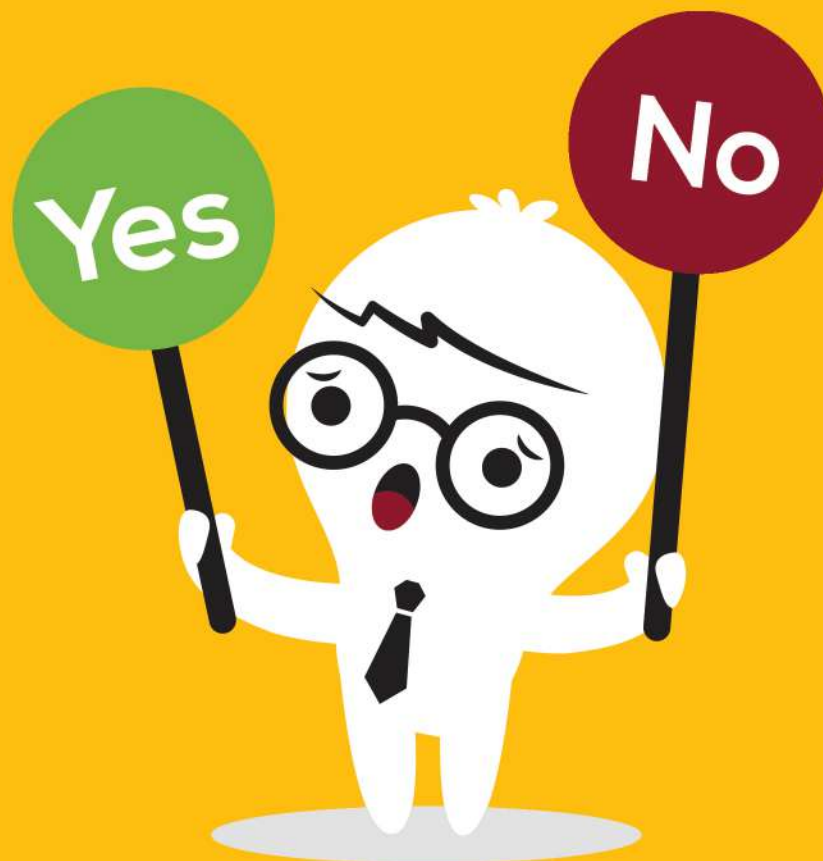
**KAZIRANGA
UNIVERSITY**

KNOWLEDGE & BEYOND

WWW.KZU.AC.IN

WWW.KAZIRANGAUNIVERSITY.IN

Preface



The Student Handbook will help the student to cope up in the first few months of his / her academic and social life at KU. There is no doubt that the student will get much more from his / her time here if he / she is well informed on KU regulations, services and facilities.

This handbook is up-to-date at the time of printing. Inevitably, changes in regulations and procedures may occur before publication of the next edition of the Student Handbook. Important changes will be announced by notifications. This handbook is accessible on-line at <http://www.kazirangauniversity.in>. Parents are also advised to go through the Student Hand Book in detail.

Be well informed and make the best of your life at KU.

The Assam Kaziranga University
September 2022

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Dr. M. D. Khetan

Chancellor, KU & Chairman, NEKF



The Assam Kaziranga University welcomes you to an environment of holistic growth, global exposure and the knowledge hub of neoteric education. With an aim of building a community of not just job seekers but leaders and entrepreneurs, we enable students to understand and develop their cognitive intellect. To meet the aspirations of the North east region, the University nurtures an ethos and culture of modern and globalised learning processes within affordable means. Effective and technologically advanced tools and methods help students acquire knowledge in a learning-friendly environment. The KU campus is vibrant and self-sufficient in terms of facilities. It has canteen with cafeteria, library, a medical centre, stationery shop, etc. The extra-curricular and co-curricular activities serve as a viable platform for overall growth and development of students. KU is committed to creating global citizens and earning the faith and confidence of all stakeholders.

Shri Basant Khetan

Pro Chancellor, KU



“ We warmly welcome you to Kaziranga University. In pursuit of excellence in teaching and research, the University focuses on three pillars of enlightenment: Academic Excellence, Ethical Values and Social Responsibility. We strive to impart lessons that can produce competent, dedicated and empathic graduates who can create a new wave of acumen and energy among the people they work with. We constantly scan developments and changes in socio-economic landscape and work proactively to meet upcoming challenges. We aspire to build a technology-driven modern society with an aim of inclusive and sustainable development. As a brand ambassador of Techno-ethical learning, the University has a contemporary syllabus, experienced faculty members and a well-stocked library.

”

**Dr. P K Mishra**

Vice Chancellor, KU

“

In varied ways, Kaziranga University has been distinct from day one: enlarging the scope and delivery of higher education so as to meet the needs of emerging and aspiring youth, embracing the neoteric methodology of education creating new age entrepreneurs and leaders. Helping students gain real-world knowledge that employers of today look for in their teams at work is our tradition, and enhancing the overall aptitude of all students is one of our values. KU offers a diversity of programs, with people exploring new ideas, adopting new skills, pursuing new knowledge, creating new benchmarks, novel discoveries, creativity, and vigorous intellectual exchange.

We appreciate your interest in learning more about the prestigious learning hub, Kaziranga University.

”

Ms. Rainy Khetan

Director, KU



“

Honouring our commitment to contribute to the development of this country through education, Kaziranga University has been playing an integral role in North-East India. We are dedicated to producing future leaders who will act as catalysts in bringing growth and progress to the region. We at KU have enthusiastically committed ourselves to providing young minds the best of education. Our programmes, activities and events are all designed keeping in mind the dynamic social landscape of the 21st century. At Kaziranga University, holistic learning and development is heartily encouraged. With our seasoned faculty, staff, state-of-the-art infrastructure and best-in-industry collaborations, we aim to nurture the biggest aspirations and the tiniest of dreams.

Welcome to Kaziranga University!

”



“ Know Your University Authorities



Dr. Veera Talukdar
Registrar



Dr. Debasish Panda
Professor & Controller of
Examination



Dr. TVVLN Rao
Dean
School of Engineering & Technology



Dr. Manvinder Singh Pahwa
Dean
School of Business



Dr. Jayanta K Sarmah
Dean
School of Basic Sciences



Prof. Ratan Kr. Saha
Dean
School of Computing Sciences



Dr. Chandra Kanta Gogoi
Dean
School of Social Sciences



Dr. Gitumoni Konwar
Dean
School of Health Sciences



Dr. Rajesh Jesudasan
Dean
School of Pharmacy



Dr. Arpita Basak
Dean
Student Affairs



Dr. Ritunjoy Bhuyan
Dean
CoE & Skill Development



Dr. Utpal Barman
Dean
Research



Mr. Bobby Roy
Dean
Admissions & CMO

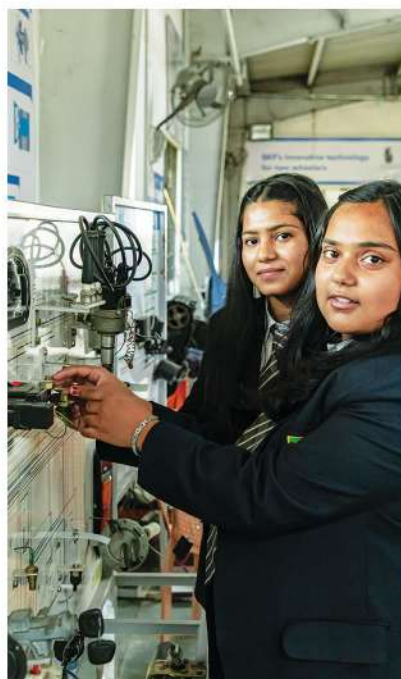
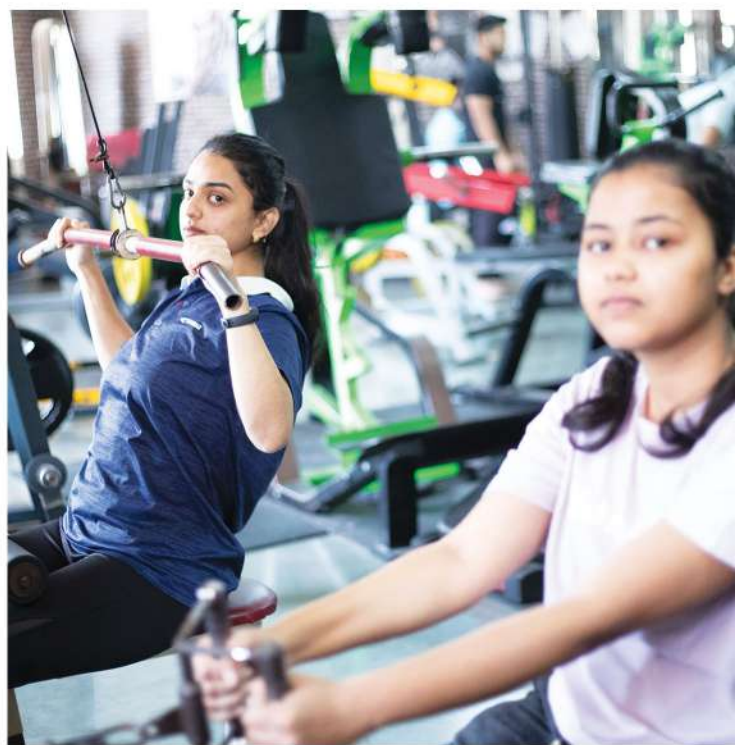


Prof. Puranjoy Das
Dean
CDPC



Infrastructural Facilities







1. Introducing KU



The Assam Kaziranga University (KU) is established at Jorhat - the Knowledge City of Assam, under the Assam Private University Act No. XII of 2007 with a vision of becoming a world class-university, offering state-of-the-art education and research relevant to market needs, ensuring that the students of the university contribute significantly to societal development. The University is presently offering graduate and post graduate degree programmes and PhD through seven constituent Schools:



School Of
Engineering &
Technology



School
Of
Business



School Of
Basic
Sciences



School Of
Health
Sciences



School Of
Computing
Sciences



School Of
Social Sciences



School
Of
Pharmacy

We are committed to excellence in teaching and in an ever increasing manner to research and development to get global recognition and is fostered on a multi-cultural environment that reaches beyond geographical boundaries.

KU adopts the latest pedagogy and follow an updated and contemporary curriculum. The students gain such knowledge and skills, which make them highly acceptable to the business world. To support the curriculum, KU has a pool of talented faculty members and support staff. The faculty members are also provided ample opportunities for research, thus paving way for the creation of Centres of Excellence in various fields. The University has already strengthened its capacity to be a world class university by joining hands with a wide range of international partners by collaborating with them in research, inter-disciplinary approaches to teaching and sustainable development activities.

Our Vision

The North-East region of India is filled with immense potential and capabilities, which, if tapped in a sustainable and efficient manner, will deliver outcomes that go beyond expectations. The Assam Kaziranga University aims to move with the same goal of identifying and nurturing the aptitude of our youth. The university envisions itself to be a place of paramount academic excellence that can produce citizens capable of bringing in novel innovations and contribute to society.

Our Mission

The mission of this esteemed university is to make North-East India the genesis of firsthand technologies and socio-economic discoveries. It aims to enable students to understand and develop their inherent special abilities and create a place and a country filled with not just job-seekers, but entrepreneurs and decision-makers.

2. Student Bill of Rights

2.1 Academic Rights

- Students have the right to receive regular and scheduled instruction and guidance consistent with the aims and descriptions of the courses for which they have registered.
- Students have the right to meet their instructors to ask questions about or to discuss course material, both during scheduled office hours and at scheduled appointments.
- Students have the right to meet their advisors to receive suggestions and discussions on a research project etc. either during scheduled office hours or at a scheduled appointment. Students have the right to reasonable access to responsible faculty members to discuss problems.
- Students have the right to have classes scheduled within regular class hours. If make-up classes are scheduled out of regular class hours, the re-scheduled classes should not clash with the schedules of other classes students in the class.
- Students have the right to expect that their grade in a course should be determined only by academic achievement consistent with the aims and content of that course. At the beginning of the course, the instructor should inform students the criteria that will be considered in determining the grade such as class attendance, class participation, examinations, projects and presentations.
- Students have the right to have their tests/exams graded within a reasonable amount of time.
- Students have the right to have their final exams according to pre-defined schedules and during the University's exam period. All students have the right to have their exams scheduled without time-table conflicts or clashes.
- The answer scripts of a candidate in any examination shall only be reassessed under special circumstances. After the publication of the results, if a candidate, whether passed or failed, has strong grounds and belief that some mistake has been made in connection with his/her results, he/she may apply to the Controller of Examinations on a prescribed application form along with attested photocopy of Marks Sheet for re-checking of his answer book in one paper or more as the case may be on payment of prescribed fee for revaluation. Fees will be charged as per the University Regulations.

2.1 Non - Academic Rights

- All students have the right to the opportunity to participate in and receive the benefits of the programmes in all Schools in line with KU's policy. No one may be excluded on the basis of nationality, race, social background, gender, age, marital status, family status, economic status, disability, political belief or affiliation.
- Students have the right to use the resources of the University in accordance with the rules.
- Students have the right to freedom of expression but students are not allowed to form any union/association.
- Every student shall be an official member of at least any one of the KU Student Activity Clubs.
- All students have the right to have opportunity to participate in the Student Activity Club, Student Meets, sports and other activities on campus as well as outside the campus (at other Institutes/Colleges/Universities). Participation in activities outside the campus will be decided by the KU authorities based on the merits of the case.
- All students have the right to fair and reasonable treatment by other members of the KU community.
- All students have the right to a peaceful, healthy learning environment in which free discussion is encouraged in the common interest of the pursuit of knowledge.
- If a student feels that his/her rights have been violated, he or she has the right to redress through the KU's grievance process as uploaded in the KU official website.



3. Students Responsibilities

- Students are responsible for attending their classes and achieve 75% attendance which is mandatory to qualify for all University exams. They must arrive at their classroom prior to the beginning of the class, and remain for the whole class period. Students are responsible for notifying their instructors of extended absences due to illness or reasons beyond their control with proper evidence. Please note that five marks are allotted to attendance in internal evaluation.
- Every student is expected to be honest and responsible in all of his/her classes. He/she shall not cheat in the examinations, copy another student's work, plagiarize from secondary sources or from other students or engage in any other forms of academic dishonesty. Every student is responsible for learning the contents and the skills required by his/her courses.
- If a student misses a class, he/she is responsible for making up the work and for turning in any assignments due.
- The student is responsible for arranging with faculty any modifications of class requirements necessitated by special needs, such as medical conditions, physical disabilities, or learning disabilities.
- It shall be the responsibility of the student/candidate to find out and know the correct date, time, place of examination and the seats earmarked for and allotted to them at the centre of examinations.
- Students must use the KU Library and all educational resources available in a responsible manner. Students may not deface or vandalize books, periodicals, and/or computer resources in the KU Library as well as computer lab hardware, software and any other related lab equipment. Students must abide by the KU's acceptable use policy for IT resources. In case, the student is found damaging the educational resources he/she will be punished as per the policies of KU and will have to bear double the cost of such damage.
- All classrooms are equipped with latest audio-visual equipments and it is the responsibility of the students to see that they are not damaged. If a student is found damaging the same, he/she will be punished as per the policies of KU and will have to bear double the cost of such damage.
- Students are responsible for respecting the rights of other members of the University, and for treating them fairly, regardless of nationality, race, social background, gender, age, marital status, family status, disability, economic status, or political belief or affiliation.
- Students are responsible for sincerely performing every course evaluation.
- Students are responsible to plan their own work loads, so that they complete all assignments by the due dates. Students are responsible for ensuring that they develop sensible work patterns to complete the assigned work.
- While students have the right to freedom of expression, including the right to dissent, or take reasoned exception to the information and views offered in any course, however this expression must not interfere with the rights of others, impede the progress of instruction, or disrupt the processes of the Institute. Students are responsible for expressing their views in a reasonable and orderly manner.
- Students are responsible for knowing the KU's Policies and Procedures (P&Ps) and other rules and regulations as these affect their lives at KU, and for abiding by those P&Ps.
- Students from abroad are responsible for informing and getting permission from their advisors before leaving the country. They are also responsible for informing the local and State Govt. authorities as required by the Foreign Rules & Regulations Act of Govt. of India.

4. Student Code of Conduct

- Students at KU are expected to meet the highest standards of personal, ethical and moral conduct possible. Good conduct and academic honesty are fundamental to the mission of KU as an institution devoted to the pursuit of excellence in education and research, and to the service of the region and society.
- Student misconduct includes academic misconduct and also encompasses conduct which impairs the reasonable freedom of other persons to pursue their studies or research or any other activities within the University (For details see Annexure - I).

- It is advisable that all students are well aware of the KU rules. The KU authority will not accept ignorance of KU rules in case any misconduct is registered against a student by his fellow students/members of the University.

5. Student Misconduct/Indiscipline

Student misconduct or Indiscipline constitutes any one of the following forms :-

- Breach of any rule relating to student conduct at KU.
- Physical assault, or threat to use physical force, against any member of the teaching and non-teaching staff of any School/ Department/hostel/security staff and against any student within the University; This includes use of abusive or intemperate language with any one of the above members.
- Carrying of, use of or threat to use of any weapons.
- Any violation of the provisions of the Civil Rights Protection Act, 1976.
- Violation of the status, dignity and honour of students belonging to the scheduled castes and tribes.
- Any practice, whether verbal or otherwise, derogatory to women.
- Sexual harassment.
- Creating ill-will or intolerance on religious or communal grounds.
- Any attempt at bribing or corruption in any manner.
- Willful destruction of institutional property.
- Smoking, chewing of tobacco/pan masala inside the KU campus, in hostels, inside class rooms are strictly prohibited and defaulters will be penalized.
- Possession, consumption or sale of narcotic substances on campus is a criminal offence.
- Conduct which unduly disrupts or interferes with a class, a meeting or any other official activity within the Institute.
- Cause detriment to University property, such as stealing, destroying or deliberately damaging laboratory equipment.
- Stealing, destroying, impairing the accessibility of or defacing any part of the KU Library collection.
- Using KU computing or communication facilities in a manner which is illegal or which will be detrimental to the rights and properties of others.
- Refusing or failing to identify oneself truthfully when so required by a member of the academic staff or other officers of the Department/School/University.
- Writing on walls of bathrooms/hostel rooms/class rooms or any of other property of the University and spitting on the walls will attract a penalty of Rs. 2000/-.
- Hostel rules should be strictly followed as given in the Student's Handbook. (For details see Clauses 11 and 12 herein).
- Damaging any property, IT network, CCTV camera or any other equipment within the campus will attract a penalty twice the amount of damaged property.
- Making MMS or filming any sexual act willfully or un-willfully will attract a penalty of expelling the student out of the University.
- Ragging has zero tolerance at KU. It is treated as criminal offence and dealt with severely (See more details in Annexure - II).



- Possession and burning of any fire-crackers within the University Campus including hostel area is strictly forbidden and will attract a fine of Rs. 2000/-.
- Furnishing incorrect information to the University authorities or filling wrong data on forms viz. forging data or signature(s) on leave application form etc.

5.1 Procedures

If and when a case of indiscipline arises, it is always helpful to be aware of the procedures which should be followed and penalties applied.

- A complaint against a student should be made to the Dean of the concerned School, who will then settle the matter informally. If the matter cannot be settled informally, a complaint must be endorsed in writing to the Dean Student Affairs, who will decide whether or not to proceed with an investigation depending on the merits of the case.
- If a complaint is registered properly, then a constituted Disciplinary Committee of the University will investigate the matter and submit its decision to the Vice-Chancellor mentioning suggestions for penalty for misconduct/indiscipline. The decision of the Vice-Chancellor will be the final in levying penalty on misconduct/indiscipline.

The Disciplinary Committee is composed of the following members :-

- a. Chairman (Nominated by ViceChancellor)
 - b. Registrar
 - c. Dean, Student Affairs
 - d. Dean(s) of the concerned School(s)
 - e. Hostel Warden/Deputy Warden/ Assistant Warden (when incident is hostel related)
 - f. Any other person (maximum of two) as nominated by Chairman
 - g. Deputy Registrar (Secretary)
- The Committee will first see the truth of the complaint made as far as possible and its seriousness and make recommendations of disciplinary actions to be taken, if any, and submit it to the authorities for necessary implementation.

5.2 Penalty for Misconduct and Indiscipline

If any student is found guilty of his/her misconduct/indiscipline, he will be liable to any one or more of the following penalties :-

- The extreme penalty imposition will be his/her expulsion from the University.
- Permanent or temporary expulsion from Hostel may be awarded in case of hostel-related offences, depending of the seriousness of the committed offence.
- Suspension from classes for a specific period of time. The standing Disciplinary Committee will decide as to how many days of suspension are imposed on the student concerned.
- Withdrawal of Scholarships if any, availed by the student from KU.
- Debar the student from taking a University or School or Departmental Examination or Examinations for one or more years.
- The result of the student or students concerned in the Examination or Examinations in which he/she or they have appeared be cancelled / withheld. or
- To seek an apology letter/or Affidavit from the guilty student with the promise that he/she will never repeat such instances during his/her stay at KU and to inform parents/guardians of the accused student/students.
- Any student found in inebriated state or in possession, consumption of illicit or other banned substance within the university premises will be levied a minimum fine of Rs 5,000/-.
- Students to note that violation of any rules or committing any crime, the punishment will be awarded depending on the magnitude of the act of indiscipline. The final decision rests with the Head of the Institution.

6. Guidance for New Students

6.1 Arrival on Campus

- New students are expected to arrive before the first day of the semester of respective courses.
- The Student Identity-Card and Internet Access/Log-in Password will only be issued after submission of all the required documents and payment of stipulated fees at the Accounts Section of University.
- Students are to submit three copies of their recent passport size photograph for Student ID. Wearing of Identity Card is compulsory inside the campus.

6.2 Dress Code

KU official uniform is mandatory for students during seminars/ workshops or any other official engagement in or outside the University. The Assam Kaziranga University official uniform is compulsory for students on all Wednesdays except for students pursuing PhD programmes.

6.2.1. Instructions for Boys

- Boys are expected to be formally dressed in trousers and collared shirt, leather shoes and socks. On weekends and holidays you are free to wear casual suits.

6.2.2. Prohibited for Boys

- T-Shirts, tight fitting/ dirty jeans, caps, chappals /sports shoes, shorts, ear rings, any form of piercing, excessive jewelry, bands, etc., torn trousers touching the floor, pony tails, trousers with 6 or more pockets, indecently low-waist trousers, clothing depicting illegal drugs or alcohol.

6.2.3. Instructions for Girls

- Girls are expected to be formally dressed in like Salwar Kameez, trousers, formal foot wear. Hair (beyond shoulder length) to be tied up.

6.2.4. Prohibited for Girls

- Tight fitting/dirty jeans; torn trousers touching the floor; revealing deep tops/sleeveless tops/ shirts/ T-shirts depicting illegal drugs or alcohol.

6.3 Hostels

- Student needs to submit a completed KU hostel application form if he/she interested in living on the KU campus. Early application is encouraged. Seats will be allocated on first-cum-first serve basis.

6.4 KU Financial Aid

- KU offers financial aid in the form of scholarships or fellowships on a competitive basis to applicants who are outstandingly qualified and have strong academic background and proven financial need. The aid is intended to meet some of the basic expenses and to help defray but not to fully cover the study costs at KU. Students need to submit a completed KU scholarship application, available at the KU Office of Admissions before deadline to receive priority consideration.

6.5 For Students on KU Administered Scholarships

- The conditions of admission on KU Scholarships will be as per the extant rules governing it and are not negotiable and cannot be changed after enrollment.

6.6 For Students on External / Self-Support

The conditions of admission for both self-support and sponsored students are not negotiable and cannot be changed after enrollment.

- The first year fees must be paid in advance and/or fully paid up upon enrolment, but not later than the deadline for



adding/dropping of courses, otherwise students are not be allowed to register. Payments may be made by bank-transfer, cash or bank draft as notified in the official KU website.

- The programme admission fee is not refundable after registration at KU. Further, there will be no refund of tuition fees if you resign after the deadline for adding and dropping of courses.

6.7 Penalty for Late Payment

6.7.1. For Self-Support Students

- For continuing students, if fees remained unpaid:
- After the deadline, penalty shall be imposed upto one week after the date of registration at the rate of additional Rs 500/- per day. Those who fail to register after seven day of the Registration Day will be denied registration thereafter.
- Semester registration will be disallowed for students who have not paid their fees.
- If the fees remain unpaid at the end of the semester, the student shall be recommended for discontinuation of studies.
- The Registrar will notify such discontinuation to the concerned Dean of School of the student.
- A student recommended for discontinuation of studies may appeal to the Vice-Chancellor of the University.
- The result of the final semester shall be withheld in case the end semester fee is unpaid. The result of such candidate shall be announced and subsequently the degree will be awarded only on realization of the fee along with late-fine penalty.

6.7.2. For Externally Funded/Sponsored Students

- Overdue accounts shall be reviewed periodically and follow-up on collections shall be initiated. Sponsors will be invoiced for outstanding fees and requested to send KU a promissory note detailing when and how payment will be made.
- Provisional transcripts are not provided to externally-supported/sponsored students with outstanding fees.

7. R&D at KU

Objective:

To conduct applied research of the highest standard and to provide leadership in technological innovation for the industrial growth of the region and the country as a whole through inter-disciplinary, inter-departmental, inter-institutional research activities.

7.1 Focus

- Basic applied research from micro to macro levels involving processes and products.
- Providing leadership in energy technologies, communication systems, materials, and environmental engineering.
- Enhancing collaborative research with academic institutes and industry.
- Interaction with external agencies, both national and international.
- To provide a creative atmosphere in research and development activities of the University.
- Recognize and acknowledge faculty, staff and student contributions to improved environmental awareness and practice;
- Promote individual good practices.

8. Campus Facilities & Services

The KU campus is Wi-Fi enabled and has all sets of modern amenities which meet the International Standard being at Jorhat, the Knowledge City of Assam to include captive silent generator for round-the-clock power back up.

- Separate buildings for Academics, Labs and Administration.
- Every building has air-conditioned classrooms and AV facility.
- The KU has a fully air-conditioned Central Library.
- A reprographic utility centre is being made available in the campus to facilitate printing, photo-coping, scanning, binding, lamination and other such facilities.
- Separate hostels for both boys and girls with Wi-Fi connectivity and in-house cleaning facility.
- General medical facilities are available in the campus to meet the first aid requirements in case of any accident during class hours. KU has its own ambulance facility 24X7.
- KU is tied up with local hospitals in Jorhat for any emergency. In case, any hostel boarder is admitted in hospital, parents / guardian must attend their ward immediately after receiving such information from concerned authority without any excuse.
- The KU campus has cafeteria, restaurants and a hair-dressing shop to meet the student needs within the campus.
- Utility shops are available for the general need of the students and staff members. They may buy their stuff which are required for daily use.
- Security Services: The safety and security of every student of KU is our prime responsibility. The KU campus is well protected by a well-trained group of security personnel supplied by a reputed security service provider.
- Identity Cards: Every student is issued with an identity card. Proof of identity is a must in the Library or at other campus facilities. Students are also strongly advised to carry their ID card with them when they are off-campus.
- Banking: SBI ATM facility is available within the campus.
- Sports and Recreation: With its extensive open spaces, KU campus offers many opportunities for sports activities that include basketball, badminton, lawn tennis, table tennis, volleyball & cricket. A multi-purpose field is prepared for outdoor games. Flood-light arrangements are also available for use of the multi-purpose fields. Badminton, Table Tennis Gym, Carrom and Yoga facility is provided in every hostel for both boys and girls.
- English Language Lab: English Language Lab is available and students can take the benefit of the same.
- Central Library: The Central Library of The Assam Kaziranga University can be called as the knowledge hub. The KU central library is an automated library with networking and Web OPAC facilities. The library makes use of highly sophisticated Koha software. The library is well organised in terms of presently available resources including physical collections and electronics collections.

Apart from books on various subjects, the KU central library also has a collection of various national and international journals (printed and online).

- Library Timings: Monday - Saturday: 9 am to 5 pm
- Library will remain open for extended timings usually up to 9pm, before and during examination, as notified from time to time.
- Rules of KU Central library

General Rules:

- Silence and strict discipline should be maintained in the library.



- Books, journals, etc. taken from the shelves for reading should be left on the tables after use and 'not' to be replaced on the shelves.
- The Library staff on duty has the right to request a user to leave the premises if he is found to be violating any of the Library rules.
- Chairs and tables and other library equipment, fittings and furniture should not be marked, defaced, disarranged.
- The Smart Card will be regarded as the Library Membership Card also.

Circulation Policy:

- Students can issue two books at a time for 15 days and the same books can be re-issued for one more time only.
- Books not returned within or on the due date will be charged Rs. 10/- per day per book.
- All borrowers must settle overdue loans before they are permitted to borrow again.
- Members proceeding on long leave or on deputation etc. exceeding three months should return the documents which have been borrowed from the library.
- Certain documents are intended to be used only in the library premises. These include reference books, periodicals etc.
- Books lost or mutilated (tearing of pages, underlining, making notes, damaging of binding and the like) by any Library Member will have to be replaced by the same copy with latest edition by himself/ herself. Failing to replace the book will attract fine that is two times the cost of the actual price of the lost/damaged book.
- While leaving the library, user should ensure that they carry only those books that are duly issued on their names.
- During power/system failure the circulation counter services will be suspended.
- When Books are issued, students should check the pages of the issued books and if pages are found missing, they should report the same to the Librarian before leaving the Counter. On returning the books, if pages are found missing, then the last borrower of the book shall be held accountable for the missing pages and shall accordingly be fined.
- Borrowing privileges may be suspended or revoked by the librarian for violation of the rules and regulations.
- In case any member leaves the University for any reason he/she has to take Library Clearance Certificate by clearing all dues during his/her period of service/study, without which he/she will not be allowed to leave the University at any cost.

Getting Around Campus

- Bicycles are the vehicle of choice for students and can be purchased. Students may prefer to bring their own bicycle with them. Both adult and children's bicycles can be ordered locally.
- Walking on campus is a pleasant experience: there are many walk-ways and there is extensive green open space for strolling, exploring or exercising. No two-wheeler is allowed on campus to protect its clean environment. However, day scholars are permitted to park two-wheelers at designated parking area near the University Main Gate only.

KU Transport for Travel within and Outside Jorhat

- Transportation facility is available for students who opt for the accommodation outside the campus.
- Daily bus service is provided for the staff of KU who live off-campus. Occasional users may travel on the staff buses if space is available and at a charge prescribed per one-way trip.
- For hostel boarders (boys & girls) bus facility is provided on every Sunday from Campus to Jorhat and back. The bus will start from campus at 10:30 am and shall be back from Jorhat by 1:30 pm.

9. Mentorship

- Each student will be mentored by a faculty on a regular basis. Mentoring is a part of regular curriculum scheduled and is compulsory for all students. The details will be promulgated from the respective Schools from time to time.

10. Student Activity Clubs

- Each student will be mentored by a faculty on a regular basis. Mentoring is a part of regular curriculum scheduled and is compulsory for all students. The details will be promulgated from the respective Schools from time to time.

Manual of Procedure - Constitution & Bye-Laws for the Student Activity Clubs.

- The manual procedure is a compilation of statement of policies to be adopted by the KU Student Activity Clubs. It includes the constitution and the bye-laws.

Article - I

NAME

- The following Student Activity Clubs will be formed in Kaziranga University and shall be located and functional in the campus.



- Various events are being organised by each club. Activity details are available with club officers and mentors for one's information. Students are selected on the basis of their performances in various activities conducted by clubs for participation in inter-university events. Such students will only get the privilege to represent KU.

Article - II

Purpose: The objective of each club is:

- 2.1 To acquire fraternity & sorority and develop their academic and non-academic skills in a professional manner.
- 2.2 To attain high ethical standards in their personal and professional life.
- 2.3 To apply the ideal of service in their academic and community life.
- 2.4 To promote and coordinate students' participation in recreational, social & cultural activities
- 2.5 To nurture team spirit with group cooperation and transparent interaction.
- 2.6 Each club should encourage at least 60% attendance at regular club meetings so that acquaintance and fellowship may be developed as first step towards lasting friendship.

Article – III

- Language : The official language of the club shall be English.



Article - IV

Organization & Administration

4.1 Membership

- 4.1.1 The regular membership of KU club is open only to the authorized active students of KU.
- 4.1.2 Those students who pass out or are no longer with KU cannot be a regular member of KU club, but can remain associated with the club as Alumni Members, if the club desires.
- 4.1.3 The student is free to choose a particular club based on his or her interest in the activities of the club.
- 4.1.4 A student can become the member of one particular club for a period of one year and after completing one year she / he can take a transfer to another club or choose to remain in the same club.
- 4.1.5 The student can join only two Clubs at one given time. Membership in one club is mandatory for every student.
- 4.1.6 Membership registration for a Club shall be processed by the Dean, Student Affairs.
- 4.1.7 Minimum 25 members are required to form a club. The Clubs that do not meet the criteria of minimum membership at any given point of time or do not carry out any activities for ONE semester will be placed on probation. A club that remains on probation for two semesters will be dissolved.
- 4.1.8 The duration of membership shall be from date of enrolment till 30th April of the following year.
- 4.1.9 The club must provide the Dean, Student Affairs with the names of all members including the Board of Club Officers by beginning of every Academic year for reconciliation with the records of the Dean, Student Affairs.
- 4.1.10 The President of the club bears responsibility for ensuring that all members of the club are eligible members. Failure to inform the Dean, Student Affairs of such violation/s may result in the dismissal of the President and she/he may not stand for re-selection to the position of President of any club.
- 4.1.11 Application for transfer to another club should be submitted by the club members within 10 days of commencement of new Academic year to the Club President, who in turn will get the same approved in Board of Club Officers and forward to Assistant Governor for incorporating the changes.
- 4.1.12 Clubs that violate these bye-laws may face dissolution.

4.2 Activities

- 4.2.1 The Clubs are voluntary organizations in nature and will carry activities specific to the Clubs or some other events and activities conducted by the University.
- 4.2.2 Each club should conduct activities in such a manner that all KU students can participate in the same, irrespective of the club they are into. For certain activities (such as plays, concerts, and shows) the Board of Club Officers, after consultation with the Assistant Governor / Dean, Student Affairs, may solicit the help and participation of all registered students of KU.

4.3 Selection of Club Officers

- 4.3.1 Only members in good standing shall have the right to be nominated as the office bearers of the club. A member in good standing is one who has enrolled and paid the annual subscription of the club as well as all University dues in time, and is not on academic probation, does not have a Dean's warning on his/her record, or charge sheeted from any other University authority.
- 4.3.2 The Office Bearers of student activity Clubs shall:
 - Be a regular student.
 - Have a minimum CGPA of 5 points.
 - Have successfully covered two semesters in the University and a minimum of 2 semesters remaining for their graduation.
 - Have no record of penalty / or legal action.

4.4 Nomination Committee & the Nomination Process

- 4.4.1 Officers for the ensuing year shall be selected by the Nomination Committee. All students who are interested to join the Board of Club officers' should apply to the Nomination Committee before 25th of April every year. The Nomination Committee will then meet and select the Board of Club Officers from among the nominations received. In case, no nominations are received then the Nomination Committee will have the right to select the Board of Club Officers from among the regular members.
- 4.4.2 Students placed on probation or received a Dean's warning may not be nominated for office and may not continue in office.
- 4.4.3 Students must spend at least one semester as members in the Club to be eligible for nomination.
- 4.4.4 There will be no elections, only Nominations & Selections to be done by the Nomination Committee with the consensus of the members' of the Club.
- 4.4.5 The office bearers of the Club shall not be eligible to for re-selection for consecutive years, in his/her own parent club or any other Student activity club of the University.
- 4.4.6 The Nomination Committee shall be composed of the Governors, Deans, Student Affairs, Faculty Mentor, the President of the club, unless he/she is a candidate.
- 4.4.7 After each selection, the names of the newly selected Office bearers together with their positions, Emails, ID Numbers, and Phone Numbers will be announced to all members by the Dean, Student Affairs.
- 4.4.8 Office Bearer of one Club shall not be allowed to serve as office bearer of another Club at the same time, but he or she can be part of any Committee of the other Club as "Invitee Member".

4.5 Administration

- 4.5.1 The Clubs will be formed within the students and will be directly managed by the Dean, Student Affairs who will be the Vice Governor of the Clubs.
- 4.5.2 Each club will have Club Officers which shall consist of: President, Vice President, Secretary, Joint Secretary and Treasurer.
- 4.5.3 The Director, KU will be the Governor of all the Clubs and Dean, Student Affairs will be the Vice Governor of the Clubs. Governor and Vice Governor will officially visit the Club every six month to review the progress of the Club and will meet the Club Officers. They will also address the club. These visits will be ceremonial and should be conducted in a very dignified way.
- 4.5.4 For smooth functioning and guidance every Club will have Mentors who will be selected from the pool of KU faculty. He will be the Ex Officio Chairman of the club. To assist the Mentors, other faculty members can be part of the club as Mentors.
- 4.5.5 Each member of the Club will contribute Rs. 100 for the fellowship and activities of club every month. This fee is to be remitted annually at the beginning of each academic year.
- 4.5.6 The President of each club will submit a monthly report of the activities, attendance and accounts of the club to the Mentor and Vice Governor.

4.6 Board of Club Officers

- The Club President must be a bonafide student of unquestioned integrity and should possess the ability to assume the leadership of the Club. He should be prepared to give the time and effort to lead and carry on the work of the Club.

4.7 President

The Club President must be a bonafide student of unquestioned integrity and should possess the ability to assume the leadership of the Club. He should be prepared to give the time and effort to lead and carry on the work of the Club.

4.7.1 The duty of Club President is to:



- Preside over all the meetings of the club and Board of Club Officers.
- Call for regular and special meetings, and general assemblies.
- See that the meetings are carefully planned and conducted on time.
- Appoint Club Committees and its Chair-Person to make the club more vibrant.
- Cooperate with the Chief Mentor and Mentors in smooth conduct of club meeting.
- Supervise the preparation of Club Budget and prepare the accounts of Club with Treasurer.
- Confer with the incoming Club President before going out of office.
- Arrange a joint meeting of the incoming and outgoing Board of Officers.
- Authenticate by his/her signature all the acts, orders, and proceedings of the organization; after the approval of the Board of Officers.
- Restrain the members when engaged in debate within the rules of order;
- Inform well in advance of his/her absence from a meeting;
- Prepare in coordination with the Secretary, the agenda for the following meeting;
- He is the joint signatory along with the Club Treasurer to operate the Bank Account of the club. All expenditure vouchers will be approved and authenticated by the Chief Mentor of the Club. A monthly report of the same needs to be submitted to the Asstt. Governor of the Club.
- Face responsibility for club actions or activities that violate KU- Student Affairs guidelines, the Student Code of Conduct or Indian law.
- Notify the Office of Student Affairs of any changes in Board members or Mentors.
- Submit accurate minutes of all meetings to the Asstt. Governor / Director of Students Affairs within one week.

4.8 The Vice President shall assist the President in all his work. He/ She shall also:

- Assume the duties of the President during his/her absence or incapacitation as Acting President until the President is able to resume his/her position. Otherwise, the Vice President shall remain as Acting President until the time of the upcoming annual selections.
- Attend Board of Officers and Committee meetings of the Club. His/her duties is to supervise the Committees' work and to report on a monthly basis describing the Committees' performance.
- Assume responsibility for the inventory report once per semester and report to both the organization and to the Dean, Student Affairs about lost items (Failure to do so may result in an official warning by the Dean, Student Affairs. Repeated negligence may result in dismissal from the club Officers).
- Record the minutes in the absence of the Secretary and Jt. Secretary.

4.9 Club Secretary: The duties of club secretary are mainly administrative. It includes:

- To record member attendance.
- To send notice of meeting to all members including Board of Club Officers.
- To record and make minutes of meetings and send them to all members, Chief Mentor, Mentors and Asstt Governor.
- To perform any other duty that relate to the office.
- To record and maintain Club history.

- To facilitate and coordinate the Club activities.
- Submit general financial and activities report by the end of each semester to the Dean, Student Affairs.
- Handle all correspondence, notification, maintain archives and keep copies of all proposals, reports, official letters, and e-mail printouts.
- Failure by the Secretary and/or by the President to do so will result in placing the Club on probation for one semester; thereafter, the Dean, Student Affairs / Assistant Governor may dissolve the Board of Officers of the Club and conduct new selections.
- To perform any other duty that relate to the office.

4.10 The Joint Secretary shall assist the Secretary in all the above duties and responsibilities. In absence of secretary he will assume the charge of Acting Secretary.

4.11 Club Treasurer: The treasurer shall:

- Facilitate the receipt and disbursement of all funds of the club in accordance with the established regulations.
- Ensure that all financial transactions involving advertising, sponsorship, or other non-KU payments as well as KU payments are reported to the Vice Governor / Director of Students Welfare and processed through the official club account.
- Failure to report any financial transactions by the club or by any club member regarding any activity may result in the dissolution of the club and/or the expulsion of the Board of Club Officers from the club by the Dean, Student Affairs.
- Further action in line with the Student Code of Conduct may be taken against individual club members who are judged to have willingly provided misleading information about club financial activities.
- He will operate bank account jointly with the President. He can spend upto Rs 300 in cash for a single transaction with due approval of President and the Mentors. Rest all payments should be made through bank only.
- Shall sign all the expenditure vouchers along with the President.
- Ensure that all expenditures are in accordance with the approved budget;
- Submit all accounts to the Board of club Officers every month and get it duly approved by the Mentors to submit the same to the Vice Governor / Dean, Student Affairs. Failure in submitting accounts to Board of Club Officers for two consecutive months will attract termination from the post of Club Treasurer.
- He should be able to show the accounts and budget report at the end of each semester; and upon request.
- Provide the Dean, Student Affairs with upcoming spending plans at the beginning of each semester.
- The Treasurer and the President of the Club are personally responsible for unaccounted expenditure by the Club.
- The term of office of Board of Club Officers shall be for one year beginning of the every 1st May and ending 30th April of the following year.

Article - V

5.0 Faculty Chief Mentor & Other Mentors

The club shall have faculties as the Mentors. The Mentor shall be chosen by the Dean, Student Affairs, from among the full-time members of the faculty.

The Faculty Mentors shall

- Attend all regular and board meetings of the Club and assist the Club in the planning and implementation of its programme of activities,
- Assist and advise in planning the club activity.



- Approve the financial statement of each individual activity,
- Share responsibility in approval of activities,
- Act as mediator when controversial issues arise in the club,
- Approve the annual reports before submission to the Dean, Student Affairs,
- Be part of Selection / Nomination Committee for selecting / nominating the Board of Club Officers.

Article - VI

6.0 Expulsion of Members

Any member may be expelled from the Club by decision supported by a two-thirds majority of Board of Club Officers with the consent of the Chief Mentor, and after consultation with the Dean, Student Affairs or his/her delegate for either of the following reasons:

- 6.1 Violation of the constitution and bye-laws of the Club or of KU regulations governing club activities or student membership in Clubs.
- 6.2 Failure to attend more than 50% of the meetings during a semester without a valid excuse submitted to the Secretary of the club.

Article - VII

7.0 Dues

In order to gain active member status in the Club, as well as benefit from all that the organization has to offer, all members are required to pay dues annually at the beginning of each academic year.

- 7.1 Non Payment of dues may attract penalty as decided by the Board of Club Officers.
- 7.2 The current fees schedule is Rs. 1200 annually.

Article - VIII

8.0 Statement of Policy

- 8.1 The Club shall abide by the letter and spirit of the University rules and regulations.
- 8.2 The faculty Chief Mentor shall explain the rules and regulations of the University, of the bye-laws, and Clubs rules of order.
- 8.3 Violations of these bye-laws, including voting without a quorum or making decisions without a majority vote by the general assembly may lead to action by the Director of Students Welfare including the expulsion of the Board of Club Officers and /or the dissolution of the Club.
- 8.4 Where controversy arises, the issue at hand shall be referred to the Dean, Student Affairs who shall make the final decision on that issue.
- 8.5 Fund raising activities: Each individual club can plan fund raising activities in consultation with the Chief Mentor and with due approval from Assistant Governor / Dean, Student Affairs, but should be very careful not to indulge in un-gifted practices which do not contribute to strengthening of the Club or KU ethics.

Article - IX

9.0 Anti Discrimination Policy

- No club will discriminate against any University student for participation in educational, athletic, social, cultural, or other University activities on the basis of age, colour, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, caste, religion, sexual orientation, veteran status, or weight.

Article - X

10.0 Provision for Ammendment

- The Manual of Procedure of KU Student Activity Clubs which consists of the constitution and bye laws of the Club may be amended from time to time and adopted. This amendment can only be done by the Board of Management of the Kaziranga University.

N.B. Awards: Student members/Club Officers will be awarded with Prizes/ Medals & Certificates based on their outstanding performances in various Club activities.

11. Hostel Rules & Regulations

General

- The Hostel Rules and regulations (HRR) shall apply to all Boarders residing in hostel in the University campus. They are aimed for enforcement of discipline and good behaviour of all hostel residents within and outside the precincts of the University campus. All hostels will be managed by Hostel Management Committee as approved by The Assam Kaziranga University Management.
- Boarders are expected to maintain discipline and proper atmosphere for study in the hostel.
- KU Management reserves the right to accept / reject admission to KU Hostels.
- Students are not allowed to stay in the hostel without paying the hostel and mess charges before the start of semester.
- Hostel fee once deposited shall not be refunded. In case an existing Boarder does not want to avail / or a new student wants to avail of the hostel facility from the next semester, the application for the same should be submitted to the Warden one month before of the commencement of the semester final examination, after which the request shall not be entertained.
- There will be in-house Mess in the boys and girls hostels which will provide vegetarian / non-vegetarian food.
- Dinner time is very critical. All Boarders are advised to have dinner within the time provided. All Boarders to leave Dining Hall by 9:30 pm without failure. Dining hall will be closed for entry of the Boarders after 9:15 pm or as notified from time to time.
- All students staying in the hostel should provide a medical certificate by a registered doctor. First Aid facilities are available in the campus. In case of major / serious illness / injury the boarder will be sent to Govt. / Private Hospitals, depending upon the situation; however the charges for treatment at the Govt./private hospital shall be borne by the Boarder / parents/guardians. University Doctor will be available once every week for free consultation on health issues. However 24 x 7 ambulance and nursing services of the University are available within the campus. Expenses during visit to Govt. or Private Hospital by the Boarder for consultation or checkup will be borne by the Boarder. In case of illness, Boarder shall report to the on-duty hostel assistant / hostel warden for immediate action. In case of hospitalization as per the instructions of the Doctor, parents / guardian will be informed and they must attend to their ward immediately after receiving such information without any excuse.
- Entry of Boarders to the kitchen is strictly prohibited. Boarders will refrain from directing / instructing the kitchen staff.
- No Boarder shall take away any crockery, cutlery or mess food from the Mess/dining hall to their respective rooms. Cooking inside the room is strictly prohibited.
- The use of electric heaters, electric stoves and other similar electrical or cooking appliances are strictly prohibited in the hostel campus.
- Keeping fire crackers and fire arms and other weapons are strictly prohibited in the hostel premises. Under religious perspectives, special permission in writing has to be obtained from the management of KU.
- Entry and housing of outsiders including parents, non hosteller/day scholars and relatives in the hostel room without the prior permission of the hostel warden is strictly prohibited. Parents/guardians/day scholars are required to take warden's permission to see their ward/classmate. They will meet in the visitor's lounge only. However, in case any visitor wishes to have tea/coffee/ snacks etc., they may visit the cafeteria.



- Parents can visit their wards only on weekdays and holidays.
- Keeping motorcycle/car in the hostel premises by boarders is strictly prohibited.
- Only the Warden has the authority to permit boarders off-campus visits, if necessary. The boarders shall always record their in/out time in the hostel log book. The boarders shall ensure their return to the KU campus/hostel latest by 7.30 pm. Students leaving the campus should notify the warden / security personnel upon their arrival back to campus. However, the University reserves the right to stop off-campus visits during weekdays.
- Each Boarder must sign the in-out register provided at the security gate at the hostel. No Boarder shall put signature other than his/her own in the hostel register for his fellow boarders/roommates. Failing to do so, or Boarders repeating the same thing again & again will be considered as misconduct & will be levied penalty as per rule.
- If a Boarder is found to be absent from their respective classes without written permission from the Hostel Warden & their respective Deans/Teachers, strict disciplinary action will be taken against him/her by the Disciplinary Committee of the University.
- If a Boarder is sick he/she has to take a written note of ill health from the concerned Warden / Deputy Warden to stay in the hostel room or Medical Centre of the University.
- The Boarder shall use their own lock and key for their rooms and belongings. The University authority shall not be responsible for any loss of his/her belongings. All boarders must deposit one key of their rooms to the hostel assistant/Warden before leaving hostel during semester break or on other official holidays when mess is off.
- It is the duty of the hostel boarders to ensure that lights, fans or other electrical appliances if any are switched off and unplugged before leaving their respective rooms.
- Ragging is strictly prohibited within the hostel as well as in the campus. If any student is found indulging in such activities, they will be liable to be punished under the existing provision of the law. The student as well as the parents has to submit an affidavit to this effect after going through the various provisions incorporated in the KU Bulletin "Prohibition and Punishment of Ragging". The Assam Kaziranga University follows the policy of zero tolerance to ragging. See Annexure - II for more details.
- Boarders must maintain proper decorum within the hostel. Knocking, kicking and locking doors of other hostel boarders and whistling in the corridors are strictly prohibited.
- All Boarders must keep silence in the hostel in the night time. Each Boarder should see that his room mates and fellow boarders are not disturbed due to his action. Any such action will be punishable by the Hostel Management Committee.
- Unparliamentary language and unruly behaviour shall not be accepted in any form within the campus.
- Loud music is strictly prohibited within the hostel.
- Smoking/consumption of liquor/Chewing of Pan/Tobacco/Pan Masala etc is strictly prohibited in the Hostel. Violation of the same will cost the Boarder a penalty of Rs.1500/- to the University authority. The management reserves the right to suspend a student from the hostel or the University in case a student is found to be habituated with smoking and consumption of liquor or unauthorized substances.
- Boarders are not allowed to stay in other Boarder's room after 10.00 pm. For common discussion / project work the students can utilize the common room / study lounge. Use of mobile during study hours should be restricted so that no inconvenience is caused to the roommate. Each student should see that his roommate is not disturbed due to his action. Any such action will be punishable by the Hostel Management Committee.
- Boarders are not allowed to interchange the allotted room/furniture/fixture etc.
- All sorts of sports must be played in designated places only. Example, playing football inside hostel & in the lawn tennis court or other non-designated areas is strictly prohibited. Playing of cards is also prohibited. Sports timing is from 5 pm - 7:30 pm on weekdays or as notified from time to time.
- Self house keeping is to be done by the boarders to keep their rooms clean and tidy. If required the House Keeping Agency will clean the room only in the presence of the student.

- No food or utensils will be allowed to be taken from the dining area to the rooms except for sick students after availing written approval from the office of the warden.
- Student should empty their dustbin in the common dustbin kept in each corridor.
- Boarders are not allowed beyond designated areas in hostels meant for the other gender.
- Every boarder shall leave the hostel room clean at the time of vacating his/her hostel room.
- Any loss or damage of the hostel property by the boarders shall be recovered from the boarder, individually or collectively as the case may be, by paying a penalty of twice the actual price of the property.
- The boarders who wish to go out of station will be required to fill up the hostel leave form properly which is to be duly signed by local guardian and approved by the hostel warden. If they go without submitting hostel leave form, penalty will be imposed with a fine of Rs. 2000 for the first time and if repeated the student may be debarred from the staying in hostel (Hostel leaving form will be available with the concerned warden.)
- Furnishing false information for leaving hostel will be observed with great caution. Application tendered by a particular boarder seeking permission for going home but actually visiting some other place will be treated as gross violation of code of conduct of the University. The boarder may have to face serious penalty tantamount to expulsion from hostel and University as the case may be.
- Boarders are to be in proper attire when they are out of the hostel premises or they are within the campus / cafeteria / dining hall/ lobby at main building. Proper dress code meaning (track suits/churidar kurta/ jeans/ trousers). No revealing garments are allowed. Uses of indecent dresses are strictly prohibited in the hostel premises as well as The Assam Kaziranga University campus.
- Personal insurance is an individual responsibility. However, insurance facilities will be arranged at KU campus if demand comes from Boarders. For which, premium shall have to be borne by the Boarders/guardians/parents.
- Under any circumstances Boarders are not allowed to stay in the hostel during semester break after their examinations are over. Under special circumstances permission may be granted after prior approval of hostel authorities.
- University is not responsible for loss of boarder's personal items due to theft or damage due to fire/earthquake/flood-ing or any other natural calamities.

12. Hostel Management

- There is a Hostel Management Committee to oversee the administration and discipline of the Hostel.

The following are the members of the Hostel Management Committee.

Chairman - by Vice Chancellor
Member Secy - Nominated Asst. Registrar

Members:

- a) Hostel Wardens
- b) Deputy Warden
- c) Assistant Warden
- d) Any other person as may be nominated by the management

- The Hostel Wardens may depute one prefect on each floor of the hostel for a period of one year for maintaining discipline in the hostel. However, it is not mandatory and the Warden's decision to appoint prefects, formation/dissolution of existing committees in the hostel shall be final.
- The Warden shall administer and manage the hostel and the Prefect at each floor shall assist him/her in all respects.
- The Boarders are advised to use the complaint register provided in the dining hall to lodge their complaint regarding food, etc.
- For any complaint, no boarder shall directly approach the Dean Student Affairs or any other higher official without approaching the Warden.



● Hostel Timings*

All Boarders are required to strictly follow the daily standard schedule of the hostel timings given below.

1. Morning breakfast and tea > 7:30 am - 9:00 am
2. Attending Schools > 9:00 am - 5:00 pm
3. Lunch (As per class routine) > 12:00 pm - 2:00 pm
4. Evening Tea > 5:30 pm - 6:00 pm
5. Dinner > 8:00 pm - 9:30 pm
6. All Boarders should be out of the hostel for classes before 15 minutes of class schedule.
7. Boarders are not allowed in the hostel rooms during the class hours unless they have off.

NB: (i) On Sundays: Breakfast: 8:00 am - 9:30 am
Lunch: 12:30 pm - 2:00 pm
Evening Tea: 5:30 pm - 6:30 pm
Dinner: 8:00 pm - 9:30 pm

*The above timings are as per standard practice. These may have to be revised to accommodate specific event / requirement, which will be published from time to time.

13. Undertaking

UNDERTAKING

I, Mr. / Ms. / Mrs. a student of semester of the programme in the department of The Assam Kaziranga University and son/daughter of a permanent resident of in the state of do hereby declare and undertake as under:

1. I have read fully and understood the Hostel Rules and Regulations of KU as attached herewith, and accept it as binding on me.
2. In case of my failure to abide by the Hostel Rules and Regulations as amended from time to time, I shall be liable to action as may deem fit & proper by the competent authority.
3. Also I have fully understood the meaning of Ragging which is a punishable offence under Indian Law and also fully aware of the provisions of punishment.

I do hereby fully endorse the undertaking.

Signature of the Boarder

Date:

Place:

(Name :.....)

14. Examination Rules & Regulations

14.1 Attendance

- A student shall be eligible to appear in End Semester examination provided he / she pursues a regular course of study in respective department and attends at least 75% of theoretical, practical and sessional classes held during the semester.
- A student shall not be allowed to appear in the End Semester examination in those particular theory / practical subjects where he / she falls short of attendance. However, he / she will be allowed to appear for the theory / practical examinations in other subjects where he / she doesn't have shortage in attendance.
- Students who have less than 75% attendance will be categorized as Dis-allowed Students.
- Disallowed (attendance below 75%) students will not be allowed to appear in the examinations. They will get 'S' grade with no points (See grading system). Such students will have to re-register for the courses again by paying necessary fee and requalify to appear for examination subsequently.
- The attendance shall be considered from the date of commencement of classes as per the academic calendar of the University. The schedule of classes shall be notified through a time table before the beginning of the classes in the semester.
- For special cases condoning in shortfall of the attendance below required will be at the discretion of the Vice Chancellor of KU.
- The students / parents shall be informed about the attendance position periodically by the Schools / Faculty so that the students shall be cautioned to make up the shortage in attendance. If a student is found to be continuously absent from classes without any information for a period of one academic week, a notice will be given to the student about his unauthorized absence under intimation to his guardian / parents.





14.2 Evaluation Pattern

The following pattern will be followed for evaluation except for B.Pharmacy and D.Pharmacy. Pharmacy Council of India's regulations shall be followed for the B.Pharmacy and D.Pharmacy courses.

THEORY PAPERS					
Evaluation Type	Component	Maximum Weightage, %	Duration	Time of Semester	Mandatory Pass Mark
Internal	Class Test	15	1 h	As per Academic Calendar	12
	Assignment	05	As decided by concerned faculty		
	Seminar / Presentation / Class Participation	05	As decided by concerned faculty		
	Class Attendance	05	Throughout instruction period		
University	End Semester	70	3 h	End of Semester	25
	Total	100			37

MARKING SCHEME FOR ATTENDANCE (5 MARKS) AS MENTIONED ABOVE

Range of Attendance	Marks to be allotted
90% & above	5
85% to 89%	4
80% to 84%	3
75% to 79%	2
65% to 74%	1

PRACTICAL PAPERS				
Component	Maximum Weightage, %	Duration (hours)	Time of Semester	Mandatory Pass Mark
End Semester Practical Examination	60	3	As notified by CoE	22
Laboratory Sessional	40	3	Throughout the Semester	15
Total				37

14.3 Examinations at KU

- At the end of each semester, there shall be an examination (here-in-after called end-semester examination) conducted by the University as per program announced by the Controller of Examinations.
- Backlog examinations, if any, shall be held with the normal end semester examination i.e. the back paper in odd and even semesters will be cleared in following odd or even semesters subsequently. Students can register in maximum of 6 number of subjects (failed) for the Backlog examination.

- There shall be Special Backlog Examination after the Final semester examination for 1st to final semester subjects. Students who have gone through the final semester examinations are eligible to appear at the Special Examinations. Students who have appeared at the Semester examinations (1st to final semester) and have secured F/M/S grade in the subjects, are eligible to avail these opportunity to clear these subjects. Students after completing the final semester examination can register in maximum of 12 (both from even and odd semester taken together) number of subjects (failed) for the Special examinations. The special Examinations will start after 30 June every year.
- There shall be no Re-Totaling / re-Checking for any subject of the Backlog/ Special Backlog Examination.
- The respective Schools of Kaziranga University with due written permission from the University Authorities may arrange special classes, tutorials, assignments etc. for such DA and failed students.

14.4 Disciplinary Actions in Examinations

“KU has a Zero Tolerance to malpractices in Examinations.”

- A student found violating the Examination Code of Conduct in the examination hall includes:
 - Copying from the other examinees or helping the other to copy.
 - Use of programmable calculators, mobile phones (even in switch off mode), document or any electronic devices having memory chips.
 - Leaving the Examination Hall within the first hour from the commencement of the examination.
 - Talking to other examinees in the Examination Hall.
 - Trying to help others or trying to seek any help from others inside or outside the Examination Hall.
 - Using handwritten copying material bought from outside.
 - Using question papers and / or answer scripts for communicating with fellow examinee.
 - Exchange of question papers and answer scripts (with other examinees /outsiders). - Writing answers on question papers.
 - Writing obscene or filthy language in answer script.
 - Writing derogatory remarks, requests or irrelevant issues in answer scripts.
 - Trying to take the answer script or part thereof (filled or blank) out of the examination hall.
- A student found violating the Examination Code of Conduct during University Examination as reported by the Invigilator / Supervisor / Squad Member :
 - will be awarded “M” grade having 0 (zero) Grade Point in that paper and he/she will be warned by the University with a copy to the parents/guardians or a notice in the official website of the University.
 - shall have to bear a fine of Rs. 2000.
- A student found adopting malpractice (as defined in earlier clauses) in more than one papers in a Semester / Special examination will be awarded “M” Grade with 0 (zero) Grade Point in all the papers of that Semester / Special Examination; he / she will be warned by the University with a copy to the parents / guardians or a notice in the official website of the University.
- A student adopting malpractice (as defined in earlier clauses) once again in the subsequent semester examinations in spite of the warning issued previously will be awarded “M” grade having 0 (zero) Grade Point in all the papers of that Examination and will be expelled from the University for one year.
- Any student found man-handling / threatening the officers / staff connected with the examinations (Invigilator, Centre Superintendent, Supervisors, Deans, Members of flying squad, etc.) inside or outside the examination hall will be awarded “M” grade having 0 (zero) Grade Point in all the papers of that Examination and will be expelled from the University for one year. Other disciplinary actions as deemed fit (including FIR to police) may also be initiated by the University.
- Any student found damaging the property of the staff / officers / institution connected with the examinations



- Will be awarded "M" grade having 0 (zero) Grade Point in all the paper of that Examination and will be expelled from the University for one year.
- Will be obliged to provide compensation for the damage as assessed by the School / University or individual as the case may be.

14.5 Grading System

Grade categorization and their correlation

Kaziranga University follow a ten point grading system as mentioned in the table below except for B.Pharmacy and D.Pharmacy. Pharmacy Council of India's regulations shall be followed for the B.Pharmacy and D.Pharmacy courses.

QUALIFICATION	GRADE	PERCENTAGE SCORE	POINT
Outstanding	O	90 - 100	10
Excellent	E	80 - 89	9
Very Good	A	70 - 79	8
Good	B	60 - 69	7
Fair	C	50 - 59	6
Below Average	D	37 - 49	5
Failed	F	Below 37	2
Malpractice	M	-	0
Absent	S	-	0

- Grade 'C' shall be considered as average grade. Grade D shall be the minimum pass grade for theory and practical / sessional / project / seminars / viva voce.
- A student shall not be allowed to receive / complete the final degree with any F or M or S grade.
- There shall be no class / division awarded to a student either at semester or degree level.
- A student's level of competence shall be categorized by a GRADE POINT AVERAGE to be specified as:

SGPA – Semester grade point average
CGPA – Cumulative grade point average

- The University shall declare the CGPA as well as marks obtained by a student on the final semester grade sheet/card. The CGPA as well as marks shall indicate the overall performance of a student in the course keeping the relative importance of all courses identical.

Definition of Terms:

- POINT - Integer corresponding to each letter grade.
- CREDIT - Integer signifying the relative emphasis of a particular course in a semester as indicated by the Course structure and syllabus
- CREDIT POINT - {CREDIT * GRADE POINT} for each course.
- CREDIT INDEX - $\Sigma(\text{CREDIT POINT})$ of all the courses registered by a student in a Semester.
- GRADE POINT AVERAGE, in general terms, is defined as $(\text{CREDIT INDEX} / \Sigma \text{CREDIT})$ but it is always qualified by the specified period reference, as detailed below.

f. SEMESTER GRADE POINT AVERAGE (SGPA)

$$\text{SGPA} = (\text{CREDIT INDEX} / \Sigma \text{CREDITS}) \text{ for a semester}$$

g. CUMULATIVE GRADE POINT AVERAGE (CGPA)

$$\text{CGPA} = \left[\frac{\sum_{K=1}^{K=n} \text{CREDIT INDEX OF } K^{\text{th}} \text{ SEMESTER}}{\sum_{K=1}^{K=n} \text{CREDIT OF } K^{\text{th}} \text{ SEMESTER}} \right]$$

Where $n = 4$ for 2 year program
 $n = 6$ for 3 year program
 $n = 8$ for 4 year program

14.6 Promotional Status

General Rules

- In order to pass a course a candidate must secure at least Pass Grade in each of the Theory, Practical and Sessional items and maintain a minimum level of overall performance as specified in the rules formulated by the Academic Council.
- A student will be judged on the basis of different parameters like class tests, individual and group assignments, practical and end semester examinations. Usually for class tests the results will be declared by the concerned faculty within 10 days. The results of the written assignments and end semester examinations will be declared within 2 weeks.
- The University shall publish a list of all successful candidates of each of the semester examinations within about 2 - 3 weeks from the date of the last examination.
- The overall performance of a successful candidate for the award of a degree shall be based on the combined results of all examinations of the concerned program.

Types of Promotions

Unless otherwise stated in the rules governing promotion, the promotional status between two consecutive semesters and/or two consecutive levels/years shall be indicated on the semester credit card as per following details:

- **1. Passed and Promoted**
It may be denoted by "P- Promoted" and indicates that the candidate has cleared every course of both odd and even semester of the academic year. He/she has no backlogs from the lower levels.
- **2. Eligible for promotion with backlogs**
It may be denoted by "XP- Promoted with Backlogs" and indicates that the candidate is eligible for promotion with limited backlog.
- **2.1 For Promotion from 1st year to 2nd year**
A student at the end of first year (inclusive of 1st and 2nd semesters) having a minimum CGPA of 3.0 is eligible for promotion to the 2nd year irrespective of number of failed subjects.

A student (at the end of 1st year) with a CGPA of less than 3.0 may choose to quit, or pursue studies after registering as a fresh student in the 1st year. If such a student once again fails to secure a CGPA of 3.0 or more at the end of the 1st year, then he/she has to leave the University.
- **2.2 For Promotion from 2st year to 3rd year**
All students of the 2nd year (after 4th semester) are eligible for promotion to 3rd year except under clause 4.
- **2.3 For Promotion from 3rd year to 4th year**
All students of the 3rd year (after 6th semester) are eligible for promotion to 4th year except under clause 4.

Note: The SGPA of lower semesters of XP category students after clearing their backlog subjects would be updated. This updated SGPA would be considered for their promotions in the 1st year.



- **3. The student is eligible for promotion** to the next higher lever (year / semester) if i) he / she registers for all the subjects for any semester.

N.B. All the above three conditions have to be satisfied for promotion to the next higher semester / year.

- **4. Ineligible for Promotion**

This may be denoted by "X- Not Promoted" and indicates that the candidate is NOT eligible for promotion to the next higher level due to non-fulfillment of stipulations governing eligibility for promotion to next level/year as laid down in 1, 2 and 3.

Note: The 'X' category students as well as those who do not want to be promoted and who are otherwise eligible to continue in the KU system, are required to re-register for that year. They are required to register in all the backlogs (failed/not appeared) subjects of both the semesters of that year.

- **5. Registration for students under Clause 4.**

The students, who are NOT eligible for promotion have to register and appear at the back paper subjects except 1st Year.

If he /she does not have 75% attendance, he / she has to attend the classes in those subjects and to fulfill attendance requirement to become eligible for appearing the examination.

- **6. Candidate declared eligible for promotion** to the next level without clearing all courses of earlier semesters individually shall have to apply for permission for admission to the higher level and obtain the same from the Vice-Chancellor before registration.

14.7 Post -Publication Re-Checking of Answer Scripts

- The University shall have provisions for re-checking of answer scripts following declaration of results for students who are not convinced that proper justice has been done in the evaluation of their answer scripts in the just concluded end-semester examinations. Re-examination of scripts shall be of two categories only:

Types of re-checking of answer scripts (Students have to pay prescribed fees)

- **Scrutiny:** The activity under this category shall ordinarily be confined to checking
 - Correctness of the total marks awarded and its conversion into appropriate letter grading.
 - Whether any part / whole of a question has been left uncorrected/unevaluated inadvertently.
 - Correctness of transcription of marks on the tabulation sheet and the transcript issued in respect of the course item under scrutiny.
- **Re-evaluation:**

This involves re-examination of the answer script by independent experts in the concerned subject(s).
- **Application for Re-Checking**
 - A candidate may apply for scrutiny or revaluation within 7 (SEVEN) calendar days from (but excluding) the date of publication of result for one or more subject items of the just-concluded end-semester examinations. He / she shall pay a prescribed fee of (Rs. 1000 per subject) to the University.
 - The prescribed application forms for this purpose shall be collected from the Office of the Controller of Examinations. The University may extend the date of submission of application.
 - Any incomplete and erroneous applications shall be rejected and no further correspondence in respect of such applications shall be entertained.
 - An application form not accompanied by the application fee shall be rejected and no further correspondence in this regard shall be entertained.
 - All applications for scrutiny / revaluation MUST be routed through the Head of the concerned Department and the Dean of the School, where the student is registered.

14.8 Photocopies of Answer Books

- In exceptional cases (to be decided by University authorities) the facility of obtaining photo copy(ies) of assesses and / or moderated answer book(s) by the candidate(s) is / are extended with a view to bring transparency in the conduct of examination and ensure its credibility.
- This facility shall be restricted to theory papers only and will be at cost.
- The photo copy (ies) of answer book(s) of practical examination, sessional marks, viva-voce, dissertation and thesis shall not be supplied to the candidate(s). The photo copy (ies) shall be supplied on payment of non-refundable fee (Rs. 3000 per subject) to the University.
- The prescribed application form for obtaining the photo copy of answer book can be obtained from the examination division.
- The candidate shall fill up the prescribed application form for obtaining photo copy of answer book and sign and submit to the Controller of Examinations or an officer authorized to receive it within 15 (FIFTEEN) days from the date of the declaration of general result of the examination. Incomplete form shall be rejected without assigning any reason and the fees paid along with the application form shall not be refunded
- The University shall endeavour to supply photocopy of answer books within ten days from the date of receipt of application.
- The University reserves the right to accept or reject such requests.

14.9 Requirements for Award of Degree

A Student will be **eligible for the award of degree** if he / she satisfy all the following conditions:

- He / She has obtained the minimum pass grade (with no F, S or M grade) in all the subjects and has obtained requisite number of credit points prescribed for respective programs.
- He / She has secured a minimum **CGPA of 5.0** at the end of final semester.

14.10 Rules for Betterment in Grade/Mark in Paper(s)

- The University has provision for improvement of mark/grade in paper(s) for students who desire to do so. Following are the rules:
- He/she has to appear for the improvement in grade/mark for a paper(s) in the Special Examination which will be conducted after the final semester examination only.
- Necessary fee of Rs. 1000 per paper to be paid.
- Maximum two theory papers of a programme are allowed to appear.
- No betterment examinations will be allowed in internal / assignment / practicals / lab courses / dissertation / project report / workshops.
- Only one opportunity will be given to improve the mark / grade in special examination conducted just after the date of issue of final statement of marks / grade card.
- If the candidate shows improvement, a separate mark statement will be issued.
- If the candidate shows no improvement, marks secured by him/her will remain valid.
- No separate mark statement will be issued in such case.
- No re-evaluation / re-checking is admissible for these paper(s).
- Change in the result due to betterment provision shall not be considered for merit list.

**14.11 Course Registration**

- A student is allowed to attend classes only for those subjects that he / she has registered in a semester.
- A student, who has been promoted with a backlog has to first register for the backlog subject(s) if the same is being offered in a semester.
- For second and senior semester students, hostel registration is to be done first prior to registering for the semester.

15. Guidelines for Bachelor of Pharmacy (Followed As per PCI Guidelines)



- **Theory Full Marks – 100 | Pass Marks – 50 %**

Internal – 25 | End Sem – 75

- **Theory Full Marks – 50 | Pass Marks – 50 %**

Internal – 15 | End Term - 35

- **Practical Full Marks – 50 | Pass Marks – 50 %**

Internal marks – 15 | End Sem – 35

- **Practical Full Marks – 25 | Pass Marks – 50 %**

Internal Marks – 10 | End Term Marks - 15

- **Pass Marks is 50 % on Full Marks**

- **Letter Grade and Point is calculated on the % Marks Obtained**

PERCENTAGE OF MARKS OBTAINED	LETTER GRADE	GRADE POINT	PERFORMANCE
90.00 – 100	O	10	OUTSTANDING
80.00 – 89.99	A	9	EXCELLENT
70.00 – 79.99	B	8	GOOD
60.00 – 69.99	C	7	FAIR
50.00 – 59.99	D	6	AVERAGE
LESS THAN 50	F	0	FAIL
ABSENT	AB	0	FAIL

- **CGPA and its Clarification**

First Class with Distinction = CGPA of 7.50 and above

First Class – CGPA of 6.00 to 7.49

Second Class = CGPA of 5.00 to 5.99

16. Guidelines for Diploma in Pharmacy (Followed As per PCI Guidelines)

- **Theory Full Marks – 100 | Pass Marks - 40 %, End Term + Internal (OVERALL)**

Internal – 20 | End Sem – 80

- **Practical Full Marks – 100 | Pass Marks - 40 %, End Term + Internal (OVERALL)**

Internal – 20 | End Sem – 80

- **Pass Marks for both Internal and Practical is 40%**

- **First Class – 60 % in Single Attempt**

- **Distinction for Subjects with 75% in Single Attempt**

A Student Shall not be declared to have passed in Diploma in Pharmacy unless he / she secures at least 40 % marks in each of the subjects separately in theory examination including internal assessment and at least 40 % marks in each of the practical examination.

The Candidate securing 60 % marks or above in aggregate in all subjects in a single attempt at the Part I (1st Year) of D.Pharm or Part II (2nd Year) of D.Pharm examination shall be declared to have passed in **FIRST CLASS** in D.Pharm (Part I of D.Pharm (Part II) examination as the case may be.

Candidate securing 75 % marks or above in any subjects provided he / she passes in all subjects in single attempt will be given **DISTINCTION** in that subject.



17. Procedure for Obtaining Duplicate Statement of Marks/Degree Certificates

Sl. No.	Particulars	Summary
1	Application Form available at	<ul style="list-style-type: none"> ▪ www.kazirangauniversity.in ▪ Duplicate Mark Sheet / Degree Certificate Request Form
2	Fee Structure	<ul style="list-style-type: none"> ▪ Up to 1 year after graduation - Rs. 500/- per statement of Marks ▪ Up to 1-2 years after graduation - Rs. 1000/- per statement of Marks ▪ Up to 2-5 years after graduation - Rs. 2000/- per statement of Marks ▪ Fee can be deposited by cash, Demand Draft or Bank Transfer
3	Documents required	Photocopy of Roll Number / Registration Card for which Duplicate Statement of Marks /Degree Certificate to be obtained / Notification of graduation
4	Verification required	Verify the filled document from the Head of the Department / Dean of School with Stamp and Signature
5	Timings	9.30 am - 3.00 pm
6	Submit at	Registrar Office, The Assam Kaziranga University, Koraikhowa, NH - 37, Jorhat, Assam, PIN - 785006
7	Time Taken	Document will be issued preferably within two weeks

Note:

- The number of year(s) will be calculated from the last examination passed / final examination completed.
- Candidate should enclose a self - addressed envelope with requisite postal charges in case of certificate is required by post.
- In very special case, subsequent copies of Statement of Marks may be issued not more than 4 times.
- The application form for issue of statement of Marks required for different Roll No. for each of the year of Examination may be filled in separately.
- The application form must be signed by student and in no case by someone else on his / her behalf.
- The fee may be deposited at the cash counter of KU in cash, by Demand Draft, Cheque drawn in favor of North Eastern Knowledge Foundation A/C No. 32859481962 payable at Jorhat or through bank transfer. In case of bank transfer the reference and the details must be submitted for verification.
Bank: STATE BANK OF INDIA, BRANCH NAME: BAZAR BRANCH, JORHAT, IFSC CODE: SBIN0014694.

18. Grievance Redressal Committee of KU

The following Committees have been constituted for addressing the grievance of student/staff as applicable:

- A. Anti-Ragging and Related Committee (Also see Annexure II).
- B. Student Grievance Redressal Committee.
- C. Internal Complaint Committee for Harassment of Women at Work place and for Gender Sensitization.
- D. Internal Complaint Committee for Prevention of Cast-Based Discrimination.

The mandate and modus operandi of above mentioned Committees are uploaded in the official KU website.

Office of the Registrar, The Assam Kaziranga University, Jorhat

Student Grievance Redressal Committee

Dr. Debasish Panda

Controller of Examination
Chairperson

Dr. Arpita Basak

Professor &
Dean, Student Affairs
Member

Dr. Ratan Kumar Saha

Professor &
Dean, SCS
Member

Dr. Manvinder Singh Pahwa

Professor &
Dean, SOB
Member

Dr. Gitumoni Konwar

Professor &
Dean, SHS
Member

Ms. Debjani Thengal

Student Representative
Special Invitee

Ms. Doli Devi

Student Representative
Special Invitee

Mr. Kungshavito A Achumi

Student Representative
Special Invitee

*Any aggrieved student may make an application seeking redressal of grievance to the Dean of Student Affairs via email: dsa@kzu.ac.in

Office of the Registrar, The Assam Kaziranga University, Jorhat

Internal Complaint Committee for Harassment of Women at Work place and for Gender Sensitization

Dr. Shwetambara Verma

Professor & HoD, Civil Engineering
Presiding Officer

Mr. Debanuj Khound

Assistant Professor
(HoD, MBA)
Member

Dr. Swati Baruah

Associate Dean
(Physics, SBS)
Member

Ms. Rashmi R Goswami

Manager
Administration
Member

Dr. Dorothy Buragohain

Deputy Registrar
Member

Mr. Tirtha Prasad Saikia

Joint Director, Northeast
Affected Area Development
Society
External Member



19. Anti-Ragging Committee of KU

Committee Member	Profession
Dr. P. K. Mishra	— Vice Chancellor, KU
Dr. Veera Talukdar	— Registrar, KU
Ms. Kobita Kakoti Konwar, ACS	— Additional Deputy Commissioner, Education, Civil Admin, Jorhat
Mr. Mrinmoy Goswami, IPS	— Additional SP, Jorhat
Mr. Niren Sarma	— NGO Representative
Mr. Ashok Kr. Baruah	— Media Representative
Mr. Tapan Sarma	— Parent Member
Dr. Jayanta K Sarmah	— Dean, School of Basic Sciences, KU
Dr. Ginlianlal Buhrii	— Professor, School of Business, KU
Dr. R. C. Borah	— Professor, School of Engineering & Technology, KU
Dr. Ratan Kumar Saha	— Dean, School of Computing Sciences, KU
Dr. Chandrakanta Gogoi	— Dean, School of Social Sciences, KU
Ms. Mousoomi Bora	— Assistant Professor, HoD - CSE, KU
Mr. Debanuj Khound	— Assistant Professor, HoD - MBA, KU
Dr. Ritunjoy Bhuyan	— Professor & Dean, CoE & Skill Development, KU
Dr. Prasanat J Gautam	— Assistant Professor , HoD - Chemistry, KU
Dr. Dimple Jyoti Mahanta	— Assistant Professor , HoD - Mathematics, KU
Mr. Aditya Bhatta	— Assistant Professor , HoD - BSW, KU
Ms. Debjani Thengal	— Student Member, BBA 5 th Semester
Ms. Neha Sharma	— Student Member, MBA 1 st Semester

Annexure - I

CODE OF CONDUCT PLEDGE FOR STUDENTS

DO's

- We will always carry our valid identity card being in the campus or on off-campus visits.
- We will keep our rooms and surrounding clean and tidy.
- We will come to the University in clean, tidy and decent dress.
- We will attend classes punctually and regularly.
- We will not leave the class in class hours without prior permission.
- We will be silent in library. We will not gossip in the library.
- We will keep personal books and bags outside the library.
- We will have our identity card while sitting in library.
- We will always maintain proper decorum and behaviour.
- We will use only courteous and polite language when talking to the faculty and staff members of the university and hostel.
- We will park vehicles in assigned or parking lots only.
- We will read notices/circulars on the notice boards or on the KU website regularly.
- We will help maintaining the beauty, serenity and greenery of the campus. Any suggestion for campus beautification and development shall always be welcome.

DONT's

- We will not consume alcohol in or outside the campus.
- We will not be under the influence of any drugs while on or outside the premises.
- We will not fight with fellow students, University staff or any other person in and outside the campus.
- We will not damage or defile any book and after use and keep them on the table itself.
- We will not damage any property of the Hostel or any other property of the University.
- We will not spit, throw pieces of paper, write on walls, etc. are not allowed inside the University campus.
- We will not harass anybody.
- We will not steal.
- We will not subject anyone else to racial abuse.
- We will not communicate to the media or any other outside agency without the written permission and approval of the University authority.
- We will keep our cell phone / mobiles switched off in the classroom.
- We will not remain absent from the classes without prior permission of class faculty.



- We will not use any unfair means during the examination, it is a punishable offence and disciplinary action will be taken against us accordingly.
- We will not screen pirated / unauthorized / unlicensed movies or videos in our computer and common rooms.
- We will not damage any management property.
- We will not circulate any kind of notice or false rumour among students or display on notice boards or black board without the written permission and approval of the university authority.

KU has just embarked on its journey and you all being one of the initial few batches it is your duty to maintain self-esteem and facilitate co-existence amongst the adversities. Your cooperation in recognizing the individual(s) involved in adverse acts if any is highly solicited and will be appreciated. The management or the University authority decision shall be final in all matters of punishment of the students for violation of any of the rules and regulation of the University.

Annexure - II

“RAGGING IS A CRIMINAL OFFENCE” “KU HAS A ZERO TOLERANCE TO RAGGING”

The Assam Kaziranga University Anti-Ragging Regulations

- 1. Aim: To root out ragging in all its forms from The Assam Kaziranga University by instituting anti-ragging measures and providing for strict punishments to be meted out to persons violating the Anti-Ragging Regulations of the University.

- 2. Reference Drawn
 - a) Supreme Court Orders, b) Assam Government Act, and c) UGC Guidelines

- 3. What is Ragging?
 - a. Ragging is defined by the Supreme Court of India as

“Any act of physical or mental abuse (including bullying and exclusion) targeted at another (fresher’s or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender) sexual orientation, appearance, nationality, regional origin, linguistic identity, place of birth, place of residence or economic background”.

b. Likewise, The Assam Prohibition of Ragging Act, 1999, enacted by the Assam Legislative Assembly defines Ragging as

Either display or noisy or disorderly conduct or doing of any act which causes or is likely to cause social, physical or psychological harm.

Raise apprehension or fear or shame or embarrassment to any student in any educational institution and includes teasing, abusing of, playing practical jokes on or causing hurt to, such students.

Asking the student to do any act or perform something which such student will not, in the ordinary course, willingly do.

- 4. Prohibition of Ragging

Ragging within the University Campus including its Schools / Departments, Offices common areas, open spaces and hostels is strictly prohibited.

Ragging in any form is prohibited inside or outside the campus.

- 5. Punishment for Ragging

Those found guilty of ragging (both involved directly or aiding ragging) will be liable for one or more of the following punishments depending upon the gravity of the offence.

- a) Cancellation of admission
- b) Suspension from attending classes
- c) Withholding/ withdrawing of scholarship / fellowship and other benefits
- d) Debarring from appearing in any test / examination / withholding results
- e) Debarring from representing the institution in any regional / national / international events / tournament / festivals
- f) Permanent Expulsion from the hostel / institution / University.
- g) Rustication from the University for a period not exceeding 4 semesters.
- h) A fine upto Rs. 2,50,000/- (Rs. Two Lakh Fifty Thousand).
- i) Collective punishment when persons committing or abetting the crime cannot be identified.



● 6. Measures for Eradicating Ragging

(a) Admission Prospectus and admission letters will have full text of anti-ragging regulations.

(b) At the time of registration of a student in the University an Affidavit on Rs. 10.00 stamp paper, duly notarized, signed by the student and countersigned signed by the parent shall be mandatory. Format of the Affidavit to be submitted is given on University website.

(c) A student will not be registered until the affidavits as required are submitted.

(d) Create awareness through wide spread publicity – posters, leaflets etc among the students, parents and guardians before the start of the Academic Session. The posters and banners etc will be displayed at least 10 days before the start of a semester in all prominent places including Hostels, Cafeterias and common areas.

(e) Every non – hostel student, at the time of registration will provide full particulars of his stay during the semester, whether staying with parents, relatives, friends, hired hostel / PG accommodation. The details will include full address, name and contact number of the person at the address in the application form.

● 7. General Provisions

a. Anti Ragging Committee (ARC)

(i) The University will constitute an Anti Ragging Committee (ARC) headed by the Vice Chancellor or his nominee. It will comprise of selected Faculty members, Parents, Students (including freshers), Hostel Boarders and nominated non – teaching staff, the police, district administration, NGOs and Media.

(ii) The Committee will be responsible for ensuring preventive & corrective action in matters related to ragging / anti-ragging and will monitor and ensure that these regulations are complied with.

b. Anti-Ragging Monitoring Cell: (ARMC)

The Anti-Ragging Monitoring Cell will be established at the University Level and will be fully responsible for ensuring that all Anti-Ragging rules, regulations and Measures are strictly followed. The cell will also ensure that appropriate action is recommended in all cases of ragging.

c. Anti Ragging Squads (ARS)

A number of Anti-Ragging Squads shall be constituted. The number of squads will be based on the number of blocks / floors and strength of students so that the Anti-Ragging Measures can be effectively implemented.

An Anti-Ragging Squad will comprise of senior faculty members and if required, representatives of senior and fresher students. Its functions will include going around / patrolling the Institution, hostels and the campus common areas, maintain vigil and take action if they notice any incidence of ragging.

To take every possible step to motivate the students to stay away from Ragging.

ARS will also have the responsibility to investigate incidence of ragging and to report to the Anti-Ragging Monitoring Cell for immediate action.

● 8. Responsibilities and Reporting

The Anti-Ragging Monitoring Cell will be responsible for Anti-Ragging monitoring for the University as a whole and function under the overall direction of Vice Chancellor. A NODAL officer as per the UGC guidelines shall be appointed by the University.

● 9. Action Procedure

Anti Ragging Squads will patrol & immediately intervene to stop the incidence of ragging to the Anti Ragging Monitoring Cell (ARMC)

The ARMC will examine the report and recommend appropriate punishment which will be awarded after the approval of the Vice Chancellor (Reporting of the matter to the Civil Police or District Administration or Lodging of complaint / FIR may be done with the approval of the Chancellor / Vice-Chancellor)

- 10. Duties of FRESHERS

All freshers will be suitably advised at the time of registration and during orientation programme under the direction of the concerned Dean of School.

a. Freshers should not hesitate or feel shy of reporting any incident of ragging either as victim or as a witness.

b. Freshers may resist individually or collectively any attempt by seniors towards ragging also immediately report to any authority of the University.

- 11. Duties of Senior Students

a. The senior students should welcome the freshers in a most befitting manner and guide them in such a way so that they do not at all feel the absence of their parents and other relatives during their stay at the University.

b. It is the duty of the seniors to create a homely environment in the University campus where only love and affection, peace, helpfulness and co-operation find place but not jealousy, hatred and animosity, also to create a healthy academic atmosphere congenial for pursuit of studies as well as proper growth and all round development of a student.

- 12. Conclusion

These Regulations are framed by the University in order to acquaint the members of the University family, particularly the Students with different provisions of law on prevention and prohibition of ragging in educational institutions. It is hoped that the Regulations will help the students in understanding the implications of ragging and keeping themselves away from this social evil.

Notes:

In addition to above rules and regulations, it is advised to refer the following documents:

1. UGC regulations on curbing the menace of ragging in higher educational institutions, 2009 (under Section 26 (1)(g) of the University Grants Commission Act, 1956) reference no. F.1-16/2007(CPP-II) dated. 17 June, 2009.
2. In the Supreme Court of India, Civil Appellate Jurisdiction, Civil Appeal No. 887 of 2009.



Holiday List for the Calendar Year 2022

Jan 14-15 2022	Magh Bihu	Jan 26 2022	Republic Day
March 18 2022	Dol Yatra (Holi)	April 14-16 2022	Bohag Bihu
April 15 2022	Good Friday	May 1 2022	May Day
May 3 2022	Eid-UI-Fitr	July 10 2022	Eid-UI-Zuha
Aug 15 2022	Independence Day	Aug 29 2022	Sri Sankar Dev Tithi
Oct 2 2022	Gandhi Jayanti	Oct 2-5 2022	Durga Puja
Oct 18 2022	Kati Bihu	Oct 24 2022	Diwali
Nov 8 2022	Guru Nanak Jayanti	Dec 25 2022	Christmas Day

Restricted Holiday List (Applicable only for Employees)

May 16 2022	Buddha Purnima	March 1 2022	Maha Shivratri
Aug 19 2022	Janmashtami	Aug 9 2022	Maharam
Oct 9 2022	Lakshmi Puja	Aug 31 2022	Ganesh Chaturthi
		Dec 2 2022	Asom Divas

Emergency Contact Numbers

Registrar

84860 34368

Dean - Student Affairs

98754 96405

Deputy Registrar

98731 51153

Boys Hostel

91785 59530

Girls Hostel

60035 74459

General Security

99578 88500

Medical Emergency

70027 33384

IT Support

98188 54434





THE ASSAM KAZIRANGA UNIVERSITY
KORAIHOWA, NH - 37, JORHAT - 785006, ASSAM