

Time Table Post graduate Courses- I Semester, 2015-16

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Dean Post Graduate Studies

Valuable tips/ Excerpts from Academic Regulations for PG Programmes

- The time table should be strictly adhered to. No unscheduled course shall be offered except with the specific permission of Dean PGS and unless the number of students is 5.
- Change in time table can be made only in exceptional condition that too with due permission from the Dean PGS and notification thereof.
- The monitoring about holding of the scheduled classes be done by the Head of the Department and Dean Concerned
- Steps in Registration- payment of dues, advisement by the Advisor , filling of cards, sign of advisor, registration by the concerned instructors and submission of cards with Registrar office
- Any course studied without proper registration will not be awarded any grade
- While signing, Advisor must ensure proper entries in registration cards, total credit hours, no clash etc besides follow up of Academic Regulations
- Proper record of registration and attendance must be maintained by the Instructors. Unauthorized signatures as advisor or instructor are objectionable.
- Credit load for full time student- Maximum -16 & Minimum- 12
- No students shall be permitted to offer a course unless he has cleared pre-requisite courses, In case of failure in pre-requisite, Dean PGS may permit to register for advance course. Concurrent offering may also be permitted by the Dean PGS
- Last date of Registration- not later than 10 working days from scheduled date of Registration while Vice-Chancellor may permit up to 15 working days, no consideration thereafter.
- Addition or withdrawal of courses- application be made on prescribed format with recommendation of all concerned with required fee, addition may be done with permission of Dean within 6 working days from registration and in exceptional case with permission of the Vice-chancellor within 15days from scheduled date of registration
- Withdrawal within 4 weeks with permission of Dean and up to 6 weeks with permission of Vice-Chancellor
- Registration may be cancelled by the Vice-Chancellor or suspended by Dean PGS or DSW or Vice-Chancellor for valid reasons
- No teacher shall leave the campus without making arrangement for the class
- The attendance must be taken whenever class is scheduled whether any student attends or not, notwithstanding
- Reports about the defaulters must be promptly submitted and action taken
- The provision of regulations regarding attendance shall be strictly adhered to
- All PG students with registration for thesis research only shall regularly sign on the register maintained in the Advisor/ HOD office as decided by the department. Any leave for any work outside the university shall require permission from the Dean PGS
- For unavoidable absence from the classes i.e. serious illness, leave should be taken from Dean PGS
- Timely submission of advisory committee, course programme, synopsis etc. and regular conduct of Advisory committee meetings is a must

Note: Every care has been taken in summarizing the provisions, however, in case of any discrepancy; the academic regulations shall stand final

Class timings

As listed in time table	To be followed
9-10	9.00-9.50
10-11	9.55-10.45
11-12	10.50-11.40
12-1	11.45-12.35
2-3	2.00- 2.50
2-5	2.00-4.30
5-6	4.35- 5.25