



ASSAM SKILL UNIVERSITY
REGULATIONS ON ACADEMIC MATTERS

ASSAM SKILL UNIVERSITY
Mangaldoi, Darrang District, PIN: 784125
Assam, India

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2.15 Audit Course:

An Audit Course is one that a student opts to attend without seeking credit. While the course will be registered and graded, the grade will not count toward the student's credit total or affect the academic performance index.

2.16 Major Discipline:

The Major Discipline refers to the primary field of study in which the student is enrolled and pursuing their degree. Total Credit Requirements for Major shall not be less than 50% of the total Programme Credits.

2.17 Supporting Discipline:

These involve taking additional courses that complement the student's major area of study or research work.

2.18 Pre-requisite Course(s):

These are courses that provide the essential background knowledge needed before enrolling in a specific course. Normally, credits are earned for pre-requisite courses. However, if a postgraduate student is required to take an undergraduate-level course as a pre-requisite, no credit will be awarded. In such cases, the student must earn an 'S' (Satisfactory) grade.

2.19 Foundation Course(s):

Foundation Courses are designed for students who lack the essential background knowledge or skills necessary for their programme. These courses are not part of the regular curriculum and do not carry credits. However, students must secure an 'S' (Satisfactory) grade to fulfill the requirement.

2.20 Other NEP 2020 courses:

There will be Ability Enhancement Courses (AEC), Value Added Courses (VAC), Inter Disciplinary Courses (IDC) and Skill Enhancement Courses (SEC) will be offered as per policy of the University from time to time.

2.21 Letter Grades and Grade Points:

Letter Grade shall signify the level of qualitative/ quantitative academic achievement of a student in a Course, while the Grade Point shall indicate the numerical weight of the Letter Grade on a 10-point scale. There shall be 10 (ten) Letter Grades bearing specific Grade Points, where the Letter Grades 'O' to 'P' shall indicate successful completion of a Course, while 'F' shall indicate 'fail', 'AB' represent Absent, 'I' represent Incomplete & W represent Withheld of the result.

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2.08 Credit Requirement:

Each degree programme stipulates a minimum number of credits required for completion. Additionally, distinct credit requirements may apply to different categories of courses, such as core or elective courses. To be eligible for graduation, a student must meet the minimum credit requirements in all relevant course categories.

In addition to the Credit Courses, students may also take additional Audit Courses, against which Credit Calculations shall not be applicable, but the successful completion of such audit courses shall be reflected in the Grade Sheet/Mark Sheets. There will be some Mandatory Non-Credit Courses (MNC) and the students will have to complete the specified such MNCs, to be eligible to get the degree/diploma.

The transfer of credit will be as per the Credit Transfer Policy of the University.

Details of credit requirements are given against each programme in Annexures 1,2,3,4 and 5.

2.09 Core Course:

Core Courses refer to the compulsory subjects that every student enrolled in a particular programme is required to complete as part of the curriculum.

2.10 Specialization Elective:

Specialization Electives are advanced-level courses aligned with the specific specializations available within a programme. Students may choose from this group of courses based on their selected area of specialization to fulfil programme requirements.

2.11 Departmental Elective:

These are elective courses offered by the department that administers the respective programme. Students can opt for a certain number of such courses in accordance with the programme's academic structure.

2.12 Open Elective:

Open Electives are courses offered by other departments or disciplines within the University that are not directly related to the student's core programme. These are included to broaden the student's academic exposure and skill set.

2.13 Add-on Course:

This is a specific category under Open Electives. Postgraduate students may opt to register for one Add-on course during their programme, as an enrichment component.

2.14 Credit Course:

Credit Courses include both Core and Elective Courses that a student officially registers for in a semester, and which are considered towards the total credits earned.

2.00 Definitions

2.01 Academic Year:

The University's academic year will typically run from July to June and shall comprise two semesters. This schedule may be revised by the Skill Council if necessary.

2.02 Dean Academic:

One of the Deans of the schools will be designated by the Vice Chancellor to be Dean Academic for coordination, supervision, development etc. of academic matters among the departments. The tenure of the Dean Academic shall be for 3 years, which may be extended or reduced by the Vice Chancellor for reasons to be recorded in writing. An incumbent Dean may be given responsibility for another term, subject to a maximum of two consecutive terms.

2.03 Semester:

Each semester shall include a minimum of 65 instructional days, including examination days. The Autumn Semester generally spans from July to December, while the Spring Semester extends from January to June.

2.04 Course:

A course refers to an instructional unit or a portion of a subject within a particular discipline. Each academic programme will consist of a defined group of such courses.

2.05 Academic Programme:

An academic programme, also referred to simply as a programme, is a structured collection of courses. A student successfully completing all required courses within a programme will be eligible for the corresponding degree, diploma, or certificate.

2.06 Credit:

Credits assigned to each course reflect the volume of academic work involved. Typically, one credit equates to:

- 1 hour of classroom instruction (including tutorial), or
- 2 hours of lab/fieldwork for Experimental, or
- 3 hours of Survey/fieldwork for Experiential learning
- 4 hours of research work

-weekly for 13 weeks during a semester.

In the case of seminar-based courses, one credit is given for a one-hour seminar presentation during a semester or as per UGC norms.

2.07 Credits Earned:

Credits earned represent the total number of credits accumulated by a student for all courses passed during a programme.



CHAPTER – I INTRODUCTION

1.00 General

1.01 Title:

This regulation shall be known as the “Assam Skill University Regulations on Academic Matters” and will hereafter be referred to as the *Regulations*. It outlines the rules and procedures related to various academic matters, including degree, diploma, certificate and programmes conducted by different departments within Assam Skill University. These regulations are framed in exercise of the power under Section 25 (a) read with Section 26 (a) (ii) & 8 (a) (v) of the Assam Skill University Act 2020.

1.02 Commencement:

These Regulations shall be effective from the academic session 2025-2026 onwards, and from the date it is notified by an official notification.

1.03 Scope:

The Regulations shall be applicable to all academic and related affairs of the University, including the academic staff and students who are admitted to, or seek admission into, the University’s degree, diploma, certificate, and other programmes.

1.04 Authority on Interpretation:

Subject to the guidance provided by the Skill Council, the Vice-Chancellor’s interpretation shall be considered final. No appeal, suit, revision, or petition shall lie outside the jurisdiction of the University regarding the interpretation of these Regulations or issues not explicitly addressed within them.

1.05 Provisions for Exceptional Cases:

In situations not specifically covered under these Regulations, or falling outside their scope, the matter may be taken up by the Skill Council, when referred to by the Dean Academic, Research Council, Faculty Council, Board of Studies or Controller of Examinations, based on the merits of each case.

1.06 Implementation Guidelines and Forms:

To support the execution of these Regulations, a set of guidelines, as may be necessary and aligned with relevant clauses may be issued. These guidelines shall be considered an integral part of the Regulations. These will be placed in Skill Council for approval from time to time by the Skill Council, and whenever required, by the Vice Chancellor for immediate execution, which will then, be ratified by the Skill Council post facto.

Note: The weighted Percentage will not be reflected on the marksheets, but these will be kept in the examination branch for possible requirements for selection of medal winners.

2.23 Semester Grade Point Average (SGPA):

The Semester Grade Point Average (SGPA) of a student in a Semester shall be the weighted average of the Grade Points secured by the student in all the Credit Courses he/she registered in that Semester, irrespective of whether he/she could or could not complete the Courses. More specifically, the calculation of SGPA shall take into account the Courses graded with Letter Grades 'O' to 'F' as given in the table above.

The SGPA of a student in a Semester shall be calculated on a 10-point scale using Equation (1)

$$SGPA = \frac{\sum_{i=1}^k c_i g_i}{\sum_{i=1}^k c_i} \dots\dots\dots(1)$$

Where,
C_i : Number of credits of the *ith* paper
g_i : Grade points earned in the *ith* paper
k : Number of papers (courses) in the semester
i = (1, 2, 3, ..., k)

2.24 Cumulative Grade Point Average (CGPA)

The Cumulative Grade Point Average (CGPA) of a student in a Semester of a Programme shall be the accumulated weighted average of the Grade Points secured by the student in all the Credit Courses he/she registered and successfully completed so far starting from the enrollment in the Programme. In other words, taking into account all the Courses graded with 'O' to 'P' as given in the above Table, generally the CGPA of a student shall be calculated starting from the first Semester of his/her enrolled Programme, while the CGPA of a lateral-entry student shall be calculated starting from the Semester of his/her enrollment.

The CGPA of a student in a Semester shall be calculated on a 10-point scale using Equation (2) up to two decimal places.

$$CGPA = \frac{\sum_{i=1}^n c_i g_i}{\sum_{i=1}^n c_i} \dots\dots\dots(2)$$

▪ Additional Grades and Their Contexts

Letter Grade	Status	Remarks/Context
I	Incomplete	Assigned when a student is unable to complete an evaluation component due to valid and justified circumstances. Must be converted to a regular grade within one month of completion of regular examination upon completion of pending work. However, in case of PhD coursework examination, the scholars will have to complete the evaluation component within the next semester.
X	Extended Project	Indicates continuation of project work into the next semester.
S	Satisfactory	Assigned upon successful completion of a Foundation or Audit Course.
U	Unsatisfactory	Assigned when a student does not successfully complete a Foundation or Audit Course.
W/D	Withdrawn	Assigned if a student officially withdraws from a course after the deadline or fails to meet minimum attendance requirements.

2.22 Weighted % (WP)

$$\text{Weighted \% (WP)} = \frac{\sum_{j=1}^k C_j p_j}{\sum_{j=1}^k C_j} \dots\dots\dots(1)$$

Where,

C_j : Number of credits of the jth paper

p_j : Marks obtained (out of 100) in the jth paper

k : Number of papers in the semester

j = (1, 2, 3,k)

- Marks to Letter Grades and Grade Point Conversation for each paper (Under 10-point Scale System) which is applicable to all the Semesters, 2025:

Marks Range Out of 100	Letter Grade	Grade Point	Description
90-100	O	10	Outstanding
80-<90	A+	9	Excellent
70-<80	A	8	Very Good
60-<70	B+	7	Good
50-<60	B	6	Above average
45-<50	C	5	Average
40-<45	P	4	Pass *
0-<40	F	0	Fail
-	AB	0	Absent
-	W	0	Withheld

* Pass marks for Practical Exams will be 50%.

- For Final CGPA and Final Grade for Courses:

CGPA Range	Final Grade	Description
09.50-10.00	O	Outstanding
08.50-09.49	A+	Excellent
07.50-08.49	A	Very Good
06.50-07.49	B+	Good
05.50-06.49	B	Above average
04.25-05.49	C	Average
04.00-04.24	P	Pass
00.00-03.99	F	Fail

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- **Minimum Duration:** 4 semesters

- **Maximum Duration:** 8 semesters

(Details of this program have been attached as Annexure-5 and 6)

Other Programmes:

- **Certificate**

- **Minimum Duration:** Depends on the structure of the course

- **Maximum Duration:** Depends on the structure of the course, maximum extension up to 2 semesters

4.02 Minimum Working Days in a Semester

Each academic year must consist of at least **180 working days**, which shall include instructional days, examinations, and other academic evaluation activities.

If, under exceptional circumstances, the total number of working days falls short of the required 180 days, the academic year (may be in one semester or both) shall be extended accordingly. Such an extension must be approved by the Vice-Chancellor upon recommendation from the Dean Academic and the Controller of Examinations.

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and approved by the Skill Council, outlining the main theoretical and/or practical topics covered, along with a recommended list of textbooks and reference materials.

3.03 Curriculum & Syllabus Revisions

All proposed changes in curriculum structure or syllabi must be reviewed by the Departmental Board of Studies before being presented to the Skill Council through the Dean Academic for final approval.

3.04 NCC/NSS/Yoga Training

Participation in any one among NCC or NSS or Yoga is mandatory for all first- and/or second-year undergraduate students, though it will be non-credit course. For postgraduate students, NCC/NSS/Yoga participation is optional.

4.01 Period of Candidature

Unless otherwise revised by the Skill Council, the duration for completing various academic programmes shall be as follows:

Undergraduate Programmes:

- **Diploma**
 - **Minimum Duration:** 6 semesters
 - **Maximum Duration:** 10 semesters

(Details of this program have been attached as Annexure-1)

- **B. Tech.**
 - **Minimum Duration:** 8 semesters
 - **Maximum Duration:** 12 semesters

(Details of this program have been attached as Annexure-2)

- **Integrated B. Tech.**
 - **Minimum Duration:** 12 semesters
 - **Maximum Duration:** 16 semesters

(Details of this program have been attached as Annexure-3)

- **Five Years Integrated Postgraduate**
 - **Minimum Duration:** 10 semesters
 - **Maximum Duration:** 14 semesters

(Details of this program have been attached as Annexure-4)

- **Two Years Postgraduate Programmes:**

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2.26 Academic Calendar

An Academic Calendar outlining the schedule for major academic activities—enrolment, course registration, classes, extra-curricular activities, examinations, result declaration etc.—as well as semester duration, will be prepared annually by the Dean Academic and to be placed to Skill Council for approval.

2.27 Calendar Publication

Ideally, it should be released at least three months before the academic year commences. It will also include dates for co-curricular and extracurricular events such as sports and cultural meets, along with holidays.

2.28 Semester Breaks

Each semester will conclude with a designated break period, as mentioned in the Academic Calendar.

2.28.01 Utilization of Breaks

Semester breaks may be utilized for various academic and non-academic activities including educational tours, NCC/NSS camps, sports events, skill-based workshops, make-up classes, survey camps, training programmes, seminars, industrial internships, and project work. During Odd semester break annual Social, Cultural, Sports events will be organised; and Even Semester Break & Summer Break will be utilized for Internship. However, the teachers will be fully responsible to evaluate the answer scripts on time, even during the semester breaks for timely publication of results.

3.00 Curriculum Structure

3.01 Programme Curriculum

Each academic programme shall follow a structured curriculum approved by the Skill Council (Section 8 (b) of the Assam Skill University Act 2020). It will detail:

- i. The minimum and maximum allowable duration for the programme.
- ii. The minimum total credit requirements, including those for core and elective courses.
- iii. **For postgraduate programmes:** A list of courses categorized by type with credit values and L-T-P (Lecture-Tutorial-Practical) distribution.
- iv. **For undergraduate programmes:** A semester-wise list of core and elective slots with corresponding credit details and L-T-P distribution.
- v. A cap of 25 credits per semester as the maximum load a student can register for. However, Skill Council may modify it, if required as per the updated UGC/AICTE norms.
- vi. The PO, CO and LO will be properly outlined against each course and program.

3.02 Course Syllabi

Every course shall have a prescribed syllabus, recommended by the concerned Board of Studies (Section 21 (a) & 21 (b) of the Assam Skill University Act 2020) in presence of Dean Academic

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Where, C_i : Number of credits of the i^{th} paper
 n : Total number of papers in the program
 g_i : Grade points earned in the i^{th} paper
 $i = (1, 2, 3, \dots, n)$

OR

$$\text{CGPA} = \frac{\sum_{i=1}^n \text{SGPA}_i}{\sum_{i=1}^n S_i} \dots\dots\dots(2)$$

Where, SGPA_i : Summation of SGPA earned in each semester
 n : Total number of semesters (8 for UG)

- The CGPA shall be convertible into an equivalent percentage of marks using Equation below:

$$\text{Equivalent percentage of marks} = 10 \times \text{CGPA} \dots\dots\dots(3)$$
- Grading System for the University will be Absolute Grading System. However, it may be changed after initial 5 years if the Examination Committee recommend the same through the Skill Council and accepted by the Executive Council. In such case, the grading structure will also be changed accordingly.
- Grading System may be changed, update, amended time to time depending on the course, curriculum, programme, marking pattern etc.
- Academic Bank of Credit (ABC) will be maintained as per University Grants Commission (UGC) guideline.
- Academic Credits earned, if any, by a student from other recognized authorities may be accepted and added to the Academic Bank of Credit of the student.

2.25 Intake Capacity

Each academic programme will have a defined limit on student admissions per academic session. This intake limit is to be determined and approved by the Skill Council as proposed by concerned Departments through the Dean Academic.

University may decide to keep the practice of requirements of Migration Certificates for the time being. For PhD program, Migration Certificate is mandatory.

5.06.09 Change of Discipline/Branch in B.Tech/Fill-up of vacant seats: A notice is to be issued by the Dean Academic as per the information provided by the Head of the Department, if any seats remain vacant in any department/branch after 20 days from the commencement of the first semester classes. Interested and eligible students may apply to the Coordinator of the Central Admission Committee through the concerned Head of the Department (HoD). The final decision will be taken in the Central Admission Committee meeting. The entire process is to be completed within one month from the commencement of the classes.

6.01 Pre-registration

Prior to the conclusion of each academic year, as outlined in the Academic Calendar, every department shall announce the list of courses to be offered in the upcoming year. All students who will be continuing their academic programme must complete a pre-registration form, indicating their intended course selections for the next year.

7.01 Enrolment

Students will be enrolled into the Programme, Course, and Branch at the time of counselling-cum-admission by the counselling team headed by the concerned Head of the Department (HoD).

8.01 Credit Transfer from Other Universities

a) It will be guided by the concerned Policy of the University on Credit Transfer. Generally, a student who has previously completed coursework under a similar academic programme at another university and subsequently enrolls in a programme at Assam Skill University may request the transfer of credits for less than 50% of the minimum credit requirement of the new programme, provided the following conditions are satisfied:

- i. The university from which the credits are being transferred must be recognized by the UGC.
- ii. The completed courses should be relevant and equivalent in level to those offered in the programme at Assam Skill University.
- iii. A committee approved by the Skill Council shall determine the equivalence of course grades and credits, based on the academic structure of the concerned universities.
- iv. The time gap between completion of the previous courses and enrolment at Assam skill University should not exceed one year.

b) Upon satisfying the conditions listed under (a), students should apply using the designated form at the time of admission. The Head of the Department shall review and forward the application with recommendations to the Dean Academic Office, which will then send its recommendations to the Vice-Chancellor for final approval.

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5.06.06 Student Roll Number Assignment: Upon admission, each student shall be assigned a Roll Number by the Examination branch as per digital system requirements. At present, the manual Roll Number has been assigned as follows:

Roll No.- XY24D0101

XY24D0101 First two letters XY denote the department offering the course.

Code	Department
AM	Applied Management
CE	Civil
ME	Mechanical
IT	Information Technology

XY24D0101 Next two digits denote the year of admission. Here 24 is denoting year of admission as 2024

XY24D0101 Next one letter denotes type of course the student is admitted to.

Code	Course
C	Certificate
D	Diploma
A	Advance Diploma
B	Bachelor Degree
H	Bachelor Degree with Honors
R	Bachelor Degree with Research
M	Master Degree
P	PhD

XY24D0101 Next two digits denote the the course no. If two degree courses are provided by the department, in which course the student is admitted is determined by these digits. The range is from 01 to 99 which can give a vast range of 99 different courses of each type.

XY24D0101 The last two digits of the proposed Roll No denote the serial no of the student in that course. Maximum no of students in each course will be 99.

Examples: IT24C0103 (Department: IT, Year of Admission: 2024, Course Type: Certificate, Course No. 01, and Serial No. 03), CE24B0115 (Department: Civil, Year of Admission: 2024, Course Type: Bachelor Degree, Course No. 01, and Serial No. 15) etc.

5.06.07 Registration Process: After admission, registration of students in ASU must be completed within two months by the office of Registrar. Administrative Officer (AO) is assigned to complete the whole process of registration of the students under guidship of the Registrar. Then the office of the Controller of Examinations will arrange to provide the Registration number accordingly.

5.06.08 Migration Process: ASU will not have any provision of issuing Migration Certificate, neither ASU requires Migration Certificate for admitted students. A standing Notification in this regard shall be available in the Website, and also, if required, certified copy of this standing notification will be issued to students, if required.

However, if a student after completion of his/her Degree from the University needs a migration certificate for admission in any other University, then it will be issued as per the norms and policy of the University. Considering the present Guidelines of the UGC that maximum two simultaneous degrees (one conventional and one ODL mode) are allowed for a student,

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other member of CAC as decided by the CAC for each academic year before the issue of admission notification. The entrance examination, wherever necessary, will be conducted through the office of the Controller of Examinations.

5.06 Admission Process

5.06.01 Admission Formalities: Selected candidates must pay the prescribed fees on the scheduled date(s) to confirm admission. Absence or failure to pay on time will result in forfeiture of the seat, which will be allotted to the next eligible candidate from the merit list. Attendance for advisement and orientation on the notified dates is mandatory. Seats withdrawal will be permitted as per UGC rules and Government of Assam notification.

5.06.02 Gap Year Requirement: Candidates with a break of one year or more between qualifying examination and admission must produce a Gap Certificate issued by police authorities or an affidavit or certificate from last attending institute's head explaining their activities during the gap period.

5.06.03 Discipline Allotment in B.Tech.: Discipline allocation will be based on candidates' preference, merit list ranking, and seat availability at the time of admission.

5.06.04 Medical Fitness Requirement: Admission is subject to medical fitness as certified by the University Medical Officer or an appointed Medical Board. Associated test fees shall be paid by the candidate. Candidates should have no physical disability. However, this will have exemption in case of candidates with Physical Challenges, if any such provision is allowed for any specified program by the skill council. Myopia or astigmatism, if corrected within 8.00 diopters, is permissible.

5.06.05 Fees Structure: Fees and charges shall be determined by the Skill Council and notified from time to time and published in the Prospectus. Fees structure for 2025-26 has been shown in the Annexure-A.

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CHAPTER - II

Admission, Enrolment, and Continuation of Studies

5.00 Admission

5.01 Admission Notification: The Registrar or Dean Academic, as approved by the Vice Chancellor, will publish notifications regarding admissions to various academic programmes at least two months prior to the beginning of the academic session or the academic programme, as recommended by the admission committee, chaired by the Vice Chancellor. This notification will appear in leading newspapers and on the official University website (<http://www.asu.ac.in>) and through other relevant means or mode for greater publication to reach all section of the society.

5.02 Application Process: Applications must be submitted using only the prescribed forms fully completed and submitted through the admission portal by the stated deadline. Concerned department will scrutiny the application form and take necessary actions.

5.03 Minimum Eligibility for Admission to Degree/Diploma/Certificate Programmes:

Eligibility requirements for admission to various academic programmes shall be determined by the Skill Council on the basis of the note prepared by the Dean Academic with consultation with concerned Head of the Department (HoD) and Admission Committee, and will be updated in the University Prospectus accordingly. Details of current eligibility criteria for programmes are enclosed as Annexure - A which also describes the overall modality of the admission procedure of ASU.

5.04 Reservation of Seats

5.04.01 Seat Allocation for Reserved Categories: In alignment with Government of Assam reservation policy, based on recommendations from the Skill Council, shall periodically update the reservation policy for university programmes. There will be provision for additional reservation for Sports and cultural category, as prevalent in various Higher Educational Institutions of the state and the country, which may be supernumerary to the existing capacity, if accepted by the Skill Council.

5.04.02 Utilization of Vacant Reserved Seats: If any reserved category seats remain unfilled because of lack of candidates, the same will be converted to open category, in tandem with the relevant State government Policies.

5.05 Selection Process for Admission

A Central Admissions Committee (CAC), with the Vice Chancellor as Chairperson, Dean Academic as Member Convener and comprising Heads of all Departments, Registrar and Controller of Examinations as Members, shall oversee the admission process. The whole admission process, including the issue of admission notification of each academic year, publicity, and counselling cum admission, will be conducted by the Dean Academic or any

c) Marks Distribution:

○ **Theory Courses:**

- Courses with more than 2 credits: 100 marks.
- Courses with 2 credits or fewer: 50 marks.

○ **Practical Courses** (including laboratory work, projects, field studies, and case studies):

- Assessed for 100 marks or 50 marks, depending on the credits assigned.

d) Evaluation Scheme:

○ **Sessional Assessment:**

- Each theory and practical course shall have sessional assessments carrying 25 marks per sessional.

○ **Midterm Examination:**

- Theory and practical courses shall each have a midterm examination of 50 marks.

○ **End-Semester Examination:**

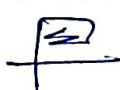
- Theory and practical courses shall each have an end-semester examination of 100 marks for more than 2 credit courses and 50 marks for 2 credit courses.

○ **Weightage:**

- 40% of the total marks for theory and 50% for practical from **Sessional Assessment and Midterm Examination** on average.
- 40% of the total marks for theory and 50% for practical from **End-Semester Examination**.
- Finally, 30% will contribute in Theory (Theory Sessional Assessment + Midterm Examination + End Semester Examination); 70% will contribute in Practical (Sessional Assessment + Midterm Examination + End Semester Examination)

e) Honours/Major and Minor Requirements:

- Honours/Major shall be earned within the concerned department.



CHAPTER – III Evaluation and Related Matters

13.01 Departmental Advisory Committee (DAC)

Each academic department shall constitute a Departmental Advisory Committee (DAC) consisting of the Head of the Department as Chairperson, all departmental faculty members. The DAC is responsible for overseeing all the academic and administrative progress of the programme and ensuring proper conduct of courses during each semester. The committee shall convene at least three times per semester—once before classes commence, once mid-semester, and once at the semester's end.

13.02 Lesson Plan and Evaluation Plan

Course instructors assigned to a subject in a given semester must prepare and submit a lesson plan and evaluation plan at the first DAC meeting of the semester. The lesson plan should include a detailed class-wise breakdown of the topics to be covered, while the evaluation plan must outline the components of assessment, including their weightage, for the semester.

13.03 Evaluation

13.03.01 Continuous Assessment Approach

Continuous evaluation involves regular, ongoing assessment of student performance through both formal and informal means. It encompasses formative (diagnostic and developmental) and summative (conclusive) assessments. Formative assessment provides timely feedback—ideally within a week of the test—to help students track progress, while summative assessment evaluates overall learning, usually through major tests. A balanced approach using both forms throughout the semester ensures effective learning. Course instructors may design the number and nature of assessments based on these principles, ensuring complete curriculum coverage.

13.03.02 Evaluation Structure

(i) There will be two sessional tests, one mid-term test in between two sessional tests, and one End Term Tests. End Term tests are conducted centrally by Controller of Examination. Sessional test will be taken care of by the instructors. Instructors must submit Mid Term questions to the HoD and End Term questions to the Controller of Examination at least two weeks prior to the exams, as per instructions and formats given by the CoE.

The overall evaluation structure is as follows:

a) **Components:**

Each semester shall comprise both Theory and Practical components.

b) **Credit Allocation:**

- o Theory component: Maximum 40% of the total credits.
- o Practical component: Minimum 60% of the total credits.

Students intending to leave the University after any intermediate semester must be formally released by the Controller of Examinations for keeping the academic records of the students for future use. This process requires submission of clearance certificates and returns of the University Identity Card. Upon processing, a Release Order will be issued, with copies sent to the relevant Dean, HoD, Registrar, Finance Officer, Librarian, Hostel Warden, and DSW.

12.01 Readmission

A student who discontinues a programme after completing at least one semester and with formal approval from the concerned HoD may seek readmission within a period of four semesters, upon payment of the required readmission fee. The application must be routed through the HoD to the Dean Academic. The student must also submit a Gap Certificate from the District Police or a sworn affidavit detailing activities during the gap. The process will be guided by the relevant University Policy i.e. the Multi Entry Multi Exit Policy.

Upon readmission, previously earned credits will be reinstated. If the curriculum has changed during the break, a designated committee under the Dean will evaluate the compatibility of prior courses and determine equivalent credits.

12.02 Refund of Caution Deposit

Caution money shall be refunded once a student has been officially released from the University. Claims must be made within one year of the release date; otherwise, they will not be entertained. No refund shall be granted to students who leave without approval or fail to attend classes after admission. The refund will be processed upon submission of a duly completed application and the Release Order.

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c) The Dean Academic Office may also propose adjustments to the student's total candidature duration, taking into account the approved credit transfers.

9.01 Class Attendance

9.01.01 Attendance Records

Each faculty member is responsible for keeping attendance records for their courses using the official Attendance Register. These records must be submitted to the Head of the Department. The HoD will oversee attendance tracking for all courses of the concerned department. Before mid-term and end-term exams, the Attendance Register must be reviewed by the HoD, who will report any serious attendance issues to the Dean Academic.

9.01.02 Minimum Requirement

Students must achieve at least 75% attendance in both theoretical and practical components of each course along with minimum passing marks (Theory 40%, Practical 50%) in different assessments under the continuous evaluation (Sessional & Mid Terms) to be eligible for the end-term examination. Failure to meet this requirement will result in a 'W/D' grade for the course. Students are individually responsible for maintaining the required attendance. In such cases, concerned students would not be promoted to the next semester.

9.01.03 Notification of Attendance Deficiency

Faculty shall maintain course attendance records up until seven days before the end-term examination begins, or as notified by the Controller of Examinations. Students who fail to meet the minimum attendance requirement must be notified at least ten days before the examination, with a copy of the notice sent to the Head of Department. Intermediate Attendance records, preferably at the end of every month, shall be notified so that students get to know the status of the attendance percentage while the semester continues.

10.00 Student Counselling

10.01 Undergraduate Students

Undergraduate students shall receive academic and non-academic guidance from the Departmental Advisory Committee (DAC); (DAC Reference: ASI/001/1/2024/ACDN/282 dated 25/04/2025). Provision will be there for having Faculty Mentors for groups of students.

10.02 Postgraduate Student Counselling

Postgraduate students shall receive academic and non-academic guidance from the Departmental Advisory Committee (DAC).

11.01 Student Intermediate Exit Process

All intermediate Exits of students during a programme period will be guided by the Exit Policy and/or Multi Entry Multi Exit (MEME) Policies of the University as per the UGC Guidelines under NEP2020.

13.08 Academic Probation:

13.08.01 A student will be placed under Academic Probation if:

- a. The CGPA drops below 4.5.
- b. They receive an 'F' in any Core Course.
- c. They exceed the minimum duration specified for completing the programme.

13.08.02 An Academic Probation Committee (APC) will prepare a semester-wise course registration plan for the remainder of the programme duration. This plan may be revised and resubmitted to the Head of the Department each semester before the withdrawal deadline.

13.08.03 A student may retake courses in which they received an 'F' grade as remedial courses, based on the APC or instructor's advice. While contact hour norms may be relaxed, standard continuous evaluation will still apply.

13.08.04 Each department will have an APC comprising the Dean Academic (Chairperson), Dean of the School, HoD, Deputy Registrar(Academic) as member Convener, the respective Mentor Faculty, and two faculty members nominated by the Head. The committee will monitor and provide guidance to students on probation.

13.09 Unsuccessful Completion of a Programme:

If a student is unable to meet the eligibility criteria for a degree/diploma/certificate within the maximum time allowed (extra two years or four semesters than the normal duration), despite extra tutorial and remedial classes, which may be required, s/he must exit the programme. At the time of admission, the students will have to be informed about these norms and get a signed acknowledgement from the students by the Central Admission Committee.

A student can continue only if the remaining credits required for graduation can be completed within the remaining permissible semesters, without breaching the credit load limits specified. If not, the student will be required to withdraw from the programme.

13.10 Grade Card and Final Marksheet:

- a. After each semester's results are declared, the Controller of Examinations will issue a Grade Card showing course grades, SGPA, CGPA, and cumulative credits earned.
- b. Once the students fulfill all academic requirements, they will receive a Consolidated Marksheet mentioning the courses completed, final grades, total credits earned, and overall CGPA.

13.11 Transcript:

There is also a provision for transcript. The concerned student will have to apply for transcript, with requisite fees, to the Controller of Examinations. It will be issued within a period of maximum 30 days from the date of application.

13.12 Criteria for Awarding Degree/Diploma/Certificate:

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have to be submitted to the Examination Department of ASU at the end of the training by the University assigned mentor for the concerned students through the HoD.

c. The HoD of the concerned department will arrange to have a presentation from the students followed by viva for submission of the OJT/ Internship marks to the CoE in due time.

d. The Final marks for the OJT/Internship will be reflected on the marksheet as a separate Grade.

13.04 Cancelled Examinations:

In case of any violation of the examination regulations, the Vice-Chancellor may, based on the recommendation of the Controller of Examinations and Examination Committee, declare an examination as cancelled and mandate a fresh examination for the concerned examination.

13.05 Grade Submission:

Concerned Faculty members must submit final grades and marks of the internal Examinations to the Controller of Examinations, routed through the Head of the Department, within one week of completing the end-term exam using the specified format.

13.06 Ensuring Transparency in Grading:

13.06.01 Examination Department shall arrange to display final grades of the end-term examination on the Institutional and departmental notice boards as well as on the University website after receiving the results from CoE office. Students must contact the office of the Controller of Examinations, as per Examination guidelines mentioned in the Exam Ordinance of ASU, in case of any issues or doubts after getting result.

13.06.02 There will be provision for Recheck, Revaluation and Photocopy of the answer script to maintain the transparency of the Examination process. CoE shall arrange these procedures as per the Examination Rules and norms of the University on receipt of application in proper format along with requisite fees from the students for Rechecking, Revaluation and Photocopy, and address the student queries.

13.06.03 Answer scripts of mid-term, sessional tests, quizzes, and evaluated assignments shall be shown to students by the faculty members, if the students apply for the same with proper procedure. In such cases, the student must sign before receipt of the evaluated answer script and return these within one week from the date of receipt.

13.07 Retention of Evaluated Scripts:

All evaluated answer scripts of internal examinations signed by the students must be stored with the Controller of Examinations after the Term End Examinations, which may be disposed of by the Examination Department after the completion of the next semester Examinations. The Examination branch will store the answer scripts of the End Term Examinations as per the University's Examination norms.

b) If any discrepancies are found, the HoD shall instruct the concerned instructor to rectify them within 24 hours, intimating the communication to the Dean Academic and shall notify the Controller of Examinations, if violations persist.

c) The Dean Academic and concerned HoD shall periodically (every four weeks) review the progress of evaluations.

d) The Controller of Examination shall facilitate moderation of End Semester Examination question papers through faculty consultation.

13.03.04 Student Absence in Exams

a) A student voluntarily skipping End Semester will be graded based on previous assessments (minimum three, including Mid Term). The End Term score will be zero, and the final grade will reflect this.

b) If absence from the End Term is due to legitimate reasons and accepted by the Examination Committee, the student will be given an 'I' grade and dealt with as per regulations.

c) For missing other (internal) tests due to valid reasons, DAC may allow up to two extra tests for the semester. Supporting documents and DAC clearance are required for permission.

13.03.05 Evaluation Methodology:

a. All assessments and grading for internal examinations will be carried out solely by the faculty teaching the course. No external setting of question papers or evaluation is involved.

b. In exceptional cases, the Head of the Department or Centre may reassign evaluation duties for any component to another faculty member with the consent from Dean Academic.

c. Grading shall be based on the absolute performance of students. The instructor will determine the highest and lowest grades to be awarded based on the overall class performance.

d. All assessments and grading for the End Semester Examinations will be conducted by the Controller of Examinations as per the ASU Examination Ordinance, SOP and UGC/AICTE guidelines.

13.03.06 Conduct of Practical Examinations:

a. The assigned course instructor(s) will conduct all practical examinations.

b. These examinations must take place before the end-term theory assessments begin.

c. For end Semester practical examination, external evaluator(s) other than ASU is/are to be invited, as and when required.

13.03.07 Conduct of On the Job Training (OJT) for Industry oriented programmes, Internships and Apprenticeship etc.:

a. All the evaluation as per the Examination rules and norms of ASU.

b. One specific format will be provided to the supervisor of the industry to provide qualitative and quantitative assessment of the students during the OJT/Internship, which will

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- o Minor may be pursued across departments, subject to the earning of additional credits as prescribed.

(ii) The lesson plan must be submitted before classes begin and approved by DAC with possible revisions.

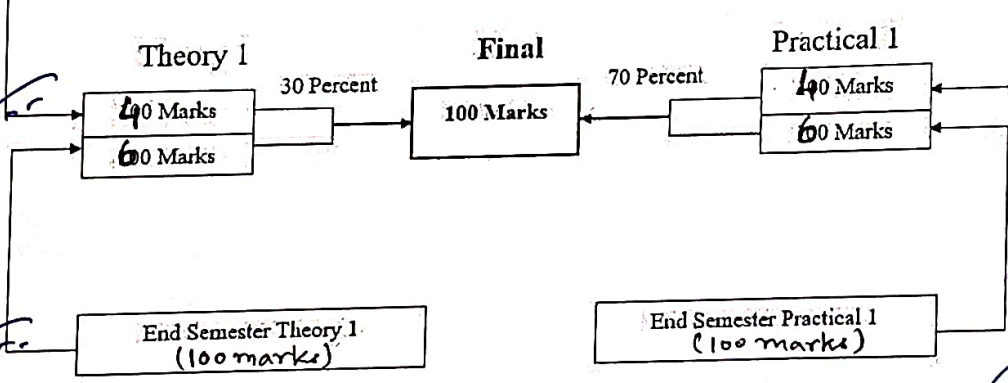
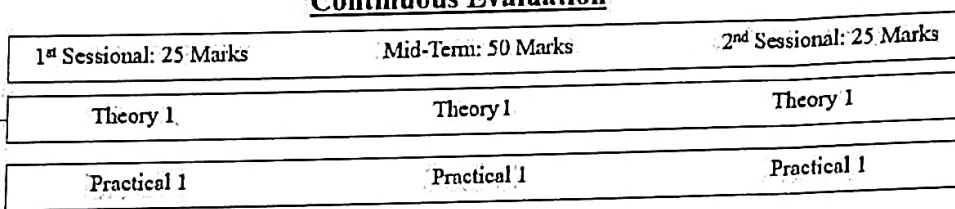
(iii) DAC shall finalize the semester's test schedule before the session starts, to be included in lesson plans. The End Term schedule is announced by the Controller of Examinations.

(viii) HoDs must send a compliance report on test completion within two days after the deadline or two days before the day of Exam Form Fill up by the students as per the notification of the COE, to the Controller of Examinations via email.

(ix) No classes shall be held on Mid Term exam days.

For One Particular Course of 100 Marks:

Continuous Evaluation



Term End Examination Evaluation

Figure: The Figure shows the overall evaluation structure with the weightage

13.03.03 Evaluation Monitoring

a) DAC must approve each course's lesson and evaluation plans. The HoD ensures timely publication of test marks preferably within a week post-test—and maintains records for review. The marks obtained by the students and their attendance are to be notified by the concerned HoDs after the evaluation of the sessional tests for review by the students.



ANNEXURE -2

Assam Skill University (ASU) Regulations for the B. Tech Programme (Effective from Academic Year 2025–26)

1. Title and Commencement

1.1 These regulations shall be called the “**B. Tech Programme Regulations, 2025**” of Assam Skill University.

1.2 They shall come into force from the academic year 2025–26 and shall apply to all B. Tech programs offered by the University in future.

2. Duration of the Programme

2.1 The B. Tech programme shall be of **four academic years** (eight semesters).

2.2 Maximum duration to complete the programme shall be **six academic years** from the date of admission (twelve semesters).

3. Eligibility for Admission

3.1 Candidates must have passed 10+2 examination with the subjects and minimum marks as per AICTE/State Government norms.

3.2 Admission shall be through valid entrance examinations such as **JEE (Main)/CEE Assam/University Entrance Test**, as applicable.

3.3 Lateral entry provision is there for students with a Diploma in the concerned subject.

3.4 Details have been given in Annexure -A.

4. Programme Structure

4.1 The structure shall be as per AICTE Model Curriculum and NEP 2020, comprising:

- Basic Sciences
- Engineering Sciences
- Humanities and Social Sciences
- Core Engineering subjects
- Program Electives
- Open Electives
- Mandatory Courses (e.g., Environmental Studies, Indian Constitution)

7. Evaluation System

7.1 Semester structure includes theory and practical components.

7.2 Theory: 3+ credits (100 marks), ≤2 credits (50 marks).

7.3 Practical (labs/projects/field studies/case studies): 100 or 50 marks as per credits.

7.4 Evaluation includes Sessional (Theory: 40, Practical: 50) and End-Semester (Theory: 60, Practical: 50).

7.5 Theory-Practical credit split: Maximum 40% theory, Minimum 60% practical.

8. Attendance Requirement

- Minimum 75% attendance in each course is mandatory.
 - 65–74% may be condoned with valid reasons.
-

9. Grading System

As per Assam Skill University Academic Regulation

10. Promotion and Backlog Rules

- A student is promoted to the next year if 50% of credits from the current year are earned.
 - Backlog papers must be cleared within the maximum duration of the program.
-

11. Award of Diploma

To be eligible for the **Diploma award**, a student must:

- Earn all credits and pass all prescribed courses.
 - Successfully complete the internship and project.
 - Fulfill attendance, skill, and disciplinary requirements.
-

12. Exit and Lateral Entry Options

- Exit after 1 year : **NSQF Level-4.5 Certificate**
 - Exit after 2 years : **NSQF Level-5 Certificate or Advanced Certificate**
 - Diploma holders can enter 2nd year of **B. Tech (Lateral Entry)** if eligible, as per University and AICTE norms.
-

13. Discipline and Malpractice

Any act of misconduct, academic malpractice, or violation of university rules shall attract penalties as per ASU's disciplinary framework.

14. Amendments

The Skill Council of ASU reserves the right to make amendments to these regulations from time to time.



Assam Skill University (ASU)
Regulations for the Diploma in Engineering and Technology
(Effective from Academic Year 2025–26)

1. Title and Commencement

1.1 These regulations shall be called the “Diploma Programme Regulations, 2025” of Assam Skill University.

1.2 They shall apply to all full-time Diploma programmes in Engineering & Technology offered by the University from 2025–26.

2. Duration of the Programme

2.1 The Diploma programme shall be of three academic years (six semesters).

2.2 The maximum duration for completion shall be five academic years (ten semesters).

3. Eligibility for Admission

3.1 Candidates must have passed the HSLC/10th Standard examination or equivalent with Mathematics and Science. Details have been given in Annexure -A.

3.2 Admissions shall be made based on merit criteria as notified by Assam Skill University. Depending on the prevailing circumstances, the University may conduct an entrance examination with prior approval from the competent authority.

4. Programme Structure

4.1 The curriculum includes:

- Basic Sciences and Mathematics
- Engineering Fundamentals
- Core Department Subjects
- Skill-Based Training Modules (aligned with NSQF levels 3–5)
- Communication and Employability Skills
- Industry Internship, Project Work and On Job Training

4.2 Credit distribution: 16–24 credits per semester, total of 110–120 credits for the entire program.

5. Credit System

- 1 hour theory/week = 1 credit
- 2 hours practical/week = 1 credit
- Industrial Training/Project/OJT = Credits as per curriculum

6. Skill Development Focus

6.1 Every student must complete:

- One skill module per semester as per sectoral requirement.
- Internships of 2–4 weeks in industry (Semester IV or V).
- OJT of one semester
- A Final Semester Project linked to real-life applications.

6.2 Certification through NSQF/Skill India partners (optional but encouraged).

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To be eligible for the final award, a student must:

- a. Pass all Core Courses.
- b. Earn the required credits as per the programme's curriculum structure, including the successful completion of Mandatory Non-Credit courses.
- c. Achieve a minimum CGPA of 4.50.

13.13 Award of Distinction:

A student shall graduate with Distinction if:

- a. CGPA is 8.5 or above.
- b. No 'F' grade was received in any course in any of the semester examinations.
- c. They were never placed under Academic Probation.
- d. The programme was completed within the stipulated minimum duration.

13.14 Best Graduate Award:

Each year, the undergraduate student of each school with the highest CGPA across the university who also qualifies for minimum 1st Division/Class, as mentioned in the ASU Ordinance of Examination shall be awarded the Best Graduate Award for that school.

13.15 Best Postgraduate Award:

Similarly, each year, the postgraduate student of each school with the highest CGPA across the university who also qualifies for minimum 1st Division/Class, as mentioned in the ASU Ordinance of Examination shall be awarded the Best Post Graduate Award for that school

13.16 Annexure

13.16.1 ANNEXURE A: Eligibility Criteria and Admission Modalities of present programmes.

13.16.2: ANNEXURE 1: Regulation of Diploma Program

ANNEXURE 2: Regulation of B. Tech Program

ANNEXURE 3: Regulation of Integrated B. Tech Program

ANNEXURE 4: Regulation of Five Years Integrated Post Graduate Program

ANNEXURE 5: Regulation of Masters of Travel and Tourism Management

ANNEXURE 6: Regulation of Master of Business Administration

13.17 Amendment: The regulation may be amended as and when required with the approval of the Executive Council of the University.



ANNEXURE -3

**Assam Skill University (ASU)
Regulations for the Integrated B. Tech Programme
(Effective from Academic Year 2025–26)**

1. Title and Commencement

1.1 These regulations shall be called the “**Integrated B. Tech Programme Regulations, 2025**” of Assam Skill University.

1.2 They shall come into force from the academic year 2025–26 and shall apply to all B. Tech programs offered by the University in future.

2. Duration of the Programme

2.1 The Integrated B. Tech programme shall be of **six academic years** (Twelve semesters).

2.2 Maximum duration to complete the programme shall be **eight academic years** (Sixteen Semesters) from the date of admission.

3. Special note:

For the first three years, the *Assam Skill University Regulation for Diploma Program* (Annexure-1) will be followed. For the next three years, the *Assam Skill University Regulation for B.Tech Program* (Annexure-2) will be applicable to conduct and regulate the program.

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10. Promotion and Academic Standing

- A student is promoted to the next academic year if he/she has earned at least **50% of the total credits of the current year.**
 - Backlogs must be cleared within the maximum duration for the degree award.
-

11. Degree Award Criteria

A student shall be eligible for the award of a B. Tech degree if:

- He/she has successfully earned all the credits specified in the curriculum.
 - Has completed all skills and internship requirements.
 - Has no disciplinary or financial dues pending.
-

12. Exit and Re-entry Options (as per NEP 2020)

- Exit after 1 year: **Certificate in Engineering Foundations**
 - Exit after 2 years: **Diploma in Engineering**
 - Exit after 3 years: **B.Voc.**
 - Exit after 4 years with 185 credit : **B. Tech**
 - Exit after 4 years with 203 credit (18 credit extra from Honours paper): **B. Tech with Honours**
 - Multiple entry-exit allowed with proper academic bank of credit management.
-

13. Academic Malpractice and Discipline

Acts of academic dishonesty including plagiarism, impersonation, cheating, etc., shall be dealt with sternly as per university regulations and UGC/AICTE guidelines.

14. Amendments to Regulations

The Skill Council of ASU reserves the right to amend or modify these regulations as necessary, subject to approval by the statutory bodies.

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10. Promotion and Academic Standing

- A student is promoted to the next academic year if he/she has earned at least **50% of the total credits of the current year.**
 - Backlogs must be cleared within the maximum duration for the degree award.
-

11. Degree Award Criteria

A student shall be eligible for the award of a B. Tech degree if:

- He/she has successfully earned all the credits specified in the curriculum.
 - Has completed all skills and internship requirements.
 - Has no disciplinary or financial dues pending.
-

12. Exit and Re-entry Options (as per NEP 2020)

- Exit after 1 year: **Certificate in Engineering Foundations**
 - Exit after 2 years: **Diploma in Engineering**
 - Exit after 3 years: **B.Voc.**
 - Exit after 4 years with 185 credit : **B. Tech**
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-

13. Academic Malpractice and Discipline

Acts of academic dishonesty including plagiarism, impersonation, cheating, etc., shall be dealt with sternly as per university regulations and UGC/AICTE guidelines.

14. Amendments to Regulations

The Skill Council of ASU reserves the right to amend or modify these regulations as necessary, subject to approval by the statutory bodies.

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- Skill Development Modules
- Industry Internships/Minor Projects
- Major Project

4.2 Credit distribution per semester shall range from 20–26 credits, totalling 185 credits for the degree, and 203 credits with Honours.

5. Credit System

- 1 hour of lecture per week = 1 credit
 - 2 hours of lab/tutorial per week = 1 credit
 - Internship/Project work/On Job Training = credits as prescribed by the curriculum
-

6. Skill Development and Industry Interface

6.1 Every student shall undergo:

- Minimum **three internships** (2 weeks, 4 weeks, and 8 weeks) in relevant industries.
 - Skill-based courses as prescribed in the curriculum.
 - One **interdisciplinary or innovation project** during the 6th/7th semester.
-

7. Evaluation System

7.1 Semester structure includes theory and practical components.

7.2 Theory: 3+ credits (100 marks), ≤ 2 credits (50 marks).

7.3 Practical (labs/projects/field studies/case studies): 100 or 50 marks as per credits.

7.4 Evaluation includes Sessional (Theory: 40, Practical: 50) and End-Semester (Theory: 60, Practical: 50).

7.5 Theory-Practical credit split: Maximum 40% theory, Minimum 60% practical.

7.6 Honours/Major to be earned within concerned department; Minor across departments with extra credits.

7.7 For practical/project work/On Job Training: evaluation by internal and external examiners.

8. Attendance Requirement

- Minimum 75% attendance is mandatory in each course to be eligible to appear for ESE.
 - 65% to 74% may be condoned on medical or genuine grounds with appropriate documentation.
-

9. Grading System

As per the Assam Skill University Academic Regulation



Annexure - 5

Assam Skill University (ASU) Regulations for the Master of Tourism and Travel Management (MTTM) Programme (Effective from Academic Year 2025–26)

1. Title and Commencement

1.1 These regulations shall be called the “Two-Years MTTM Programme Regulations, 2025” of Assam Skill University.

1.2 They shall apply to all students admitted to the Master of Tourism and Travel Management (MTTM) programme from the academic session 2025–26 onwards.

2. Duration of the Programme

2.1 The MTTM is a full-time postgraduate programme of two academic years (four semesters).

2.2 The maximum duration for completion is four years (eight semesters) from the date of admission.

3. Eligibility for Admission

3.1 Candidates must have a Bachelor’s degree in any discipline from a recognized university with a minimum of 45–50% marks (as notified by ASU).

3.2 Preference may be given to candidates with a background in Tourism, Hospitality, Geography, Management, or Languages.

3.3 Admissions shall be based on merit or entrance examination conducted by ASU or as per university notifications.

3.4 Details have been given in Annexure -A.

4. Programme Objectives

- To provide students with advanced knowledge in tourism and travel operations, planning, marketing, and entrepreneurship.
- To develop managerial, analytical, and communication skills required for tourism professionals.
- To encourage industry exposure, innovation, and research aptitude in the field.

5. Programme Structure

5.1 The MTTM programme includes the following components:

- Core Courses (Tourism Planning, Marketing, HRM, Finance, Legal Issues)
- Skill Enhancement (IT in Tourism, Foreign Language, Travel Writing)
- Electives (Eco-Tourism, MICE, Aviation, Event Management)
- Summer Internship (6–8 weeks between Sem II & III)
- Major Research Project/Dissertation/On Job Training in Semester IV

5.2 Total credits required: 80–90 credits

Semester Components	Approx. Credits
I Core + Skill Courses	20–22

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14. Academic Discipline and Malpractice

Students must comply with the University's code of conduct. Any malpractice during examinations or plagiarism in projects will result in disciplinary action as per ASU norms.

15. Amendments

The **Skill Council** of ASU reserves the right to revise or amend these regulations as necessary, subject to approval by the competent bodies.

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7. Evaluation System

- 7.1 Semester structure includes theory and practical components.
- 7.2 Theory: 3+ credits (100 marks), ≤ 2 credits (50 marks).
- 7.3 Practical (labs/projects/field studies/case studies): 100 or 50 marks as per credits.
- 7.4 Evaluation includes Sessional (Theory: 40, Practical: 50) and End-Semester (Theory: 60, Practical: 50).
- 7.5 Theory-Practical credit split: Maximum 40% theory, Minimum 60% practical.
- 7.6 Honours/Major to be earned within concerned department; Minor across departments with extra credits.

8. Attendance Requirement

- A minimum of 75% attendance is required in each course to be eligible for semester exams.
- 65–74% may be condoned with valid reasons.

9. Grading System

As per Assam Skill University Academic Regulation

10. Skill and Research Components

- At least one skill-based course per year, aligned with NSQF or industry needs.
- Research orientation via seminars, workshops, and mini-projects.
- Internship, OJT
- Final year includes a Research Dissertation under faculty supervision.

11. Exit Options (per NEP 2020)

- Exit after 1 year: Certificate
- Exit after 2 years: Diploma
- Exit after 3 years: Bachelor of Science
- Exit after 4 years: Bachelor of Science with Honours/Research
- Exit after 5 years: Master of Science
- Multiple entry-exit allowed with proper academic bank of credit management.

12. Award of Degree

Students will be awarded the Integrated Master of Science degree upon:

- Earning all prescribed credits.
- Completing the project/dissertation successfully.
- Fulfilling attendance, skill, and conduct requirements.

13. Lateral Entry and Transfers

- Inter-university credit transfers allowed under UGC guidelines and ASU Academic Bank of Credits (ABC) policy.
-



Annexure – 4
Assam Skill University (ASU)
Regulations for the Five Years Integrated Postgraduate
Programme (FYIPGP)
(Effective from Academic Year 2025–26)

1. Title and Commencement

1.1 These regulations shall be called the “Integrated Postgraduate Programme Regulations, 2025” of Assam Skill University.

1.2 They shall come into effect from the academic session 2025–26 and apply to all Integrated M.Sc. programmes offered by the University.

2. Duration of the Programme

2.1 The Integrated M.Sc. Programme shall be of five academic years (ten semesters).

2.2 The maximum duration for completing the programme shall be seven academic years (fourteen semesters).

2.3 Students may exit as per NEP 2020 provisions.

3. Eligibility for Admission

3.1 Candidates must have passed the 10+2 (Higher Secondary) examination with science subjects from a recognized board.

3.2 Admissions shall be based on merit as notified by the University.

3.3 Depending on prevailing conditions, ASU may conduct an entrance examination with prior approval from the competent authority.

3.4 Details have been given in Annexure -A.

4. Programme Objectives

- To provide a seamless academic progression from undergraduate to postgraduate level.
- To offer deep disciplinary knowledge, research training, and practical skills.
- To integrate industry-oriented skills, communication skills, and innovation modules.

5. Programme Structure

5.1 The curriculum will consist of the following components:

- Core Discipline Courses (Mathematics, Physics, Chemistry, etc.)
- Manoj/Allied/Minor Electives
- Skill Development Courses (NSQF-aligned)
- Research Methodology and Communication Skills
- Internships/Field Work/On Job Training
- Project Work and Dissertation (final year)

5.2 Total programme credits:

- 170 for Degree with Honours/Research, with approx. 40–45 credits per academic year.
- 40 for Post Graduate Degree

6. Credit Distribution

- Theory Courses: 1 hour/week = 1 credit
 - Practical/Lab: 2 hours/week = 1 credit
 - Project/Internship/Dissertation/OJT = credits as specified in curriculum
-

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ANNEXURE -A



Information about the different programs and courses at Assam Skill University

SL No.	Name of Program	Duration	Minimum Qualification	Eligibility Criteria	Application Fee (Rs.)	Admission/Semester Fee (Rs.)
1	Diploma in Digital Manufacturing Technology with specialization in Outsourced Semiconductor Assembly and Test (OSAT)	3 Years	Pass in HSLC (Class 10) or its equivalent from a recognized board	<ul style="list-style-type: none">Candidates must have studied Mathematics and Science in Class 10.Minimum 40% marks in aggregate (35% for reserved categories as per Government of Assam norms).	500	20,000
2	Diploma in Electric Vehicles	3 Years	Pass in HSLC (Class 10) or its equivalent from a recognized board	<ul style="list-style-type: none">Candidates must have studied Mathematics and Science in Class 10.Minimum 40% marks in aggregate (35% for reserved categories as per Government of Assam norms).	500	20,000
3	B.Tech in Civil Engineering with Honours in Digital Transformation in Construction	4 Years	Pass in Higher Secondary (10+2) or its equivalent with Physics, Mathematics, and Chemistry/Computer Science/Biology/Biotechnology as optional subjects.	<ul style="list-style-type: none">Minimum 45% marks in aggregate in the mentioned subjects (for reserved categories as per Government of Assam norms).Valid score/rank in Assam CEE/ JEE Mains/Assam Skill University Entrance Examination (ASUEE)*	500	30,000
4	B.Tech in Computer Science and Engineering with Honours in	4 Years	Pass in Higher Secondary (10+2) or its equivalent with Physics, Mathematics,	<ul style="list-style-type: none">Minimum 45% marks in aggregate in the mentioned subjects (for reserved categories as per Government of Assam norms).	500	30,000

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Semester Components		Approx. Credits
I	Core Courses	64
II	General Electives	09
III	Specialisation Electives	24
IV	Internship + Research Project + Viva Voce	06

6. Credit System

- 1 Credit = 1 hour/week (Theory)
- 1 Credit = 2 hours/week (Practical/Fieldwork)
- Internship and Dissertation and OJT carry specified credits per curriculum.

7. Evaluation System

7.1 Semester structure includes theory and practical components.

7.2 Theory: 3+ credits (100 marks), ≤2 credits (50 marks).

7.3 Practical (labs/projects/field studies/case studies): 100 or 50 marks as per credits.

7.4 Evaluation includes Sessional (Theory: 40, Practical: 50) and End-Semester (Theory: 60, Practical: 50).

7.5 Theory-Practical credit split: Maximum 40% theory, Minimum 60% practical.

7.6 -Pass marks 40% to be scored in theory and 50% in practical.

8. Internship and Research Project

8.1 A summer internship (6–8 weeks) is mandatory after the second semester.

8.2 Research Project in the final semester.

9. Attendance Requirement

- Minimum 75% attendance in each course is mandatory for appearing in examinations.

10. Grading System

As per Assam Skill University Academic Regulation

11. Award of Degree

A student shall be awarded the **Master of Business Administration (MBA)** degree upon:

- Completion of all prescribed credits
- Successful completion of internship and dissertation
- **Fulfilment** of all academic, attendance, and conduct requirements

12. Academic Integrity and Discipline

Students are expected to maintain the highest standards of academic integrity. Any instance of malpractice, plagiarism, or misconduct will lead to disciplinary action as per ASU rules.

13. Amendments

The **Skill Council of Assam Skill University** reserves the right to revise or amend these regulations as and when necessary, subject to statutory approval.

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Annexure - 6

Assam Skill University (ASU) Regulations for the Master of Business Administration (MBA) Programme (Effective from Academic Year 2025–26)

1. Title and Commencement

1.1 These regulations shall be called the “Two-Year MBA Programme Regulations, 2025” of Assam Skill University.

1.2 They shall apply to all students admitted to the Master of Business Administration (MBA) programme from the academic session 2025–26 onwards.

2. Duration of the Programme

2.1 The MBA is a full-time postgraduate programme of two academic years (four semesters).

2.2 The maximum duration for completion is four years (eight semesters) from the date of admission.

3. Eligibility for Admission

3.1 Candidates must have a Bachelor’s degree in any discipline from a recognized university with a minimum of 45–50% marks (as notified by ASU).

3.2 Must have a valid score of any national based entrance test or entrance examination conducted by ASU (subject to university approval).

3.3 Have appeared for Group Discussion and Personal Interview conducted by Assam Skill University

3.4 Details have been given in Annexure -A.

4. Programme Objectives

- To facilitate the student in acquiring a broad knowledge in business management, business analytics and entrepreneurship, and develop problem solving ability by use of business analytics
- Enable the student to communicate effectively with different stakeholders
- Develop skills to work in diverse teams and apply and commit to professional ethics

5. Programme Structure

5.1 The MBA programme includes the following components:

- Core Courses
- Skill Enhancement
- Electives
- Summer Internship (6–8 weeks between Sem II & III)
- Research Project in Semester IV

5.2 Total minimum credits required (as per AICTE norms) : 96 credits
Credits offered: 103

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Semester Components		Approx. Credits
II	Core + Electives + Fieldwork	20-22
III	Advanced Electives + Internship Report	18-20
IV	Research Project + Viva Voce	18-20

6. Credit System

- 1 Credit = 1 hour/week (Theory)
- 1 Credit = 2 hours/week (Practical/Fieldwork)
- Internship and Dissertation and OJT carry specified credits per curriculum.

7. Evaluation System

- 7.1 Semester structure includes theory and practical components.
- 7.2 Theory: 3+ credits (100 marks), ≤2 credits (50 marks).
- 7.3 Practical (labs/projects/field studies/case studies): 100 or 50 marks as per credits.
- 7.4 Evaluation includes Sessional (Theory: 40, Practical: 50) and End-Semester (Theory: 60, Practical: 50).
- 7.5 Theory-Practical credit split: Maximum 40% theory, Minimum 60% practical.
- 7.6 Honours/Major to be earned within concerned department; Minor across departments with extra credits.

8. Internship and Research Project

8.1 A summer internship (6-8 weeks) with tourism/hospitality organizations is mandatory after the second semester.

8.2 A Major Project/Dissertation/OJT based on field research or industry study must be completed in the final semester.

9. Attendance Requirement

- Minimum 75% attendance in each course is mandatory for appearing in examinations.
- 65-74% may be condoned with valid reasons.

10. Grading System

As per Assam Skill University Academic Regulation

11. Award of Degree

A student shall be awarded the Master of Tourism and Travel Management (MTTM) degree upon:

- Completion of all prescribed credits
- Successful completion of internship and dissertation
- Fulfilment of all academic, attendance, and conduct requirements

12. Academic Integrity and Discipline

Students are expected to maintain the highest standards of academic integrity. Any instance of malpractice, plagiarism, or misconduct will lead to disciplinary action as per ASU rules.

13. Amendments: The Skill Council of Assam Skill University reserves the right to revise or amend these regulations as and when necessary, subject to statutory approval.

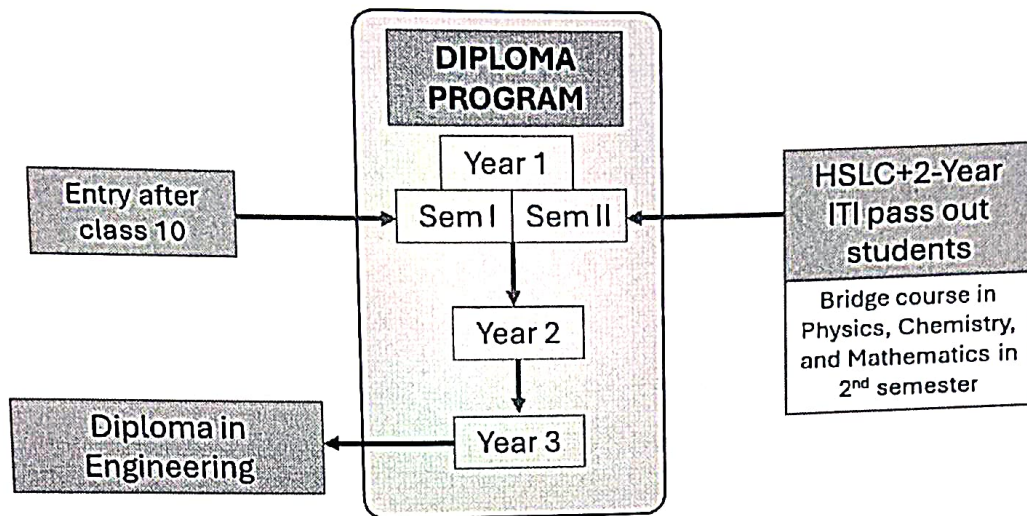
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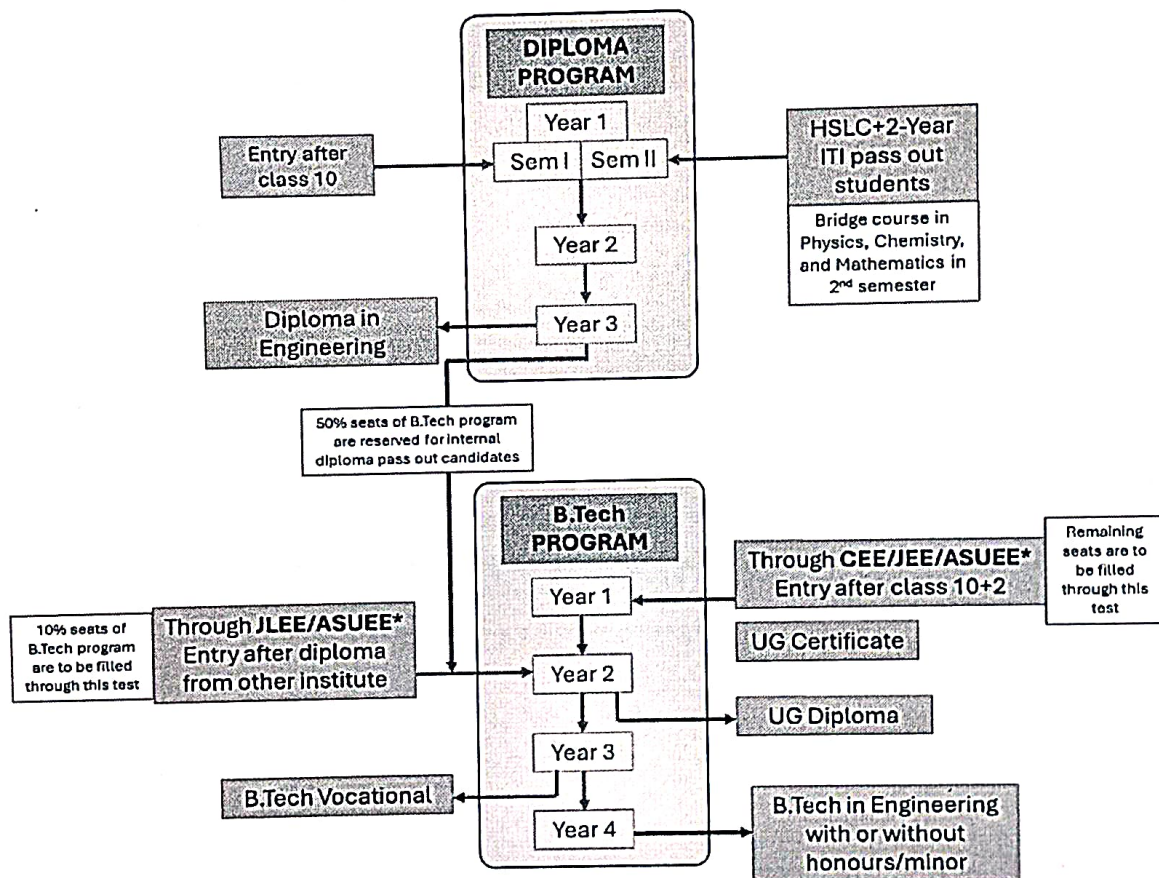
ASSAM SKILL UNIVERSITY (A Govt. of Assam University)



LAYOUT OF DIPLOMA PROGRAMS



LAYOUT OF INTEGRATED B.TECH PROGRAMS



ITI: Industrial Training Institute
ASUEE: Assam Skill University Entrance Examination

JEE: Joint Entrance Examination
JLEE: Joint Lateral Entrance Examination
UG: Undergraduate

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Information about the different programs and courses at Assam Skill University



Sl. No.	Name of Program	Duration	Minimum Qualification	Eligibility Criteria	Application Fee (Rs.)	Admission/Semester Fee (Rs.)
			discipline from a recognized university.	<ul style="list-style-type: none">• Preference may be given to candidates with a background in Hospitality, Tourism, Management, or related fields.• Written Entrance test (ASUEE) and Personal Interview based admission as per university norms [to be notified later]		
10	Certificate Course in Hospitality - Housekeeping	1 Year	12 th Pass (Age limit: 17 to 25 years)	Admissions shall be on first come first serve basis. Admissions to specific courses to be done after counselling of candidate by the Counsellors and Course Managers/ Principal.	500	Total Tuition Fee of 16,200/- (Non-Refundable) has to be deposited on quarterly basis (@ 4,050/- × 4)
11	Certificate Course in Beauty & Wellness		12 th Pass (Age limit: 17 to 25 years)			
12	Certificate Course in Retail Services		12 th Pass (Age limit: 17 to 25 years)			
13	Certificate Course in Food & Beverage Services		12 th Pass (Age limit: 17 to 25 years)			

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Information about the different programs and courses at Assam Skill University



Sl. No.	Name of Program	Duration	Minimum Qualification	Eligibility Criteria	Application Fee (Rs.)	Admission/ Semester Fee (Rs.)
				<ul style="list-style-type: none">• Must appear in Assam Skill University Entrance Examination (ASUEE) [to be notified later]		
8	Master of Business Administration (MBA)	2 Years	Graduation (Bachelor's Degree) of minimum 3 years duration in any discipline from a recognized university.	<ul style="list-style-type: none">• The candidate must have completed graduation in any discipline (except fine arts) with minimum 50% marks in aggregate or honours/major.• Relaxation of 5% marks is applicable for candidates for reserved categories as per Government of Assam norms• The candidate must have appeared in any national level Management Entrance Test viz. CAT/ MAT/ XAT/ GMAT/ ATMA etc. during the period 2024 to June, 2025.• The candidates need to submit the score sheet of the Management Entrance Test at the time of filling up the application form.• Final year candidates, who are appearing for exams, and not having any back paper are also eligible to appear.	500	30,000
9	Master in Travel and Tourism Management (MTTM)	2 Years	Graduation (Bachelor's Degree) in any	<ul style="list-style-type: none">• Minimum 45% marks in aggregate (40% for reserved categories as per Government of Assam norms).	500	15,000

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Information about the different programs and courses at Assam Skill University



SL No.	Name of Program	Duration	Minimum Qualification	Eligibility Criteria	Application Fee (Rs.)	Admission/Semester Fee (Rs.)
	Artificial Intelligence and Machine Learning		and Chemistry/Computer Science/Biology/Biotechnology as optional subjects.	<ul style="list-style-type: none">Valid score/rank in Assam CEE/ JEE Mains/Assam Skill University Entrance Examination (ASUEE)*		
5	B.Tech in Computer Science and Engineering with Honours in Cyber Security	4 Years	Pass in Higher Secondary (10+2) or its equivalent with Physics, Mathematics, and Chemistry	<ul style="list-style-type: none">Minimum 45% marks in aggregate in the mentioned subjects (for reserved categories as per Government of Assam norms).Valid score/rank in Assam CEE/ JEE Mains/Assam Skill University Entrance Examination (ASUEE)*	500	30,000
6	Integrated B.Tech in Mechanical Engineering with specialization in CAD/CAM	6 Years (3 Years in Diploma, 3 Years in B. Tech after Diploma)	Pass in HSLC (Class 10) or its equivalent from a recognized board	<ul style="list-style-type: none">Candidates must have studied Mathematics and Science in Class 10.Minimum 40% marks in aggregate (35% for reserved categories as per Government of Assam norms).	500	20,000 (during diploma) 30,000 (during B.Tech)
7	Integrated M.Sc in Food Technology	5 Years (4 Years in Bachelor in Science and 1 year in Master of Science)	Pass in Higher Secondary (10+2) or equivalent examination from a recognized board	<ul style="list-style-type: none">Candidates must have studied in science stream with subjects like Physics, Chemistry, and Biology/Mathematics/Computer Science.Minimum 45% marks in aggregate (40% for reserved categories as per Government of Assam norms)	500	15,000

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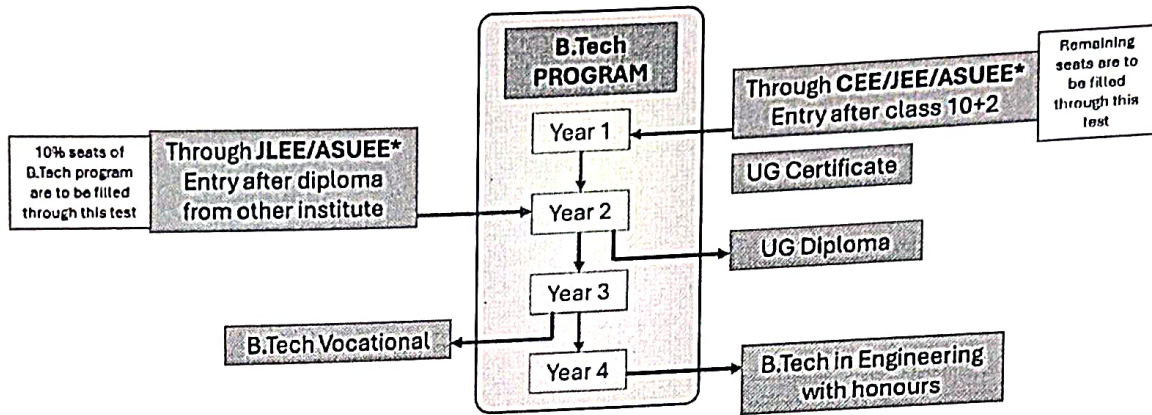
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CEE: Combined Entrance Examination

B.Tech: Bachelor of Technology

LAYOUT OF B.TECH PROGRAMS



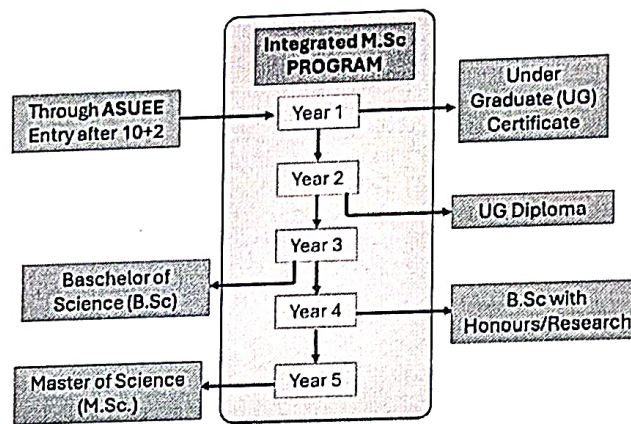
JEE: Joint Entrance Examination

JLEE: Joint Lateral Entrance Examination

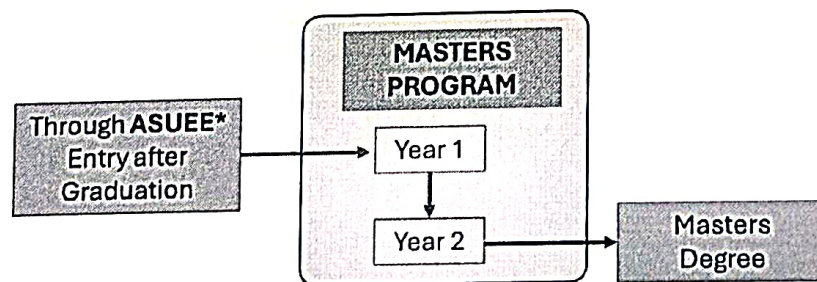
CEE: Combined Entrance Examination

UG: Undergraduate

LAYOUT OF INTEGRATED M.Sc PROGRAMS



LAYOUT OF MASTER PROGRAMS



*Whenever and wherever necessary



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