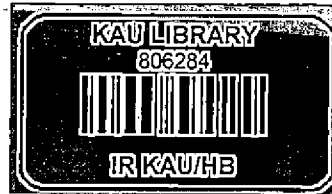


# ACADEMIC HANDBOOK

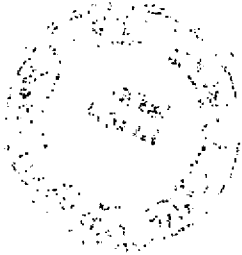


**DIRECTORATE OF ACADEMIC AND P.G. STUDIES  
KERALA AGRICULTURAL UNIVERSITY**

K.A.U. (P.O.) 680 656, Thrissur  
website : kau.edu.

**2009**

IR  
001  
KAU



806284

IR KAU/118



### **Academic Handbook**

#### *Publishers*

**Dr. P.K. Ashokan**  
Director (Academic & P.G. Studies)  
Kerala Agricultural University

#### *Editing*

Dr. P.K. Ashokan  
Dr. Komalamma  
Dr. K. Nandini  
Dr. M.V.R. Pillai

Year of publication: 2009

Copies : 3000

#### *Typesetting*

B. Shiras

#### *Printed at*

KAU Press, Mannuthy

---

This Handbook is primarily intended for students. This book should not be quoted as an authority for any purpose. Original orders may be perused whenever confirmation of facts is needed.

---

KAUP 28/3000/5/10

## PERSONAL MEMORANDA

Name..... Ad/Id No.....

Degree programme..... Year.....

Hostel Address.....

.....

.....

Phone..... Email.....

Residential Address.....

.....

.....

Telephone..... Blood Group.....

Height..... Weight..... On.....

Motor Cycle No.....Car No.....

Driving License No.....

Passport No..... Issued on.....

To be renewed on.....

Insurance Policies

No..... Due date.....

No..... Due date.....

### IMPORTANT CONTACTS

.....

.....

.....

.....

## **FOREWORD**

I am glad to know that a revised edition of the "Academic Handbook" is being published incorporating the regulations for the various courses offered by Kerala Agricultural University. The academic regulations and the syllabi for both UG and PG programmes except in the Veterinary Faculty were revised since 2007 admission based on the recommendations of the IV Dean's Committee appointed by Indian Council of Agricultural Research (ICAR), New Delhi. For B.Tech (Dairy Science & Technology) and B.Tech (Agricultural Engineering), the new regulations are applicable from 2008 admissions. With this revision we are following the national pattern.

The new regulations for B.V.Sc & A.H. based on the recommendations of the Veterinary Council of India (VCI) (2008) is applicable from 2009 admission.

The P.G. regulations and syllabi are again revised with effect from 2009, based on the recommendations of ICAR, as approved in the Vice-Chancellors Conference of State Agricultural Universities (SAUs).

The regulations of the two courses M.B.A. (Agri-business Management) and M.Sc Biotechnology (Integrated) are also included in the edition.

I hope the new academic handbook will be a useful reference material for students, teachers and staff.

Vellanikkara,  
23.06.2009

**K.R. VISWAMBHARAN**  
Vice Chancellor

## PREFACE

The Kerala Agricultural University functions with the mission of Excellence in Agricultural Education, Research and Extension for Sustainable Agricultural Development and Livelihood Security of the Farming Community. The primary goal of the University is to provide human resources, skills and technology required for the sustainable development of agriculture and other allied disciplines, by integrating education, research and extension. The education programmes of the University are designed to produce quality human resource in agricultural technology by synergizing multi-disciplinary learning. The University has been providing quality education in agriculture, horticulture, animal husbandry including veterinary and dairy sciences, co-operation, fisheries, forestry, agricultural engineering, home science and other allied disciplines. The University has been consistently rated as one of the best universities among the State Agricultural Universities (SAUs) in India. This excellence in education is achieved through the hard work of the faculty and students and also through the timely revision of curriculum in tune with changing global socio-economic and technological scenario.

The IV Deans' Committee appointed by the ICAR has recommended implementation of a national pattern of norms, standards, academic regulations and syllabi for under-graduate courses in SAUs. They also recommended a uniform regulation for postgraduate programs in SAUs. The new curriculum provides a lot of emphasis on experiential learning and for providing skill-oriented hands-on training to the students at undergraduate level.

The Academic Council of the KAU in its 107<sup>th</sup> meeting held on 21-8-2007 decided to revise the regulations and syllabi of the undergraduate and post graduate courses, except that of veterinary courses. The revised regulation is applicable to students of 2007 admission onwards. But for B.Tech (Dairy science and Agrl. Engineering) students it is applicable from 2008 admission onwards. The PG curriculum and the UG curriculum for veterinary were again revised in 2009-10, in the 111<sup>th</sup> and 112<sup>th</sup> Academic Council held on 16-7-09, 3-3-10 respectively. This Hand Book is a revised edition of the hand book published in 2005 including all the revised regulations. The regulations for the new academic programs, MBA (Agri-business Management) and M.Sc. Biotechnology (Integrated) are also included in this edition. The revised syllabi and regulations for each degree program are also available on the website ([www:kau.edu](http://www:kau.edu)) of the University.

Suggestions for improvement are welcome.

**Dr. Jobi V. Paul, Ph.D**  
Professor & Registrar i/c

**Dr. P.K. Ashokan, Ph.D**  
Professor & Director (Acad. & P.G.S.) i/c

## UNIVERSITY EMBLEM

This emblem encapsulates the ethos and commitments of the Kerala Agricultural University to the community. It symbolises the manifestation of throbbing life forms.

The longitudinal section of a growing healthy bud with 11 leaves which has emerged from a robust seed (knowledge) drawing nourishment (science and technology) from the soil held in a test tube, producing plants and animals for human sustenance, is depicted.



### Relative dimensions

Height to breadth ratio - 2:1  
Bud-seed-animal relative height - 4:2:1

### Leaves of the Bud

Central bud flanked by five leaves on either side .

### Animal sequence from left to right

Pig-goat-cow with relative heights of 2:3:5

**ആമന്ത്രണഗാനം**  
**[University Anthem]**

ഗുരുനിദാഘോഷ്ണതപ്തമാം ഭൂമിയി  
ലുരുകരുണതന്നസാരധാരകൾ  
ചൊരിയുമംബികേ പർജ്ജന്യദേവതേ  
സുരൂചിരോദാരസന്താനശാഖിയായ്

കരികലപ്പകൾ കാളകളൊപ്പമായ്  
വരിവരിചാലുകീറി നീങ്ങിടവേ  
ധരണിയിൽഹുല്ലസസ്യഫലാവൃതായ്  
ഹരിതരോമാഞ്ചകംബളാഭോഗായ്

മനുജവിജ്ഞാനസീമാവികാസത്തി  
ന്നനുസൃതമായസുലഭസീദ്ധികൾ  
അവികലം ശാസ്ത്രചക്രവാളങ്ങളി  
ലവിടവിടെ വിതയ്ക്കുന്നു വിത്തുകൾ

വിവിധ വിജ്ഞാനബീജോർജ്ജ്വലിത  
യവനിവീരപ്രസുവായ് ഭവിക്കുമ്പോൾ  
കടലടിക്കും തരംഗമൃദംഗങ്ങൾ  
അടവി പാടീടും മംഗളമർമ്മരം

വരദവാത്സല്യരുപിണി, വാനവ  
സുരഭിപോൽ സർവകാമാർഥദായിനി  
ധരണിയിൽ തേനും പാലുമൊഴുകി നീ  
ശരണമേകു രസാമൃതവർഷിണി

പുതിയ ദീപം കൊളുത്തുക - നാളത്തിൽ  
പുതിയ ജീവൻ തുടിയ്ക്കട്ടെ മേൽക്കുമേൽ  
അരിയ സൗഭാഗ്യധാരകൾക്കക്ഷയ  
ത്ഥരികയാക നീ, കർഷകക്ഷേത്രമേ

ചെങ്ങരപ്പള്ളി നാരായണൻ പോറ്റി

**ആമന്ത്രണശാസ്ത്രം - പരാവർത്തനം**

കടുത്ത വേനൽകൊണ്ട് തപ്തമായ ഭൂമിയിൽ കരുണയുടെ ആസാരധാര ചൊരിയുന്ന അമ്മേ, വർഷ ദേവതേ, മനോഹരിയും ഉദാരമനസ്കയുമായ്, ദേവലോകത്തെ സന്താന വൃക്ഷത്തിന്റെ പാരമ്പര്യത്തിൽ

കരികലപ്പുകളും കാളകളും, വരിവരിയായ് ചാലുകൾ കീറുമ്പോൾ ഭൂമി സസ്യ ഫലാവൃതയായി (സമ്പുഷ്ടയായി) ഹരിത രോമാഞ്ച കംബളത്തിൽ (പുതപ്പ്) ആഭോ ഗയായി (പരിപൂർണ്ണതയിലെത്തി),

മനുഷ്യ വിജ്ഞാന സീമ വികസിക്കുന്നതനുസരിച്ച് ലഭ്യമാകുന്ന അപൂർവ്വ സിദ്ധികൾ ശാസ്ത്ര ചക്രവാളത്തിൽ അന്യൂനമായ് അവിടവിടെ വിത്തുകൾ വിതയ്ക്കുന്നു.

[ഗവേഷണങ്ങളിലൂടെയും മറ്റും ലഭ്യമാകുന്ന വിജ്ഞാനം ശാസ്ത്ര സമൂഹങ്ങളിൽ (വിദ്യാർത്ഥികൾ, ശാസ്ത്രജ്ഞർ, കർഷകർ) എത്തിവരിൽ പകരുന്നു]

വിവിധ വിജ്ഞാന ബീജോർജ്ജ ചുംബനത്താൽ ഭൂമി വീരപ്രസുവായി (വീരന്മാർക്ക് ജന്മം നൽകിയവൾ) തീരുമ്പോൾ കടൽ തരംഗങ്ങളാൽ മൃദംഗം വായിക്കും, മർമ്മരത്താൽ കാട് മംഗളം പാടും.

[നല്ല വിളവിന് നിമിത്തമാകുന്നതിനാൽ ഭൂമിയും, പ്രഗത്ഭർക്ക് ജന്മം നൽകുന്നതിനാൽ സമ്പ്രദായകലാശാലയും വീരപ്രസുവാകുന്നു]

ദേവന്മാർക്ക് സർവ്വാഭീഷ്ടദായിനിയായ കാമധേനുപോലെ, ഭൂമിയെ ഐശ്വര്യ സമൃദ്ധമാക്കി, അല്ലയോ സ്നേഹാമൃത വർഷിണി, ശരണം തരൂ.

ഇവിടെ ഒരു പുതിയ ദീപം കൊളുത്തുക. ആ നാളത്തിൽ പുതിയ ജീവൻ എന്നെന്നും തുടിച്ചുനിൽക്കട്ടെ - അല്ലയോ കർഷക ക്ഷേത്രമേ നി ശ്രേഷ്ഠമായ സൗഭാഗ്യ ധാരകളുടെ അക്ഷയ പ്രവാഹമായി തീരേണമേ.



## ENGLISH TRANSLATION OF THE UNIVERSITY ANTHEM

Oh! Goddess shower Thy rain of compassion  
On this earth parched with scorching summer heat.

When ploughs and oxen move and trench the fields,  
When earth enriched by flora is a wonderful blanket of greens  
When human knowledge takes unbound strides and leaps,  
On the horizon of science, Oh! Goddess of Rain  
Like a tree budding forth it's grain,  
Magnanimous, selfless, unrestrained,  
Sow Thy seeds of attainment and gain.

When impregnated by knowledge of various kind  
Mother Earth gives birth to mankind  
The sea beats its drums of waves.  
The forest sings songs of praise.

Benefactress! Love Incarnate!  
Like the wish-yielding *Surabhi* of gods,  
How generously you fulfill our desires innate.  
Pour! Pour down on this earth  
Milk and honey  
And shelter us Goddess of Plenty!

Kindle a new lamp.  
May its wick with new life throb.  
This Temple of Farmers, may you grow  
To be the source of Fortune's flow.

# CONTENTS

Foreword	
Preface	
University emblem	
University anthem	
1. Introduction	– 1
2. University administration	– 3
3. Research and extension programmes	– 8
4. Faculties and colleges	– 10
5. Academic regulations	
Bachelor degree programmes other than B.V.Sc. & A.H. (2007)	– 19
Bachelor degree programmes in Veterinary Science (1994)	– 37
Bachelor degree programmes in Veterinary Science (2008)	– 55
Post-graduate programmes (2007)	– 68
Post-graduate programmes (2009)	– 86
Modifications in PG regulations (2009) for M.V.Sc. and Ph.D. in Veterinary and Animal Sciences	– 104
MBA in Agri-Business Management (2007)	– 140
M.Sc. (Integrated programme) Biotechnology	– 156
6. Students welfare and Benefit schemes	
Scholarships and fellowships	– 172
Travel and other allowances	– 178
Book bank scheme	– 180
Insurance scheme	– 182
Endowments/ Prizes	– 182
7. Library rules	– 185
8. Hostel rules	– 189
9. Co-curricular activities	
The Kerala Agricultural University (KAU) Union	– 197
Students Union of Colleges	– 207
National Service Scheme (NSS)	– 211
National Cadet Corps (NCC)	– 211

## **Appendices**

I. Election rules (KAU Union)	–	205
II. Nomination Paper	–	206
III. Academic forms	–	212
IV. Fee structure	–	234
V. Study tour	–	237
VI. Duplicate degree certificate	–	239
VII. Caution deposit	–	241
VIII. Application for admission to convocation	–	242
IX. Student Information - Data sheet	–	243
X. Guidelines to prevent ragging	–	244
XI. Indian Council of Agricultural Research	–	248
XII. Veterinary Council of India	–	251
XIII. Indian Council of Forestry Research and Education	–	252
XIV. List of Agricultural Universities in India (State Agricultural Universities)	–	253
XV. Important telephone numbers and e-mail	–	259

## **Annexures**

Annexure I : Detailed guidelines for examination, evaluation and grading of various courses in the Bachelors Degree Programme (Other than B.V.Sc. & AH)	–	34
Annexure II : Modifications In PG Regulation – 2009, for M.V.Sc. and Ph.D. programmes in Veterinary	–	104
Annexure III : Checklist to accompany the application for extension of time limit for submission of thesis for PG courses	–	106
Annexure IV : Guidelines for constitution of Advisory Committee of PG students	–	107
Annexure V : Guidelines for conducting comprehensive and final examinations of PG students	–	110
Annexure VI : Guidelines for thesis preparation and submission	–	112
Annexure VII : General guidelines for citation and listing of references in thesis	–	121
Annexure VIII: Guidelines for Post Graduate Seminar	–	137

## INTRODUCTION

The history of agricultural education in Kerala can be traced back to the year 1896 when a scheme was evolved in the erstwhile Travancore State to train a few young men in scientific agriculture at the Demonstration Farm, Karamana, Thiruvananthapuram, presently the Cropping Systems Research Centre under Kerala Agricultural University. Agriculture was introduced as an optional subject in the middle school classes in the State in 1922 when an Agricultural Middle School was started at Aluva, Ernakulam District. The popularity and usefulness of this school led to the starting of similar institutions at Kottarakkara and Konni in 1928 and 1931 respectively.

Agriculture was later introduced as an optional subject for Intermediate Course in 1953. In 1955, the erstwhile Government of Travancore-Cochin started the Agricultural College and Research Institute at Vellayani, Thiruvananthapuram and the College of Veterinary and Animal Sciences at Mannuthy, Thrissur, for imparting higher education in agricultural and veterinary sciences, respectively. These institutions were brought under the direct administrative control of the Department of Agriculture and the Department of Animal Husbandry, respectively. With the formation of Kerala State in 1956, these two colleges were affiliated to the University of Kerala. The post-graduate programmes leading to M.Sc.(Ag), M.V.Sc. and Ph.D. degrees were started in 1961, 1962 and 1965 respectively.

The Second National Education Commission (1964-66) headed by Dr. D.S. Kothari, the then Chairman of the University Grants Commission, recommended establishing one Agricultural University in each state. The first State Agricultural University (SAU) was established at Pant Nagar, Uttar Pradesh in 1968. The Kerala Agricultural University (KAU) was established on 24th February 1971 by virtue of the Act 33 of 1971 and started functioning on 1st February 1972.

In accordance with the provisions of KAU Act of 1971, the Agricultural College and Research Institute at Vellayani, and the College of Veterinary and Animal Sciences, Mannuthy, were brought under the Kerala Agricultural University. In addition, twenty-one agricultural and animal husbandry research stations were also transferred to the KAU for taking up research and extension programmes in agriculture, animal husbandry and other allied areas. Now the University has 10 colleges (3 Agriculture, 2 Veterinary, 1 Fisheries, 1 Dairy Science, 1 Agricultural Engineering, 1 Forestry, 1 Co-operation Banking & Management), 26 research stations, including six RARS and seven KVK.

## MISSION AND GOAL

The University functions for, “Excellence in Agricultural Education, Research and Extension for Sustainable Agricultural Development and Livelihood security of farming community”

“To Provide human resources, skills and technology required for sustainable development of agriculture, including Crop production, Animal Husbandry, Veterinary Sciences, Dairy Sciences & Technology, Co-operation, Fisheries, Forestry, Agricultural Engineering, Home Science and other allied disciplines by integrating education, research and extension.”

## STRATEGY (Objectives)

*The University focuses its strategy on synergizing multi-disciplinary education and strengthening problem-specific research relevant to the state and help building innovative extension systems for sustainable management of natural resources, sustainable agricultural production and overall improvement of rural livelihoods.*

## UNIVERSITY ADMINISTRATION

The Kerala Agricultural University is an autonomous institution with academic programmes presently being offered in four faculties. The University under the four faculties *viz.* Agriculture, Veterinary & Animal Sciences, Agricultural Engineering, and Fisheries, offers altogether seven bachelor degree courses, masters degree programmes in 43 disciplines and doctoral programmes in 23 disciplines. The Governor of Kerala is the Chancellor and the Minister for Agriculture, the Pro-Chancellor of the university. The supreme authority of the university is the General Council. The chief executive body is the Executive Committee. The Academic council and the Board of Studies of each faculty are responsible for the maintenance of academic standards of the University. The Vice Chancellor is the principal executive and academic officer of the University who is assisted by Registrar, Comptroller, Deans of Faculties, Director of Research, Director of Extension, Director of Academic and P.G. Studies, Director of Physical Plant, Director of Students' Welfare, and University Librarian.

Dean of Faculty of Agriculture is also the head of the College of Agriculture, Vellayani. Dean of Faculty of Veterinary and Animal Sciences also heads the College of Veterinary & Animal Sciences, Mannuthy, while the Dean of Faculty of Fisheries and Dean of Faculty of Agricultural Engineering head the respective colleges also. The College of Horticulture, College of Forestry, College of Co-operation, Banking and Management at Vellanikkara and the College of Agriculture, Padannakkad, College of Dairy Science and Technology, Mannuthy and College of Veterinary and Animal Sciences, Pookode are headed by Associate Deans.

### **Authorities of the university**

As per the KAU Acts, the Authorities of the University are the General Council, the Executive Committee, the Academic Council and the Board of Studies of each faculty.

### **General Council**

The supreme authority of the University is the General Council. The Council is reconstituted every three years. The General Council has three sub-committees namely, Statute Committee, Assurance Committee and Accounts Committee.

The General Council consists of the following members

***Ex-officio members***

The Chancellor (Governor of Kerala)  
The Pro-Chancellor (Minister for Agriculture)  
Vice Chancellor  
Agricultural Production Commissioner  
Secretary, Department of Agriculture  
Secretary, Department of Animal Husbandry  
Secretary, Department of Finance (Expenditure)  
Secretary, Department of Fisheries  
Director of Agriculture  
Director of Animal Husbandry  
Director of Dairy Development  
Director of Fisheries  
Chief Conservator of Forests  
Chairman, Rubber Board  
Chairman, Spices Board  
Chairman, Marine Product Export Development Authority  
Director, Central Plantation Crops Research Institute  
Director, Kerala Forest Research Institute  
Representative of the Indian Council of Agricultural Research  
Member of the Legislative Assembly representing the constituency in which the headquarters of the University is situated

***Elected members***

Four members of Legislative Assembly (including one from SC/ST)  
One member elected by the Deans of Faculties of the University.  
Two members elected by the Students of the University from among themselves  
Four members elected by the Teachers of different faculties  
Two members elected by the Non-Teaching staff of the University  
Two members elected by the Permanent Labourers of the University.

***Members nominated by the Chancellor***

Four eminent scientists.  
Four farmers of whom one belongs to a scheduled caste or a scheduled tribe and one shall be a woman.  
One member from the Association of Planters of Kerala.  
Two Presidents of Grama Panchayats.

***Other members***

Three members to represent the Universities of Calicut, Cochin and Kerala respectively.

***Powers and functions of the General Council***

- To determine what degrees, diplomas and other academic distinctions shall be granted by the university
- To make, amend or repeal Statutes either of its own motion or in the motion of the Executive Committee
- To cancel or amend any ordinance passed by the Executive Committee or any Regulation passed by the Academic Council
- To institute fellowships, scholarships, studentships, bursaries' medals and prizes and organise exhibitions in accordance with the provisions of the Act, Statutes, Ordinances and Regulations
- To institute professorships, readership, lectureship and such other teaching or research posts as it may deem necessary
- To establish and maintain such institutions as it may, from time to time, deem necessary
- To prescribe the terms and conditions of service of the employees of the University
- To regulate emoluments and prescribe the duties and conditions of service of teachers
- To review and take such action as it may deem fit on the annual report and the annual accounts of the university which shall be placed before it by the Executive Committee and to consider and pass the budget according to the provisions of the Statutes
- To cancel any degree, diploma, title or any other distinction granted to any person in accordance with the provisions of the Statutes
- To appoint committees and to delegate to them such functions of the General Council as it may deem fit
- To make Statutes regulating the method of election to the authorities of the university, the procedure at the meetings of the General Council, the Executive Committee and other authorities of the University and quorum of members required for the transaction of business by the authorities of the University other than the General Council
- To co-operate with other Universities and other authorities in such manner and for such purposes as it may determine

***Executive Committee***

The Executive Committee is the chief executive authority of the University. The committee consists of twelve members with the Vice-Chancellor as Chairman. The Executive Committee has six sub-committees namely Finance Committee, Planning and Development Committee, Research Review Committee, Establishment Committee, Students Welfare Committee, and Works Committee.



## Members

### *Ex-officio members*

- Vice Chancellor (Chairman)
- Agricultural Production Commissioner
- Secretary to Government, Finance Department

### *Other members*

The member representing the Indian Council of Agricultural Research in the General Council

Dean of the Faculty elected by the General Council

One member elected from among the teachers in the General Council by the Council

Five non-official members of the General Council elected by the Council of whom one shall be a member belonging to a scheduled caste or scheduled tribe and one shall be a woman

The Member of Legislative Assembly representing the constituency in which the headquarters of the University is situated

### *Powers of the Executive Committee*

The executive powers including general superintendence and control over the institutions of the University are vested with the Executive Committee. It also has the following powers to

- make ordinances and to amend or repeal the same
- withhold or cancel the results of any candidate at any University examination
- accept endowments, bequests, donations and transfers of any movable or immovable properties to the University on its behalf, provided all such endowments, bequests, donations and transfers shall be reported to the General Council at its next meeting
- exercise such other powers and perform such other duties as may be prescribed by the Act, Statutes and Ordinances.

### *Academic Council*

The Academic Council is responsible for the maintenance of standards in educational programmes and examinations in the University.

The Academic Council shall consist of the Vice-chancellor (Chairman), Deans of Faculties, Director of Research, Director of Extension, Director of Students Welfare, University Librarian, The Director of Agriculture, The Director of Animal Husbandry, Five members from among those connected with services of Agriculture, Animal Husbandry, Forestry, Fisheries, Dairy Development, Co-operation and Community Development

nominated by the Chancellor, Five scientists from the ICAR and/or its institutions, from other Universities of India or from well known scientists in India, nominated by the Chancellor, Six members from among the Heads of Departments of the Faculties, nominated by the Chancellor on rotation basis, Three members from among the staff of the research stations of the University, nominated by the Chancellor, Two members from among the Post-graduate students and one member from among the Research students of the University, elected in such manner as may be prescribed, One member elected by the teachers (other than the Dean) of each Faculty, from among themselves and the Registrar.

The Academic Council may also co-opt as members, not more than ten persons for such periods and in such manner as may be prescribed, so as to secure adequate representation to different aspects of agriculture.

### **Board of Studies**

Each faculty has a Board of Studies to take care of its academic matters. The Board of Studies is reconstituted once in every three years. The members of the Board are Dean of the faculty (who is the Chairman), Heads of Departments under the faculty, two members who are specialists in the subjects, and two members appointed by the Executive Committee from among the teachers of the faculty.

## RESEARCH AND EXTENSION

### RESEARCH

Recognising the significance of location-specific research, and the highly heterogeneous biophysical resource base of the State as a consequence of high rainfall coupled with undulating topography, research agenda is organized into six agroecological homogeneity groups. The research programmes are undertaken at the various research stations in these agro-ecological zones. The Zonal Research Stations and Research Stations are given below:

<i>Zonal Research Station</i>	<i>Location</i>
Regional Agricultural Research Station (Southern)	Vellayani, Trivandrum
Regional Agricultural Research Station (Onattukara)	Kayamkulam, Alappuzha
Regional Agricultural Research Station (Problem zone)	Kumarakom, Kottayam
Regional Agricultural Research Station (Central)	Pattambi, Palakkad
Regional Agricultural Research Station (Northern)	Pilicode, Kasargode
Regional Agricultural Research Station (High Range)	Ambalavayal, Wynad
<i>Research station</i>	<i>Locaton</i>
Coconut Research Station	Balaramapuram, Trivandrum
Cropping Systems Research Centre	Karamana, Trivandrum
Farming Systems Research Station	Sadanandapuram, Kollam
Soil Conservation Research Centre	Konni, Pathanamthitta
Agricultural Research Station	Thiruvalla, Pathanamthitta
Rice Research Station	Moncompu, Alappuzha
Cardamom Research Station	Pampadumpara, Idukki
Pineapple Research Station	Vazhakkulam, Ernakulam
Rice Research Station	Vytilla, Ernakulam
Fisheries Station	Puduveypu, Ernakulam
Aromatic and Medicinal Plants Research Station	Odakkali, Ernakulam
Agronomic Research Station	Chalakkudi, Thrissur
Cattle Breeding Farm	Thumburmuzhi, Thrissur
Agricultural Research Station	Mannuthy, Thrissur
University Livestock Farm	Mannuthy, Thrissur
Goat and Sheep Farm	Mannuthy, Thrissur

<i>Research station</i>	<i>Locaton</i>
Centre for Pig Production and Research	Mannuthy, Thrissur
Poultry and Duck Farm	Mannuthy, Thrissur
Cashew Research Station	Madakkathara, Thrissur
Banana Research Station	Kannara, Thrissur
Livestock Research Station	Thiruvazhamkunnu, Palakkad
Cashew Research Station	Anakkayam, Malappuram
Cattle Infertility Scheme	Vellimadukunnu, Kozhikode
Pepper Research Station	Panniyur, Kannur.

## EXTENSION

Extension education is an integral part of the academic programmes of the University. The Extension Advisory Committee with the Vice-Chancellor as Chairman, formulates the extension education policies and programmes of the University.

The extension education activities are implemented through

- Communication Centre
- Farm Advisory Service
- Central Training Institute
- Krishi Vigyan Kendra (KVK)
- Publications of the Extension Directorate which include:

More than 30 titles (books and booklets);

A bimonthly farm periodical '*Kalpadhenu*' with primary focus on farmers,

The monthly '*KAU News*';

The Journal of Veterinary and Animal Sciences,

The Journal of Tropical Agriculture.

Occasional pamphlets and brochures on specific innovations and problems.

## FACULTIES AND COLLEGES

There are four faculties under the University

### 1. FACULTY OF AGRICULTURE

Agriculture, Forestry and Co-operation and Banking are included in this Faculty. The statutory departments in Agriculture, Forestry and Co-operation and Banking are detailed below.

#### Agriculture

- |   |   |
|---|---|
| 1. Agronomy                             | 10. Plant Physiology                        |
| 2. Plant Breeding and Genetics          | 11. Plantation and spices                   |
| 3. Pomology, Floriculture & Landscaping | 12. Olericulture                            |
| 4. Processing Technology                | 13. Soil Science and Agricultural Chemistry |
| 5. Agricultural Entomology              | 14. Agricultural Economics                  |
| 6. Agricultural Extension               | 15. Home Science                            |
| 7. Agricultural Statistics              | 16. Horticulture                            |
| 8. Plant Pathology                      | 17. Agricultural Microbiology               |
| 9. Agricultural Meteorology             | 18. Plant Biotechnology                     |

#### Forestry

- |                                      |                                 |
|--------------------------------------|---------------------------------|
| 1. Silviculture and Agroforestry     | 4. Tree Physiology and Breeding |
| 2. Forest Management and Utilisation | 5. Wood Science                 |
| 3. Wild Life Science                 |                                 |

#### Co-operation and Banking

- |   |                               |
|---|-------------------------------|
| 1. Co-operative Management              | 3. Rural Marketing Management |
| 2. Rural Banking and Finance Management | 4. Development Economics      |

Five colleges are functioning under the Faculty of Agriculture. These are:-

#### *College of Agriculture, Vellayani*

Address: College of Agriculture, P.O. Vellayani, Thiruvananthapuram 695 522,

Telephone 0471-2381915, 2381002, 2382439

Fax: 0471-381829.

E-mail: [coavellayani@kau.in](mailto:coavellayani@kau.in)

[deanagri@kau.in](mailto:deanagri@kau.in)

The college is the first of its kind to be established in the State and is located in the Kalliyoor Village of Thiruvananthapuram Taluk of Thiruvananthapuram District. The college is about 12 km south of the capital city of Thiruvananthapuram and 4 km north-west

of the famous Kovalam Beach Resort. The Agricultural College and Research Institute came into existence in August, 1955 by acquiring the Senior Maharani's Palace building at Vellayani. The campus was laid out in one of the hillocks surrounded by the beautiful freshwater lake "Vellayani lake".

The college has excellent facilities for teaching, research and extension education.

The courses offered are :

Bachelor of Science in Agriculture : B.Sc (Hons.) Agri.

Master of Science in Agriculture. : M.Sc (Agri.)

M.Sc Biotechnology (integrated) - 5 years duration

The Masters' programmes are offered in the disciplines of:

Agronomy	Plant Breeding and Genetics
Soil Science and Agricultural Chemistry	Agricultural Entomology
Plant Pathology	Agricultural Extension
Plant Physiology	Horticulture
Agricultural Statistics	Home Science (Food Science and Nutrition)
Agricultural Microbiology	Agricultural Economics
Plant Biotechnology	

Ph.D Programme is offered in the disciplines of:

Agronomy	Plant Breeding and Genetics
Soil Science and Agricultural Chemistry	Agricultural Entomology
Plant Pathology	Agricultural Extension
Horticulture	Home Science (Food Science and Nutrition)
Agricultural Economics	Plant Physiology
Plant Biotechnology	

The facilities for extra-curricular activities available in this college include:

- An indoor stadium, the largest of its kind in the constituent colleges of the university as well as in the other universities of the State, with facilities for basketball, volleyball, shuttle badminton and table tennis, is available. A gymnasium also functions here. Accommodation facility for players is also available in the indoor stadium.
- Sufficient training equipment and courts are available. The turf wicket in the campus is one of the best in the State. Five Ranji tournaments and one Indo-Australian Youth Cricket match have been conducted here.
- An open stage with facilities for the conduct of arts and stage programmes is also available.

***College of Horticulture, Vellanikkara***

Address: College of Horticulture, KAU - P.O., 680 656, Thrissur.

Telephone 0487-2371652

Fax: 0487-2370790. E-mail : cohvka@kau.in

The College of Horticulture was established on 28th October 1972 in the Mannuthy campus of the Kerala Agricultural University and shifted to the new academic building at Vellanikkara, Thrissur in March 1978. The College is situated near the National Highway (NH 47) at about 13 km from the Thrissur Railway Station.

The college offers the following undergraduate, master's, doctoral and diploma programmes:

Bachelor of Science in Agriculture - B.Sc (Hons.) Agriculture.

Master of Science in Agriculture - M.Sc (Agriculture) in the disciplines of

Agronomy, Plant Breeding and Genetics, Soil Science and Agricultural Chemistry, Agricultural Entomology, Plant Pathology, Plant Physiology, Plant Bio-technology, Agricultural Extension, Agricultural Economics, Agricultural Meteorology.

Master of Science in Horticulture

Master of Science in Home Science (FS&N)

Master of Science in Agricultural Statistics

Doctor of Philosophy programme (Ph.D.) is offered in the disciplines of

Agronomy, Agricultural Entomology, Plant Pathology, Agricultural Extension, Plant Breeding and Genetics, Plant Physiology, Plant Bio-technology, Agricultural Economics, Soil Science and Agricultural Chemistry, Horticulture and Home Science (FS&N).

***College of Agriculture, Padannakkad***

Address: College of Agriculture, Padannakkad-PO., Kasaragode - 671 328

Telephone 0467-2280616, 782699

Fax: 0467-2284099. E-mail : adpad@kau.in

The College of Agriculture at Padannakkad was established in 1994. The College is located 9 km south of Kanhangad town and 1 km north of Nileshwar town by the side of NH 17. Presently, the college offers B.Sc. (Hons.) Agriculture.

***College of Co-operation, Banking and Management, Vellanikkara***

Address: College of Co-operation, Banking and Management

KAU-PO., 680 656, Thrissur

Telephone : 0487-2370367. Fax: 0487-2370019. E-mail : ccbm@kau.in

The College of Co-operation and Banking was established in 1981. The objectives of the college were subsequently widened by expanding the scope of the college and renaming it as the College of Co-operation, Banking and Management in 1996. The college has the mandate:

- To assist in meeting the rapidly growing needs of managerial manpower for formal and informal co-operatives, financial institutions, agri-business enterprises and other rural development organisations.
- To undertake research on organisational, managerial and operational problems of co-operatives, financial institutions, agri-business enterprises and other rural development organisations.
- To foster the entrepreneurial ability and to extend managerial and organisational skills to the rural community.
- To offer training for policy makers and administrators in the development departments, enterprises, organisations and institutions.

Courses offered in the College are:

B.Sc. (Hons.) Co-operation and Banking

M.Sc. (C&B) in Rural Banking & Finance Management; Rural Marketing Management and Co-operative Management.

M.B.A. Agri. Business Management

Ph.D.(C&B) in Rural Marketing Management

### ***College of Forestry, Vellanikkara***

Address: College of Forestry, KAU - P.O., 680 656, Thrissur

Telephone : 0487-2370050 Fax: 0487-2371040 E-mail : [cofvka@kau.in](mailto:cofvka@kau.in)

The College of Forestry was established in 1986. It is located in the Main Campus of the Kerala Agricultural University at Vellanikkara.

The College of Forestry offers bachelor degree programme in Forestry [B.Sc (Hons.) Forestry] and post-graduate programmes at Master's level [M.Sc (Forestry)] in the disciplines of, Silviculture and Agroforestry; Tree Physiology and Breeding; Wildlife Sciences, Forest Management & Utilization and Wood Science. Ph.D programme is also in effect. The Kerala State Forest Department has reserved 20% of the vacancies of the post of Range Officers to the B.Sc. (Forestry) graduates since 1999.

College of Forestry carries out research on all aspects of forestry, including studies on silviculture of tree species, agroforestry, plantation forestry, biotechnology including *in vitro* propagation of tree species. Research in Wood Science, Seed Technology and Wildlife are also conducted here.

The college sets its goals to:

- Achieve excellence in teaching at under graduate and post graduate levels in Forestry
- Achieve excellence in research in both basic and applied aspects in the different disciplines of Forestry.



- Provide technically qualified and competent forestry personnel to various agencies engaged in the field
- Provide scientific and practical advice to the various end users in forestry with the objective of making forestry an attractive and economic enterprise
- Create awareness among the public about the importance of forests and scientific forestry.

## 2. FACULTY OF VETERINARY AND ANIMAL SCIENCES

There are twenty statutory departments. These are :

Veterinary Anatomy & Histology	Veterinary Physiology
Veterinary & Animal Husbandry Extension	Veterinary Microbiology
Animal Reproduction, Gynaecology & Obstetrics	Clinical Veterinary Medicine
Poultry Science	Statistics
Veterinary Surgery & Radiology	Animal Nutrition
Dairy Science	Livestock Production & Management
Animal Breeding, Genetics & Biostatistics	Veterinary Pathology
Veterinary Parasitology	Preventive Medicine
Veterinary Pharmacology & Toxicology	Veterinary Public Health
Veterinary Biochemistry	Livestock Products Technology

### *College of Veterinary and Animal Sciences, Mannuthy*

Address: College of Veterinary and Animal Sciences, Mannuthy, 680 651, Thrissur.

Telephone : 0487-2370451 Fax: 0487-2370388 E-mail: [vetmannuthy@kau.in](mailto:vetmannuthy@kau.in)

The Government Veterinary College was started at Mannuthy in 1955 to produce sufficient veterinary personnel to cater to the needs of the State Animal Husbandry Department and for meeting the needs of various departmental projects included in the five year plans. In the beginning, a two storeid building of the District Agricultural Farm, Mannuthy served as the college building. As the livestock and poultry farms were also available at Mannuthy, the college had good facilities at the beginning itself. The new college building with sufficient number of class rooms and laboratory facilities was established in 1958. The college was renamed as Kerala Veterinary College and Research Institute in 1961. It got the present name, College of Veterinary and Animal Sciences when it became a constituent college of the Kerala Agricultural University in 1972. Initially the educational system followed was the traditional four year degree programme leading to B.V.Sc. degree. The college was under the control of Travancore University from 1955 to 1957, under Kerala University from 1957 to 1969 and under Calicut University from 1969 to 1972. It became a constituent college of

the Kerala Agricultural University in 1972. Under the KAU, the system of education was changed to trimester pattern and this system continued till 1982. The semester system was then introduced increasing the duration of the B.V.Sc course to five years. The VCI standards were adopted in the education system from 1994 onwards. The college is located near NH 47 at about 7 km east of Thrissur town and has a land area of 154 ha.

The college offers M.V.Sc. degree programme in the following disciplines. They are Anatomy, Animal Breeding & Genetics, Animal Reproduction, Clinical Medicine, Dairy Science, Livestock Production Management, Microbiology, Nutrition, Parasitology, Pathology, Pharmacology, Poultry Science, Preventive Medicine, Surgery, Veterinary Extension, Veterinary Physiology and Veterinary Public Health. Ph.D. programme is offered in Anatomy, Animal Breeding & Genetics, Animal Reproduction, Clinical Medicine, Preventive Medicine, Livestock Production Management, Microbiology, Nutrition, Parasitology, Pathology, Pharmacology, Poultry Science, Surgery and Veterinary Physiology.

The college has two veterinary hospitals, one at Kokkalai and the other at Mannuthy, for imparting practical and clinical training to the students. A unit of Remount Veterinary Corps was started in the college under the administrative control of NCC (Remounted Veterinary Corps Unit) in 1985.

#### ***College of Veterinary and Animal Sciences, Pookode***

Address: College of Veterinary and Animal Sciences, Pookode, Wayanad District.

Telephone : 0493-6256380 Fax: 0493-6256390 E-mail : vetpookot@kau.in

The college has started functioning on 28.10.1998, offering B.V.Sc.&A.H. degree programmes. The first batch of students were admitted from the academic year 1999. The intake capacity is 40. Initially the college was functioning at the Mannuthy campus. It was shifted to Pookode near Vythiri town in Wayanad district during 2005. Master's degree (M.V.Sc) Programme started from 2009. The college is having the best facilities as laid down in VCI guidelines.

#### ***College of Dairy Science and Technology, Mannuthy***

Address: College of Dairy Science & Technology, Mannuthy, 680 651, Thrissur.

Telephone : 0487-2372861 Fax: 0487-2370388 E-mail : cdst@kau.in

The College of Dairy Science and Technology was started on 7.12.1993. Initially the course B.Sc. (DSc & Tech.) was started at the College of Veterinary & Animal Sciences, Mannuthy by admitting 20 students. Now it is functioning as a separate college at Mannuthy under the faculty of Veterinary and Animal Sciences. The college is presently offering bachelor degree programme B.Tech (Dairy Science and Technology) with an intake capacity of 30.

### 3. FACULTY OF FISHERIES

The Faculty has seven statutory departments. These are:

Aquaculture	Fishery Biology
Fishery Hydrography	Processing Technology
Fishing Technology	Fishery Engineering
Management Studies	

There is only one college in the faculty.

#### *College of Fisheries, Panangad*

Address: College of Fisheries, Panangad, Ernakulam Dist. 682 506.

Telephone : 0484-2700598 Fax : 0484-2700337

E-mail : cofpanangad@kau.in

The College of Fisheries at Panangad, is the only educational institution in the fisheries sector in the State. This college is the third one established in the country. The college was established in October 1979, at Mannuthy. It was shifted to the permanent campus at Panangad in May 1981, which is located 10 km away from Kochi.

The four-year programme leading to B.F.Sc. degree was started in the year 1979. The two-year PG programmes in the disciplines of Aquaculture and Fishery Biology were started in 1984 and in Processing Technology, and Fisheries Extension in 1986. Later in 1997, M.F.Sc programme was also started in Fishery Hydrography. Development of the fisheries sector in the State, augmentation of fish production, and evolution of new and cost-effective technologies for product development are the main objectives of the college.

### 4. FACULTY OF AGRICULTURAL ENGINEERING

There are five statutory departments in the Faculty. These are:

Land and Water Resources and Conservation Engineering
Irrigation and Drainage Engineering
Farm Power Machinery and Energy
Post Harvest Technology and Agricultural Processing
Supportive and Allied Courses

There is only one college in the faculty.

#### *Kelappaji College of Agricultural Engineering and Technology, Tavanur*

Address: Kelappaji College of Agricultural Engineering and Technology, Tavanur,  
(via) Kuttippuram, Malappuram 679 573.

Telephone : 0494-2686214 Fax : 0494 2686009

E-mail : kcaet@vsnl.com.

Kelappaji College of Agricultural Engineering and Technology came into existence on October 2, 1985 under the Faculty of Agricultural Engineering and Technology. The college is named after Sri. K. Kelappan (1890-1971), a well-known freedom fighter and

social reformer. He was a staunch follower of Gandhiji and the leader of the 'Sarvodaya Movement' in Kerala. His dedication to Gandhian principles in word and deed earned him the name 'Kerala Gandhi'. Tavanur was the centre of Kelappaji's social activities. It was in recognition of his services to the rural people that the Government of India established the Rural Institute at Tavanur in 1963 with Kelappaji as its Vice-Chairman. Kelappaji College of Agricultural Engineering and Technology was built upon the foundations of the Rural Institute. Owing to this historic connection between the two, the College of Agricultural Engineering and Technology at Tavanur was named 'Kelappaji College of Agricultural Engineering and Technology', in honour of Kelappaji.

The college is located in Tavanur Village in Malappuram District of Kerala. It is adjacent to the National Highway No. 17, on the Kuttippuram-Ponnani sector. Tavanur is about eight kilometers from Kuttippuram railway station on the Shoranur-Mangalore sector of Southern Railway.

Previously it was one of the fourteen Rural Institutes established in India for the education of the rural youth. In 1975, it was taken over by Kerala Agricultural University as per the provisions of KAU Act 1971 and was re-named as 'Institute of Agricultural Technology' (IAT). IAT offered Diploma courses in two disciplines, namely, Diploma in Agricultural Sciences (D.A.Sc.) and Diploma in Agricultural and Rural Engineering (D.A.R.E). The mission and goals of the college are to impart education in agricultural engineering to the young men and women, guide them in research and extension programmes, collaborate with reputed R&D institutions in agricultural technologies etc. The undergraduate programme, B.Tech (Agrl. Engg.), is of eight semester duration. Post-graduate programme leading to the M.Tech degree is offered in the disciplines of Soil and Water Engineering (SWE) and Farm Power Machinery (FPM).

The University also have a network of libraries, students welfare programme, employment guidance/placement cell.

#### **LIBRARY FACILITIES**

All the constituent colleges have separate libraries. KAU also have a Central Library, located in the main campus having facilities of International Standards. The integrated library and information system consist of the Central Library with LAN connected to the main campus net work and libraries in the distant campuses in the University connected to the campus net work. The LAN in turn is connected to a campus area network, which in turn is linked to the outside world using satellite technology. On-line journal access is also provided to students in the Central Library.

#### **DIRECTORATE OF STUDENTS' WELFARE**

The Directorate of Students Welfare (DSW) is functioning at Mannuthy to look after and co-ordinate the student welfare activities in the constituent colleges. The functions and responsibilities of the Directorate of Students Welfare are:

- Promoting sports and games among students
- Promoting the extra curricular activities such as art, literature etc.-

- Conduct of University youth festival and inter collegiate sports and games
- Preparation and presentation of students in the inter-university competitions/festivals etc.
- Guidance for the various students' union activities
- Guidance in competitive examinations, employment and career development

#### **EMPLOYMENT INFORMATION AND GUIDANCE BUREAU / PLACEMENT CELL**

The Employment Information and Guidance Bureau attached to the university gives all possible employment assistance and guidance to the students of the University. The Bureau is charged with the responsibilities such as collection and dissemination of information on employment opportunities and competitive examinations within the country and abroad; collection and dissemination of information on higher educational facilities; render necessary guidance to the students on employment, scholarships, fellowships and training facilities; registration of students after completion of their course and to sponsor them against suitable vacancies notified by the employment exchanges etc.

Every college is having a placement cell to help the students to get job placement, admissions and scholarships for higher studies etc. At the college level Deans/Associate Deans are responsible for the activity of placement cells. At the University level it is the responsibility of DSW.

## ACADEMIC REGULATIONS

### REGULATIONS FOR THE BACHELORS DEGREE PROGRAMME OTHER THAN B.V.Sc & A.H (2007)

[Agriculture/Forestry/Co-operation, Banking and Management/Agricultural Engineering and Technology/Fisheries/Dairy Science and Technology]

- Note*
1. Effective from 2007 admissions for UG and PG programmes, except for veterinary courses, B. Tech (Dairy Tech.) and B. Tech. (Agri. Engg.).
  2. Effective from 2008 admissions for B. Tech (Dairy Tech.) and B.Tech. (Agri. Engg.)
  3. For Veterinary Courses, existing regulations will continue till 2008 admission.

#### 1. Short title

These regulations shall be called Kerala Agricultural University Bachelor's Degree Regulations 2007.

#### 2. Scope

The regulations provided herein shall apply to all Bachelor's degree programmes (except B.V.Sc. & A.H) offered by the Kerala Agricultural University, to the students admitted from the academic year 2007-08 and onwards for Agriculture; Forestry; Co-operation, Banking and Management and Fisheries. For Agricultural Engineering and Dairy Technology, these regulations shall apply to the students admitted from the academic year 2008-2009 and onwards.

#### 3. Definitions

In these regulations unless the context otherwise requires:

- 3.1. 'Academic Year' means a period consisting of two consecutive semesters including the inter-semester breaks as announced by the University/Dean of the Faculty/Head of the Institution.
- 3.2. The 'first year' of study shall be the first and second semesters, following a student's admission. The 'second year' of study shall be the third and fourth semesters, the 'third year' the fifth and sixth and the fourth year, the seventh and eighth semesters.
- 3.3. 'Adviser' means a teacher of the Faculty who has been nominated by the Dean/Head of the Institution to advise a particular student in academic matters.
- 3.4. 'A course' is a unit of instruction or segment of subject matter (as specified in the course catalogue) to be covered in a semester. It has specific number, title and credits.
- 3.5. 'Course catalogue' is a list of approved courses for each degree programme.

- 3.6. 'Credit' is the weekly unit of work assigned for any particular course as per the course catalogue. A lecture class of one hour or a practical class of two to three hours duration per week shall count as one credit.
- 3.7. 'Credit load' of a student during a semester is the total number of credits of all the courses he/she registers during that particular semester.
- 3.8. 'Credit point' means the grade point multiplied by credits of the course.
- 3.9. 'Curriculum' is a group of courses and other specified requirements for the fulfilment of the degree programme.
- 3.10. 'Dean' means the Dean of the Faculty concerned.
- 3.11. 'Department' means a Department in the College/teaching institution offering degree programmes. Scientists of a discipline working in the neighbouring research stations/projects will also be considered as members of the Department of the teaching institution concerned.
- 3.12. Grade point is a credit weighted average scores obtained by a student, for a course. It is calculated on a 10 point scale from the marks obtained by the student, for theory and practical examinations, each out of 100.
- 3.13. Grade Point Average (GPA) : It is the value of the total credit points obtained by a student in various courses at the end of each semester divided by the total credit hours taken by him/her in that semester. The GPA shall be rounded off to two decimal places.
- 3.14. Overall Grade Point Average (OGPA) : It is the quotient of cumulative credit points obtained by a student in all the courses taken by him/her from the beginning of the first semester divided by the total credit hours of all the courses which he/she had completed up to the end of a specified semester from the first semester. It shows the overall performance of a student in all the courses taken up to the period of reckoning. The OGPA shall be rounded off to two decimal places.
- 3.15. 'Repeat course' is a course repeated by a student for want of attendance or secured zero grade in that course when registered earlier.
- 3.16. 'Re-examination course' is a course registered by a student in which he/she had satisfactory attendance and secured a grade point of 6.5 or less when registered earlier. A student need not attend classes for a re-examination course. However, he/she shall appear for all the stipulated examinations in that semester. Students having grade point of zero will not be allowed for re-examination course.
- 3.17. 'Semester' means a term consisting of a minimum of 110 working days consisting of 95 instructional days and 15 examination days. Condensed semesters with less duration can be sanctioned by the Vice- Chancellor based on the proposals from the Deans.

- 3.18. 'Student' means a student as defined in the Kerala Agricultural University Act.
- 3.19. 'Teacher' means a teacher as defined in Kerala Agricultural University Act.
- 3.20. 'Transcript' is the consolidated report of grade points indicating OGPA secured by the student, issued by the University.

#### **4. Degrees awarded**

The Bachelor's degrees awarded by the University and governed by these regulations are B.Sc.Hon.(Ag.), B.F.Sc., B.Sc. Hon.(C&B), B.Sc. Hon.(Forestry), B.Tech. (D.Sc.&Tech.), B.Tech. (Agrl. Engg.).

#### **5. Number of seats**

The number of candidates to be admitted in an academic year to the first semester of each degree programme shall be decided by the Academic Council from time to time. Fifteen percent of the total seats will be filled on all India basis by ICAR.

*Note:* Provided that a limited number of candidates from outside the State and from foreign countries recommended by the ICAR/VCI/Govt., children of agriculturists of Kerala, farm labourers and their children, repatriates from Burma and Ceylon, children/widows of defence personnel, children of Malayalee origin settled in Andaman/Nicobar might be admitted each year over and above this number with the approval of the Academic Council.

#### **6. Mode of selection and qualifications for admission**

The selection of candidates for admission shall be made as per rules in force. The qualifications for different degree programmes shall be as suggested by Government and prescribed by the Academic Council from time to time.

#### **7. System of teaching**

The semester-course-credit system shall be followed for all the degree programmes with internal and external evaluation.

#### **8. Duration of the degree programmes**

The minimum prescribed duration of Bachelor's degree programmes in the University shall be eight semesters (four academic years) excluding the period of temporary discontinuance, if any. The maximum time limit permitted to complete the programme shall be fourteen semesters including the period of discontinuance, if any.

#### **9. Inter-semester break**

An inter semester break of 15 days may be given at the end of the I semester of the academic year and a break of about 30 days may be given at the end of the II semester of the academic year, as far as possible.

#### **10. Date of commencement and termination of semesters**

The date of commencement and termination of semesters as well as the duration of each inter-semester break shall be as announced by the University from time to time.



## 11. Admission

- 11.1 A candidate selected shall be admitted to the rolls of the University on payment of the prescribed fee. The Head of Institution concerned shall arrange for registration of courses. The student shall fill in the Course Registration Card with relevant details in consultation with the Adviser.
- 11.2 On admission to a particular degree programme, the student shall be assigned an admission or identification number. The admission number allotted to a student shall consist of 3 components (example 2007- 41-101), the first component indicating the year of admission, the second being the fixed code number allotted for the degree programme in the University and the third the serial number of the student in the list of students admitted for that particular degree programme during the year. In each college the serial number of the student will start from 001. For agriculture where there are three colleges the numbering pattern will be as follows. College of Agriculture, Vellayani will be allotted 001 to 199, College of Horticulture, Vellanikkara from 201 to 399 and College of Agriculture, Padannakkad from 401 to 599.

The fixed code number for the degree programmes are:

<i>Sl. No.</i>	<i>Code No.</i>	<i>Degree</i>
1.	41	B.Sc.(Hons.) Agri.
2.	02	B.Tech (Agrl. Engg.)
3.	04	B.F.Sc.
4.	45	B.Sc. (Hons.) C&B
5.	47	B.Sc. (Hons.) Forestry
6.	08	B.Tech. (D.Sc. & Tech.)

- 11.3 After assigning admission number, the name and other relevant particulars of the student shall be entered in the Admission-cum-Academic Record (Academic Form 1) maintained in the college.
- 11.4 A list of candidates admitted, with particulars of admission numbers and other relevant personal details of the candidates (Academic Form 2), shall be supplied to the University by the Head of the Institution.
- 11.5 An admission register shall be maintained in the Colleges wherein the bio-data of the students, in Academic form No. 2 shall be entered. In addition, a register showing semester-wise academic performance of all students shall also be maintained. The details of Transfer Certificate, Conduct Certificate etc. issued to each student shall be recorded in the admission register and the entries authenticated by the Head of the Institution at the time of issue of such certificates.

- 11.6 After assigning admission number, each student shall be issued an identity card by the College, with photo furnished by the student duly attested by the Head of the Institution. The identity card shall be retained by the student throughout the tenure of study in the college and shall be returned to the college at the time of leaving the Institution.

## 12. Advisors

After admission, the Head of the Institution shall allot each student to a teacher of the college who will be the 'Advisor' to the student in all academic matters.

## 13. Credit requirements

The minimum credit requirement for each of the degree programmes shall be as approved by the Academic Council from time to time.

## 14. Credit load in a semester

- 14.1 The maximum credit load including repeat courses in a semester should not exceed 27 for a student excluding the credits for farm training/implant training/project work/work experience/practical field training/physical education and the courses registered as re-examination courses. However, a student can take upto 32 credits which will include regular, repeat and re-examination courses but exclude farm training/implant training/project work/work experience/practical field training/ physical education.
- 14.2 A course will be offered only once in an academic year normally during the semester in which it is listed in the course catalogue. A course can be registered as re-examination only when they are offered as regular courses. A student will be permitted to register a course as re-examination course only three times. Thereafter, he/she can register it only as a repeat course. In re-examination courses, the marks already obtained by the student for regular practical class works and practical records, when registered as a regular course will be carried forward.

## 15. Study tours

- 15.1 The study tours will be sanctioned by the Head of the Institution strictly according to necessity, limiting the expenditure as decided by the University from time to time. All study tours put together shall not exceed 40 days. Tour will be conducted during the semester break after the second semester of the academic year as far as possible.
- 15.2 All study tours which are part of the syllabus are compulsory and those who miss study tours for any reason may be asked to undertake another tour (s) as specified by the Head of the Institution before the award of the degree. However, if the absence is with valid reasons and it is with the prior permission of the Head of Institution, the student may be ordered to put in equivalent attendance in specified Farms/Fields/ Institution in lieu of their absence, at their expense. The farms attached to the college where the student studied shall not be allotted for this purpose.

## 16. Registration of Students

- 16.1 A student shall be present in person for registration. In absentia registration shall not be permitted.
- 16.2 For registration in a semester, a student after payment of the approved fee shall, fill up one copy of the Course Registration Card, with the help of the Adviser (Academic Form No. 3), on the day of registration itself. Adviser shall forward the Course Registration Card to the Head of the Institution immediately. The Head of the Institution after scrutiny and approval will return the copy to the Professor (Academic)/ Officer i/c (Academic).
- 16.3 The symbol 'R1, R2 or R3' shall be indicated against repeat courses and RE1, RE2 or RE3 against re-examination courses in Course Registration Card.
- 16.4 If a student on valid grounds could not register in a particular semester on the day notified for registration, the Head of the Institution is authorised to permit him/her for registration within 5 working days by paying a late-registration fee as prescribed from time to time. (In exceptional and rare cases, the Head of the Institution is empowered to permit late registration on valid grounds upto 10 working days with additional late registration fee as prescribed)\*.
- 16.5 At the beginning of each semester, the advisor shall guide his/her ward to register the courses including repeat and re-examination courses, based on eligibility.
- 16.6 Students who are having back log of previous semester(s) courses and who otherwise qualify are allowed to register for the RAWE. Such students will be permitted to register for re-examinations in the courses for which they are eligible, after the successful completion of the RAWE/ field training. RAWE will be offered only once in a year.
- 16.7 Initials of the course teacher is not required in the course registration card/form, at the time of registration using the AMS. The Deans/Associate Deans will give a list of students registered for each course, to the concerned course teacher/teachers after completion of the registration.

## 17. Tuition and other fees

- 17.1 The registration for a semester is valid only if the student has remitted the tuition fee and other fee approved, on the due dates notified.
- 17.2 The details of fee remitted shall be noted by the student in the Course Registration Card. The students enjoying fee concession should note the same in the Course Registration Card.
- 17.3 At the time of payment of fee from the II semester onwards the student shall produce clearance from his/her advisor, the identity card and non-liability certificate from the Asst. Warden/Librarian.

---

\* Deleted with effect from 3-3-2010 as per decision of the 112th Academic Council

## 18. Class time table

At the beginning of each semester, the Head of the Institution shall prepare the class time table and communicate the same to all concerned.

## 19. Course teachers

The Head of the Department will nominate the Course Teachers for each course before the commencement of the semester. The course teacher shall be responsible to the Head of the Department in all matters connected with the conduct of the course. Wherever multi-disciplinary courses are offered and/or disciplines or subject areas for which Department are not specified, the Head of Institution will nominate the course teachers. When more than one teacher is teaching a course, a course leader may be nominated who will be responsible for the overall planning and conduct of the course. All the course teachers shall provide the course-outline and scheme of evaluation to the students at the beginning of the sem, with a copy to HOD.

## 20. Discontinuance and re-admission

- 20.1 A student may discontinue on valid and genuine grounds, his/her studies temporarily with prior permission of the Head of the Institution. He/She shall be awarded symbol 'T' for all the courses for which he/she has registered. He/She can rejoin on payment of re-registration fee. The student shall not be allowed to discontinue beyond a period of two semesters. If the discontinuation is for more than two semesters, his/her admission shall stand cancelled. No student will be allowed to temporarily discontinue his/her course of studies during the first two semesters of his/her degree programme.
- 20.2 On no account a student who discontinued without written permission of the Head of the Institution be admitted for further studies. Such students shall be removed from the rolls by the Head of the Institution, after serving notice, with intimation to the University.
- 20.3 If a student admitted to the first year UG course does not register for the courses of first semester of that year or having registered, fail to secure 75 per cent attendance in 3 or more courses, his/her name shall be removed from the roll. In very exceptional and genuine cases, the matter shall be considered by the Vice-Chancellor and appropriate decision ordered based on individual merits of each case.

## 21. Attendance

- 21.1 Every student shall ordinarily attend all classes in a course. However, the minimum attendance prescribed for a course is 75% subject to the provisions in clause 21.2. For this, attendance shall be reckoned for theory and practical separately. A student who fails to put in the minimum attendance either in theory or practical shall not be permitted to appear for the semester final examination and shall be awarded zero grade. The minimum attendance for RAWE programme shall be 85%. The students who do not secure the minimum requirement of attendance in a course due to absence, for which leave has been sanctioned shall be marked 'I' (Incomplete) for that course. While calculating the GPA/OGPA, the credit hours of the

course(s) in which the student secures 'I' will be deducted. A course in which "zero" grade point or 'I' is awarded, shall be repeated.

Attendance shall be maintained by the course teacher who shall display the details of attendance at the end of 35 and 70 working days with a copy to the head of institution.

For indoor hospitalization and other genuine reasons absence not exceeding 5% of the total working days in a semester may be allowed.

- 21.2 Students deputed for official purposes such as representing the College or University for sports, cultural meets, NSS activities and involvement in the students activities, statutory bodies, with prior permission of the Head of the Institution shall be given duty leave for such absence and it shall be reckoned as attendance subject to the following conditions:
- a) The period of duty leave shall not ordinarily exceed 10% of the total attendance for each course in a semester for a student.
  - b) Associate Patron of the students' Union/Officer i/c of Physical Education/Officer i/c of NCC and NSS alone are authorised to recommend to the Head of Institution for duty leave. The concerned officers authorised to recommend duty leave may also furnish the list of students who are actually engaged as volunteers for the organisations and conduct of approved University sports, programme, cultural meets, NSS programme, College Union/University Union activities etc., for granting duty leave.
  - c) Associate Patron can recommend the names of the students who actually represent the College/University for cultural activities in inter-Collegiate/Inter-University competitions for approval of the Head of the Institution.
  - d) Teacher i/c of Physical Education can recommend the names of students for duty leave who are participating in sports and games, representing the College/University.
  - e) NSS programme officers will recommend the names of students for duty leave who are participating in NSS programmes.
  - f) Number of duty leave eligible shall be limited to days of (i) to and fro journey (ii) actual days of the tournament as evidenced by the approved fixtures and in the case of cultural activities actual days of competition as evidenced by the approved programme.
  - g) Officers who are authorised to recommend the duty leave must submit the list of students with all details such as team/teams and its members, place of tournament/meet, days for to and fro journey, to the Dean/head of the Institution sufficiently in advance. At any rate duty leave will not be granted if the list is not submitted within 7 days of the termination of the event.
  - h) Decision of the Head of the Institution shall be final in this matter.
  - i) Students activities like NSS camps etc., should be conducted during the semester break/holidays to the extent possible.
  - j) The student representatives of the General Council and the Academic Council is eligible for 10% duty leave and students representing KAU in competitions are eligible for another 5% extra duty leave over and above the 25% of shortfall in attendance permitted.

- k) In any case the overall attendance-shortage shall not exceed 40 % (25 + 10 +5%) inclusive of duty leave and other cases of absence.
  - l) Students other than the office bearers of the Union shall also be entitled to have the additional 10% leave given to the Union office bearers, if they are deputed by the University or Institutional Heads for an institutional purpose.
- 21.3. Attendance will be granted to those students who abstain from regular classes for the purpose of appearing in the re-examination/supplementary examination, after ensuring that the students actually appeared for re-examination.

## **22. Evaluation of student, examinations and grades**

- 22.1 The evaluation of the students in a course shall be based on his performance in various examinations, submission of practical records, record of practical class work and performance in other announced assignments.

The following letter grades shall be used in the grade reports:

F	-	Failed
I	-	Incomplete
R	-	Repeat
RE	-	Re-Examination
S	-	Satisfactory
US	-	Unsatisfactory

### **22.2 Internal evaluation**

- a) The internal evaluation component shall have a mid-term examination conducted around 60 days after the commencement of the semester with a weightage of 20 per cent marks.
- b) A schedule of the internal examinations shall be prepared by the Head of the Institution and notified to the students at the beginning of each semester.
- c) Supplementary examination for mid-term shall be conducted only with the prior approval of the Head of Institution following the guidelines prescribed. It will be sanctioned only in exceptional cases and after very careful scrutiny.
- d) Answer scripts of internal examinations evaluated by the teacher shall be shown to the students within 10 days after the conduct of the examination. The students shall have the option to request the teacher for clarification of any doubts in scoring, provided that such clarification is requested for when the answer scripts are made available to them. This, however, shall not apply for semester final examinations.
- e) Unless a student appears for mid term examination, he/she is not eligible to appear for the semester final examination in the course concerned.

### 22.3 External evaluation (Semester final-examination)

- a) The external evaluation component shall be the final theory examination conducted by the University for each course at the end of the semester. Specific guidelines for the conduct of examination and evaluation are issued separately by the University.
- b) The semester final theory examinations shall be held at the end of each semester in each course for a total of 80 percent marks.
- c) Final University examination in theory shall be of a minimum of three hours duration. It shall be the responsibility of the University to conduct the final theory examination covering the entire syllabus. No supplementary examination for final examination shall ordinarily be conducted. The student may write the final exam as and when the course is offered again. In such cases the marks of mid-term exam, Practical record RPCW will be courses forward. However, in exceptional cases, based on valid reasons the Vice-Chancellor may sanction supplementary examinations, after 6<sup>th</sup> exam, as per guidelines approved.
- d) Practical examinations shall be conducted by a Board constituted by the Head of the Institution which shall include a teacher nominated by the Head of the Institution besides the course teacher. Guidelines for constitution of Examination Board will be issued by the University.
- e) The students shall be given five preparation holidays before the commencement of semester final examinations. The preparation holidays may be distributed between the days of examinations also.

## 23. Computation grades

### 23.1 Distribution of works for theory and practicals is as follows.

#### The distribution of marks for theory

Mid-term examination	20%
Final (University) examination	80%
	.....
Total	100%

#### The distribution of marks for practical examination:

Regular practical class works (RPCW)	20%
Records	20%
Viva – voce exam	10%
Final Practical Examination	50%
	-----
Total	100%
	-----

- 23.2 The total combined marks obtained by a student out of 100 for a course having credits 'a' for theory and 'b' for practical will be,  $\frac{ax + by}{(a + b)}$  where 'x' is the marks obtained for theory and 'y' is the marks obtained for practical, each out of 100. The grade point for a course is obtained by dividing the combined marks by 10 and correcting to the second decimal.
- 23.3 A separate minimum of 40% marks in theory examination and practical are essential for passing a course.
- 23.4 The minimum grade point required for passing a course shall be 5.0. A student getting less than 5.0 shall be deemed to have failed in that course and 'F' shall be indicated in the grade report against the actual grade point obtained. To complete the degree requirement, the student shall have to get a minimum OGPA of 5.5 out of 10.0.

#### 24. Scrutiny of grades

For scrutiny of grades the student shall apply to the Director (Acad. & PGS)/Controller of Examination/Registrar within one week after the announcement of the grades after advancing sufficient reasons for such a request. The fee for such scrutiny shall be as decided by the University from time to time. Student can give the request to the Head of Institution within the time limit prescribed. No requests for scrutiny or corrections will be entertained after the time limit.

#### 25. Revaluation

- 25.1 The student can make an application for revaluation of his/her answer paper(s) of the final theory examination, if he/she is not satisfied with the first valuation, to the University duly recommended by the Head of Institution, after paying the approved fee, for revaluation. The fee paid by the student will not be refunded.
- 25.2 Application for revaluation shall be received by the Head of the College concerned in the prescribed form within a period of five days from the date of notification of the result by the university. Dean/Head of College will issue an order sanctioning the revaluation and inform the same to the Controller of Examinations/Director (Acad & PG Studies) immediately. He will also submit a panel of willing examiners, not less than three for revaluation along with this. The Controller of Examinations/Director (Academic & PG Studies) will appoint examiner for revaluation.
- 25.3 The first page of all answer books will be with columns for students number/false number, marks for each question and total. The marks shall not be recorded inside the answer books. Before revaluation the original portion of the facing sheet of the answer book will be detached and kept in safe custody by the Controller of Examination/Director of Academic & PG Studies and a new blank facing sheet will be attached. The student will be awarded the highest marks received from among the two evaluations. Remuneration for revaluation and postal expenses will be paid as per the rates approved by the University from time to time.



## 26. Late arrival in examinations

No student who is more than 20 minutes late shall be allowed to sit for the examination. No student will be allowed to leave the examination hall within 30 minutes after the commencement of the examination.

## 27. Malpractice in examinations

- 27.1 If any student indulges in malpractice, the course teacher/supervisor shall enter his remarks on the answer paper under his signature. The candidates shall not be allowed to complete the examination and shall be sent out of the hall.
- 27.2 Before the candidate is allowed to leave the hall, a statement may be obtained from him and the teacher/supervisor concerned shall report to the Head of the Institution immediately with full details and remarks. If a student refuses to give a statement, the fact may be recorded by the teacher/supervisor.
- 27.3 The Head of the Institution shall appoint a committee consisting of not less than three teachers not below the rank of Associate Professor to enquire into the alleged malpractice.
- 27.4 The committee shall submit its findings within a specified time to the Head of the Institution whose decision in the matter shall be final.
- 27.5 In case the Head of the Institution is satisfied that the student is guilty, he may be given a suitable punishment which may include debarring the student for a specified period from attending classes or recommending to the University the dismissal of the student.

## \* 28. Grade report

- 28.1 The course teachers shall maintain the academic record of the students registered for the respective courses. At the end of the semester, the teacher shall report the internal marks of various courses, marks of the final examination of experiential learning courses, marks for the practical exams, practical records, RPCW, viva-voce etc. These marks shall be reported to the Head of the Institution **within five days**, with the counter signature of the Head of the Department. Head of Institution shall send the marks to the University **within 5 days**, for publishing the results.
- 28.2 The adviser shall fill up the Course-Registration cum-Grade cards and forward the same to the Head of the Institution, before the commencement of the next semester. The Head of the Institution, after scrutinizing the grades entered shall forward one copy to the Registrar/Controller of examinations return one copy to the Adviser (to be handed over to the student) and retain one copy in his office.
- 28.3 It shall be the responsibility of the advisers to consolidate the grade reports of students under them and calculate the OGPA at the end of each semester to facilitate to student's registration of the courses in the following semester.

28.4 The consolidated grade cards of the students shall be prepared by the University, (Academic Form No. 8) and the same shall be forwarded in duplicate to the Head of the Institution. The Head of the Institution shall retain a copy of this card in his office and forward the other copy to the concerned advisers for verification and rectification of defects, if any, within 15 days after the receipt of the report. The verified/rectified grade cards shall be transmitted to the University without any delay.

**\* Appropriate modifications will be made when the AMS is fully operationl**

### **29. Registration for repeat / re-examination courses**

29.1 A student who does not satisfy the attendance requirement in a course or gets a grade of "Zero" shall repeat the course when it is offered again.

29.2 A student who had failed or not secured the separate minimum of 40% either in theory or practical examination in a particular course shall appear for all the examinations prescribed for that course. However, for the regular practical class work and practical record, the marks obtained by the student for the first time shall be taken into account. For taking re-examination the student shall register for re-examination course. Re- examination can be registered only as and when it is offered as a regular course.

29.3 A student may also register for re-examination course if he/she secured a grade point of 5.0 to 6.5 for improving the OGPA. In such cases, he/she has to take all the scheduled examinations for that course. When a student registers for a re-examination course, the grade point obtained earlier for the course shall automatically be cancelled, and the grade point obtained in the re-examination courses shall be taken for OGPA calculation.

29.4 In the registration card, the symbol 'R1, R2 or R3' will indicate repeat courses and RE1, RE2 or RE3 indicate re-examination courses, depending on the number of chances taken by the student. The details of semester/s in which the courses were registered earlier and the grade points secured shall also be shown in the registration card.

### **30. Calculation of GPA/OGPA**

30.1 The percentage - marks obtained by the student is converted to Grade Point by dividing the marks with ten. To arrive at the Grade Point Average (GPA) and Overall Grade Point Average (OGPA) at the end of a semester, the grade point of each course is multiplied by the credit hours of the course to obtain the credit points. Then the sum of the credit points secured by the student in all the courses registered till the end of that semester is divided by the total number of credit hours of all the courses registered.

*Example*

Sl. No.	Catalogue No. of the course	Title of the course	Credit hours	Grade point obtained	Credit point	Symbol
1	Safo 1203	Practice of Silviculture	2	7.2	14.4	F
2	Safo 1204	Principles of hydrology, soil and water conservation	3	5.8	17.4	
3	Fmau 1202	Forest mensuration	3	2.7	08.1	
4	Tpbr 1205	Principles of cytology and genetics	3	7.6	22.8	
5	Wosc 1202	Wood anatomy	3	6.7	20.1	
6	Wild 1201	Fundamentals of wild life	3	7.2	21.6	
7	Wild 1202	Forest entomology and invertebrate biodiversity	3	7.0	21.0	
8	Bsah 1206	Elementary statistics	3	8.2	24.6	
<b>Total</b>			<b>23</b>		<b>150.0</b>	
Total credit points for the semester					150.0	
Total credit hours for the semester					23	
Overall Grade Point Average (OGPA)			$150.0/23 = 6.521 = 6.52 *$			

**\* The OGPA, calculated is rounded off to the second decimal point.**

30.2 The grade obtained and the credit assigned to a course in which a student fails, shall be taken into account in calculating the Overall Grade Point Average (OGPA) until the student repeats that course. But when the course is repeated, only the latest grade obtained for the course and the credit points for it shall be taken into account and the previous credit points should be deducted while calculating the Overall Grade Point Average (OGPA).

### 31. Credit requirements for award of degrees

The credit requirements for the award of different degrees shall be as approved by the Academic council from time to time.

### 32. Eligibility for the award of the degree

The successful completion of all the approved courses for the degree programme with an Overall Grade Point Average (OGPA) of 5.5 shall be the minimum requirement for the award of the degree.

### 33. Approval of final results and issue of provisional degree certificates and transcripts

33.1 The Vice-Chancellor shall approve the final results and the University shall issue provisional degree certificate and transcript to the students. It shall be open to the

Vice-Chancellor to withhold the result of a student on any ground that may appear valid to him.

- 33.2 The transcript (Academic Form No. 17) shall contain all the courses undergone and the grades secured by the student.
- 33.3 A recently taken passport size photo shall be affixed in the transcript of the student, at the time of issue.

#### **34. Award of degree**

The degrees, as mentioned in clause 4a shall be awarded under the seal of the University to students who have satisfactorily completed the graduation requirements.

#### **35. Amending or cancelling the result**

If the result of a candidate is found to be vitiated by error, malpractice, fraud, improper conduct or any other reasons, the Vice-Chancellor shall have the power to amend the result in such a manner so as to accord with the true position and to make such declaration as the Vice-Chancellor may deem necessary.

If it is found that the result of a candidate has been vitiated by malpractice, fraud or other improper conduct whereby he/she has been benefited and that he/she has in the opinion of the Vice-Chancellor, been a party to or connived at the malpractice, fraud or improper conduct, the Vice-Chancellor shall have the power at any time, notwithstanding the award of the Diploma or a Certificate or Prize or a Scholarship, to amend the result of such candidate and to make such declaration as the Vice-Chancellor may deem necessary, including debarring of the candidate from the University for such a period as may be specified and the cancellation of the result of the candidate in such manner as the Vice-Chancellor may decide.

#### **36. Removal of difficulties**

- 36.1 If any difficulty arises in giving effect to the provisions of these regulations, the Vice-Chancellor may issue necessary orders which appear to him to be necessary or expedient for removing the difficulty.
- 36.2 No order under Rule 36.1 shall be questioned on the ground that no difficulty as is referred to in the said rule existed or was required to be removed.
- 36.3 Every order issued by the Vice-Chancellor under this provision shall be laid before the Academic Council of the University .
- 36.4 Notwithstanding anything contained in these regulations the Academic Council shall make changes whenever necessary.

### Annexure I

#### *Detailed guidelines for examination, evaluation and grading of various courses in the Bachelors Degree Programme (Other than B.V.Sc. & AH)*

1. The evaluation of the students shall be based on their performance in various kinds of examinations, records, class work and other types of exercises.
2. There shall be an internal examination component and an external examination component as semester final University examination . The internal examination component consists of a midterm examination conducted around 60 days after the commencement of the semester with a weightage of 20 per cent .
3. The internal examination will be conducted and evaluated by the course teachers concerned under the supervision of the Heads of Departments.
4. A schedule of the internal examination shall be prepared by the Head of Institution and notified to the students at the beginning of each semester.
5. There shall be a mid-term examination week during which all the mid-term examinations are to be completed. The mid-term examination shall have a minimum of one hour duration.
6. The question papers of the internal examinations (mid-term) shall be approved by the Head of Department concerned. The mid-term examination shall cover all the portions scheduled up to the mid-term examination as per the approved schedule of classes.
7. Mid-term examination papers shall be valued and marks awarded at the earliest possible time but not later than 10 days from the date of examination. The valued answer papers may be shown to the students. The student shall have the option to request the teacher for clarification of any doubts in scoring when the answer scripts are made available to them. This shall not apply for semester final examinations.
8. Supplementary examination shall be conducted as follows:  
Student shall apply for the supplementary examination within Five working days of the conclusion of the concerned semester examination.

**Mid-term :** Conducted on prior sanction of the Head of Institution based on the recommendation of the committee consisting of the Head of Department, a senior Professor of the concerned College nominated by the Dean/Associate Dean and the Professor in-charge of Academic Programme in the concerned college.

**Final :** Not conducted ordinarily. (In exceptional cases, may be conducted after careful scrutiny and prior approval of the Vice-Chancellor)\*.

\* Deleted with effect from 3-3-2010 as per decision of the 112<sup>th</sup> Academic Council held on 3-3-2010. Students can appear for supplementary examination as and when the course is offered/exam. is conducted by the University. For students having back-log, one time supplementary exam. will be conducted during 8<sup>th</sup> semester.

9. The student shall apply for the supplementary examination to the concerned Head of Department duly recommended by the course teacher, student adviser and the Assistant Warden in the case of hostellers. The Head of Department shall place the request of the student in the committee prescribed under clause (8) above and the committee shall examine the genuineness of the case and make its recommendation to the Head of Institution. The Head of Institution shall submit the case to the Vice Chancellor with his recommendation. Accident, hospitalization and contagious diseases are identified as genuine reasons for applying supplementary examination.
10. The number of mid term and final supplementary examinations shall be limited to 3 sets each during the whole course programme. One set means one or more examination (subject) including re-examination, if any, in a scheduled set of examination in semester.
11. A register shall be maintained at the College as well as University for documentation of the supplementary examinations to avoid misuse of chances.
12. The students are permitted to withdraw a re-examination, if he desires, after notification of the revaluation result of that course under the condition that the fees remitted shall not be refunded.
13. The course teacher shall keep the valued answer scripts of mid-term examination till the final grades are awarded at the end of the semester.
14. Unless a student appears for the mid-term examination he/she is not eligible to appear for the semester final examination in the course concerned.
15. The semester final theory examination shall have a weightage of 80 per cent marks.
16. The semester final theory examination shall be conducted by the University. This shall be conducted simultaneously in all the Colleges to the extent possible.
17. The final theory examination of each course shall be of a minimum of three hours duration .
18. The final theory examination shall cover the total syllabi of the course.
19. Students shall be given 5 preparation holidays inclusive of public holidays for the final theory examination. The preparatory holidays may be given before the examination or spread between the days of examination.
20. For the final theory, there shall be only one examination in a day, as far as possible.
21. The question paper setters will be appointed by the University and the required number of question papers handed over to the respective Deans/Associate Deans in the appropriate time. Conduct of examinations and invigilation arrangements shall be made by the Head of Institution concerned.

22. Institution-wise centralized valuation of answer scripts shall be done and the teachers for evaluating answer scripts shall be appointed by the University.
23. The answer scripts shall be properly packed, sealed and handed over to the Director (Acad. & PGS) /Controller of Examinations/to the officer authorized.
24. Practical examination including Viva-voce for each course shall be conducted by a Board of Examiners consisting of the course teacher, the Head of Department and another teacher from the discipline nominated by the Head of Institution. The Head of Department shall be the Chairperson of the Board of Examiners. In case another teacher from the same discipline is not available, the Head of Institution may nominate a suitable person from another discipline.
25. The marks allotted for theory and practical shall be in proportion to the credits for theory and practical for each course.
26. The distribution of marks for theory and practical examination shall be as follows:

<i>Theory</i>		<i>Practical</i>	
		Regular practical class work (RPCW)	20 per cent
Mid-term	20 per cent	Records	20 per cent
Final (External)	80 per cent	Viva-voce	10 per cent
		Final practical examination	50 per cent

27. The total combined marks obtained by a student out of 100 for a course having credits 'a' for theory and 'b' for practical will be  $(ax+by)/(a+b)$  where 'x' is the marks obtained for theory and 'y' is the marks obtained for practical, each out of 100.
28. Separate minimum of 40 per cent marks in theory and practical examinations are necessary for successful completion of a course with a minimum grade point of 5.00 for passing a course. To complete the degree requirement, the student shall have minimum OGPA of 5.50 out of 10.00.
29. For arriving at OGPA the value calculated shall be rounded off to the second decimal point.
30. No student who is late by more than 20 minutes will be allowed to sit for the examination. Similarly no student will be allowed to leave the examination hall within 30 minutes after the commencement of the examination.

## REGULATIONS FOR THE AWARD OF THE B.V.SC. & A.H. DEGREE (1994)

### 1. Short Title and Commencement

These regulation shall be called "Bachelor's Degree in Veterinary Science and Animal Husbandry Regulations 1994".

### 2. Scope

The regulations provided herein shall apply to B.V.Sc. & A.H degree programme offered by the Kerala Agricultural University to students admitted from the academic year 1994-95.

### 3. Definitions

"Academic Year" means a period consisting of two consecutive semesters including the inter-semester breaks as announced by the University/Dean of the Faculty/Head of Institution. The first year of study shall be the first and second semesters, following a student's admission. The second year of study shall be the third and fourth semester, the third year, the fifth and sixth, the fourth year, the seventh and eighth semesters and the fifth year, the ninth semester and a compulsory rotating internship of six calendar months' duration.

"Advisor" means a teacher of the Faculty who has been nominated by the Dean as a particular student's advisor in academic matters.

"Course" is a teaching unit of a discipline to be covered within a semester, as detailed in the "course catalogue" issued by the University.

"Course catalogue" is a list of approved courses for degree programme wherein course is identified with a specific symbol and a catalogue number, outline of the syllabus and credit assigned.

"Credit" is the weekly unit of work recognised for any particular course as per the course catalogue issued by the University. A lecture class of one hour or a practical class of 2-3 hours duration per week shall count as one credit. A working period of four hours in the clinical Veterinary Teaching Hospital/Institution per week shall count as one credit, unless otherwise stipulated.

"Credit load" of a student during a semester is the total number of credits of all the courses he/she registers during that particular semester.

"Dean" means the Dean of the Faculty of Veterinary and Animal Sciences.

"Department" means a Department in the College/Institution.

"Elective" or "Elective courses" are courses of optional study for the degree programme, if listed under a specified discipline.



"Grade point" of a course is the value obtained by dividing the marks obtained in 100 in a subject by 10, in theory and practical separately. The grade point is expressed in 10 point scale up to first decimal place.

"Credit point" means the grade point of the subject in theory and practical multiplied by the credit hours for theory and practical respectively and the sum total of these values.

"Grade point average" (GPA) is the value of the total credit point obtained by a student in various subjects in each professional examination, divided by the total credit hours taken by the student in that examination. The grading is done on a ten point scale. The GPA shall be rounded off to the first decimal.

"Overall grade point average "(OGPA) is the value of cumulative credit points obtained by the student in all subjects taken by him/her from the beginning of the first semester divided by the credit hours which he/she had registered up to the end of each of the professional programmes from first semester. The OGPA shall be rounded off to the first decimal place.

"Pre-requisite" or "Pre-requisite course" is a course which the student should have completed prior to his registering a course for which the former is prescribed as a pre-requisite.

"Registrar" means Registrar of the Kerala Agricultural University.

"Registration" of courses is done by submitting the duly filled in Course Registration Card with details of payment of fees if any and becomes valid when the Dean/Head of College approves it.

"Professional Examination" means the examination conducted after completion of all the courses in various subjects/papers pertaining to a particular class of study consisting of a 'Main' examination and 'Compartmental' examination.

"Main Examination" is the Annual/Board examination conducted for all the subjects/papers in a professional examination announced by the University/Dean.

"Compartmental examination" is the board examination conducted exclusively for those students who are allowed conditional promotion i.e. , for those students who had failed only in ONE subject/paper in the main Annual/Board examination.

"Semester" means a period consisting of 105 instructional days excluding Final and Annual/Board examination days.

"Student" means a student as defined in the Kerala Agricultural University Act.

"Teacher" means a teacher as defined in the Kerala Agricultural University Act.

"Transcript" is the consolidated report of marks secured by the student and issued by the University.

"Veterinary Council" means the Veterinary Council of India as constituted by the Indian Veterinary Council Act 1984 (52 of 1984).

"Veterinary Hospital/Institution" means teaching and non-teaching Veterinary Hospital/Institution relevant to Livestock Health, Production or Technology by whatever name called and approved by the Veterinary Council of India.

"Syllabus and Curriculum" means the syllabus and curriculum for courses of study as specified by the Veterinary Council of India.

"Teaching experience" means teaching experience in the subject concerned in a Veterinary College or in a Veterinary Hospital or Institution recognised by the Veterinary Council/Kerala Agricultural University.

"Subject" means course/courses with the same subject code registered in an year of study.

"Paper" pertains to the subject as above but refers to the Annual/Board Examination.

#### **4. Degree awarded**

The Bachelors Degree awarded by the University shall be B.V.Sc. & AH.

#### **5. Number of seats**

5.1. The number of candidates to be admitted in an academic year to the first semester of the Degree programme shall be decided by the Academic Council from time to time with the concurrence of the Veterinary Council of India.

*Note:-* Provided that a limited number of candidates from outside the state and foreign countries sponsored by ICAR or Govt. might be admitted each year, over and above this number with the approval of the Academic Council.

5.2. Fifteen percent of the total number of seats shall be reserved to be filled in on an All India basis through a common entrance examination to be conducted by the Veterinary Council of India.

#### **6. Qualification for admission**

Candidates for admission to B.V.Sc. & AH Degree programme should have

- (a) Completed 17 years of age on or before 31st December of the year of his/her admission to this course.
- (b) Passed Pre-Degree examination of any University in Kerala state with Physics, Chemistry and Biology as optional subjects or an examination equivalent thereto recognised by the Kerala Agricultural University or 10+2 Higher Secondary Examination with Physics, Chemistry and Biology having secured at least 50% marks or above in Science subject with English at a level not less than the Core courses for English as prescribed by the National Council for Education Research and Training (NCERT).

*Note:-* Relaxation of 10% marks will be allowed to candidates belonging to Scheduled Castes/ Scheduled Tribes and 5% marks to candidates belonging to socially and educationally backward communities as defined in G.O. (P) No. 201/66/Edn. dt. 02/05/1966.

## **7. Mode of selection**

The selection of candidates for admission shall be made as per rules in force.

## **8. System of teaching**

8.1. The semester system shall be followed for Degree programme.

8.2. Medium of Instruction shall be English.

## **9. Duration of course**

The normal prescribed duration of the B.V.Sc. & AH Degree programmes shall be nine semesters and a compulsory rotating internship of six calendar months after successful completion of the 9th semester.

## **10. Duration of semester**

A semester shall have a minimum of 105 instructional days excluding the period of final semester and Annual/Board examinations.

*Note:-* Study leave for a period not exceeding five days (exclusive of holidays) may be granted (either before the commencement of examinations or in between examination) for the Annual/Board Examinations only.

## **11. Inter semester break**

The inter-semester break within an academic year shall ordinarily be 10 days. A longer inter-semester break may be allowed between two academic years.

## **12. Date of commencement and termination of semesters**

The date of commencement and termination of semesters as well as the duration of each inter-semester break shall be as announced by the Registrar/Dean/Head of the Institution.

## **13. Admission**

13.1. A candidate will be admitted to the rolls of the University on payment of prescribed fees during admission. On intimation from the University, the Dean/Head of Institution concerned shall arrange for registration of courses. The student shall submit the course-registration card with relevant details including the details of fees remitted.

13.2. On admission to the Degree programme, the student shall be assigned an admission number. The admission number allotted to a students shall consist of 3 components (Example: 94-03-01) the first component indicating the year of admission, the second, fixed code number allotted for the B.V.Sc. & AH Degree programme in the University, and the third, the serial number of the student in the list of students admitted for the Degree programme during the year.

13.3. After assigning admission number, the name and other relevant particulars of the student shall be entered in the Admission-cum-Academic Record (Acad. Form No. 25) maintained by the Registrar.

- 13.4. A list of candidates admitted with particulars of admission number and other relevant personal details of the candidates (Acad. Form 25) shall be supplied by the Registrar to the Dean/Head of the Institution.
- 13.5. An admission register will also be maintained in the college concerned wherein the bio-data of the student as furnished by the University after each year of admission should be entered (Form No. 25). In addition, a personal particulars register which would give the record of academic performance semester-wise shall also be maintained. The details of Transfer Certificate, Conduct Certificate, Migration Certificate etc. issued and entries should be authenticated by the Dean/Head of the Institution at the time of issue of such certificates.
- 13.6. After assigning admission number, each student should be issued an identity card supplied by the University with photograph furnished by the student duly attested by the Dean/Head of the Institution. The identity card shall be retained by the student throughout the tenure of study in the college and should be returned to the college office at the time of leaving the Institution.
- 13.7. Migration/transfer of students from one recognised Veterinary College/Institution to another.
  1. A student studying in the Veterinary College(s) under KAU may be allowed to migrate/be transferred to another recognised Veterinary College under another/this University, subject to the condition that the examination system and course contents in the two colleges are the same.
  2. The migration/transfer shall be allowed by the University only if the candidate has successfully completed the First Academic Year. Migration/Transfer shall not be permitted after the 2nd Academic Year.
  3. Migration/Transfer of student shall not be allowed during the course of a semester.
  4. The number of students migrating/transferring during the period of one year shall not exceed 5% of the intake in one year.
  5. Cases not covered under sub regulations (1) to (4) shall be referred to the Veterinary Council of India for consideration on merit.

#### **14. Advisors**

On receipt of the list of newly admitted students, the Dean/Head of the Institution shall allot each student to a teacher of the college who will be the 'Advisor' on his/her academic matters.

#### **15. Credit requirements**

The minimum credit requirements for the Degree programme shall be 188 as prescribed by the Veterinary Council and approved by the University.

## 16. Credit load in a semester

16.1. The maximum credit load permitted in each of the semester shall be given hereunder.

Semester	Theory	Practical	Total
I	11	8	19
II	13	8	21
III	13	9	22
IV	11	9	20
V	12	9	21
VI	13	8	21
VII	11	9	20
VIII	10	13	23
IX	9	12	21
*X	0	0	0
<b>Total</b>	<b>103</b>	<b>85</b>	<b>188</b>

\*Internship (6 calendar months)

16.2. A course shall be offered only once in an academic year during the semester in which it is listed in the course catalogue.

16.3. Internship shall form part of the curriculum of the degree programme. The details of the programme shall be determined by the Dean of the Faculty/Head of Institution.

## 17. Electives

Electives may be offered to a maximum of 18 credits during the degree programme in addition to the minimum 188 credits prescribed.

## 18. Study tour

18.1. The study tours shall be sanctioned by the Dean/Head of Institutions strictly according to necessity, limiting the expenditure as ordered by the University from time to time.

18.2. All study tours are compulsory. However, if a student is absent from the tour(s) with approved valid reasons, he/she shall be ordered to put in an equivalent days of attendance in a farm/institution specified by the Dean at their own expenditure. The period of study tour shall not be counted as instructional days. The farms attached to the college, where the student had already attended during the farm training period shall not be allotted for this purpose.

## 19. Registration of students

19.1. For registration in a semester, a student after payment of fees shall, with the help of his/her adviser, fill up 4 copies of Course Registration Card (Academic Form No. 26) on the day of registration itself. Advisor shall forward all the four copies of the

Course Registration Card to the Dean with his recommendation within three working days. The Dean after scrutiny and approval shall return two copies to the concerned student advisor who shall return one of these copies to the student concerned. At the end of the semester, the Dean shall forward one out of the two course registration cards remaining with him to the Registrar and retain the other copy for record.

- 19.2. All students should be present for registration. *In absentia* registration shall not be permitted.
- 19.3. If a student on valid grounds could not register in a particular semester on the day notified for registration, the Dean/Head of the Institution is authorised to permit him/her late registration within five working days by paying a late registration fee as prescribed from time to time. In exceptional and rare cases, the Dean/Head of the Institution is empowered to permit late registration on valid grounds, upto 15 working days with additional late registration fee as prescribed from time to time.
- 19.4. A candidate shall be permitted to register for a course, only if he/she has passed the pre-requisite course (s) prescribed, if any.
- 19.5. Registration for the courses in II, III, IV and V B.V.Sc. & A.H. programme shall be permitted only if the candidate has successfully completed the subjects of I, II, III and IV B.V.Sc.& A.H professional examination respectively.

## 20. Conditional promotion

A student may be 'conditionally allowed promotion' (CAP) to the next higher class of study if he/she had failed only in ONE Subject/paper in a Professional Examination. However, his/her promotion shall be cancelled automatically if he/she fails to secure a pass in the subject/paper in the 'compartmental examination'.

## 21. Tuition fees and other fees

- 21.1. The registration for a semester shall be valid only if the student has remitted the tuition fees and other fees prescribed on the due dates notified.
- 21.2. The receipt number, book number and amount paid shall be quoted by the student in the Course Registration Cum Grade Card. The students enjoying fee concession should note the same in the Course Registration Cum Grade Card.
- 21.3. At the time of payment of fees from the II semester onwards, the student shall produce the identity card and the non-liability certificate from Assistant Warden/ Librarian.

## 22. Class timetable

At the beginning of each semester, the Dean/Head of the Institution shall prepare the class timetable and announce the same.

## 23. Course teacher

The head of the Department which offers the course shall nominate course teachers for each course at the beginning of the semester. The course teacher shall be responsible to the Head of Department in all matters connected with the conduct of the course.

#### **24. Residential requirement and time limit**

- 24.1. The minimum number of semesters for completion of B.V.Sc. & A.H. programme is nine semesters and a rotating internship of six calendar months.
- 24.2. The maximum time limit permitted to complete the programme is 18 semesters and successful completion of internship.

#### **25. Discontinuance and re-admission**

- 25.1. A student may discontinue on valid and genuine grounds his/her studies temporarily with prior permission of the Dean/Head of the Institution. He/she shall be awarded symbol 'I' for all the courses for which he/she has registered. He/She can rejoin at the beginning of the subsequent semester when it is offered on payment of re-registration fee as prescribed by the University from time to time. At a time, normally, the student shall not be allowed to discontinue beyond a period of two semesters continuously. If the discontinuation is for more than two semesters continuously his/her admission shall stand cancelled.
- 25.2. On no account shall a student who discontinued without written permission of the Dean/Head of Institution be admitted for further studies.
- 25.3. No student will be allowed to temporarily discontinue his/her course of studies during the first two semesters of his/her Degree programme.
- 25.4. If a student admitted to the First B.V.Sc. & A.H. course does not register for all the courses in the first semester or having registered fails to secure 75% attendance in three or more courses, his/her name shall be removed from the rolls of the University. In very exceptional and genuine cases, the matter shall be considered by the Vice-Chancellor and appropriate decision will be taken based on individual merits of each case.

#### **26. Attendance**

- 26.1. The minimum requirement of attendance shall be 80% for each subject/paper, failing which the candidate shall not be considered to have successfully completed the courses for the subject and he/she shall register again for the course (s) in the subject when it is offered and satisfy the attendance requirements. Attendance shall be maintained by the course teacher, who shall display the details of attendance at the end of 35 and 70 working days from the commencement of semester, with a copy to Dean/Head of Institution.

*Note:-* Student who does not secure the minimum percentage of attendance in either theory or practical shall be considered "incomplete" in the subject. Such students shall not be permitted to appear in the Annual/Board examination, in the subject/paper. Such students will attend the course (s) for the subject in which they were "incomplete" when the course (s) is offered, satisfy the attendance requirement and attend examination. The marks obtained by them during such repetitions alone shall be considered for drawing grades after the Annual/Board Examination.

26.2. Students deputed for official purposes such as representing the college or university for sports, cultural meets, NSS activities and involvement in the students activities, statutory bodies, with prior permission of the Dean/Head of the Institution shall be given duty leave for such absence and it shall be reckoned as attendance subject to the following conditions:

- a) The period of duty leave shall not ordinarily exceed 10% of the total attendance for each subject in an academic year.
- b) Associate Patron of the students' Union/Officers i/c of Physical Education/Officer i/c of NCC and NSS alone are authorised to recommend to the Dean for duty leave. The concerned officers authorised to recommend duty leave may also furnish the list of students who are actually engaged as volunteers for the organisation and conduct of approved University sports programmes, cultural meets, NSS programmes, College Union/University Union activities etc., for granting duty leave.
- c) Associate Patron can recommend the names of the students who actually represent the College/University for cultural activities in Inter-Collegiate/Inter-University competitions for approval of the Dean/Head of the Institution.
- d) Teacher i/c of Physical Education can recommend the names of students for duty leave who are participating in sports, games, representing the College/University.
- e) NSS Programme Officers shall recommend the names of students for duty leave who are participating in NSS programmes. -
- f) Number of duty leave eligible shall be limited to days of (i) to and fro journey (ii) actual days of the tournament as evidenced by the approved fixtures and in the case of cultural activities actual days of competition as evidenced by the approved programme.
- g) Officers who are authorised to recommend the duty leave must submit the list of students with all details such as team/teams and its members, place of tournament/meet, days for to and fro journey, to the Dean/head of the Institution sufficiently in advance. At any rate duty leave will not be granted if the list is not submitted within seven days of the termination of the event.
- h) Decision of the Dean/Head of the Institution shall be final in this matter.
- i) Student activities like NSS camps etc., should be conducted during the semester break/holidays to the extent possible.

## 27. Question paper setting and weightage for extra reading

27.1. The questions for tests/examinations shall be a combination of objective type (30%) and questions requiring short answers (70%). Twenty percent choice shall be given for short answer questions. The pattern of questions shall be informed by the course teacher(s) at the beginning of the Semester.



- 27.2. The Head of the Department shall scrutinize the question papers set by the course teachers for ensuring proper course coverage.
- 27.3. In each written test/examination, a certain number of marks (over and above the maximum marks of the question paper) may be allotted, at the discretion of the course teacher, for assessing the knowledge gained by reading reference books and journals connected with the course. The extra marks so allotted for a question paper should not, however, exceed 5% (five) of the maximum marks allotted for the paper. The topics, books and journals for extra reading have to be communicated in the course outline itself.

## **28. Term paper**

- 28.1 The course teacher may, at his discretion assign to each student a topic connected with the course on which the student is required to write a "term paper" and submit the same at least two weeks prior to the termination of the semester or on the date specified by the course teacher.
- 28.2 The term paper should be neatly hand-written or typed and shall have the following order of arrangement:-
1. The title page
  2. Declaration from the student that it has been prepared by him/her independently
  3. Table of contents
  4. Introduction
  5. Review of literature
  6. Presentation of the topic in well arranged main and sub headings
  7. Discussion
  8. Summary
  9. List of reference cited. In preparing a term paper, the student may consult the "General Instructions on preparation of Term papers" issued by the University.
- 28.3 Records, Term papers and other assignments will not fetch marks, if they are submitted after the due date fixed by the course teacher.
- 28.4 The practical manual/the record of work done for a course with a practical component is mandatory. This should be submitted to the course teacher during the semester as announced by him/her for periodical evaluation and submitted finally before the end of semester as announced for final evaluation. The record/practical manual should bear a certificate from the course teacher/Head of Department for having submitted the Record/Practical Manual in time and a student with the record/practical manual with the said certificate alone will be permitted to appear for the Annual Board Examination of the respective subject. (This is applicable from 1998-99 academic year onwards for all the courses)

## 29. Evaluation of course work

- 29.1 Evaluation of courses shall be conducted by internal examination and for subject/paper by Annual/Board Examinations.
- 29.2 The internal evaluation in each course shall be conducted by the course teacher and/or Head of the Department on completion of at least 75% of the announced course content of theory and practical. The schedule of examination shall be announced by the Dean/Head of the Institution at the beginning of the semester.
- 29.3 The Annual/Board examination for each subject/paper shall be conducted by a Board appointed by the Registrar at the end of I, II; III, IV & V Professional Programme. The Board shall consist of Two Internal and One External Examiner for each paper/subject. The Head of the Department shall be one of the Internal Examiners and the Chairman of the Board. The External Examiner shall be eligible for TA, DA and Remuneration.
- 29.4 Composite Annual/Board examination for each subject/paper shall be conducted for a group of courses/a course (if only a single course is involved in the subject) in the paper as per a schedule of examination announced by the Dean/Head of Institution/Registrar.

*Note:-* Students eligible for appearing in Annual/Board examination shall register for the professional examination in Acad. Form No. 27 along with an examination fee at least one month before the proposed date of conduct of Annual/Board Examination. The Examination Fee shall be prescribed by the university from time to time.

### *Explanation*

For the first B.V.Sc. & A.H examination, the subject of Anatomy has one course in the first semester (VAN-111) and 2 courses (VAN-121, VAN-122) in the second semester. Internal evaluation for VAN-111 shall be conducted before the end of first semester and for VAN-121 and VAN-122 before the end of second semester. After completion of courses in the 2nd semester, a composite Annual examination (for Anatomy paper I) shall be conducted by a Board appointed by the University for the theory, practical and Viva voce of VAN-III, VAN-121 and 122 giving weightage for each course.

Similar pattern shall be adopted for the examination of Anatomy paper II which will consist of VAN-211 offered in the 3rd semester and VAN-221 offered in the 4th semester with the Annual Examination conducted after the end of 4th semester.

Similar pattern will be followed for other subjects in the various Annual/Board examination for the B.V.Sc. & A.H Degree programme.

- 29.5 All examinations shall be held on such dates, time and place as announced by the Dean of the Faculty/Head of Institution/Registrar.
- 29.6 Last Annual/Board examination for B.V.Sc. & A.H Degree shall be conducted after successful completion of the 9th semester.

### 30. Distribution of marks

30.1. For internal evaluation in each course, 100 marks shall be allotted for theory and 50 marks for practical (Whenever there is practical). When there is only practical component in a course, 50 marks shall be allotted for practical (including records/ assignments).

30.2. The distribution of marks for internal evaluation shall be:

#### I. THEORY (Total marks:100)

(a) Term paper, assignments, if any (In the absence of this, the marks so allotted shall be added to Final Semester examination marks)	: 10
(b) Announced test(s) [To be conducted by the course teacher(s)]	: 25
(c) Final semester examination at the end of approximately 75% of working days in a semester and announced by Dean	: 65
Total	: 100

#### II PRACTICAL (Total marks: 50)

(a) Records	: 5
(b) Viva, if any	: 10
(c) Practical	: 35
Total	: 50

(If viva is not conducted, the marks so allotted shall be added to Practical marks Item 'c')

*Note:-* This distribution of marks is subject to modifications/guidelines issued by VCI from time to time).

30.3. The marks of various courses in internal evaluation shall be totalled and then reduced to 100 for theory and 50 for practical. Out of the marks so arrived, 50% marks each in theory and practical will be added with 50% marks of theory and practical respectively of Annual/Board examination to decide a pass/failure in the subject. For securing a pass in a subject/paper, a student has to secure a minimum of 50% marks in theory and practical separately (wherever there are theory and practical components), or in theory/practical as the case may be.

30.4. Question papers for course evaluation shall be prepared by the course teacher and Head of the Department shall scrutinize and approve it. The timely conduct of the course evaluation shall be the responsibility of the course teacher and the Head of the Department, as per the schedule announced by the Dean/Head of the Institution.

- 30.5. Question paper (for 100 marks) for the Annual/Board examination shall be got prepared by a paper setter from a panel forwarded by the Dean and chosen by the Controller of Examination of the university from among professionals who are not in the current teaching rolls of the University/Institution concerned. The Registrar/Controller of Examination shall receive the question papers from the paper setter and shall make arrangements for conduct of the examination. The pattern of questions for the annual/board and compartmental examination shall be a combination of objective type (30%) and questions requiring short answers (70%). Twenty percent choice shall be given for short answer questions only. Proper weightage should be given for the course(s) in each subject and should be set in various parts-For example, in the subject, Anatomy-I, the question paper shall comprise of three parts, viz., Part-A (VAN-III), Part B (VAN-121) and Part-C (VAN-122). The total marks shall be divided depending upon the credit load of each course as far as possible.
- 30.6. Oral/Viva-voce examination in each subject shall be conducted for the Annual/Board examination and the marks awarded shall be added to the practical marks.

### **31. Examiners**

- 31.1. A person with basic Veterinary qualification only shall be eligible to be appointed as Examiner.
- 31.2. Non Veterinary Teachers engaged in teaching Veterinary students shall be appointed as examiners in their concerned subjects provided they possess the Doctorate degree in the subject and eight years teaching experience of Veterinary students after obtaining their Doctorate qualification.
- 31.3. Person with at least three years teaching experience and in a rank not less than Assistant Professors shall be appointed as Internal examiners.
- 31.4. Only persons who possess a recognised Veterinary qualification and holds a post graduate degree with at least 5 years teaching experience in the subject concerned in a veterinary college or university recognised by the Veterinary Council shall be appointed as External Examiners.
- 31.5. INTERNSHIP
- 31.5.1. Every candidate shall be required after passing the final B.V.Sc. & A.H examination to undergo compulsory rotating internship to the satisfaction of the university for a minimum period of six calendar months so as to be eligible for the award of the degree of B.V.Sc. & A.H.
- 31.5.2. The university shall issue a provisional course completion certificate on passing the final examination.
- 31.5.3. In the event of shortage of attendance or unsatisfactory work, the period of compulsory rotating internship shall be extended up to two months by the Dean.

- 31.5.4. Where an internee is posted to a recognised Veterinary Hospital for training, a teacher of the college and the Veterinary Officer incharge of the Veterinary Hospital shall regulate the training of the interns.
- 31.5.5. The internee shall maintain a log book of day to day work which shall be verified and certified by the Veterinary Officer under whom he works.
- 31.5.6. A scheme of evaluation shall be announced by the Dean/Head of Institution at the time of Registration for internship.
- 31.5.7. The Committee for evaluation shall be constituted with the Dean/Head of Institution as Chairman, Officer i/c Internship, one teacher for clinical subjects, one teacher for Livestock Production Management and one teacher for Livestock Product Technology as members.
- 31.5.8. The evaluation of an Intern shall be on (1) the basis of knowledge, skill and attitude based on the quality of Journal/Dissertation graded by the committee constituted by the Dean/Head of the Institution and (2) satisfactory completion of all minimum prescribed postings certified by the Supervisor(s) in charge of the unit of posting. There shall be no marklist or grade point for the Internship programme. The Internees shall be graded 'Satisfactory' or 'Unsatisfactory'. If the intern is adjudged as Unsatisfactory, he/she shall have to undergo Internship for a duration of two more calendar months in the stations as specified by the Dean/Head of Institution at their own cost and should present for evaluation. If an Intern misses a posting due to unavoidable reasons, he/she has to attend that unit at his/her own cost after completion of the scheduled postings and then only he/she is eligible to submit the log book and dissertation for final evaluation.
- 31.5.9. Based on the evaluation, the Dean/Head of the Institution shall forward a certificate of satisfactory completion of training to the university in the format prescribed by the Veterinary Council of India.

## **32. Return of valued answer paper**

- 32.1 The valued answer paper of internal evaluation shall be shown to the students not later than ten days after the examination. The answer paper should be retained with the course teacher for 10 working days after announcing the marks.
- 32.2 If the student finds that there is some discrepancy in the marks awarded to him/her at an examination/test he/she may then and there approach the concerned teacher for the rectification of the error.
- 32.3 If a student wants to appeal to the higher authority, Dean/Head of Institution regarding the valuation of a course it should be done directly in writing, not later than three working days after the announcement of marks of the particular examination by the course teacher concerned. Appeals received thereafter will be summarily rejected.
- 32.4 The Dean/Head of the Institution, if satisfied, may constitute a committee consisting of at least 3 faculty members who may advise him on the disposal of petitions. The

report of the committee in such cases should be submitted as early as possible and not later than two days. The decision of the Dean/Head of the Institution shall be final.

- 32.5 The valued answer paper of Annual/Board examination shall not be shown to the students. However a student can request for perusal of the theory paper by paying an amount of Rs.100 per paper. Such a request shall be made within 3 days of announcement of the results to the Dean/Head of Institution. The Chairman of Board of examination who will be the custodian of the answer papers, on receipt of orders from the Dean/Head of Institution shall allow for scrutiny by the applicant in his presence. The Chairman shall submit a report to the Dean, for appropriate action. All the above procedures shall be completed before commencement of the subsequent semester.

### **33. Late comers in examination/test**

No student who is more than 20 minutes late shall be allowed to sit for the examination. Similarly no student shall be permitted to leave the examination hall within 30 minutes after the commencement of the examination.

### **34. Malpractice in examination**

- 34.1 If any student indulges in malpractice, the course teacher/supervisor shall enter his remarks on the answer paper under his signature. The guilty candidates shall not be allowed to complete the examination/test and shall be sent out of the hall.
- 34.2 Before the candidate is allowed to leave the hall, a statement may be obtained from him and the Teacher/Supervisor concerned shall report to the Dean/Head of Institution immediately with full details and remarks.
- 34.3 If a student refuses to give a statement, the fact may be recorded by the Teacher/Supervisor.
- 34.4 The Dean/Head of the Institution shall appoint a Committee consisting of not less than three teachers not below the rank of Associate Professor to enquire into the alleged malpractice.
- 34.5 The committee shall submit its finding within a specified time to the Dean/Head of the Institution whose decision in the matter shall be final.
- 34.6 In case the Dean/Head of the Institution is satisfied that the student is guilty, he may be given suitable punishment which may include debarring the student for a specified period from attending classes or recommending to the university, the dismissal of the student.

### **35. Absence from examinations**

There shall be no supplementary examination for courses in internal assessment during the academic session. However, on valid and genuine grounds, a supplementary examination shall be conducted only with prior approval of the Dean, College of Veterinary & Animal Sciences following the guidelines prescribed by the University. It shall be sanctioned only in exceptional cases and after very careful scrutiny.

### 36. Academic record

- 36.1 The course teachers shall maintain the attendance and academic record of the student registered for the respective courses (Acad. Form 28). The marks obtained in theory and practical for the internal assessment shall be recorded separately and submitted to the Dean/Head of the Institution before the end of the semester duly countersigned by the Head of the Department. The course teacher shall publish simultaneously the marks for information of students. The Dean shall forward the mark list to the Registrar/Controller of Examinations.
- 36.2 The Registrar may issue a record of grades/marks for completed semesters, if and when the student requests for the same for ICAR/National merit/national loan or any specific purpose.
- 36.3 After Annual/Board Examination, the marks obtained in theory, practical and oral examinations shall be prepared in duplicate in the appropriate academic forms. Out of the two copies, one copy shall be forwarded to the Registrar/Controller of Examinations and the other copy to the Dean in separate sealed covers. This shall be done on the last day of the practical/viva-voce examination in the subject.
- 36.4 The marks obtained in theory, practical and oral examination of Internal and Annual/Board Examinations shall be added and entered for theory and practical for the paper by the Registrar/Controller of Examination.
- 36.5 Grades will be drawn after adding the marks obtained in Internal and Annual/board Examinations of all the courses of the subject in the first professional programme and shall be expressed on ten point basis, for theory and practical separately. This will be followed in subsequent professional examinations also. (Acad. Form No. 24 (i), (ii), (iii), (iv) and (v)).
- 36.6 The results at the end of each academic year shall be notified by the Registrar before commencement of subsequent semester and the same shall be communicated to the Advisors. (Acad. Form No. 31 or 32 as the case may be).

### 37. Repetition of course

- 37.1 A student who has failed in one paper/subject in the Annual/Board Examination and "conditionally promoted" shall register for compartmental examination, which shall be held within 30 days of announcement of results of main examination.
- 37.2 A student who has failed in more than one subject/paper in the Annual/Board Examination shall register for the corresponding courses in each of the failed subject/paper, attend classes in these courses and appear semester examination for course(s) and for subject in the main examination.
- 37.3 If a student who was allowed "Conditional promotion" fails in the compartmental examination also, the conditional promotion will be automatically cancelled and the student should register for the courses relating to the subject in which he/she failed as described in clause 37.2.

*Note:-* Whenever a student repeats the courses/subject, the marks secured by the student in the previous appearance, both for internal evaluation and Annual/Board/Compartmental examination will be automatically cancelled.

### 38. Calculation of GPA/OGPA

To arrive at the Grade point average (GPA) at the end of a semester, the grade point obtained by the student in the theory and practical for each subject shall be multiplied by the credit hours for the subject in theory and practical respectively and added up, to obtain the credit points for the subject. The credit points for all the subjects in the Annual/Board examination shall be added and divided by the total credit hours of these subjects to arrive at the GPA. Similarly the progressive total of credit points from the beginning of the first semester shall be divided by the progressive total of credit hours from the beginning of the first semester, to arrive at the OGPA at the end of each professional programme.

*Example:*

		Theory	Practical	Total
I	i) Total credit points for the B.V.Sc.&A.H Professional programme	212	114	326
	ii) Total credit points for the I B.V.Sc.& A.H Professional programme	30	17	47
	iii) GPA at the end of I B.V.Sc. & A.H Professional programme	$\frac{326}{47} = 6.936 = 6.94$		
II	i) Total credit hours for the II B.V.Sc. & A.H Professional programme	250	150	400
	ii) Total credit hours for the II B.V.Sc. & A.H Professional programme	30	20	50
III	i) Progressive total of credit points at the end of II B.V.Sc. & A.H Professional programme	$\frac{326+400}{726}$		
	ii) Progressive total of credit points at the end of II B.V.Sc. & A.H Professional programme	$\frac{47+50}{97}$		
	iii) OGPA at the end of II B.V.Sc. & A.H. Professional programme	$\frac{726}{97} = 7.484 = 7.48$		

While calculating the OGPA the figure obtained is rounded off to the first decimal.

### 39. Grading

The marks obtained in various subjects shall be consolidated after the ninth semester and the student graded as below:

Distinction	:	80% and above marks
First class	:	65% and above but below 80%
Second class	:	50% and above but below 65%



**40. Eligibility for the award of the degree**

The successful completion of all the prescribed courses with a minimum of 50% marks in theory and practical separately for each subject and a satisfactory completion of internship programme shall be the minimum requirement for the award of the degree.

**41. Approval of the final result and issue of provisional certificate and transcripts**

41.1 The Vice-Chancellor shall approve the final results and the Registrar shall issue provisional pass certificate, transcript, course certificates, etc., to the candidates. It shall be open to the Vice-Chancellor to withhold the result of a candidate on any ground that may appear valid to him.

41.2 The transcript shall contain all the courses undergone and the consolidated marks obtained in each paper including failures, if any.

41.3 A recently taken passport size photograph will be affixed in the transcript of the student, at the time of issue.

**42. Award of degree**

The Degree, B.V.Sc. & A.H shall be awarded under the seal of the University to candidates who have successfully completed the graduation requirements, that is successful completion of the Final B.V.Sc. & A.H degree examination and the compulsory rotating internship of six months.

**43. Amending or cancelling the result**

If it is established that the result of a candidate has been vitiated by malpractice, fraud or other improper conduct, and that he/she has been a party to or connived at malpractice, fraud or improper conduct of another student, the Vice-Chancellor shall have the power at any time, to amend the results of such a candidate and to make such declaration, as the Vice-Chancellor may deem necessary on that behalf, including return of prize, scholarship money and debarring the candidate from the University for such periods as may be specified, and to cancel the results of the candidate in such manner as the Vice-Chancellor may decide.

**44. Removal of difficulties**

44.1 If any difficulty arises in giving effect to the provisions of these regulations, the Vice-Chancellor may issue necessary orders which appears to him to be necessary or expedient for removing the difficulty.

44.2 No order under rule 44.1 shall be questioned on the ground that no difficulty as is referred to in the said rule existed or was required to be removed.

44.3 Every order issued by the Vice-Chancellor under this provision shall be laid before the Academic Council of the University immediately after the issuance.

44.4 Notwithstanding anything contained in the Rules and Regulations, the Academic Council shall make changes whenever necessary.

**REGULATIONS for B.V. Sc. & A.H. DEGREE PROGRAMME—2008,  
REVISED AS PER VETERINARY COUNCIL OF INDIA (VCI)  
MINIMUM STANDARD FOR VETERINARY EDUCATION (2008)**

**1 - Short title and Commencement** These regulations shall be called "Bachelor's Degree in Veterinary Science & Animal Husbandry Regulations 2008".

**2 - Scope** The regulations provided here in shall apply to B.V.Sc. & AH degree programme offered by the Kerala Agricultural University to the students admitted from the Academic year 2009.

**3 - Definitions** Same as Rules and Regulations "Bachelor's Degree in Veterinary Science & Animal Husbandry regulations 1994" with the following modifications.

**Modifications:** 'Compartmental Examination' is the board examination conducted exclusively for those students who are allowed Provisional Promotions (PP) i.e., for those students who had failed only in two subject papers in main Annual/Board examination.

'Semester' means a period consisting of 100 instructional days excluding Final and Annual/Board examination days.

**4 - Degree awarded** Same as Rules and Regulations "Bachelor's Degree in Veterinary Science & Animal Husbandry Regulations 1994".

**5 - Number of seats** Same as Rules and Regulations "Bachelor's Degree in Veterinary Science & Animal Husbandry Regulations 1994".

**6 - Qualification for admission** Same as Rules and Regulations "Bachelor's Degree in Veterinary Science & Animal Husbandry regulations 1994".

**Addition**

1. A candidates shall be not be allowed admission to B.V.Sc. & AH degree course including those admitted under 15% reserved quota of Veterinary Council of India if he/she suffers disabilities in physical fitness as listed below:
  - a) Disability of total body including disability of chest or spine more than 50%
  - b) Disability of lower limb of more than 50%
  - c) Disability of upper limb
  - d) Visually handicapped candidates and those with hearing disability
  - e) Candidates with progressive diseases like myopathies etc.
  - f) Disabilities which otherwise would interfere in the performance of the duties of a Veterinarian
2. The disability should be certified duly constituted and authorized Medical Board comprising of atleast three specialists out of which two should be of the speciality concerned and the candidate has to present him/her-self before the Medical Board. The last valid disability certificate of the candidate from the medical board should not be more than three months old from the date of submitting his/her certificates for disabled candidates.

**7 - Mode of selection** Same as Rules and Regulations "Bachelor's Degree in Veterinary Science & Animal Husbandry Regulations 1994".

**8 - System of teaching** Same as Rules and Regulations "Bachelor's Degree in Veterinary Science & Animal Husbandry Regulations 1994".

**9 - Duration of course** Same as Rules and Regulations "Bachelor's Degree in Veterinary Science & Animal Husbandry Regulations 1994".

#### **10 - Duration of semester**

##### **Modification**

A semester shall have a minimum of 100 instructional days excluding the period of final semester and Annual/Board examinations.

**Note:** Same as Rules and Regulations "Bachelor's Degree in Veterinary Science & Animal Husbandry regulations 1994".

##### **Addition**

1. First semester in the respective academic year of BVSc. & AH classes should commence preferably in July or August every year but not later than 31<sup>st</sup> October.
2. It is essential that each academic year shall consist of atleast 200 days of instruction excluding time spent for examination.

**11 - Inter-semester break** Same as Rules and Regulations "Bachelor's Degree in Veterinary Science & Animal Husbandry regulations 1994".

**12 - Date of commencement and termination of semesters** Same as Rules and Regulations "Bachelor's Degree in Veterinary Science & Animal Husbandry regulations 1994".

**13 - Admission** Same as Rules and Regulations "Bachelor's Degree in Veterinary Science & Animal Husbandry regulations 1994".

##### **Modification in 13.7 (2)**

The migration or transfer may be allowed by the University concerned, after passing first year of B.V.Sc. & AH degree course within one month of the start of academic session of second year of the receiving College or University.

#### **14 - Advisors**

Same as Rules and Regulations "Bachelor's Degree in Veterinary Science & Animal Husbandry Regulations 1994".

#### **15 - Credit requirements**

##### **Modification**

The minimum Credit requirement for the degree programme shall be 177 as prescribed by Veterinary Council of India and approved by the University.

**16 - Credit load in a semester**

Same as Rules and Regulations "Bachelor's Degree in Veterinary Science & Animal Husbandry regulations 1994".

**Modification in 16.1**

1. The semester-wise distribution of Theory and practical courses comprising of 177 credits (core courses) for B V Sc. & AH degree courses are summarized below:

<i>Professional year</i>	<i>Semester</i>	<i>Theory</i>	<i>Practical</i>	<i>Total</i>
First	I	11	7	18
	II	12	8	20
Second	III	12	9	*21
	IV	12	9	*21
Third	V	12	7	19
	VI	13	8	21
Fourth	VII	10	10	20
	VIII	10	8	**18
Fifth	IX	9	10	19
Internship	X	0	0	0
<b>TOTAL</b>		<b>101</b>	<b>76</b>	<b>177</b>

\* One credit (0 + 1) each for two courses on livestock farm practice (non credit included)

\*\* One credit (1 + 0) for Veterinarian in Society (non-credit included)

2. In addition to the core courses above, the student has to successfully complete the Tracking programmes, Study circle, Entrepreneurial Training, Internship and Core competency in Veterinary skills.

**17 - Veterinary Curriculum (Title modification)**

a) The Veterinary Curriculum is comprised of six components of study

- (i) Core Courses
- (ii) Tracking Programme
- (iii) Study Circles
- (iv) Entrepreneurial Training
- (v) Internship
- (vi) Competent in Veterinary skills

**18 - Study Tour**

Same as Rules and Regulations "Bachelor's Degree in Veterinary Science & Animal Husbandry Regulations 1994".

**19 - Registration of students**

Same as Rules and Regulations "Bachelor's Degree in Veterinary Science & Animal Husbandry regulations 1994".

**Modification 19.6**

Those who have failed in two subjects shall register for the failed courses and attend the classes along with their immediate juniors from the next day of registration.

**Modification in 19.7**

Those who have failed in more than two subjects and subsequently passed in all subjects except in two on recounting are eligible for Provisional Promotion (PP) to the higher class along with their regulars.

**20 – Promotion, Failure and Compartment Examination (Modification in Title)**

1. Promotion or failure of a student in professional year shall be decided only on the basis of aggregate marks of internal and annual /board examinations
2. A student shall be promoted to next higher professional class only if he/she has passed in all the papers of his/her class by obtaining atleast 50% marks in Theory and Practical separately (internal and external combined).
3. A student shall secure overall grade point average (OGPA) of five out of ten at the end of degree programme to be eligible to get B V Sc. & AH degree programme.
4. A student may also be allowed Provisional Promotion to next higher class till declaration of the result of compartmental examination(s). However, this promotion shall be subject to clearance in compartmental examination(s) of those paper(s) and shall be provisional. If the student fails in compartmental examination(s), he/she shall stand automatically reverted to the class from where he/she was allowed provisional promotion.
5. Failed students shall register again for the entire professional class they failed. Such students shall have to fulfill all requirements of the class afresh.
6. A student failing in the annual examination for three consecutive years in a professional year of B V Sc. & AH degree programme shall be finally dropped automatically from the University on account of poor academic performance.
7. In no case, a student shall be allowed to continue his/her B V Sc. & AH studies beyond 8 academic years (16 semesters) in a Veterinary College.
8. A student failing in a maximum of two papers only may be allowed ones to appear in compartment examination for those paper(s). Compartment examination shall comprise of the external component of both theory and practical of the failed paper(s)

which shall constitute 100% weightage for that paper and the marks of internal examination shall not be considered for the evaluation of Compartmental examination.

9. The Compartment Examination shall be conducted within 20 calendar days after the date the results of the concerned professional year examination declared.
10. In case of failure if any of the compartment paper(s) the student will be reverted back to the previous professional year and will be required to repeat all the requirements of that failed professional year.

#### **21 - Tuition fees and other fees**

Same as Rules and Regulations "Bachelor's Degree in Veterinary Science & Animal Husbandry Regulations 1994".

#### **22 - Class time table**

Same as Rules and Regulations "Bachelor's Degree in Veterinary Science & Animal Husbandry Regulations 1994".

#### **23 - Course teacher**

Same as Rules and Regulations "Bachelor's Degree in Veterinary Science & Animal Husbandry Regulations 1994".

#### **24 - Residential requirement and time limit**

Same as Rules and Regulations "Bachelor's Degree in Veterinary Science & Animal Husbandry regulations 1994".

#### **Modification of 24.2**

The maximum time limit permitted to complete the programme is 16 semesters (8 academic years) and successful completion of internship.

#### **25 - Discontinuance and Re-admission**

Same as Rules and Regulations "Bachelor's Degree in Veterinary Science & Animal Husbandry regulations 1994".

#### **Modification 25.4**

If a student admitted to first BVSc. & AH course does not register for all the courses in first semester on having registered fails to secure 75% attendance in three or more courses, his/her name shall be removed from the rolls of the University. In very exceptional and genuine cases, the matter shall be considered by the Vice-Chancellor and appropriate decision will be taken based on individual merits of each case.

#### **26 - Attendance**

Same as Rules and Regulations "Bachelor's Degree in Veterinary Science & Animal Husbandry Regulations 1994".

**Modification 26.1**

The minimum requirement of attendance shall be 75% for each subject / paper, failing which the candidate shall not be considered to have successfully completed the courses for the subject and he/she shall register again for the courses(s) in the subject when it is offered and satisfy the attendance requirements. Attendance shall be maintained by the course teacher, who shall display the details of attendance at the end of 35 and 70 working days from the commencement of semester, with a copy to Dean/ Head of Institution.

*Note:-* Student who does not secure the minimum percentage of attendance in either theory or practical shall be considered 'incomplete' in the subject. Such students shall not be permitted to appear in the annual/ board examination, in the subject/paper. Such students will attend the course(s) for the subject in which they were 'incomplete' when the course(s) is offered, satisfy the attendance requirement and attend examination. The marks obtained by them during such repetition alone shall be considered for drawing grades after the annual/board examination.

**27 - Question paper setting and weightage for extra reading**

Same as Rules and Regulations "Bachelor's Degree in Veterinary Science & Animal Husbandry regulations 1994".

**Modification in 27.1**

The questions for test/examination shall be combination of objective type (60%) and subjective type (40%). Twenty percent choice shall be given for short answer questions. The pattern of questions shall be informed by the course teacher(s) at the beginning of the Semester.

**28 - Term paper**

Same as Rules and Regulations "Bachelor's Degree in Veterinary Science & Animal Husbandry Regulations 1994".

**Modification in 28.4**

The practical manual/the record of work done for a course with a practical component is mandatory. This should be submitted to the course teacher during the semester as announced by him/her for periodical evaluation and submitted finally before the end of the semester as announced for final evaluation. The record/ practical manual should bear a certificate from the course teacher/ Head of Department for having submitted the Record/ Practical manual in time and a student with the Record/ Practical manual with the said certificate alone will be permitted to appear for the annual/board examination of the respective subject.

**29 - Evaluation of course work**

Same as Rules and Regulations "Bachelor's Degree in Veterinary Science & Animal Husbandry Regulations 1994".

**Modification in Explanation – Replace the earlier explanation****Explanation-1**

1. For the first B.V.Sc & A.H examination, the subject of Veterinary Anatomy has one course in the first semester (VAN-111, 1+2=3) and one course in the second semester (VAN 121, 2 +2 = 4). Internal evaluations for VAN – 111 shall be conducted at the end of the first semester and for VAN 121 the internal evaluation shall be conducted at the end of second semester. The marks obtained in the examination shall be recorded separately for theory and practical and sent to the concerned Registrar/ Controller of Examination/ Dean. After the completion of courses in the second semester, a composite annual examination (for Veterinary Anatomy paper 1) shall be conducted for the theory and practical of VAN 111 and VAN 121 giving due weightage for each course. The marks obtained in the theory, practical of internal and annual examination shall be added, and the grade point calculated and recorded against Veterinary Anatomy paper 1. Similar pattern shall be followed for all other subjects of B V Sc. & AH Degree course.

**Explanation – 2**

The teachers while evaluating practical shall take into account the following:-

1. Record or logbook maintained by each student as practical records.
2. Observation and recording of the skill with each student executes the practical.
3. Assessment of the comprehensive skill and knowledge of the each student through an oral examination (Viva-Voce).
4. At least 10% marks may be awarded to day today records including record of case sheet etc.

Note:- Practical manual be prepared by the respective departments of each course.

**30 - Distribution of Marks**

Same as Rules and Regulations "Bachelor's Degree in Veterinary Science & Animal Husbandry regulations 1994".

**Modification in 30.2**

The distribution of marks for internal evaluation shall be

I	<b>THEORY</b> (Total marks= 60)	
(a)	Announced tests/ Midterm examination (To be conducted by the course teacher)	20
(b)	Final semester examination at the end of approximately 75% of working days in a semester and announced by the Dean	40
	<b>TOTAL</b>	<u>60</u>



**II PRACTICAL ( Total marks=40)**

(a) Records	5
(b) Viva	5
(c) Practical	30
TOTAL	40

*Note* : The distribution of marks is subjected to modifications / guidelines issued by VCI from time to time

**Modification in 30.3**

The marks of various courses in internal evaluation shall be totaled and reduced to 60 for theory and 40 for practical. Out of the marks so arrived, 50% marks each in theory and practical will be added with the marks of theory and practical respectively of annual/board examination to decide a pass/failure in the subject. For securing a pass in a subject/paper, a student has to secure a minimum of 50% marks in theory and practical separately (wherever there are theory and practical components), or in theory/ practical as the case may be.

**Modification in 30.5**

1. Question paper (30 marks for each course) for the annual board examination shall be got prepared by a paper setter from a panel forwarded by the Dean and chosen by the Controller of Examination of the University from among professionals who are not in the current teaching rolls of the University or Institutional concerned. The Registrar/ Controller of Examination shall receive the question papers from the paper setter and shall make arrangements for conduct of the examination. The pattern of question for the Annual/Board and Compartmental Examination shall be a combination of objective type (60%) and subjective type (40%) Twenty per cent choice shall be given for short answer question only. Proper weightage shall be given for the course for each subject and shall be set in various parts.

**31. Examiners**

Same as Rules and Regulations "Bachelor's Degree in Veterinary Science & Animal Husbandry Regulations 1994".

**Modification in 31.2**

A person possessing qualification included in the first or second schedule to the Act shall be generally appointed as examiner or paper setter for the conduct of professional examination for the B V Sc. & AH course. However, a person without qualification as mentioned above may also be appointed examiner in his/her concerned subjects provided he/she possess the Doctorate Degree in that subject and the minimum three years teaching experience.

*Provided that*

- a) No such person shall be appointed as an External Examiner unless he/she has at least three years teaching experience.
- b) No person below the rank of Lecturer /Asst. Professor/equivalent shall be appointed as internal examiner.
- c) No person shall be appointed as an External Examiner in any para-clinical/clinical subjects unless he/she possesses recognized Veterinary qualification and has a Post-Graduate degree and teaching experience in the subject concerned.
- d) Persons working in Government/semi government or similar organization in also be considered for appointment as external examiner provided they possess qualification and experience as laid down above.
- e) Paper setter cannot be appointed as examiner for practical examination in the same paper.
- f) Local person shall normally not be appointed as paper setter/external examiner. However, under exceptional circumstances or unavoidable exigencies arising at the time of examination (like non arrival of the appointed examiner /non receipt of question paper from paper setter etc.), the University may appoint any qualified person for the purpose to avoid postponement/cancellation of Annual/Board Examination.

**Delete 31.3 and 31.4** from Rules and Regulations "Bachelor's Degree in Veterinary Science & Animal Husbandry regulations 1994".

**31.5 – Internship**

Same as Rules and Regulations "Bachelor's Degree in Veterinary Science & Animal Husbandry regulations 1994".

**Modification 31.5.3** In case of unsatisfactory work/performance and /or shortage of attendance, the period of compulsory rotating internship shall be extended by not more than two months by appropriate authority. If this period is more than two months, the intern has to re-register afresh for internship for entire six calendar months including registration with the State/Union Territory Veterinary Council.

**Modification in 31.5.7**

The committee for evaluation shall be constituted with the Dean/Head of the Institution as Chairman, Officer in-charge Internship, two teachers from Clinical subjects, two teachers from Production subjects, two teachers from Management subjects and one teacher from Para-clinical subject.

**32 – Return of valued answer paper****Modification in 32.5**

1. After the Annual/Board Examination, the Chairman of the examination shall hand over the valued answer papers to the Dean/Head of the Institution and Dean/Head of the Institution is the custodian of the Answer paper.

2. There shall be no provisions of re-valuation of answer books.
3. The student, however, may be allowed to get his/her answer books scrutinized, for which, the student shall have to apply to Controller of Examination/Coordinator of Examination within three days after the declaration of the result and after paying prescribed fee.
4. The Controller /Coordinator (Examination) shall arrange the scrutiny of answer books by the Moderation Committee
5. Scrutiny means re-totalling of the marks, and examination of unmarked questions if any.
6. The answer books of annual examination shall not be shown to the students under any circumstances.
7. In case, the total marks are found to be incorrect on scrutiny, the same will be corrected and result shall be revised accordingly (even if it is towards lower side). If however, any question is found to be unchecked by the examiner, the answer books shall be sent to the Examiner for doing the needful and the results shall be revised accordingly if their occurs any change in the marks.
8. No representation by the students shall be entertained regarding of the outcome of the result after scrutiny.
9. In case a student on the basis of the result of scrutiny becomes eligible for the compartmental examination, he/she may applied to the concerned authority to appear in the compartmental examination on the announced schedule date. The schedule date of the compartmental examination shall under no circumstances be changed on this account.

### **33 – Late comers in examination/tests**

Same as Rules and Regulations “Bachelor’s Degree in Veterinary Science & Animal Husbandry regulations 1994”.

### **34 – Malpractice in Examination**

Same as Rules and Regulations “Bachelor’s Degree in Veterinary Science & Animal Husbandry regulations 1994”.

### **35 – Absence from the examination**

The schedule of examinations (Internal/External) shall be adhered to strictly. No re-examination shall be allowed in events of students strike, boycott, walkouts, medical grounds or what so ever may be the reason.

### **36 – Moderation (Modification in title)**

#### **Modifications**

#### **1. Question paper**

The examining body may appointed a single moderator/a board of moderators not exceeding three in number. The moderators shall review the question papers on the day of examination after they have been distribute. Any correction needed will be conveyed to the examiners, and any discrepancies in the question paper in respect of syllabus noticed will be conveyed to the Controller/Coordinator of Examination in a written report.

## 2. The Results.

The Controller/Coordinator of examination in consultation with the Dean of the College shall form Committee of three members consisting of Dean of the College as Chairman and two other teaching Faculty members to moderate the results obtained at the Annual/Board Examination. This Committee shall review the results for the normal distribution of marks, the percentage of pass /failure. Any moderation suggested shall be uniformly applied to all students for that paper without altering the merit the passed candidates. Any moderation effected should not involve of enhancing of more than total of five marks in professional year for particular candidate and in no case more than three marks in one paper. The provisions for moderation for results shall not applying to Compartmental Examination. There shall be no provision for grace marks in any case.

### 37 – Academic Record

Same as Rules and Regulations “Bachelor’s Degree in Veterinary Science & Animal Husbandry regulations 1994”

### 38 – Repetition of course

Same as Rules and Regulations “Bachelor’s Degree in Veterinary Science & Animal Husbandry regulations 1994”.

#### Modification – 38.1

A student who has failed in two papers or subjects in the Annual/Board examination “Provisionally promoted” shall register for Compartmental Examination, which shall be held within 20 days of the announcement of the results of main examination.

#### Modification – 38.2

A student who has failed in more than two subjects or papers in annual/board Examination shall register for corresponding courses in each of the failed subjects/paper, attend classes in these courses and appear semester examination for course and for subjects in annual/board examination. Those who were not secured a minimum of 75% attendance in either theory or practical shall be considered Failed in the subject and shall not be permitted to appear in Annual/Board Examination in the subject or paper.

#### Modification – 38.3

If a student, who was allowed “Provisional Promotion”, fails in the Compartmental Examination, also, the provisional promotion will be automatically cancelled and the student shall register for the courses relating to the subject in which he/she failed.

#### Modification – 38.4

Whenever a student repeats the courses/subject, the marks secured by the student in the previous appearance, both for internal evaluation and Annual/Board/Compartmental examination will be automatically cancelled.

### 39 – Calculation of GPA/OGPA

Same as Rules and Regulations “Bachelor’s Degree in Veterinary Science & Animal Husbandry regulations 1994”.

**Modification in Example:****Method of Calculation and recording of Grade points**

Course No.	Credit hours	Marks obtained				Total	Grade points 10 basis	Credit points	Total credit
		Internal		External					
		Theory	Practical	Theory	Practical				
		(30)	(20)	(30)	(20)				
<b>Veterinary Anatomy Paper 1 (Credit hours – 7)</b>									
VAN 111	1+2	24.5	16.5	22.5	17.5	81.0	8.10	24.30	
VAN 121	2+2	25.5	16.0	23.5	16.5	81.5	8.15	32.60	56.90
<b>Veterinary Physiology Paper 1 (Credit hours – 6)</b>									
VPB 111	2+1	26.0	18.0	23.5	16.5	84.0	8.4	25.20	
VPB 122	2+1	25.0	16.0	23.5	17.5	82.0	8.20	24.60	49.80
<b>Veterinary Biochemistry Paper 1 (Credit hours – 5)</b>									
VPB 112	1+1	28.5	18.5	20.0	18.5	85.5	8.55	17.10	
VPB 122	2+1	28	16.0	25.5	18.0	87.5	8.75	26.25	43.35
<b>Animal Genetics &amp; Breeding Paper 1 (Credit hours – 6)</b>									
AGB 111	2+1	24.5	18.0	21.5	20.0	84.0	8.40	25.20	
AGB 121	2+1	25.5	15.0	21.0	18.0	79.5	7.95	23.85	49.05
<b>Livestock Production Management Paper 1 (Credit hours – 8)</b>									
LPM 111	3+1	28.0	16.0	21.5	20.0	85.5	8.55	34.20	
LPM 121	1+1	23.0	16.0	27.5	18.0	84.5	8.45	16.90	
LPM 122	1+1	26.0	16.0	23.0	17.0	82.0	8.20	16.40	67.50
<b>Animal Nutrition Paper 1 (Credit hours – 6)</b>									
ANN 111	2+1	26.0	18.5	24.5	19.5	88.5	8.85	26.55	
ANN 121	2+1	25.0	16.5	22.5	18.5	82.5	8.25	24.75	51.30

**Current total credit hours – 38, Total credit pointed earned – 317.90, GPA = 8.365**

- Results:-**
1. Pass with grade point average of 8.365/10.000
  2. Eligible for Compartment Examination in the paper (s)
  3. Fail

While calculating the OGPA the figure obtained is rounded to three decimals

## **40 – Grading**

### **Modification**

The corresponding ranking of OGPA with respect to traditional scoring system of Division Ranking shall be as follows:

8.000 and above	:	First Division with Distinction.
7.000 – 7.999	:	First Division
6.000 – 6.999	:	Second Division
5.000 – 5.999	:	Pass

### **41 – Eligibility for the award of the degree**

Same as Rules and Regulations “Bachelor’s Degree in Veterinary Science & Animal Husbandry Regulations 1994”.

### **42 – Approval of the final result and issue of provisional Certificate and Transcripts**

Same as Rules and Regulations “Bachelor’s Degree in Veterinary Science & Animal Husbandry Regulations 1994”.

### **43 – Award of Degree**

Same as Rules and Regulations “Bachelor’s Degree in Veterinary Science & Animal Husbandry Regulations 1994”.

### **44 – Amending or canceling the result:**

Same as Rules and Regulations “Bachelor’s Degree in Veterinary Science & Animal Husbandry Regulations 1994”.

### **45 – Removal of difficulties**

Same as Rules and Regulations “Bachelor’s Degree in Veterinary Science & Animal Husbandry Regulations 1994”.

**REGULATIONS FOR POSTGRADUATE PROGRAMMES  
(MASTERS & DOCTORATE DEGREE)**

**(EFFECTIVE FROM 2007 ADMISSIONS, EXCEPT FOR VETERINARY AND  
ANIMAL SCIENCES FACULTY)**

**1. Short-title** These regulations shall be called 'Kerala Agricultural University Post Graduate Regulations 2007'

**2. Scope** The regulations provided herein shall apply to all Post-graduate degree programmes offered by the faculties, except Veterinary and Animal Sciences Faculty of the Kerala Agricultural University, to the students admitted from the academic year, 2007-08 and onwards.

**3. Definitions** In these regulations unless the context otherwise requires:-

- a) "Advisory Committee" means the committee constituted to supervise the post graduate programme of the student.
- b) "Board of examiners" means the committee constituted for the conduct of the comprehensive and final examinations in the Masters/Doctorate degree programme.
- c) "Credit" is the weekly unit of work recognised for any particular course as per the course catalogue issued by the University. Normally, a lecture class of one hour or a practical class of two to three hours duration per week shall count as one credit.
- d) "Dean" means Deans of the faculty concerned.
- e) "Director (Academic and Post-graduate Studies), is an officer designated to discharge the duties and functions of Dean, Post-graduate studies.
- f) "Department" means a Department in a College/Teaching Institution offering degree programmes. Scientists of a discipline working in research stations/ schemes/ projects will also be considered as members of the Department of the teaching institution concerned.
- g) "Head of Institution" means Dean/Associate Dean, Special Officer or any other officer designated by the University as Head of the Teaching Institution.
- h) "Major adviser" means the students' adviser in his/her major field of study who shall also be the chairperson of the Advisory Committee/Board of Examiners.
- i) "Part-time Student" means a student who has been permitted to undergo the post-graduate programme on part-time basis with reduced research credit load and without prejudice to his normal duties. Part-time students are not entitled for student rights enjoyed by the full-time students.
- j) "P.G. Committee" means the Post-Graduate Committee of the University.
- k) "Post-graduate Student" is a student undergoing Masters or Doctorate Degree Programme on a full time basis. The studentship commences on the day of registration after payment of fee during the first semester and ends when he/she submits the thesis and completes the residential requirement. The studentship will remain suspended during the period of temporary discontinuance in which period he/she shall not be entitled for any right enjoyed by a student.

- l) "Sponsored Candidate" is a candidate deputed by the respective Development Department, Research Institutions of National and International importance, Commodity Boards and other development institutions of Govt. and quasi Govt. The expenditure towards the PG programme of such student will be met by the sponsoring agency.

#### 4. Degrees awarded

- a) Faculty of Agriculture
- |     |   |  |
|-----|---|--|
| i   | Master of Science in Agriculture            | M.Sc.(Ag)  |
| ii  | Master of Science in Horticulture           | M.Sc.(Hort)  |
| iii | Master of Science in Agrl. Statistics       | M.Sc.(Ag.Stat)                                     |
| iv  | Master of Science in Co-operation & Banking | M.Sc.(C&B)   |
| v   | Master of Science in Home Science           | M.Sc.Home Science (FS&N)<br>(Food Sc. & Nutrition) |
| vi  | Master of Science in Forestry               | M.Sc.(Forestry)                                    |
| vii | Doctor of Philosophy                        | Ph.D.  |
- b) Faculty of Veterinary and Animal Sciences
- |     |                               |         |
|-----|-------------------------------|---------|
| i.  | Master of Veterinary Sciences | M.V.Sc. |
| ii. | Doctor of Philosophy          | Ph.D.   |
- c) Faculty of Fisheries
- |    |                             |         |
|----|-----------------------------|---------|
| i. | Master of Fisheries Science | M.F.Sc. |
|----|-----------------------------|---------|
- d) Faculty of Agricultural Engineering
- |    |                                     |                       |
|----|-------------------------------------|-----------------------|
| i. | Master of Technology in Agrl. Engg. | M.Tech ( Agrl. Engg.) |
|----|-------------------------------------|-----------------------|

#### 5. Number of seats

The maximum number of candidates to be admitted each year in each discipline for Masters and Doctorate Programmes will be recommended to the Academic Council by the P.G. Committee subject to the man power requirements and facilities. The Academic Council will decide the number of seats in each discipline. The sponsored candidate will be admitted over and above the seats so fixed subject to availability of faculty and facilities.

#### 6. System of teaching

The 'semester course-credit system' of teaching shall be followed.

#### 7. Eligibility for admission

As prescribed by the Academic Council from time to time and as notified in the prospectus.



### 8. Mode of selection

As prescribed by the Academic Council from time to time and as notified in the prospectus. Twenty five percent of the total seats in Master degree programmes will be filled on all India basis by ICAR.

### 9. Admission

On admission to a particular programme of Masters/Doctorate degree, the student shall be assigned an admission number. The admission number allotted to the student shall consist of three components (eg: **2007-51-101**), the first component indicating the year of admission, the second one the fixed code number allotted for the post graduate Degree Programme in the University and the third component the serial number of student in the list of students admitted to the particular Degree Programme during the year. The fixed code numbers for P.G. programme are as follows.

11. M.Sc.(Ag.)
12. M.Sc. (Hort.)
13. M.V.Sc.
14. M.F.Sc.
15. M.Sc.(C & B)
16. M.Sc. Home Science (FS&N)
17. M.Sc.(Forestry)
18. M.Tech.(Agrl. Engg.)
19. M.Sc.(Ag. Stat)
21. Ph.D. in Agriculture
22. Ph.D. in Horticulture
23. Ph.D. in Veterinary & Animal Sciences
24. Ph.D in Home Science - Food Science & Nutrition
25. Ph.D in Co-operation & Banking

### 10. Registration of students

- a) A student admitted to the post-graduate programme should report to the Head of the Department concerned on the date of registration
- b) If the student admitted to the programme finds it difficult to register in the first semester on the due date prescribed (vide Rule 10(a) he/she may request in writing for extension of joining time to the Head of the Institution through the Head of Department on or before the due date of registration. Such cases may be sanctioned by the Head of Institution and reported to the Registrar. The extension of joining time (which will not be counted towards the minimum time limit) shall not go beyond one semester under

any circumstances. Post graduate students who avail the benefit of temporary discontinuance/extension for joining time during the first semester after admission and temporary discontinuation in the second semester shall be permitted to register in the subsequent semester. A special caution deposit of Rs. 25000/ will be charged at the time of granting extension of joining time/discontinuance which will be returned to the student on rejoining the course. For SC/ST students the special caution deposit shall be Rs.10,000.

- c) A student who fails to register or to request for extension of joining time on the due date shall forfeit his/her admission. In such cases the Head of Institution shall report the vacancy to the Registrar within a period of five working days and the Registrar shall fill up the vacancy from the wait list within 15 working days from the date of registration.
- d) If vacancies arise in the first semester after 15 working days it may also be filled up from the wait list.
- e) Students admitted to a PG programme will work under the guidance of an advisor appointed by the head of the institution from among the PG teachers of the particular discipline/department as per the guidelines issued by the university from time to time.
- f) The due date for registration of each subsequent semester shall be announced by the university/Head of the Institution and all the students shall register on the dates approved.
- g) If a student on valid grounds fails to register on the specified date in second and subsequent semesters, the Head of the Department concerned, under intimation to the Head of the Institution may permit him to do so within a period of five working days on payment of the late registration fee approved, after which no registration will be permitted during the semester.
- h) Part-time candidates for P.G. Programmes shall also follow the above procedure for registration.
- i) Part-time registration shall not be allowed for course work. Students will be permitted to register for part-time studies only after completing course work.
- j) The selection of the candidate for part-time registration shall be made at the time of selection for admission to the P.G. Programme, (guidelines for selection of candidates for part-time registration shall be issued by the university separately).
- k) No Student will be allowed to register for zero credit in any of the semesters before completing the prescribed course/research credits. But if the thesis is not submitted during the semester in which the last credit has been registered, the student shall register in the next successive semesters with zero credit showing 'submission of thesis' in the column for listing the course title, till the thesis is submitted).
- l) Employees of national institutions who are students of Kerala Agricultural University are also permitted part-time registration subject to the conditions that (1) course work

is to be conducted at KAU (2) the Institute is to be recognized by KAU and (3) there should be competent scientists to guide the programme at the Institute besides major adviser from the KAU. The selection procedure and the eligibility approved for the teachers of KAU will be applicable to the scientists of these institutions, who may guide the student in his research work. The research work will be at the cost of the candidate or the sponsoring institute.

#### **11. Fee**

- a) The registration for a semester is valid only if the candidate remits the approved tuition fee and other fee, if any, for the semester. The details of remittance of fee (Receipt Number & date) shall be quoted in the Course Registration Card.
- b) Students belonging to the scheduled caste/scheduled tribe, other backward communities, socially and educationally backward communities etc., who are eligible for educational concession (and have submitted their application for concessions in the prescribed form before the due date fixed for the same) will be temporarily exempted from payment of semester fee at the time of registration.
- c) Part-time students who are employees of the university are exempted from payment of any caution deposit, but they should pay half of the tuition fee prescribed for full time students and all other fee in full.
- d) Part-time students registered to Ph.D. programme shall pay additional fee specified if their programme extends beyond eight semesters.
- e) Those who are granted extension beyond the maximum permissible time limit are required to remit a special fee of Rs.1000/- per semester over and above the normal fee.

#### **12. Procedure for registration**

- a) Each student shall fill up a Course Registration Card in the prescribed form in consultation with his/her adviser and submit four copies of the same to the Head of the Institution through the adviser for approval.
- b) The adviser is responsible for ensuring that the course registration is in accordance with the regulations.
- c) In the Course Registration Card, the symbol 'R' should be noted along with the credit hours in respect of courses which are repeated.
- d) The credit equivalent allotted during the semester for the research work connected with thesis shall also be shown in the Course Registration card for each semester.
- e) On approval of the Course Registration Card, the Head of the Institution shall return all the four copies to the adviser who will return one copy to the student and retain three copies till the end of the semester.

**13. List of students registered for each course**

The Head of the Institution shall prepare a list of students registered for each course and furnish copies of the same to the Heads of the Departments and to various course teachers. (The commencement of classes for the semester shall not, however, be delayed even if this list is not obtained in time by the course teachers and the student shall be admitted to the classes provisionally).

**14. Course teachers**

Members of the teaching faculty shall be recognized as PG teachers in different disciplines based on the guidelines issued by the University.

**15. Advisory committee**

- a) For every candidate admitted to a Post Graduate course, there shall be an Advisory Committee appointed by the Head of the institution. Constitution of the advisory committee will be as per the guidelines issued by the university from time to time.
- b) The Chairperson of the Advisory Committee in conference with the student and other members of the Committee shall prepare the course and research programme and the same shall be forwarded by the Chairperson through the Head of Department to the Head of Institution within 60 days of his/her admission, for approval. The approved course programme shall be forwarded to the Registrar by the Head of the Institution. The Advisory Committee may meet and review the progress of work of the student periodically, at least once in a semester. The proceedings of the meeting shall be minuted and copy of the proceedings shall be forwarded to the Head of Institution and the university.
- c) To be a chairperson or a doctoral degree candidate, the teacher shall have a Ph.D degree and other conditions as per guidelines issued by the University.

**16. Withdrawal of course(s)**

On recommendation of the chairperson, the Head of the Institution may permit a candidate to withdraw a course(s) during a semester within a period of 45 working days (excluding the day of registration) from the commencement of that semester. In such cases, the symbol (W) will be marked against the course in the grade report.

**17. Addition of course(s)**

On recommendation of the major adviser of the student the Head of the Institution may permit a student to add a course(s) during a semester within a period of ten working days from the commencement of the semester, but limiting the maximum credit load prescribed in Rule 21(a) and (b).

**18. Residential requirement and time limit**

- a) A minimum of four semester for master's programme and six semesters for doctoral programme excluding the period of discontinuance, if any, are prescribed for the completion of the requirements of which at least two semesters shall be spent in the

College. The maximum time limit for completing the requirements shall be eight semester for the Masters' Degree programme and ten semesters for the Ph.D programme including the period of discontinuance and the extension of joining time. In the case of part-time Ph.D. students the maximum time limit shall be 12 semesters including period of discontinuance and extension of joining time if any.

- b) In the case of M.Sc. (Ag. Stat) Programme, the minimum period prescribed for the completion shall be five semesters.
- c) If a post-graduate student chooses to do part-time registration during any semester, subject to the conditions laid down in these regulations, such a semester shall be counted as a half-semester for the purpose of his/her minimum period of residential requirement.
- d) Part-time registration facility will be available to the teachers of Kerala Agrl. University or ICAR institutions who are availing study leave/eligible leave for the period of their course work.
- e) No student who has completed the approved course credit and research credit will be allowed temporary discontinuation in any of the subsequent semesters.
- f) The student seeking extension of time for submission of thesis shall normally submit the application in writing at least one semester before the expiry of the maximum permissible time limit.
- g) The extension shall be recommended only on medical grounds or failure of experiments due to loss of crop/animal, or on similar grounds, which are to be supported by appropriate documents.
- h) The Advisory Committee should be convinced that the student had made earnest effort on his/her part to complete the work within the prescribed time limit.
- i) The request for extension of time for submission of thesis should contain the original request of the student, supported by documentary evidences to justify the reasons for delay, the minutes of the Advisory Committee meeting and the remarks of the Head of the Department and Head of the College. A checklist in the prescribed proforma duly signed by the Major Advisor should also be submitted along with the request (proforma of check-list is appended).
- j) The request for extension should specifically mention the number of semesters required to complete the programme. However, the maximum permissible extension shall be normally limited to 2 semesters. The advisory committee should ensure that the student will complete the work within the extended time limit itself.

#### **19. Discontinuance and re-admission**

- a) A student may be permitted by the Head of the Institution on recommendation of the Advisory Committee and the Head of the Department to discontinue his/her post-graduate programme temporarily under unavoidable circumstances, under intimation to the Registrar. The student may rejoin after the specified period of discontinuance on payment of the re-registration fee as approved subject to the maximum time limit

- prescribed in Rule 18. No student who has completed the Course credit and Research credit will be allowed temporary discontinuation in any of the subsequent semesters.
- b) On no account shall a student, who discontinued his studies without the orders of the Head of the Institution, be re-admitted.
  - c) Post Graduate students who avail the benefit of temporary discontinuance/extension for joining time during the first semester after admission and temporary discontinuance in the 2nd semester shall be permitted to register in the subsequent semester.
  - d) A special caution deposit of Rs.25000/-(Rs Twenty-five Thousand only) will be charged at the time of granting extension of joining time/temporary discontinuance which will be refunded to the students on rejoining the course. For SC/ST candidate this amount shall be Rs. 10,000.

**20. Credit requirements** The minimum credit requirements for the post-graduate programme shall be as follows:

a) Masters programme [Except M.Sc.(Ag.Stat)]

I. Course work (minimum)

i.	Major field of study	25 credits
	Core Courses	12 credits
	Optional Courses	12 credits
	Seminar	1 credit
ii.	Minor field of study	15 credits
	Supporting Courses	12 credits
	Research Methodology	3 credits

II.	Research work	20 credit equivalents
	<b>Total</b>	<b>60 credits</b>

b) Doctorate Programme

I. Course Work (minimum)

(i)	Major field of study	14 credits
	Core Courses	6 credits
	Optional courses	6 credits
	Seminar	2 credits
(ii)	Minor field of study	12 credits
	Supporting Courses	12 credits

(Out of 26 credits 15 credits shall be from the 700 series. Core courses can be also offered as supportive courses but the evaluation will be external. Shall do the Research Methodology course if not done during masters programme)

II. Research work	44 credit equivalents
<b>Total</b>	<b>70 credits</b>

*One, one-credit seminar shall be compulsory for Master's degree and two, one-credit seminars for Ph.D. programme. The topic will be decided in advance by the Advisory Committee.*

c) M.Sc. (Ag.Stat) programme

I. Course work (minimum)

i. Major field of study including seminar	25 credits
ii. Minor field	10 credits
iii. Compulsory (supporting)	6 credits
iv. Deficiency courses	32 credits

II. Research work	20 credit equivalents
-------------------	-----------------------

<b>Total</b>	<b>92 credits</b>
--------------	-------------------

**21. Credit load in a semester**

- The maximum credit load, including the credit for research work, assigned to a full time post graduate student for a semester shall not exceed 18.
- Part-time students shall be permitted to take a minimum of 6 credits and a maximum of 9 credits per semester for research.

**22. Research requirements**

- The Master degree and Doctorate degree programmes shall include successful completion of a research project in the major field of study and submission of a thesis thereon.
- The programme of research work prepared by the student, in the approved format (Form 10) and approved by the advisory committee shall be sent to the Head of the Institution before the expiry of the first semester.
- The programme of research work for Masters programme shall be discussed and approved by the college council. For Doctorate degree programme, the proposal for research work will be placed in the Faculty Research Council for approval. The approved Masters programme shall be submitted in triplicate to the Director of Research through Professor (RC) and Head of Institution for issuance of final orders. In the case of Ph.D. copies of the programme shall be forwarded to the Director of Research through Professor (RC) for placing before the Academic Council for approval.

**23. Attendance**

Every student shall ordinarily attend all classes in a course. However, the minimum attendance prescribed for a course is 75% subject to the provisions in 21.2 of the UG regulation, which is applicable to PG students also. For this, attendance shall be reckoned

for theory and practical separately. A student who fails to put in the minimum attendance either in theory or practical shall not be permitted to appear for the semester final examination and shall be awarded zero grade.

In any case the overall attendance-shortage shall not exceed 35 % (25 + 10 %) inclusive of duty leave and other cases of absence.

Attendance will be granted to those students who abstain from regular classes for the purpose of appearing in the re-examination/supplementary examination, after ensuring that the student actually appeared for the examination.

#### 24. Evaluation of course work

The evaluation of the students in a course shall be based on his performance in various examinations, submission of practical records, record of practical class work and performance in other types of exercises / assignments. Core course shall have external valuation for final examination. All other courses shall have internal valuation only.

The teacher shall, at the beginning of the course inform the students the methods of evaluation he proposes to follow and intimate the same to the Head of the Department.

For core courses one mid term examination of 20% weightage (internal) and final examination of 80% weightage (external) shall be conducted. For other courses examinations will be internal. External evaluation will be conducted for core courses when offered as supporting courses. Practical examinations shall be conducted by a Board constituted by the Head of the Institution which shall include a teacher nominated by the Head of the Institution besides the course teacher. Guide lines for constitution of Examination Board will be issued by the University.

The UG regulations- section 22 are applicable for external valuation component of PG programme also .

Marks allotted for theory and practical shall be in proportion to the credits for theory and practical for each course.

The distribution of marks for theory examination is as follows:

Mid-term examination	20%
Final theory examination	80%
Total	100%

The distribution of marks for practical examination will be as follows:

Regular practical class works	20%
Practical Records	20%
Viva-Voce	10%
Final Practical Examination	50%
Total	100%



## 25. OGPA requirement for continuing studies

A PG student shall maintain a minimum OGPA of 6.00

Any student whose research work is reported unsatisfactory for a consecutive period of two semesters shall be removed from the rolls of the University.

## 26. Absence from examination

- a) A student who is absent from an examination shall be deemed to have scored zero in that particular examination. However, students absenting on account of being deputed at the time of examination for activities of the college/university by written orders of the Head of the Institution may be given a supplementary examination. A supplementary examination may also be conducted if the candidate's absence was on account of bonafide reasons for which leave has been sanctioned by the head of the concerned department offering the course.

Supplementary examination shall be conducted only once. The students should apply for the supplementary examination within five working days of the previous examination. A candidate who is unable to take the supplementary examination, even if the leave had been sanctioned on valid grounds shall be deemed to have scored zero. However, in deserving cases, based on the merits of each case, relaxation of this rule to conduct supplementary examination within reasonable limits or to declare the course as Incomplete (I) instead of Failure (F) may be ordered by the Head of the Institution.

Supplementary examination shall be conducted as follows:

- Mid-term** : Conducted on prior sanction of the Head of Institution based on the recommendation of the committee consisting of the Head of Department, a senior Professor of the concerned College nominated by the Dean/Associate Dean and the Professor in-charge of Academic Programme in the concerned college.
- Final** : Conducted only in exceptional cases after careful scrutiny and prior approval of the Vice-Chancellor.

## 27. Grade reports

- a) The course teachers are required to maintain the attendance and academic records of the students registered for the respective courses. At the end of the semester, the teacher shall prepare the internal marks of various courses and marks of the final examination of optional and supporting courses and report to the Head of the Institution within five days, with the counter signature of the Head of the Department. Head of Institution shall send the marks to the University for publishing the result within five days.
- b) The adviser shall fill up the Course-Registration cum-Grade cards and forward the same to the Head of the Institution, before the commencement of the next semester.

The Head of the Institution, after scrutinizing the grades entered shall forward one copy to the Registrar/Controller of examinations return one copy to the Adviser (to be handed over to the student) and retain one copy in his office. It shall be the responsibility of the advisers to consolidate the grade reports of students under them and calculate the OGPA at the end of each semester to facilitate to student's registration of the courses in the following semester.

The consolidated grade cards of the students shall be prepared by the University. (Academic Form No. 8) and the same shall be forwarded in duplicate to the Head of the Institution. The Head of the Institution shall retain a copy of this card in his office and forward the other copy to the concerned advisor for verification and rectification of defects, if any, and return to the University within 15 days after the receipt of the report.

### **28. Repetition of courses**

- a) A student who has failed in a course may repeat that course in a subsequent semester when it is offered again or register as a re-examination course in a subsequent semester as per rules.
- b) A student getting 6.50 or less in a course, may if he/she so desires, may repeat that course to improve his/her OGPA.
- c) When a student repeats a course, the previous grade obtained in that course is automatically cancelled.
- d) Symbol "R" shall be shown in relevant records for repeated course and RE for re-examination course.
- e) The credits assigned to a course in which a student has failed shall be taken into consideration in calculating OGPA.
- f) A student who has secured above zero in a course during a semester may, if he/she so desires, register the same as a re-examination course a subsequent semester as per the rules, provided he/she had satisfied the attendance requirement. The symbol "RE" shall be shown for that course in CRCGC. However, students who obtained zero for particular course and who do not satisfy the attendance requirement, shall register for the course and attend classes when the course is offered again in the subsequent semester.

### **29. Valued answer papers**

- a) The valued answer papers of internal examinations shall be returned to the student within 10 working days of the examination.
- b) If a student wants to appeal against the marks awarded he/she shall then and there approach the teacher concerned for rectification of errors.

- c) If a student wants to appeal to the higher authorities (Head of the Department offering the course) against the marks awarded he shall do so in writing along with the relevant answer papers, within three working days after the announcement of result of the particular examination. If the Head of the Department himself is the course teacher the appeal may be made to the Head of the Institution. Appeals received after the stipulated period will be not be considered.
- d) The Head of the Department/Institution may constitute a committee consisting of at least three members of the Faculty who may advise him/her on the disposal of petitions or moderate the results in a particular course. The report of the committee in such cases should be submitted within two days, since the semester grades are to be finalized before the commencement of the next semester.

### 30. Comprehensive examination

- a) The comprehensive examination for M.Sc./Ph.D. shall be conducted preferably for all students of a batch in a Department simultaneously about a semester prior to the submission of thesis. It is intended to test the student's mastery of the requisite disciplines.
- b) Before the comprehensive examination is conducted, the student should have completed at least 75% of his/her approved course work in his/her major area for Master Degree programme. For Doctorate Degree Programme the student should have completed at least 75% of his/her prescribed course work in his/her major and supporting area separately with an OGPA of not less than 6.00 out of 10.00
- c) Comprehensive examination shall consist of a written and viva-voce. For the comprehensive examination the student shall submit the application in Academic form No. 11 & 13 through the major adviser and Head of Department to the Head of Institution and the Head of Institution to the Controller of Examination/Registrar.
- d) For Master's Degree there shall be one theory paper of three hour duration. For Ph.D. there shall be two papers of three hour duration.
- e) Detailed guidelines for conduct and evaluation of the comprehensive examination will be issued by the university from time to time.
- f) The major adviser will be the chairperson of the board of examiners and is personally responsible for the proper conduct of the viva-voce and for communicating the results of the examination, to the Registrar/Controller of Examinations, by name, marked 'Confidential'. The result so communicated should bear the signature of all members, the chairperson and the External Examiner.
- g) For Doctorate degree programme the viva-voce examination shall be conducted by the Advisory Committee with External Examiner appointed by the University as per the guidelines issued by the university. For Masters degree programme the viva-voce examination shall be conducted by the Advisory Committee.

- h) Only those candidates who secure 50% and above marks for Master's Degree programme and 60% and above marks for Ph.D. programme in the comprehensive theory examination shall be qualified to appear for viva-voce examination.
- i) A candidate who fails in the comprehensive examination shall be permitted to appear for the examination for a second time after a minimum period of four months.
- j) A candidate who fails in the comprehensive examination in his/her second attempt will not be allowed to continue for the post-graduate programme or to take any further examination, and his/her name shall be removed from the rolls of the university.
- k) Comprehensive examination may be conducted six months before the expected date of submission of the thesis.
- l) The result of the comprehensive examination shall be shown as Satisfactory (S) or Unsatisfactory (US).
- m) If any of the members of the Board of examiners including the external examiner fails to turn up on the date fixed for the examination, the Head of the Institution under intimation to the Registrar/Controller of Examinations shall appoint a suitable substitute examiner.
- n) The examiners selected as external examiners for the Master's degree programme shall be of the rank of Associate Professor/equivalent cadre and above and for Ph.D. degree they shall be of the rank of Professor/equivalent cadre and above.

### **31. Submission of thesis**

- a) A post-graduate student shall submit his/her thesis to the major advisor, only after satisfactory completion of his/her credit requirements prescribed for his/her PG programme. Hence a student shall be allowed to submit the thesis duly certified and signed by the members of the Advisory Committee on the last working day of his/her final semester subject to the above conditions. If this is not possible he/she shall be permitted to submit his/her thesis within the maximum permissible time limit (including the extended time limit, if any) under Rule 18(a), subject to the condition that he/she should register for every intervening semester till the submission of the Thesis with zero credit or till the expiry of the authorized time limit for submission of thesis.
- b) The Academic Council may permit extension of time limit by a maximum of two semesters over and above the normal permissible maximum time subject to guidelines approved for this purpose. The student is required to remit the special fee at the approved rate over and above the normal fee for each of the extended semester.
- c) A Post Graduate or PhD student before submitting his/her thesis should present the synopsis of the same in a seminar of the faculty members and PG students of the college concerned. Scientists from other related institutions of education and research may also be invited for the seminar. Members of the faculty can suggest changes in the thesis and the advisory committee may consider the suggestions on the merits and advise the student accordingly.

- d) A PhD student can submit his/her thesis only after producing the proof for the submission of at least one research paper based on the research work, for publication in a referred journal.
- e) Copies of the thesis type written/photocopied, prepared in a word processor or printed and loosely bound and conforming to the general instructions for the preparation of the thesis duly approved by the advisory committee shall be submitted by the student to his/her adviser. A proposal (Academic Form No. 12) for appearing for the final examination, with details of examination fee remitted, shall also be submitted at the time of submission of thesis.
- f) The thesis shall be signed with date by the Chairman and all the members of advisory committee before submission and forwarded to the University. One copy of the thesis in the case of Master's degree and two copies in the case of Ph.D. shall be sent to the University for onward transmission to the external examiner.

### **32. Evaluation of thesis**

- a) The thesis shall be referred for adjudication to one external examiner in the case of Masters programme and to two external examiners in the case of Ph.D. Programme. The external examiners shall be appointed by the University.
- b) The external examiners shall send their reports to the Director (Academic & PG Studies) or other designated officer. He will forward copy of the reports with valued thesis to the Chairperson of the Advisory Committee for making arrangements for the final viva-voce examination or for modifications as suggested by the Examiner(s).
- c) The thesis will be rejected if the External Examiner(s) does not approve the same. In the case of Ph.D., if one of the examiners approve the thesis and the other does not approve, the thesis will be sent to a third examiner and the University may accept the majority decision. The third examiner will also be appointed by the University.
- d) The chairperson shall advise the student, if necessary, to revise the thesis incorporating the suggestions of the external examiner(s). Five copies of the revised thesis shall be presented by the student to the board of examiners at the final viva-voce.

### **33. Resubmission of thesis**

- a) If the thesis is not accepted, the candidate shall be permitted to resubmit his/her thesis after a minimum period of one semester during which interval he/she may repeat his/her research work wherever necessary and modify or correct the thesis in accordance with the observations made by the External Examiners and communicated to the candidate by the university.
- b) A candidate shall not be permitted to submit his/her thesis for the degree on more than two occasions and if the thesis is not approved on the second occasion, the candidate shall not be awarded the degree and his/her name is removed from the roll.

**34. Final viva-voce examination**

- a) The final viva-voce examination shall be conducted normally within three months after the submission of thesis by the candidate.
- b) For Masters degree programme the board of examiners for conducting the final viva-voce examination shall consist of the chairperson and members of the advisory committee. For Ph.D programme the board of examiners for conducting the final viva-voce examination shall consist of the chairperson and members of the advisory committee and one external examiner who evaluated the thesis. The chairperson of the advisory committee shall act as the chairperson of the board of examiners also. In case there is a difference of opinion between the external examiner and other members of the board of examination, the matter will be reported to the University for a decision.
- c) The general procedure prescribed for the conduct of examination in sub clause (f) of Rule 30 shall be followed for the conduct of final viva-voce examination also.
- d) If any of the members of the board of examiners including the external examiner fails to turn up on the date fixed for the examination, the Head of the institution shall appoint a suitable substitute examiner and report to the University.

**35. Eligibility for the award of the degree**

- a) Based on the reports of the external examiner(s) who evaluated the thesis and on the performance at the final viva-voce examination, the Board of Examiners shall declare whether the thesis is approved or not. Only on the approval of the thesis by duly signing on the thesis with date by all members of the Board of Examiners, including external examiner the candidate becomes eligible for the award of the degree. The decision of the Board of Examiners shall be communicated to the University in Academic Form No. 16 through the Head of the Institution.
- b) Out of the five copies of the corrected and bound thesis, one copy should be sent to the university along with the report of examination and the report(s) of the evaluation of thesis furnished by the external examiner(s), one copy is to be returned to the student and one copy each to be given to the Department, College Library and to the Chairperson of advisory committee respectively. One *soft-copy* of the thesis will also be made by the student and forwarded to the university.
- c) The chairperson shall submit a certificate to the effect that all the corrections suggested or pointed out by the external examiner(s) have been attended to. He shall also submit his own report on the suggestions of the examiners.
- d) If the performance of the student in the final viva-voce examination is unsatisfactory, the candidate has to appear for a re-examination after 60 days, by paying the examination fee. The reasons for unsatisfactory performance shall be recorded in the report of the Board of Examiners.

- e) The University shall have the full right to publish the thesis in electronic media and to transmit the same to the online system. The IPR rights of the inventions made/technology developed shall remain with the University

### **36. Issue of certificate/transcript**

- a) On receipt of intimation of the approval of thesis and the report of final viva-voce examination from the Head of Institution, together with a copy of the approved thesis, the University shall take further action to award the degree to the candidate and to issue necessary notification and certificate/transcript.
- c) The Vice-chancellor shall approve the final results (Academic Form No. 18) and the University shall issue provisional certificate and transcript to the candidates. The student shall apply for issue of Provisional/Degree Certificate and/or transcript (Academic Form No. 19).

### **37. Award of degree**

The degree shall be awarded, under the seal of the University and signed by the officers authorized for the purpose as per statutes, to the candidates who have successfully completed the requirements for the degree.

### **38. Amending/cancellation of results**

If it is established that the result of a candidate has been vitiated by malpractice, fraud or other improper conduct and that he/she has in the opinion of the Vice-chancellor been a party to or connived or at malpractice, fraud or improper conduct, the Vice-chancellor shall have the power at any time, notwithstanding the award of a certificate, prizes, scholarship or degree, to amend the results of such a candidate and to make such declaration as the Vice-chancellor may deem necessary to that effect including return of prize, scholarship money and debarring the candidate from the university for such periods as may be specified and the cancellation of results of the candidate in such manner as the Vice-chancellor may decide.

### **39. Publication of the contents of thesis**

The contents of the thesis can be published with a footnote that they are based on a thesis accepted by the Kerala Agricultural University for the award of Master's/Doctorate degree. Research papers based on the results of the PG research can be published by the candidate prior to the submission of the thesis. Copy [copies of the paper(s) so published] should be attached to the final thesis. If the paper is accepted for publication, the same may also be mentioned in the certificate to be given at the beginning of the thesis.

**40. Penalty for unauthorised discontinuance**

In case a student leaves on his/her own, the Master's or Ph.D. Programme without permission, he/she has to remit to the university an amount as decided by the University towards liquidate damages. The student shall execute at the time of admission an agreement to the above effect in the proforma prescribed by the university.

**41. Removal of difficulties**

- a) If any difficulty arises in giving effect to the provisions of these regulations, the Vice-Chancellor may issue necessary orders which appears to him to be necessary or expedient for removing the difficulty.
- b) No orders made under rule 41(a) shall be questioned on the ground that no difficulty as envisaged in the said sub-section existed or was required to be removed.
- c) Every order issued by the Vice-chancellor under this provision shall be laid before the Academic Council of the university as soon as possible.

**42. Notwithstanding anything contained in these regulations, the academic council can make changes as and when found necessary**



**REVISED REGULATIONS FOR  
POSTGRADUATE PROGRAMMES (MASTERS & DOCTORATE DEGREE)**  
(Approved in the 111<sup>th</sup> Academic Council held on 16-7-09, effective from 2009 admissions)

*(For M.V.Sc. and Ph.D. in Veterinary, this regulation shall apply with  
modifications given in Annexure II)*

### 1. Short-title

These regulations shall be called 'Kerala Agricultural University Post Graduate Regulations 2009'.

### 2. Scope

The regulations provided herein shall apply to all Post-graduate degree programmes offered by the Kerala Agricultural University, for the students admitted from the academic year 2009 and onwards. For students of Veterinary and Animal Sciences faculty these regulations will be followed with modifications given in Appendix III.

### 3. Definitions

In these regulations, unless the context otherwise requires:

- a) "Advisory Committee" means the committee constituted to supervise the post-graduate programme of the student.
- b) "Board of examiners" means the committee constituted for the conduct of the comprehensive and final examinations in the Masters/Doctorate programme.
- c) "Credit" is the weekly unit of work recognised for any particular course as per the course catalogue issued by the University. Normally, a lecture class of one hour or a practical class of two to three hours duration per week shall count as one credit.
- d) "Dean" means Deans of the faculty concerned.
- e) "Director, Academic and Post-graduate Studies" is an officer designated to discharge the duties and functions of Dean, Post-graduate studies.
- f) "Department" means a Department in a College/Teaching Institution offering degree programmes. Scientists of a discipline working in research stations/ schemes/ projects will also be considered as members of the Department of the teaching institution concerned.
- g) "Head of Institution" means Dean/Associate Dean, Special Officer or any other officer designated by the University as Head of the Teaching Institution.
- h) "Major adviser" means the students' adviser in his/her major field of study who shall also be the chairperson of the Advisory Committee/Board of Examiners.
- i) "Part-time Student" means a student who has been permitted to undergo the post-graduate programme on part-time basis with reduced research credit load and without prejudice to his normal duties. Part-time students are not entitled for any rights enjoyed by the full-time students.

- j) "P.G. Committee" means the Post-Graduate Committee of the University.
- k) "Post-graduate Student" is a student undergoing Masters or Doctorate Degree Programme on a full time basis. The studentship commences on the day of registration after payment of fee during the first semester and ends when he/she submits the thesis. The studentship will remain suspended during the period of temporary discontinuance in which period he/she shall not be entitled for any right enjoyed by a student.
- l) "Sponsored Candidate" is a candidate deputed by the respective Development Department, Research Institutions of National importance, Commodity Boards and other development institutions of Govt. and quasi Govt. The expenditure towards the PG programme of such student will be met by the sponsoring agency.

#### 4. Degrees awarded

- a) Faculty of Agriculture
- |     |   |  |
|-----|---|--|
| i   | Master of Science in Agriculture            | M.Sc.(Ag)  |
| ii  | Master of Science in Horticulture           | M.Sc.(Hort)  |
| iii | Master of Science in Agrl. Statistics       | M.Sc.(Ag.Stat)                                     |
| iv  | Master of Science in Co-operation & Banking | M.Sc.(C&B)   |
| v   | Master of Science in Home Science           | M.Sc.Home Science (FS&N)<br>(Food Sc. & Nutrition) |
| vi  | Master of Science in Forestry               | M.Sc.(Forestry)                                    |
| vii | Doctor of Philosophy                        | Ph.D.  |
- b) Faculty of Veterinary and Animal Sciences
- |     |                               |         |
|-----|-------------------------------|---------|
| i.  | Master of Veterinary Sciences | M.V.Sc. |
| ii. | Doctor of Philosophy          | Ph.D.   |
- c) Faculty of Fisheries
- |    |                             |         |
|----|-----------------------------|---------|
| i. | Master of Fisheries Science | M.F.Sc. |
|----|-----------------------------|---------|
- d) Faculty of Agricultural Engineering
- |    |                                     |                       |
|----|-------------------------------------|-----------------------|
| i. | Master of Technology in Agrl. Engg. | M.Tech ( Agrl. Engg.) |
|----|-------------------------------------|-----------------------|

#### 5. Number of seats

The maximum number of candidates to be admitted each year in each discipline for Masters and Doctorate Programmes will be recommended to the Academic Council by the Dean/Associate Dean subject to the man power available and facilities. The Academic Council will decide the number of seats in each discipline. The sponsored candidate will be admitted over and above the seats so fixed subject to availability of faculty and facilities.

## 6. System of teaching

The 'semester-course-credit system' of teaching shall be continued with 110 working days per semester, including days of examination and study leave. The medium of teaching shall be English

## 7. Eligibility for admission

Minimum Eligibility for admission:

### Masters Degree:

- i) Bachelor's degree in respective subject /equivalent degree recognized by KAU
- ii) OGPA 7.0/10.0 or equivalent or equivalent percentage of marks. For candidates from traditional system of examination, a minimum of 50 % marks at Bachelor's degree. (For SC/ST 6.5/10 i.e. a pass in the qualifying examination is the minimum eligibility.) For students who graduated under UG regulations (2002) and syllabi of KAU, the minimum eligibility shall be an OGPA of 6.0/10 for general category and 5.5/10 for SC/ST category
- iii) Candidates with 3 years bachelor degree shall undergo one year remedial courses before registering for the regular courses except for Home Science.
- iv) For Home Science-M. Sc. admission, the eligibility will be: Any degree from SAU's except that in Co-operation Banking & Management and Agricultural Engineering or Basic Degree in Home Science or equivalent as recognized by KAU.

### Doctorate degree (Ph.D):

Minimum eligibility for admission: i) Master's degree in the respective discipline/ related discipline from the concerned faculty of KAU or a recognized equivalent qualification with an OGPA of 7.0/10 or equivalent OGPA /equivalent percentage of marks at Master's degree. For SC/ST an OGPA of 6.5/10 or equivalent OGPA /equivalent percentage of marks at Master's degree. For candidates from traditional system of examination, minimum eligibility is 50 % marks.

The minimum eligibility for admission to Ph. D in Home science shall be M.Sc.Home Science with specialization in Food Science & Nutrition / M.Sc. Foods Science and Nutrition degree recognized by KAU, with OGPA / marks as indicated above.

## 8. Mode of selection

### Masters Degree

Based on rank in common Entrance examination + academic merit (grade / marks obtained in graduation) + extra curricular activities.

**Doctorate degree (Ph.D):**

Based on interview, grade/marks secured in Masters degree, teaching/research/extension experience, published papers, meritorious teaching /research / extension work and quality of research project proposal submitted with the application.

A minimum of 50% marks in interview shall be necessary to qualify. For SC/ST candidates, minimum qualifying mark in interview is 30%.

**Reservation of seats:**

Reservation of seats shall be governed by the rules of State Government. The Committee recommended 50% of the seats to be filled by ICAR through all India entrance examination. In the absence of ICAR candidates, the vacancy will be filled from the general category.

**9. Admission**

On admission to a particular programme of Masters/Doctorate degree, the student shall be assigned an admission number. The admission number allotted to the student shall consist of three components (eg: 07-51-101), the first component indicating the year of admission, the second one the fixed code number allotted for the post graduate Degree Programme in the University and the third component the serial number of student in the list of students admitted to the particular Degree Programme during the year. The fixed code numbers for P.G. programme are as follows.

- 11 M.Sc.(Ag.)
- 12 M.Sc. (Hort.)
- 13 M.V.Sc.
- 14 M.F.Sc.
- 15 M.Sc.(C & B)
- 16 M.Sc. Home Science (FS&N)
- 17 M.Sc.(Forestry)
- 18 M.Tech.(Agrl. Engg.)
- 19 M.Sc.(Ag. Stat.)
- 21 Ph.D. in Agriculture
- 22 Ph.D. in Horticulture
- 23 Ph.D. in Veterinary & Animal Sciences
- 24 Ph.D in Home Science - Food Science & Nutrition
- 25 Ph.D in Co-operation & Banking

## 10. Registration of students

- a) A student admitted to the post-graduate programme shall pay all fees as stipulated by the University and report in person to the Head of the Institution on the date of registration. The Head of the Institute will direct them to the concerned Head of Department. In absentia registration shall not be permitted.
- b) If the student admitted to the programme finds it difficult to register in the first semester, he/she may request in writing for extension of joining time to the Head of the Institution through the Head of Department on or before the last date of registration. Such cases may be sanctioned by the Head of Institution and reported to the Registrar. The extension of joining time (which will not be counted towards the minimum time limit) shall not go beyond one semester under any circumstances.

Post graduate students who avail the benefit of temporary discontinuance/ extension of joining time during the first semester after admission and temporary discontinuation in the second semester shall be permitted to register in the subsequent semester. A special caution deposit of Rs. 25000/ will be charged at the time of granting extension of joining time/ temporary discontinuance which will be returned to the student on rejoining the course. For SC/ST students the special caution deposit will be Rs. 10,000.

A post graduate student who discontinues the programme permanently has to remit the actual amount spent by KAU for the student as liquidation damage. The concerned chairman of advisory committee has to work out the amount and intimate the same to Head of the Institution.

- c) A student who fails to register or to request for extension of joining time on the due date shall forfeit his/her admission. In such cases the Head of Institution shall report the vacancy to the Registrar within a period of five working days and the Registrar shall fill up the vacancy from the wait list within 15 working days from the date of registration.
- d) If vacancies arise in the first semester after 15 working days it may also be filled up from the wait list.
- e) Students admitted to a PG programme will work under the guidance of a Major advisor, who will also be the "chairman of advisory committee" of the student and will be appointed by the head of the institution from among the PG teachers of the particular discipline / department as per the guidelines issued by the University from time to time.
- f) The due date for registration of each subsequent semester shall be announced by the university / Head of the Institution and all the students shall register on the dates approved.
- g) If a student on valid grounds fails to register on the specified date in second and subsequent semesters, the Head of the Department concerned, under intimation to the Head of the Institution may permit him to do so within a period of five working days on payment of the late registration fee, after which no registration will be permitted during the semester.

- h) Part-time candidates for P.G. Programmes shall also follow the above procedure for registration.
- i) Part-time registration shall not be allowed for course work. Students will be permitted to register for part-time studies only after completing course work.
- j) The selection of the candidate for part-time registration shall be made at the time of selection for admission to the P.G. Programme, (guidelines for selection of candidates for part-time registration shall be issued by the university separately).
- k) No Student will be allowed to register for zero credit in any of the semesters before completing the prescribed course/research credits. But if the thesis is not submitted during the semester in which the last credit has been registered, the student shall register in the next successive semesters with zero credit showing 'submission of thesis' in the column for listing the course title, till the thesis is submitted.
- l) Employees of national institutions, who are students of Kerala Agricultural University are also permitted part-time registration subject to the conditions that (1) course work is to be conducted at KAU (2) the Institute is to be recognized by KAU and (3) there should be competent scientists to co-guide the research programme at the Institute, besides the major adviser from the KAU. The selection procedures and the eligibility approved for the teachers of KAU will be applicable to the scientists of these institutions also, for appointing them as co-guide. The expense for research work will be met by the sponsoring institute or at the cost of the candidate.

#### 11. Fee

- a) The registration for a semester is valid only if the candidate remits the approved tuition fee and other fee, if any, for the semester. The details of remittance of fee (Receipt Number & date) shall be quoted in the Course Registration Card.
- b) Students belonging to the scheduled caste/scheduled tribe, other backward communities, socially and educationally backward communities etc., who are eligible for educational concession (and have submitted their application for concessions in the prescribed form before the due date fixed for the same) will be temporarily exempted from payment of semester fee at the time of registration.
- c) Part-time students who are employees of the university are exempted from payment of any caution deposit, but they should pay half of the tuition fee prescribed for full time students and all other fee in full.
- d) Part-time students registered to Ph.D. programme shall pay additional fee specified if their programme extends beyond eight semesters.
- e) Those who are granted extension beyond the maximum permissible time limit are required to remit a special fee of Rs.1000/- per semester over and above the normal fee.

## 12. Procedure for registration

- a) Each student shall fill up a Course Registration Card in the prescribed form in consultation with his/her Major adviser and submit four copies of the same to the Head of the Institution through the adviser for approval.
- b) The adviser is responsible for ensuring that the course registration is in accordance with the regulations.
- c) In the Course Registration Card, the symbol 'R' should be noted in respect of courses which are repeated and RE for courses registered for re-examination.
- d) The credit equivalent allotted during the semester for the research work / thesis work shall also be shown in the Course Registration card for each semester.
- e) On approval of the Course Registration Card, the Head of the Institution shall return all the four copies to the adviser who will return one copy to the student and retain three copies till the end of the semester, for entering grades and forwarding to the University.

(This procedure will continue until the Academic Management System (AMS) is made functional and registration is made online)

## 13. List of students registered for each course

The Head of the Institution shall prepare a list of students registered for each course and furnish copies of the same to the Heads of the Departments and to various course teachers. (The commencement of classes for the semester shall not, however, be delayed even if this list is not obtained in time by the course teachers and the student shall be admitted to the classes provisionally).

## 14. Course teachers.

Members of the teaching faculty shall be recognized as PG teachers in different disciplines based on the guidelines issued by the University. The Head of the institutions are authorized to issue orders regarding the recognizing a teacher as a PG Teacher based on the guide lines issued by the University.

## 15. Advisory committee

- a) For every student admitted to a Post Graduate course, there shall be an Advisory Committee appointed by the Head of the institution. Constitution of the advisory committee will be as per the guidelines issued by the university from time to time.
- b) The Chairperson of the Advisory Committee in conference with the student and other members of the Committee shall prepare the course programme and the same shall be forwarded by the Chairperson through the Head of Department to the Head of Institution within 60 days of his/her admission, for approval. The approved course programme shall be forwarded to the Registrar by the Head of the Institution. The Advisory Committee may meet and review the progress of work of the student periodically, at least once in a semester. The proceedings of the meeting shall be noted and a copy of the proceedings shall be forwarded to the Head of Institution and the University.
- c) To be a chairperson of a doctoral degree candidate, the teacher shall have a Ph.D degree.

### **16. Withdrawal of course(s)**

On recommendation of the major advisor/ chairperson (in Acad. Form No.6) the Head of the Institution may permit a candidate to withdraw a course(s) during a semester within a period of 45 working days (excluding the day of registration) from the commencement of that semester. In such cases, the symbol (W) will be marked against the course in the grade report.

### **17. Addition of course(s)**

On recommendation of the major adviser of the student (in Acad. Form No. 6) the Head of the Institution may permit a student to add a course(s) during a semester within a period of ten working days from the commencement of the semester, but limiting the maximum credit load prescribed in Rule 21(a) and (b).

### **18. Residential requirement and time limit**

- a) Minimum residential requirement for master's programme is four semesters and for doctoral programme six semesters, excluding the period of discontinuance, if any. Of this, at least two semesters shall be spent in the concerned College. The maximum time limit for completing the requirements shall be eight semesters for the Masters' Degree programme and ten semesters for the Ph.D programme including the period of discontinuance and the extension of joining time. In the case of part-time Ph.D. students the maximum time limit shall be 12 semesters including period of discontinuance and extension of joining time if any.
- b) For Students with a three year degree admitted to M.Sc. (Ag.Stat) Programme, the minimum residential requirement shall be six semesters.
- c) If a post-graduate student chooses to do part-time registration during any semester, subject to the conditions laid down in these regulations, such a semester shall be counted as a half-semester for the purpose of his/her minimum period of residential requirement.
- d) Part-time registration facility will be available to the teachers of Kerala Agrl. University who are availing study leave/eligible leave for the period of their course work. As far as possible, in service candidates may join another University for their Ph.D Programme
- e) No student who has completed the approved course credit and research credit will be allowed "temporary discontinuation" in any of the subsequent semesters.
- f) The student seeking extension of time for submission of thesis shall normally submit the application at least one semester before the expiry of the maximum permissible time limit.
- g) The extension shall be recommended only on medical grounds or failure of experiments due to loss of crop/animal, or on similar grounds, which are to be supported by appropriate documents.



- h) The Advisory Committee should be convinced that the student had made earnest effort on his/her part to complete the work within the approved time limit.
- i) The request for extension time for submission of thesis should contain the original request of the student, documentary evidences to justify the delay, the minutes of the Advisory Committee meeting and the remarks of the Head of the Department and Head of the Institution. A checklist in the prescribed proforma duly signed by the Major Advisor should also be submitted along with the request (proforma of checklist is appended).
- j) The request for extension of time should specifically mention the number of semesters required to complete the programme. The maximum extension of time shall normally be limited to 2 semesters. The advisory committee shall ensure that the student will complete the work within the extended time limit itself.

#### **19. Discontinuance and re-admission**

- a) A student may be permitted by the Head of the Institution on recommendation of the Advisory Committee and the Head of the Department to discontinue his/her post-graduate programme temporarily on valid grounds and shall be intimated to the Registrar. The student may rejoin after the specified period of discontinuance on payment of the approved re-registration fee, subject to the maximum time limit mentioned in clause 18. No student who has completed the Course credit and Research credit will be allowed temporary discontinuance in any of the subsequent semesters.
- b) On no account shall a student, who discontinued his studies without the orders of the Head of the Institution, be re-admitted.
- c) Post Graduate students who avail the benefit of temporary discontinuance/extension for joining time during the first semester after admission or temporary discontinuance in the 2nd semester shall be permitted to register in the subsequent semester.

A special caution deposit of Rs. 25000/ (Rs.10000/ for SC/ST) shall be paid by the student at the time of granting extension of joining time/temporary discontinuance which will be returned to the student on rejoining the course.

A post graduate student who discontinues the programme permanently has to remit the actual amount spent by KAU for the student as liquidation damage. The concerned chairman of advisory committee has to work out this amount and intimate the same to Head of the Institution.

## 20. Credit requirements

The minimum credit requirements for the post-graduate programme shall be as follows:

### a) Masters programme [Except M.Sc.(Ag.Stat)]

#### Course work :

Major subject	20 credits
Minor subject	09 credits
Supporting subject(s)	05 credits
Non-credit compulsory courses	06 credits
Seminar	0+1 credit

Total for course work : 35 + 6 (Non credit compulsory course) = 41 credits

Research Work/Thesis work: 20 credits

Total credits :- course work + research : 41+ 20 = 61 credits

Note: For M.Sc (Ag.Stat) the credits for Remedial courses (32 credits) will be over and above the total credits mentioned above. The remedial courses are required only for students coming from Maths- stream.

### b) Doctorate Programme

#### D Course work:

Major subject	15 credits
Minor subject	08 credits
Supporting subject(s)	05 credits
Non-credit compulsory - Courses 6 (exempted if already studied in their Masters Programme)	
Seminar	0+2 credits

**Total for course work                    30 credits**

Research/ Thesis work : 45 credits

Total credits :- course work + research: 30+45 = 75

*(Noe:- One-credit seminar shall be compulsory for Master's degree and two, one-credit seminars for Ph.D. programme. The topic will be decided in advance by the Advisory Committee.)*

**c) M.Sc. (Ag.Stat.) programme****I. Course work (minimum)**

Major subject 20 credits

Minor subject 09 credits

Supporting subject(s) 05 credits

Non-credit compulsory 06 credits

courses

Seminar 0+1 credit

**Total for courses : 35 + 6 (Non credit compulsory course)= 41 credits****Remedial courses in agriculture : 32 credits ( Only for non - agricultural graduates )**

II. Research work 20 credits

**Total = 41 + 32 + 20 = 93 credits****21. Credit load in a semester**

- The maximum credit load, including the credit for research work, assigned to a full time post graduate student for a semester shall not exceed 20. Non credit compulsory courses can be taken over and above the 20 credits.
- Part-time students shall be permitted to take a minimum of 6 credits and a maximum of 9 credits per semester for research.

**22. Research requirements****Approval of technical programme:****Masters degree:**

Approve the outline of work/thesis project/technical programme (Acad. form. No.10.a) in the college council/staff council within three months (1<sup>st</sup> semester) of the admission

**Doctoral (Ph.D):**

Thesis-Research project proposal (Acad form No.10.a) to be approved in FRC and Academic council within three months of the admission.

**23. Attendance**

Minimum attendance requirement for each course shall be 75 %. An additional 5 % absence will be permitted to students who are deputed for university level competitions, coaching camps etc., over and above the present 10 % absence permitted for attending official duties approved by authorities. In any case the overall attendance-shortage shall not exceed 40 % (25 + 15 %) inclusive of duty leave and other cases of absence.

## 24. Evaluation of course work

The evaluation of the students in a course shall be based on his performance in various examinations, submission of practical records, record of practical class work and performance in other types of exercises / assignments. The method of evaluation shall be announced in the beginning of the semester along with the course outline, a copy of which shall be communicated to the Head of the Department by the course teacher. The method of evaluation for non-credit may be decided by the course teacher and announced in advance, at the beginning of the semester. The grade for non-credit courses will be S (Satisfactory) or US (unsatisfactory). Those students getting the grade US shall repeat the course until an S grade is achieved.

Theory examination: – Internal : conducted by the Course Teacher / HOD.

### Distribution of marks for theory examination:

Mid-term exam	20 %
Final exam	80 %
Total	100

Practical examination – Internal: conducted by the examination board/committee.

Practical Examination will be conducted by a committee consisting of HOD, Course Teacher (s) and one teacher nominated by the Dean / Associate Dean

### Distribution of marks for Practical examination:

Regular Practical Class Works	: 20 %
Practical Records	: 20 %
Viva-voce	: 10 %
Final practical exam	: 50%
Total	: 100

### **Computation of Grade Point**

The total combined marks obtained by a student out of 100 for a course having credits 'a' for theory and 'b' for practical will be

$$\frac{ax+by}{(a+b)10}$$

Where 'x' is the marks obtained for theory and 'y' is the marks obtained for practical, (each out of 100).

A separate minimum of 40% marks in theory and practical examination is each essential for a pass.

Marks allotted for theory and practical shall be in proportion to the credits for theory and practical for each course.

**25. OGPA requirement for continuing studies**

- i) Minimum pass grade in a course: 6.00
- ii) Minimum OGPA to obtain degree: 6.50

\*The overall grade point average shall be rounded off to two decimal places

Any student whose research work is reported unsatisfactory for a consecutive period of two semesters shall be removed from the rolls of the University.

**26. Absence from examination**

- a) A student who is absent from an examination shall be deemed to have scored zero in that particular examination. However, students absenting on account of being deputed at the time of examination for activities of the college/university by written orders of the Head of the Institution may be given a supplementary examination. A supplementary examination may also be conducted if the candidate's absence was on account of bonafide reasons for which leave has been sanctioned by the head of the concerned department offering the course.

Supplementary examination shall be conducted only once and within five working days of the previous examination. A candidate who is unable to take the supplementary examination, even if the leave had been sanctioned on valid grounds shall be deemed to have scored zero. However, in deserving cases, based on the merits of each case, relaxation of this rule to conduct supplementary examination within reasonable limits or to declare the course as Incomplete (I) instead of Failure (F) may be ordered by the Head of the Institution.

Supplementary examination shall be conducted on prior sanction of the Head of Institution based on the recommendation of the committee consisting of the Head of Department, a senior Professor of the concerned College nominated by the Dean/ Associate Dean and the Professor in-charge of Academic Programme in the concerned college. (Acad. form. 18)

**27. Grade reports**

- a) The course teachers are required to maintain the attendance and academic records of the students registered for the respective courses. At the end of the semester, the course teacher shall prepare the internal marks (midterm, final and practical examinations) of various courses and report to the Head of the Institution within five days, with the counter signature of the Head of the Department. Head of Institution shall send the marks to the University, within five days for publishing the results.
- b) The adviser shall fill up the Course-Registration cum-Grade cards and forward the same to the Head of the Institution, before the commencement of the next semester. The Head of the Institution, after scrutinizing the grades entered shall forward one copy to the Registrar/Controller of examinations return one copy to the Adviser (to be

handed over to the student) and retain one copy in his office. It shall be the responsibility of the advisers to consolidate the grade reports of students under them and calculate the OGPA at the end of each semester to facilitate to student's registration of the courses in the following semester.

The consolidated grade cards of the students shall be prepared by the University, (Academic Form No. 8) and the same shall be forwarded in duplicate to the Head of the Institution. The Head of the Institution shall retain a copy of this card in his office and forward the other copy to the concerned advisor for verification and rectification of defects, if any, and return to the University within 15 days after the receipt of the report.

### **28. Repetition of courses**

- a) A student who has failed in a course may repeat that course in a subsequent semester when it is offered again or register as a re-examination course in any of the subsequent semesters as per rules.
- b) A student getting 6.50 or less in a course, may if he/she so desires, may repeat that course to improve his/her OGPA.
- c) When a student repeats a course, the previous grade obtained in that course is automatically cancelled.
- d) Symbol "R" shall be shown in relevant records for repeated course and RE for re-examination course.
- e) The credits assigned to a course in which a student has failed shall be taken into consideration in calculating OGPA.
- f) A student who has secured above zero in a course during a semester may, if he/she so desires, register the same as a re-examination course in the subsequent semester, provided he/she had satisfied the attendance requirement. However, students who obtained zero for particular course or who do not satisfy the attendance requirement, shall register for the course and attend classes when the course is offered again in the subsequent semester.
- g) Fee as approved by the university shall be paid for this purpose.
- h) For registering re- examination application shall be forwarded in Acad.form.No.17.

### **29. Valued answer papers**

- a) The valued answer papers of internal examinations shall be returned to the student within 10 working days of the examination.
- b) If a student wants to appeal against the marks awarded he/she shall then and there approach the teacher concerned for rectification of errors.
- c) If a student wants to appeal to the higher authorities (Head of the Department offering the course) against the marks awarded he shall do so in writing along with the relevant answer papers, within three working days after the announcement of result of the

particular examination. If the Head of the Department himself is the course teacher the appeal may be made to the Head of the Institution. Appeals received after the stipulated period will be not be considered.

- d) The Head of the Department/Institution may constitute a committee consisting of at least three members of the Faculty who may advise him/her on the disposal of petitions or moderate the results in a particular course. The report of the committee in such cases should be submitted within two days, since the semester grades are to be finalized before the commencement of the next semester.

### 30. Comprehensive examination

The student shall be allowed to appear for the qualifying examination after completion of 75% course work, separately in major and minor/supporting subjects with an OGPA of 6.5/10.0, as per guidelines issued by the University.

### 31. Submission of thesis

A student shall be allowed to submit the thesis duly certified and signed by the members of the Advisory Committee, on any day after completion of 75 % of working days in the last semester, satisfying the minimum residential requirements. If this is not possible

- a) He/she shall be permitted to submit his/her thesis within the maximum permissible time limit (including the extended time limit, if any) under Rule 18(a), subject to the condition that he/she should register for every intervening semester till the submission of the thesis with zero credit or till the expiry of the authorized time limit for submission of thesis.
- b) The Academic Council may permit extension of time limit by a maximum of two semesters over and above the normal permissible maximum time subject to guidelines approved for this purpose. The student is required to remit the special fee at the approved rate over and above the normal fee for each of the extended semester.
- c) A Post Graduate or PhD student before submitting his/her thesis should present the synopsis of the same in a seminar of the faculty members and PG students of the college concerned. Scientists from other related institutions of education and research may also be invited for the seminar. Members of the faculty can suggest changes in the thesis and the advisory committee may consider the suggestions on the merits and advise the student accordingly.
- d) A PhD student can submit his/her thesis only after producing the proof for the submission of at least one research paper based on the research work, for publication in a referred journal.
- e) Copies of the thesis type written/photocopied, prepared in a word processor or printed and loosely bound and conforming to the general instructions for the preparation of the thesis duly approved by the advisory committee shall be submitted by the student to his/her adviser. A proposal (Academic Form No. 12) for appearing for the final examination, with details of examination fee remitted, shall also be submitted at the time of submission of thesis.



- f) The thesis shall be signed with date by the Chairman and the members of advisory committee before submission and forwarded to the University. One copy of the thesis in the case of Master's degree and two copies in the case of Ph.D. are to be submitted for sending to the external examiner for evaluation.

### 32. Evaluation of thesis

- a) The thesis shall be referred for adjudication to one external examiner in the case of Masters programme and to two external examiners in the case of Ph.D. Programme. The external examiners shall be appointed by the Dean / Associate Dean / Head of the Institution.
- b) The external examiners shall send their reports to the concerned Head of the institution or other designated officer with a copy to the Director (acad. & PG studies). He will forward copy of the reports with valued thesis to the Chairperson of the Advisory Committee for making arrangements for the final viva-voce examination or for modifications as suggested by the Examiner(s).
- c) The thesis will be rejected if the External Examiner(s) does not approve the same. In the case of Ph.D., if one of the examiners approve the thesis and the other does not approve, the thesis will be sent to a third examiner and the University may accept the majority decision.
- d) The chairperson shall advise the student, if necessary, to revise the thesis incorporating the suggestions of the external examiner(s). Five copies of the revised thesis shall be presented by the student to the board of examiners at the final viva-voce exam.

### 33. Resubmission of thesis

- a) If the thesis is not accepted, the candidate shall be permitted to resubmit his/her thesis after a minimum period of one semester during which interval he/she may repeat his/her research work wherever necessary and modify or correct the thesis in accordance with the observations made by the External Examiners.
- b) A candidate shall not be permitted to submit his/her thesis for the degree on more than two occasions and if the thesis is not approved on the second occasion, the candidate shall not be awarded the degree and his/her name shall be removed from the roll.

### 34. Final viva-voce examination

- a) The final viva-voce examination shall be conducted normally within three months after the submission of thesis by the candidate.
- b) For Masters degree programme the board of examiners for conducting the final viva-voce examination shall consist of the chairperson and members of the advisory committee. For Ph.D programme the board of examiners for conducting the final viva-voce examination shall consist of the chairperson and members of the advisory committee and one external examiner who evaluated the thesis. The chairperson of the advisory committee shall act as the chairperson of the board of examiners also. In case there is a difference of opinion between the external examiner and other members of the board of examination, the matter will be reported to the University for a decision.



- c) The general guide lines issued for the conduct of examinations shall be followed for the conduct of final viva-voce examination also.
- d) If any of the members of the board of examiners fails to turn up on the date fixed for the examination the Head of the institution shall appoint a suitable substitute examiner and report to the University.
- e) Thesis work may be graded as satisfactory / unsatisfactory

### **35. Eligibility for the award of the degree**

- a) Based on the reports of the external examiner(s) who evaluated the thesis and on the performance at the final viva-voce examination, the Board of Examiners shall declare whether the thesis is approved or not. Only on the approval of the thesis by duly signing on the thesis with date by all members of the Board of Examiners, the candidate becomes eligible for the award of the degree. The decision of the Board of Examiners shall be communicated to the University in Academic Form No. 16 through the Head of the Institution.
- b) Out of the five copies of the corrected and bound thesis, one copy shall be sent to the university along with the report of examination and the report(s) of the evaluation of thesis furnished by the external examiner(s), one copy is to be returned to the student and one copy each to be given to the Department, College Library and to the Chairperson. One soft (digital) copy of the thesis shall also be made by the student and submitted with the Theses for forward to the university.
- c) The chairperson shall submit a certificate to the effect that all the corrections suggested or pointed out by the external examiner(s) have been attended to. He shall also submit his own report on the suggestions of the examiners.
- d) If the performance of the student in the final viva-voce examination is unsatisfactory, the candidate has to appear for a re-examination after 60 days. The reasons for unsatisfactory performance shall be recorded in the report of the Board of Examiners.
- e) The University shall have the full right to publish the thesis in any media including electronic media and to transmit the same to the online system. The IPR rights of the inventions made/technology developed shall remain with the University.

### **36. Issue of certificate/transcript**

- a) On receipt of the intimation of the approval of thesis and the report of final viva-voce examination from the Head of Institution, together with a copy of the approved thesis, the University shall take further action to award the degree to the candidate.
- c) The Vice-chancellor shall approve the final results (Academic Form No. 18) and the University shall issue provisional certificate and transcript to the candidates. The student shall apply for the issue of Provisional/Degree Certificate and/or transcript in Academic Form No. 19.

**37. Award of degree**

The degree shall be awarded, under the seal of the University and signed by the officers authorized for the purpose as per statutes, to the candidates who have successfully completed the requirements for the degree.

**38. Amending/cancellation of results**

If it is established that the result of a candidate has been vitiated by malpractice, fraud or other improper conduct and that he/she has, in the opinion of the Vice-chancellor, been a party to or connived to malpractice, fraud or improper conduct, the Vice-chancellor shall have the power at any time, notwithstanding the award of a certificate, prizes, scholarship or degree, to amend the results of such a candidate and to make such declaration as the Vice-chancellor may deem necessary to that effect including withdrawal of prize, scholarship money and debarring the candidate from the university for such periods as may be specified and the cancellation of results of the candidate in such manner as the Vice-chancellor may decide.

**39. Publication of the contents of thesis**

The contents of the thesis can be published with a foot-note that they are based on a thesis accepted by the Kerala Agricultural University for the award of Master's/Doctorate degree. Research papers based on the results of the PG research can be published by the candidate prior to the submission of the thesis. Copy [copies of the paper(s) so published] should be attached to the final thesis. If the paper is accepted for publication, the same may also be mentioned in the certificate to be given at the beginning of the thesis.

**40. Penalty for unauthorised discontinuance**

In case a student leaves on his/her own, the Master's or Ph.D. Programme without permission, he/she has to remit to the university an amount as decided by the University towards liquidate damages, subject to the provisions in rule 19.

A post graduate student who discontinues the programme permanently has to remit the actual amount spent by KAU for the student as liquidation damage. The concerned chairman of advisory committee has to work out the amount and intimate the same to Head of the Institution.

**41. Removal of difficulties**

- a) If any difficulty arises in giving effect to the provisions of these regulations, the Vice-chancellor may issue necessary orders, which appears to him to be necessary or expedient for removing the difficulty.
- b) No orders made under rule 41(a) shall be questioned on the ground that no difficulty as envisaged in the said sub-section existed or was required to be removed.
- c) Every order issued by the Vice-chancellor under this provision shall be laid before the Academic Council of the university as soon as possible.

**42. Notwithstanding anything contained in these regulations, the academic council can make changes as and when found necessary**

## Annexure II

## MODIFICATIONS IN PG REGULATION – 2009, FOR M.V.Sc. AND Ph.D PROGRAMMES IN VETERINARY

(Approved in the 112th Academic Council held on 3-3-2010)

For MVSc / Ph.D Regulations 2009, the following modifications are to be followed as approved in the 38<sup>th</sup> Board of Studies meeting of Veterinary and Animal Sciences the faculty of held on 20.11.2009 and the 112<sup>th</sup> Academic Council meeting held on 3.3.2010.

### Degree Nomenclature:

M.V.Sc.	Veterinary Anatomy & Histology
M.V.Sc.	Veterinary Physiology
M.V.Sc.	Veterinary Pharmacology and Toxicology
M.V.Sc.	Veterinary Parasitology
M.V.Sc.	Veterinary Microbiology
M.V.Sc.	Veterinary Pathology
M.V.Sc.	Veterinary Public Health
M.V.Sc.	Animal Nutrition
M.V.Sc.	Animal Breeding
M.V.Sc.	Livestock Production Management
M.V.Sc.	Livestock Products Technology
M.V.Sc.	Animal Reproduction, Gynaecology & Obstetrics
M.V.Sc.	Veterinary Surgery & Radiology
M.V.Sc.	Veterinary Clinical Medicine, Ethics & Jurisprudence
M.V.Sc.	Veterinary Epidemiology & Preventive Medicine
M.V.Sc.	Poultry Science
M.V.Sc.	Dairy Science
M.V.Sc.	Veterinary & Animal Husbandry Extension Education
M.V.Sc.	Veterinary Biochemistry

### Minimum credit requirement:

Major subject	- 28 credits
Minor & Supporting (Minimum 6 for minor and 3 for supporting)	- 11 credits
Seminar	- 1 credits
Non-credited compulsory	- 4 credits
Total	- 40 + 4 (Non-credited compulsory)
Research	- 20 credits
Grand total	- 60 + 4(4-Non-credited compulsory Courses)
Comprehensive/Qualifying exam.	- Non-credit

**Attendance requirement:**

Minimum attendance requirements for each course will be 75%. An additional 5% absence to be permitted to students who are deputed for University level competition/coaching camp etc. over and above 10% absence permitted for attending official duties as directed by authorities. In any case the over all attendance shortage shall not exceed 40% (25 + 15) inclusive of duty leave and other cases of absence.

**System of education:**

The semester system of education shall be followed. Each semester will be of 110 days duration. Every student enrolled shall be required to take a specified load of courses work in the chosen subject of specialization (major, minor and supporting courses) and also complete a research project and present this in the form of a Thesis.

**Examination and Evaluation:**

**Course work:** Theory – Internal

Mid-term exam: 40% marks: Shall be conducted on completion of 40% of the classes.

Final exam 60% marks: Shall be conducted in the last week of the semester.

Total 100%

Practical – Internal

**Distribution of marks for Practical:**

Regular Practical Class Works	:	30%
Records	:	20%
Viva-voce	:	10%
Final Practical exam	:	40%
Total	:	100%

**Comprehensive Examination:**

Shall be allowed after completion of 75% course work separately in major and minor subjects with an OGPA of 7.5/10.0. Major subject one paper, Minor subject one paper (100 marks each)

**Grade point:****Master's degree programme:**

i) Scale	10.0
ii) Minimum pass in grade in a course	7.00*
iii) Minimum OGPA to obtain degree	7.50

\* The overall grade point average shall be rounded off to two decimal places

### Annexure III

#### Checklist to accompany the application for extension of time limit for submission of thesis for PG courses (to be prepared and authenticated by the Major Advisor)

1. Name of the College/Department :
2. Course/discipline :
3. Name & Admission No. of the student :
4. Part time/Full Time :

Date of admission	Date of joining	Reasons for delay

5. Details of semesters completed :

Semester No.	Duration		Credits registered		Details of research work completed during the semester	Date of advisory committee meeting
	From	To	Course	Thesis		

6. Reasons for non-completion :
7. No. of semesters required for the completion of courses (limited to a maximum of 2 semesters) :
8. Justification for the request :
9. Date of request of the student :
10. Date of recommendation of the Advisory Committee :

Signature of the Major Advisor

#### **Annexure IV**

### **Guidelines for constitution of Advisory Committee of PG students**

1. For every candidate admitted to a PG course, there shall be an Advisory Committee.
2. For Master's Degree programme, the Advisory Committee shall consist of a Chairman/Major Adviser (Chairperson) and 3 other members including the Head of the Department concerned and one member from the related field of study. If necessary, the chairman with the permission of the Dean/Associate Dean can co-opt one additional member also in the advisory committee. The additional member can also be from outside KAU.
3. For Doctorate programme, the Advisory committee shall consist of a Chairman/Major Adviser and 4 other members including the Head of Department concerned and at least one member from outside the major field of study. If necessary, the chairman with the permission of the Dean/Associate Dean can co-opt one additional member also in the advisory committee. The additional member can also be from outside KAU.
4. The Major Adviser and other members of the Advisory Committee shall be appointed by the Head of the Institution concerned on the advice of the Head of the Department of the University/College. Teachers of the particular discipline/ department working in research stations/schemes/projects/other institutions are also eligible to guide PG students.
5. When students are undertaking research programmes in research stations or projects outside the college campuses, there shall be a member, from that station, in the Advisory Committee, if the Chairperson is not from that station.
6. If a student undertakes his/her thesis research work in a recognized institute other than that of KAU, a suitable qualified member from that station can be included in the Advisory Committee as a member or as Co-Chairperson based on the responsibility of the member. An expert in the concerned field, recognized by the Academic Council as competent to help the student in the research work, may be appointed as a member of the Advisory Committee of the PG student irrespective of whether he is a teacher of the university or not. If required, this member may be identified as Co-Chairperson and may be authorized to supervise the research work of the student.
7. A faculty with Ph.D can guide M.Sc students if He/She has one year teaching/Research/ Extension education experience and 3 scientific papers. The Chairman of Advisory committee/Major advisor for a Ph.D student shall be Associate Professor or above. To be a Chairperson/Major Adviser of a Doctoral candidate, only teachers having Ph.D shall be eligible.

The preference of the students shall be considered in deciding the research topic and / or the major advisor. The student can submit to the Head of the Department, three areas of their interest for research work. The students can also submit a panel of 3 teachers with whom he would like to work, from which the Head of the Department can recommend to the HOI, for appointing the major advisor of the students.

8. Teachers to be appointed as Chairperson/Major Adviser and as members of the Advisory Committee shall possess a minimum service to retire on superannuation, three years in the case of Ph.D and two years in the case of Master's Degree programmes. However, Head of Department can act as a member in the Advisory Committee by virtue of their position, irrespective of time left for retirement.
9. The following categories of teachers shall be recognized as PG teachers.
  - i) Professors
  - ii) Associate Professors who possess Ph.D qualification
  - iii) Associate Professors and Assistant Professors having a minimum of 3 years teaching/research/extension experience after getting the Master's degree and having at least three research publications though not in possession of Ph.D qualification.
  - iv) Assistant Professors with Ph. D and at least one year teaching / research / extension experience and three scientific publications.
10. The maximum number of PG students that a teacher can guide at a time as Major Adviser is normally limited to two including full-time and part-time students. However, if there is shortage of faculty a teacher can guide a maximum of four students at a time.
11. If the Major Adviser or any member(s) of the Advisory Committee of a student is absent in the course of the PG programme for reasonably long period, i.e., more than six months or one semester, proposals for substitute arrangement shall be made to the Head of Institution by the Head of Department. If any member is absent for the comprehensive and final viva-voce examinations, substitute arrangements can be proposed to the Head of Institution who shall approve the same and inform the University.
12. If 75% of the thesis work (research credit load) of the student is completed, the same Major Advisor can continue till the final examination is conducted even if he/she is absent at the College due to retirement/transfer or otherwise. In such cases if the Chairperson insists for a change due to valid reasons the same can be agreed to and the Head of Institution shall appoint a suitable member as the Major Advisor.

13. The Advisory Committee in conference with student shall prepare the course programme (Acad.form.10.b) and the same shall be forwarded by the Head of Department to the Head of Institution for approval within 60 days after admission. The approved course programme shall be forwarded to the University by the Head of Institution. Similarly the advisory committee shall scrutinize and recommend the thesis research programme of the student for approval of the appropriate bodies before the end of the first semester.
14. The Advisory Committee shall meet periodically, at least once in a semester, review the progress and advise the students in his/her PG programme. The proceedings of the meeting shall be minuted and copy of the proceedings shall be forwarded to the Head of Institution and to the university.
15. The Advisory Committee (with the External examiner ) shall constitute the Examination Committee/Board of Examiners of the student for his/her comprehensive and final examinations. The Major Advisor shall forward the panel of external examiners in Acad.form.No.15 along with the proposal (Acad.form.no.14)for final examination .



### Annexure V

## Guidelines for conducting comprehensive and final examinations of PG students

### *Comprehensive Examination*

1. The comprehensive examination for M.Sc./Ph.D. shall be conducted preferably for all students of a batch in a Department simultaneously. It is intended to test the student's mastery of the requisite disciplines.
2. The students of Masters and Doctors programme shall be allowed to appear for the qualifying examination after completion of 75% course work separately in major and minor /supporting subjects with an OGPA of 6.5/10.0. There will be three papers as follows.

Major subject: Two papers (100 marks) 3 h duration

Minor/supporting subject: One paper (100 marks) 3 h duration

Question paper setting- Internal

Answer paper evaluation - Internal

Qualifying marks: 60 % for each paper

Viva-voce & Assessment: External examiner and advisory committee

Grading: Satisfactory / Unsatisfactory

3. Comprehensive examination shall consist of a written exam and viva-voce exam. For the comprehensive examination the student shall submit the application in Academic form No. 11 & 12 through the major adviser and Head of Department to the Head of Institution and the Head of Institution to the Controller of Examination/Registrar.
4. Detailed guidelines for conduct and evaluation of the comprehensive examination will be issued by the university from time to time.
5. The major adviser will be the chairperson of the board of examiners and is personally responsible for the proper conduct of the viva-voce and for communicating the results of the examination (in Acad. form.No.13), to the Registrar/Controller of Examinations by name, marked 'Confidential'. The result so communicated should bear the signature of all members, the chairperson and the External Examiner.
6. For Masters and Doctorate degree programme the viva-voce examination shall be conducted by the Advisory Committee and one External Examiner as per the guidelines issued by the university.

7. Only those candidates who secure 60% and above marks for Master's and Doctorate Degree programme in the comprehensive theory examination shall be qualified to appear for viva-voce examination.
8. A candidate who fails in the comprehensive examination shall be permitted to appear for the examination for a second time after a minimum period of four months.
9. A candidate who fails in the comprehensive examination in his/her second attempt will not be allowed to continue for the post-graduate programme or to take any further examination, and his/her name shall be removed from the rolls of the university.
10. The result of the comprehensive examination shall be shown as Satisfactory (S) or Unsatisfactory (US).
11. If any of the members of the Board of examiners including the external examiner fails to turn up on the date fixed for the examination, the Head of the Institution under intimation to the Registrar/Controller of Examinations shall appoint a suitable substitute examiner.
12. The examiners selected as external examiners for the Master's degree programme shall be of the rank of Associate Professor/equivalent cadre and above and for Ph.D. degree they shall be of the rank of Professor/equivalent cadre and above.

## Annexure VI

### Guidelines for thesis preparation and submission

1. A post-graduate student shall submit his/her thesis to the major advisor, only after satisfactory completion of his/her credit requirements prescribed for his/her PG programme. Hence a student shall be allowed to submit the thesis duly certified and signed by the members of the Advisory Committee on completion of 75 % working day of his/her final semester subject to the above conditions.
2. If this is not possible he/she shall be permitted to submit his/her thesis within the maximum permissible time limit (including the extended time limit, if any) under Rule 18(a), subject to the condition that he/she should register for every intervening semester till the submission of the Thesis with zero credit or till the expiry of the authorized time limit for submission of thesis.
3. If a student is not able to submit the thesis within six months after completion of his/her credit requirements, he/she may be permitted to submit the thesis within the maximum time limit prescribed by remitting the late fee as prescribed by the university.
4. The Academic Council may permit extension of time limit by a maximum of two semesters over and above the normal permissible maximum time subject to guidelines approved for this purpose. The student is required to remit the special fee at the approved rate over and above the normal fee for each of the extended semester.
5. A Post Graduate or PhD student before submitting his/her thesis should present the synopsis of the same in the seminar of the faculty members and PG students of the college concerned. Scientists from other related institutions of education and research may also be invited for the seminar. Members of the faculty can suggest changes in the thesis and the advisory committee may consider the suggestions on their merits and advise the student accordingly.
6. A PhD student can submit his/her thesis only after producing the proof for the submission of at least one research paper by the student based on the research work for publication in a referred journal.
7. Copies of the thesis typewritten/photocopied, prepared in a word processor or printed and loosely bound and conforming to the general instructions for the preparation of the thesis duly approved by the advisory committee shall be submitted by the student to his/her adviser. A proposal (Form No. Acad 12) for appearing for

the final examination with details of examination fee remitted, shall also be submitted at the time of submission of thesis.

8. The thesis shall be signed with date by the Chairman and all the members of advisory committee before submission. One copy of the thesis in the case of Master's degree and two copies in the case of Ph.D. are to be submitted for sending to the external examiner for evaluation

Five copies of the thesis are to be submitted of which one copy is for the Department, one for the College Library, one for the major advisor, one for the University Library and one to be returned to the student. Additional copy may be required for candidates deputed, sponsored or financially supported by other agencies like ICAR, CSIR, UGC etc. The copies should be lucid, legible and identical in all respects. An electronic copy of the thesis (in floppy disk or CD in MS office format) also has to be submitted.

The thesis may be prepared in A4 size (210 x 297 mm) good quality white xeroxing paper using word-processing software. A margin of about 3.5 cm may be set at all sides of the page. The text may be entered, only in one side of the paper, using 12 pt Times New Roman font with a line space of 1.5. Paragraph may be intended 1.0 cm from the margin. Only one space shall be given between words and two spaces after a sentence. Page number may be centralised at the top of the page. Roman numerals should be used for numbering the pages preceding the body of the thesis and Arabic numerals should be used for the body of the thesis. The first page of the body of the thesis shall not bear the page number.

The thesis shall be organised as follows:

- Title page
- Declaration by the candidate
- Certificate from the Major Advisor
- Acknowledgements
- Table of contents
- List of tables
- List of illustrations

These sections should be followed by the body of the thesis which includes:

- Introduction
- Review of literature
- Materials and Methods
- Results
- Discussion
- Summary
- References
- Abstract

Each section above should start on a new page in the thesis.

The title page shall bear the title of the thesis, the name of the candidate, the degree for which the thesis is submitted, the name of the faculty, the name of the university, the year of submission and the name and address of the college. A sample of the title page is given below.

Declaration from the candidate and the certificate from the Major Advisor of the student shall be in the proforma prescribed by the university.

Acknowledgements, besides to the Major Advisor and others who have helped in the work of the thesis, should also be made to the agencies if any, for providing financial aid in the form of grant, fellowship etc.

The table of contents shall indicate the page numbers of the chapters included in the body of the thesis.

The body of the thesis includes the chapters, *Introduction, Review of Literature, Materials and Methods, Results, Discussion, Summary and References*.

The chapter *Introduction* should indicate the nature, importance, scope, practical utility and distinct objectives of the research problem.

A critical review of the past work relating to the research problem should be given under *Review of Literature* in order to substantiate the necessity of the current work.

Description of the experimental materials, research methods, analytical techniques, observations made, statistical methods followed, etc., should be described under *Materials and Methods*.

The results of the study with appropriate tables and illustrations should be presented in the chapter entitled *Results*. All measurements shall be in SI units. For mineral contents etc., the element symbols (N, K, Ca, etc) should be used. Isotopes should be indicated as  $^{14}\text{C}$ ,  $^{32}\text{P}$ , etc. Ions should be mentioned as  $\text{H}^+$ ,  $\text{Mg}^{2+}$ , etc. For normal and molar concentrations, italic *N* and *M* should be used. Scientific names of the species should be italicized. Authority of the scientific name should be quoted at the first instance in the body of the thesis and in the title if applicable. Numerical data should be organized into tables. Every table will have a number and a title given at its top. The title should be in lower case with only the first letter capitalized. The title should precisely indicate the content of the table. In order to make the table compact, the font size for the matter within the table may be reduced to 10 pt. and line space to 1.0. If a table cannot be accommodated in portrait orientation, it may be given in landscape. When in landscape orientation, the title of the table should appear along the left margin of the thesis. If necessary, the table can be continued to the next page with appropriate column headings and title indicating the continuation (e.g. Table 1 continued). Under no circumstance, introduction of a page larger than the A4 size and

folding the page while binding shall be resorted to. Units of measurements should be clearly indicated along with the column headings. Whenever the entire data given in a table relate to a single unit, the unit can be indicated at the end of the title itself, the unit being preceded by a comma (Example: Table 15. Available micronutrient content of soils during different seasons, ppm)

If it is difficult to accommodate the full column headings in the cell space available, abbreviations may be used and the expansion of the abbreviations may be indicated as a footnote below the table. The data presented in the table should be self-explanatory and should have undergone statistical analysis wherever applicable.

Important findings should be highlighted with the help of appropriate illustrations. All illustrations, such as charts, graphs, photographs or drawings shall conform to the text area of the page falling within the margins specified. All illustrations should have a number and a title given beneath the illustration (Example: Fig. 25. Residual concentration of chlorinated hydrocarbon pesticides in soil and water during different seasons). Use appropriate software for the preparation of charts (e.g. MS Excel). The font size used for axis titles and axis graduations should match the font size of the text, when printed. Use Indian ink for hand drawings. Magnification or scale should be indicated in the drawings. If there is more than one photograph on a single theme, they may be assembled on a sheet of white board (plate) with appropriate labeling as A, B, C etc. The caption for individual photographs can be given as a part of the title of the plate given underneath (Example: Plate 2. Ovaries of *Bactrocera cucurbitae*: (A) Mature untreated (B) Immature, untreated (C) Mature, treated with *Acorus calamus* extract

Chapter headings (e.g. *Introduction*, *Review of Literature* etc.) may be written in bold capitals and centrally aligned. Major headings, sub-headings and sub sub-headings may be written in ordinary capitals, bold lower case and bold lower case italics respectively and flushed to the left margin of the page. The first letter of every word (other than prepositions and conjunctions) may be capitalized when the headings are in lower case. The headings and sub-headings under a chapter may be numbered in decimal system if necessary.

Under the chapter *Discussion*, important findings and their significance have to be explained, supported by appropriate principles, concepts and relationships with reference to earlier works if available. Explanation for the various scientific phenomena observed and formulation of appropriate theories, concepts and interpretations are to be presented in this chapter. Necessary illustrations may be included for highlighting the major findings of the study.

In certain cases, the chapter *Results* and the chapter *Discussion* may be combined into a single chapter entitled *Results and Discussion* in order to avoid repeated presentation of analytical data generated.

A brief self-contained account of new methodologies developed, results obtained and conclusions drawn shall be presented in the chapter entitled *Summary*.

All the references cited in the text of the thesis shall be arranged alphabetically and given under the chapter *References*. References may be written as per the style followed in the *Journal of Tropical Agriculture*. (Please consult *Instructions for Arranging Reference Section* issued by the *Journal of Tropical Agriculture*. See website [www.kau.edu](http://www.kau.edu)).

The chapter entitled *Abstract* is a condensed form of the chapters of the thesis and should essentially cover the objectives of the study, the experimental techniques employed and important findings. The abstract shall not ordinarily exceed 300 words.

*(Sample of thesis cover page and certificates to be furnished with the thesis are given below).*

**EFFECT OF SEED TREATMENTS AND SHADE ON SEEDLING GROWTH  
DYNAMICS OF *PONGAMIA PINNATA* (Linn.) Pierre IN THE NURSERY**

by  
**GURURAJ B. SANKESHWAR**

(2007 – 17 – 103)

**THESIS**

Submitted in partial fulfilment of the  
requirement for the degree of

**MASTER OF SCIENCE IN FORESTRY**

Faculty of Agriculture

Kerala Agricultural University

**DEPARTMENT OF FOREST MANAGEMENT AND UTILIZATION  
COLLEGE OF FORESTRY  
VELLANIKKARA, THRISSUR – 680 656  
KERALA, INDIA**

**2009**



## DECLARATION

I hereby declare that this thesis entitled “**Effect of seed treatments and shade on seedling growth dynamics of *Pongamia pinnata* (Linn.) Pierre in the nursery**” is a bonafide record of research done by me during the course of research and that the thesis has not previously formed the basis for the award of any degree, diploma, fellowship or other similar title, of any other University or Society.

Vellanikkara

Date:

**Gururaj B. Sankeshwar**

**(2007 – 17 – 103)**

**S. Gopakumar**

Assistant Professor (SS)

Department of Forest Management and Utilization

College of Forestry

Kerala Agricultural University

Vellanikkara, Thrissur, Kerala

Date :

## CERTIFICATE

Certified that this thesis, entitled “**Effect of seed treatments and shade on seedling growth dynamics of *Pongamia pinnata* (Linn.) Pierre in the nursery**” is a record of research work done independently by **Gururaj B. Sankeshwar (2007–17-103)** under my guidance and supervision and that it has not previously formed the basis for the award of any degree, diploma, fellowship or associateship to him.

Vellanikkara

**S. Gopakumar**

Chairman

Advisory Committee

**CERTIFICATE**

We the undersigned members of the advisory committee of **Mr. Gururaj B Sankeshwar (2007-17-103)** a candidate for the degree of **Master of Science in Forestry** agree that this thesis entitled “**Effect of seed treatments and shade on seedling growth dynamics of *Pongamia pinnata* (Linn.) Pierre in the nursery**” may be submitted by **Mr. Gururaj B Sankeshwar (2007-17-103)**, in partial fulfillment of the requirement for the degree.

**S. Gopakumar**

Assistant Professor (SS)

Dept. of Forest Management and Utilization

College of Forestry, Vellanikkara, Thrissur

(Chairman)

**Dr. P. K. Ashokan**

Professor and Head

Dept. of Tree Physiology and Breeding

College of Forestry,

Vellanikkara, Thrissur

(Member)

**Dr. K. Vidyasagar**

Assoc. Professor and Head

Dept. of Forest Management

and Utilization

College of Forestry, Vellanikkara,

Thrissur

(Member)

**Dr. M. A. Hassan**

Professor,

Dept. of Soil Science and Agricultural Chemistry

College of Horticulture, Vellanikkara, Thrissur

(Member)

**EXTERNAL EXAMINER**

**Annexure VII**  
**GENERAL GUIDELINES FOR**  
**CITATION AND LISTING OF REFERENCES IN THESIS**  
(Inputs from Dr. C. George Thomas, Professor, College of Horticulture)

The “*References*” section of an article, book, or thesis indicates the sources from which the author obtained information. Authors should cite these sources of information in an appropriate way in their works. Citation of sources involves two aspects. The first is the way in which the item is cited in the text, and the second is the way in which the references are cited in the “References” section. When writing references, remember that they must be retrievable. Therefore, personal communications, unpublished data, articles submitted but not yet accepted, etc., should never be given as full references. Authors should also restrict themselves to citing key references, and not list all possible references that support a statement.

Citing “abstracts” from abstracting journals is unusual in scientific articles. The reader works on the understanding that every reference cited has been seen by the authors, and that it does say what it is quoted as saying. Citing a source of information unless you have referred and read the original is an unhealthy practise. With interlibrary loan systems, translations, and photocopying services, it is now possible (although sometimes expensive!) to see every reference. In a thesis, however, if the reference is very important and the original is in some foreign language that cannot be retrieved easily, it is permissible to cite it. List such references with an asterisk and footnote, “originals not seen”. Still, avoid using too many “originals not seen” type references.

### **Documentation styles**

The three methods recommended for citing and documenting sources are : (1) the Name-Year (N-Y) system, (2) the Citation-Sequence (C-S) system, and (3) the Alpha-Numeric method (Citation-Name system). Because of its simplicity, Name-Year system is the most widely used style. As the Name-Year (N-Y) system is widely followed in agricultural literature, it is recommended for use in theses submitted to Kerala Agricultural University.

In the “Name and year system (N-Y system)”, citation of sources in the text is indicated by the surname or last name of the author/authors (without initials) followed by the year of publication. For example, a work by Norman E. Borlaug in 1992 will be cited as Borlaug (1992) in a sentence or (Borlaug, 1992) at the end of a sentence. When the authors’ names are listed in the References section, in addition to surname or last name, initials of other parts of the name (first name, second name, etc.) followed by the year of publication should be given preceded by a comma after the last name or surname. For example, Norman E. Borlaug will be listed as Borlaug, N.E. 1992.

General rules for citation in the text and listing references based on N-Y style are discussed below with examples.

## CITATION OF REFERENCES IN THE TEXT

*WHEN USING COMMON KNOWLEDGE*

Facts and information in common use, which can be verified in a number of places and are likely to be known by a large number of people, are known as “common knowledge”. As a thumb rule, information that occurs in five or more sources can be considered as common knowledge. When a common knowledge is referred, a source need not be cited, for example:

“Light is essential for photosynthesis”.

*ONE WORK BY SINGLE AUTHOR*

Place the year within parenthesis immediately after author’s last name or surname (without initials) or if you are giving the source after writing a sentence, it shall be surname followed by a comma and the year, both in parenthesis as in:

“Renu (2000) reported that shade tolerant grasses could come up well in coconut gardens”.

“According to Renu (2002), shade tolerant grasses can come up well in coconut gardens”.

“Shade tolerant grasses can come up well in coconut gardens (Renu, 2000)”.

*ONE WORK BY TWO AUTHORS*

“Renu and Thomas (2000) reported that for preventing the infestation of weeds in semi-dry rice, stale seedbed technique could be practised”;

At the end of the sentence,

“For preventing the infestation of weeds in semi-dry rice, stale seedbed technique can be practised (Renu and Thomas, 2000)”

*ONE WORK BY MULTIPLE AUTHORS (MORE THAN TWO)*

Thomas, Renu, Kartik and Shylaja are the authors. Write the name of the first author followed by *et al.*, meaning, “and co-workers”. Write,

“Thomas *et al.* (1997) reported *Sacciolepis interrupta* (Willd.) Stapf as a serious weed of semi-dry rice in Kerala.” Or

“*Sacciolepis interrupta* (Willd.) Stapf is reported as a serious weed of semi-dry rice in Kerala (Thomas *et al.*, 1997)”.

*MORE THAN ONE WORK BY THE SAME AUTHOR IN DIFFERENT YEARS*

“The validity of many experimental designs for the study of crop-weed competition has been described (Snaydon, 1991;1994)”.

*MORE THAN ONE WORK BY THE SAME AUTHOR AND SAME YEAR*

The entries are differentiated using lower case letters a, b, c, d, — along with the year. “Thomas (1999a) found that———. Thomas (1999b) from another study reported that ——”

## MORE THAN ONE WORK TO SUPPORT A STATEMENT

Sometimes, a statement, a view, or a finding is similar to that reported by many earlier workers. In such cases, cite all the names of the authors along with the years in chronological order.

“The competitive ability of weeds depends mainly on their time of emergence relative to that of crop (Williams, 1964; Hakansson, 1983; Cousens *et al.*, 1987)”.

### *Citing unpublished material (personal communications, oral presentations, interviews)*

Any information that is pertinent to the paper but is not available in literature may be cited as ‘personal communication’ (when the information is from someone other than the author/s), or ‘unpublished data’ (when the information is from one or more authors of the current paper). Note the type and source in the text as well as year. However, only works available to readers shall be included in the reference list. Interviews, if published, can be listed in the reference section as well. You can cite the source as shown below.

**Case 1.** When the information is from one or more authors of the current paper and all the authors are responsible for the data.

Example: “Patch budding in rose is highly successful in Wayanad (Devadas, V.S. and Thomas, C.G., unpublished data, 1987; unreferenced)”

**Case 2.** When the information is from someone other than the author.

Example: “Litchi comes up very well in Wayand (Devadas, V.S., personal communication, 2001; unreferenced)”.

In the above example, Devadas is not an author of the present manuscript but responsible for the data referred to.

### *CITING REFERENCES NOT SEEN DIRECTLY( SECONDARY CITATION)*

The reader works on the understanding that every reference quoted has been seen by the authors, and that it does say what it is quoted as saying. You might have noticed an important source of information cited in a text book or a research paper. You should trace out the original, if you want to quote the information for your work. Do not cite a source unless you have read the original. If all your attempts to trace out the original fails; and still you feel that it is an important statement, view, or finding, you can quote the reference in an indirect way as:

“Sweet and Minotti (1980) cited by Akobundu (1987) state that competition for moisture can be drastic, even without visible wilting”.

It is permissible to quote an unobtainable reference as shown above. This is called a *secondary citation* indicating that the author has not seen the material in its original form, but rather has obtained the information from another document that cited the original source.

In the example, Akobundu is responsible for what Sweet and Minotti said. You will then list Akobundu (1987) in the list of references and not Sweet and Minotti (1980). This is a better practice, and safe too, instead of pretending to have seen the original reference.

## LISTING REFERENCES IN THE “REFERENCES” SECTION

All the sources cited in the text must be listed in the “References” section. In the Name-Year style, references are listed in alphabetical order according to the surname of the author (or editor) or that of the first of a number of authors or editors. If the author is an editor (ed.) or translator (trans.), it is indicated by an abbreviation after the name in parenthesis. Then, the year of the publication is given after putting a period after the name of the author(s), for example: Thomas, C.G. 2003. After the year, write the title of the article or the book. In the case of books, name of the publisher, place of publication and inclusive page numbers are also given. When more than one place of publication is given, write only the first one.

For Journal article, the sequence is: author, year, name of the article, name of the journal, volume number, issue number and page numbers. Publisher’s name is not given. Some important points in listing references are detailed below.

### **Titles of articles/books and inclusive pages**

Do not abbreviate the titles of books. Write them in ‘Title case’ italics (italics in lower case and every word, except preposition and conjunction which come in the middle, is capitalized). However, the name of the article in a Journal or compiled work shall be in ‘Sentence case’. The title of a thesis shall also be like a journal article (in ‘Sentence case’), as it is considered as an unpublished work.

Giving inclusive pagination (first and last page number of the article) gives a hint to the potential users to distinguish between one page notes and 50 page or more long review articles. In the case of textbooks, monographs, technical bulletins, and theses, give total number of pages. For example: a book of 505 pages shall be listed as 505p.

Note a point here. In the case of a compiled book, if you have referred an article coming between pages 45 to 55, write, pp.45-55 (“pp.” is the abbreviated form of *pages* and “p.” stands for *page*). If you have referred only one page, for instance, 45<sup>th</sup> page in a compiled book (which may be a short note), then write p.45.

### **Journal article paginated by issue**

In the case of a journal, periodical, or review series, include volume and issue number, if each issue is paginated separately. For example:

Yaduraju, N.T. and Mani, V.S. 1987. The influence of delayed planting and seedbed preparation on the competition of wild oats on wheat. *Indian J. Agron.* 32(3): 299-301.

### **Journal Article (continuous pagination): Omit issue number**

In the case of journals that follow continuous page numbering for a particular volume there is no harm in omitting the issue number. For example:

Dyer, W. E. 1995. Exploiting weed seed dormancy and germination requirements through agronomic practices. *Weed Sci.* 43: 498-503.

## Journal abbreviations

While writing references, use standard journal-abbreviations. Significant printing expenses can be saved by abbreviation. By knowing a few of the abbreviation rules, one can abbreviate even unfamiliar journal titles, without reference to a source list. Often, all the "...ology" words are abbreviated at the letter 'l', for example: physiology is abbreviated as *Physiol.*, mycology is abbreviated as *Mycol.*, and so on (Some exceptions are very common words like Pathology (*Path.*), Entomology (*Ent.*), Bacteriology (*Bact.*), Biotechnology (*Biotech.*), etc.). If one knows the abbreviations of words commonly used in Journal titles, most journals can be abbreviated easily. Common journal abbreviations are given in Annexure 1. All the journals whether English or non-English shall be abbreviated if the intended journal is following that style. Mention the language of the journal in parenthesis immediately after the journal abbreviation, if it is not English.

### GENERAL RULES FOR JOURNAL ABBREVIATIONS

- One-word journal titles are never abbreviated, e.g., "*Nature*"; "*Science*", "*Biochemistry*".
- Some words in the titles are not abbreviated but written as such, for example: Acta, Cell, Crop, Crops, Dairy, Drug, Excerpta, Fauna, Fish, Flora, Freshwater, Root, Soil, Tissue, Weed, and Methods.
- Certain country or city names are abbreviated, for example: Am. for American, Br. for British, Can. for Canadian, Jpn. for Japanese, Calif. for California/n, Lond. for London, Camb. for Cambridge, etc. However, some country terms, such as India/Indian, Sweden/Swedish, etc. are not abbreviated.
- All the abbreviations in the journal should start with a capital letter. Earlier, only abbreviations of nouns were capitalized while abbreviations for adjectives started with a lower case. For example: *Agric.* for *Agriculture* (noun) but *agric.* for *agricultural* (adjective). However, the present trend is to start all the abbreviations with a capital letter. (In the Annexure I attached, all the abbreviations start with capital letters).
- Put a period after the abbreviation, for example: J.(Journal), Sci.(Science), Rev.(Review), and Prot.(Protection). However if the abbreviation is formed by the first and last letters of the word, then period shall not be used. Examples include Wld (World), Fd (Food), Instn (Institution), Plantn (plantation), Mgmt (Management), Stn (Station), Hlth (Health) , Fmg (Farming), and Ld (Land).

### Using italics and underlining in CBE/CSE style

CSE style does not specify the use of italics or underlining in Reference entries, leaving such matters to the discretion of writers and editors. There are many journals that go without italics. The use of underlining to represent italics becomes a problem when you compose texts for online publication. On the World Wide Web, underlining in a document



indicates that the underlined word or phrase is an active hypertext link, as all HTML editing programmes automatically underline any text linked to another hypertext or Web site. There are only two options, either you follow italics for all the entries or go without italics for all the entries. The following rules may be followed.

- When a reference is to the title of a book, the title is italicized, and every word other than preposition and conjunction should be capitalized.
- In the case of a compilation or proceedings, only the name of the book is italicised; the name of the article or chapter must be in roman case.
- When you refer to an article in a journal, italicize only the abbreviated name of the journal

### **Compiled or edited works**

- In the case of a compilation or proceedings, after writing the name of the chapter author and title of the chapter, the name of the book or proceedings is given. Before the name of the compiled or edited works, put "In" with a colon (In:) to indicate that the article is from a particular book.

### **Editions and reprints**

- Note any edition beyond the first, after entering the name of the book in parenthesis. If the book is 10<sup>th</sup> Edition, then write (10<sup>th</sup> Ed.) or (10th Edition).
- In the case of reprints, indicate the original year immediately after the author's name. The year of reprint shall also be mentioned in parenthesis after the title of the book as (Reprint, 2005).

### **More than one book/journal article by the same author/s in different years.**

- In the case of entries by the same author in different years, arrange chronologically by the year of publication, the earliest first.
- References with the same first author and different second and subsequent authors are listed alphabetically by the surname of the second author, and then by the surname of the third author and so on.
- References with the same group of authors in the same identical order are entered chronologically by the year of publication, the earliest first.

### **More than one book/journal article by the same author in the same year**

- References by the same author (or by the same group of authors in identical order) with the same publication date are listed alphabetically by the first word of the title following the date; lower case letters (a, b, c and so on) are included after the year within the parenthesis.
- If the articles are published in the same journal arrange by volume number, chronologically, and if in the same volume, arrange by page number.

### **Examples of writing references**

Some typical cases according to Name-Year style are given here as examples. Note the differences carefully.

**BOOK BY ONE AUTHOR**

Thomas, C. G. 2003. *Forage Crop Production in the Tropics*. Kalyani Publishers, Ludhiana, 259p.

**BOOK BY TWO AUTHORS**

Kohnke, H. and Bertrand, A.R. 1959. *Soil Conservation*. McGraw-Hill Book Company, New York, 298p.

**BOOK BY THREE OR MORE AUTHORS**

Leggett, G., Mead, C.D., Kramer, M.G., and Beal, R.S. 1985. *Handbook for Writers*. Prentice- Hall, Inc., Englewood Cliffs, New Jersey, 558p.

**EDITION OF A BOOK**

Brady, N. C. 1995. *The Nature and Properties of Soils* (10<sup>th</sup> Ed.). Prentice Hall of India Pvt. Ltd., New Delhi, 621p.

**RE-PRINT OF A BOOK**

Jackson, M. L. 1958. *Soil Chemical Analysis* (Indian Reprint, 1967). Prentice Hall of India Private Ltd., New Delhi, 498p.

**BOOK BY A CORPORATE (GROUP) AUTHOR**

KAU [Kerala Agricultural University]. 2007. *Package of Practices Recommendations: Crops* (12<sup>th</sup> Ed.). Kerala Agricultural University, Thrissur, 334p.

Note: *In-text citation* “:.....(KAU, 2007).”

**SOURCES WITH NO GIVEN AUTHOR OR EDITOR -**

If no author or editor's name is mentioned, look for the organization's name, and check if it can be listed as a case of corporate authorship. However, if the name of the organization is too long or unclear, you may use [Anonymous] in square brackets. Articles without an author in a Newspaper shall also be written with [Anonymous]. However, as far as possible, avoid writing too many “anonymous” entries in the reference section. For example:

[Anonymous].2003.*WARASA-Jan Sahbhagitha: Guidelines for National Watershed Development Project for Rainfed Areas (NWRDPA)*. Ministry of Agriculture, Department of Agriculture and Co-operation, Govt. of India, 97p.

Note 1: *In text citation*: “.....(Anon., 2003)”.

Note 2: Do not start a sentence as “Anon.(2003) reported.....”. Put (Anon., 2003) at the end of the sentence.

**BOOK WITH AN EDITOR**

Gregory, P.J. 1988. Crop growth and development. In: Wild, A. (ed.), *Russell's Soil Conditions and Plant Growth* (11<sup>th</sup> Ed.). ELBS/Longman, pp. 31-68.

List the editor first, if your in-text citation is to the work of the editor as shown below.

Wild, A. (ed.). 1988. *Russell's Soil Conditions and Plant Growth* (11<sup>th</sup> Ed.). ELBS/Longman, 991p.

**BOOK WITH MORE THAN ONE EDITOR**

Jenkins, S.R. 1987. Searching the literature. In: Hawkins, C. and Sorgi, M. (eds.), *Research: How to Plan, Speak and Write about It* (4<sup>th</sup> Indian reprint, 1993). Narosa Publishing House, New Delhi, pp. 29-59.

**A TRANSLATION**

Zonn, S.V. 1986. *Tropical and Subtropical Soil Science* (trans. Russian, Victoriova, M.). Mir Publishers, Moscow, 422p.

**BOOK WITH AUTHOR, EDITOR, AND TRANSLATOR**

Popov, A. S. 1985. Cryoconservation and plant cell bank. In: Butenko, R.G.(ed.), *Plant Cell Culture* (trans. Russian, Chernilovskaya, P.E and Degtyareva, G.Y.).MIR Publishers, Moscow, pp.175-198.

**LECTURE /COURSE NOTES**

The sequence is author, year, title, name of institution and place [Indicate that these are lecture/course notes in square brackets]

Thomas, C.G. 2005. *Research: Planning, Implementation and Reporting* [Lecture notes]. College of Horticulture, Vellanikkara, 179p.

**A work published in several volumes**

Gamble, J. S. 1928-1932. *Flora of the Presidency of Madras State*. 3 volumes. Allard and Son Ltd., 21, Hart Street, W.C.

Note: When all the volumes are indicated, page numbers are not given.

**One volume out of several volumes.**

Randhawa, M.S. 1982. *A History of Agriculture in India: Vol. 2. Eight to Eighteenth Century*. Indian Council of Agricultural Research, New Delhi, 358p.

**ARTICLE IN AN ENCYCLOPEDIA OR DICTIONARY**

Cockrell, D. 1980. Beatles. In: *The New Grove Dictionary of Music and Musicians* Vol.2 (6<sup>th</sup> Ed.), Macmillan, London, pp. 321-322.

*AN ARTICLE OR CHAPTER IN A COMPILED AND EDITED BOOK*

Pahwa, M.R. 1995. Biofertilizers for nutrient economy and forage production. In: Singh, R.P. (ed.), *Forage Production and Utilization*. Indian Grassland and Fodder Research Institute, Jhansi, pp. 179-200.

*JOURNAL ARTICLE BY ONE AUTHOR*

Connolly, J. 1988. Experimental methods in plant competition research in crop weed systems. *Weed Res.* 28: 431-436.

*JOURNAL ARTICLE BY TWO AUTHORS*

Tripathi, S.N. and Gill, A.S. 1990. Herbage and protein yield and nitrogen economy from different forage crop sequences. *Indian J. Agron.* 35(4): 371-374.

*JOURNAL ARTICLE BY MULTIPLE AUTHORS*

Cousens, R., Brain, P., O'Donovan, J.T., and O'Sullivan, A. 1987. The use of biologically realistic equations to describe the effect of weed density and relative time of emergence on crop yield. *Weed Sci.* 35: 720-725.

*JOURNAL ARTICLE ACCEPTED FOR PUBLICATION (BUT NOT YET PUBLISHED)*

Journal articles or other works accepted for publication but not yet published should be referred to as "in press". The 'in press' category includes manuscripts about which the authors have received written notification from the journal that they have been accepted for publication following the journal's pre-publication procedures such as peer review.

For example:

Shylaja, P.V and Thomas, C, G. 2004. Efficacy of preemergence herbicides for weed control in cocoa seedling nursery. *J. Plantn Crops* 32(2) (in press).

Note: Donot forget to update the publication status of the work before your thesis is submitted.

*A THESIS*

Renu, S. 1999. Emergence and competition of 'Polla' (*Sacciolepis interrupta* (Willd.) Stapf.) in semi-dry rice. MSc(Ag) thesis, Kerala Agricultural University, Thrissur, 69p.

*PROCEEDINGS WITH A SPECIFIC TITLE*

Reynolds, C. and Atta-Krah, A.N. 1986. Alley farming with livestock. In: Kang, B.T. and Reynolds, L. (eds.), *Alley Farming in the Humid and Sub humid Tropics*. Proceedings of an international workshop, Ibadan, Nigeria. International Institute of Tropical Agriculture, Nigeria, pp 27-36.

*PROCEEDINGS WITHOUT A SPECIFIC TITLE*

Shylaja, P.V., Thomas, C.G. and Abraham, K. 2002. Effect of preemergence herbicides on soil microorganisms. In: Das, M.R. (ed.), *Proceedings of the Fourteenth Kerala Science Congress*; 29-31 January, 2002; Kochi. Kerala State Committe on Science, Technology, and Environment, Government of Kerala, pp.312-314.

**Note 1:** If the proceedings is with a specific title, the dates of conference is not mandatory. However, If the proceedings have no specific title, and it starts simply with "Proceedings of — — —————", then the dates of conference should also be mentioned as a part of the title and this shall be italicized as shown in the examples. Note that in the former case, the specific title has been italicised.

**Note 2:** There are certain journals, the names of which start with "Proceedings". In such cases, the titles of journals shall be abbreviated starting with "Proc."

#### CONFERENCE ABSTRACT

Prusty, J.C. and Behera, B. 1992. Integrated weed managemt in rainfed direct seeded rice [abstract]. In: *Abstracts, Annual Weed Science Conference*; 3-4, March, 1992, Hisar. Indian Society of Weed Science, Hisar. p.34. Abstract No. 5.1.5.

#### TECHNICAL BULLETIN/SERIES/REPORTS

Evans, D.O. and Rotar, P.P. 1987. *Sesbania in Agriculture*. Westview Tropical Agriculture Series No. 8, Westview Press/ Boulder, London.192p.

#### A PATENT

The order is name(s) of inventor(s), year of issue, title of patent, code and number of patent including country of issue.

Smith, P. L. 2002. Particle trap for compressed gas insulated trasmission systems, US Patent No. 4554399.

#### ARTICLE FROM A WEEKLY

Vasudev, S. 2003, Nov.10. Missing girl child. *India Today* 28(45): 16-22.

Note: *In text citation*: "Vasudev (2003)....." or "..... (Vasudev, 2003)". Fortnightly or monthly periodicals will also be listed and cited like this.

#### ARTICLE FROM A NEWSPAPER (WITH AUTHOR)

Srinivasan, M.R. 2003, Nov. 7. The trinity issues. *The Hindu*. p10.

Note: Omit any volume and issue numbers. *In text citation*: Srinivasan ( 2003).....

#### ARTICLE FROM A NEWSPAPER (WITHOUT AUTHOR)

[Anonymous]. 2003, Nov.26. India seeks re-launch of WTO talks. *The Hindu*.p12.

Note: *In text citation*: ".....(Anon., 2003)."

#### Electronic and online sources

Electronic and online sources of information are increasingly being used for scientific works. However, beware of the risks involved as anybody can open a web page and post misinformation on it. Therefore, before using the source, ensure that they are reliable and trustworthy. Do not cite doubtful or misleading information posted by interest groups on the internet. In general, websites maintained by reputed Universities, Institutes and Organizations can be considered authentic sources. However, personal judgement is highly essential in this regard. If you use the information for your works, they must be properly documented.

The details required for electronic sources are basically the same as those required for print sources. The additional pieces of information that you will require are the type of medium, the address or URL (uniform resource locator), and the date you accessed the information from the internet.

Although many people depend upon Internet or electronic documents for up-to-date information on a variety of topics, unlike printed sources, many of these are transient in nature, and may go offline or revised at any time. Therefore, when you cite and list information from an Internet source, do not forget to include the date of access.

The entry should include the name of the originator (author, editor or organization), year of Internet publication, full title of the document, the words "on line" in square brackets as [on line], the place of publication, the publisher if known, the words "Available:" and the Internet address (URL) or other retrieval information, and the date accessed in square brackets.

Sometimes, a printed book, part of a printed book or a published journal may be available on-line. However, in many cases, a book-length document is available only on the Internet.

#### *ARTICLE IN AN ONLINE JOURNAL/E-JOURNAL*

Tonukari, N. J. 2004. Cassava and the future of starch . *Electronic J. Biotechnol.* [on line]. 7 (1). Available : <http://www.ejbiotechnology.info/content/vol7/issue1/full/3/index.html>. ISSN 0717-3458. [ 21 March 2007].

#### *WEB DOCUMENT (NO PUBLICATION DATE)*

Sometimes, no publication date may be mentioned for the web document. Then, the order of listing can be the name of the author, n.d.(indicating *no date*), title, version number (if applicable), name and place of the sponsor of the source, the words "Available:" and then Internet address, and the date accessed in square brackets

Sherman, C. n.d. *The Invisible Web* [on line]. Free Print Limited, UK. Available: <http://www.freepint.co.uk/issues/080600.htm> [27 Nov. 2000]

*In text citation:* Sherman (n.d.).....

#### *WEB DOCUMENT: NO AUTHOR*

[Anonymous]. 1998. *CBE Documentation* [on line]. ACC Study Guide Series, Austin Community College Library Services. Available: [http://library.austincc.edu/help/cbe/cbe\\_ny\\_docguide.pdf](http://library.austincc.edu/help/cbe/cbe_ny_docguide.pdf) [20 June 2002].

#### *BOOK AVAILABLE ONLY ON THE INTERNET*

Jarrard, R. D. 2001. *Scientific Methods* [book on-line]. Dept. of Geology and Geophysics, University of Utah. Available: <http://www.mines.utah.edu/geo/people/faculty/jarrard/Text/booktoc.html>. [30 Oct.2003].

**PRINTED BOOK FREELY AVAILABLE ON THE INTERNET**

In the case of a printed book, which is also available on the Internet, include the usual reference details as for a book followed by details of the Internet site. Most of the FAO books are available free on the Internet.

Lal, R. 1995. *Sustainable Management of Soil Resources in the Humid Tropics*. The United Nations University, Tokyo. Available: <http://unu.edu/unupress/ununbooks/uu/27se> [01May 2001].

**PRINTED JOURNAL ARTICLE FREELY AVAILABLE ON THE INTERNET**

Include the usual reference details as for a journal article followed by details of the Internet site, and date accessed. For instance, "Journal of Biosciences" published by the Indian Academy of Sciences is available free on the internet.

Ranganathan, S. Kundu, D. and Vudayagiri, S. D. 2003. Protein evolution: intrinsic preferences in peptide bond formation: a computational and experimental analysis. *J. Biosci.* 28(6): 683-690. Available: <http://www.ias.ac.in/jbiosci/dec2003/683.pdf>. [08 Dec.2003].

**PROFESSIONAL SITE**

CSE [Council of Science Editors]. 2006. CSE home page [on line]. Available: <http://www.councilscienceeditors.org>. [07 Dec. 2006].

**E-MAIL MESSAGE**

To document an e-mail message, provide the following information: author's name, e-mail address, date of sending, subject line, type of communication (personal email, distribution list, office communication) in square brackets, and Date of access.

Thomas, C.G. (trc\_cgtom@sancharnet.in). 2005, Jan.30. Controversy on organic farming [Personal email, accessed 5 Feb.2005].

*In text citation:* Thomas (2005)..... (through e-mail).

Note: E-mail addresses should never be cited without the permission of the owner of the address.

**CD-ROMs**

The details required are the same as for a book with the form of the item indicated. Give the bibliographic details in the order of authors (director or producer, if available); year (of recording), title, format (e.g., CD-ROM, video recording, etc.) publisher, and place of recording. Any special credits and other information that might be useful can be noted after the citation. Use the same format for films, videos, DVDs, television and radio programs. For example:

Sudheesh, M. V. 2005. *Natural Resource Management*. CD-ROM, Lal Creations, Thrissur.

If the producer's or director's name is not mentioned, then the listing can be:

*Natural Resource Management*. 2005. CD-ROM, Lal Creations, Thrissur.

*In text citation:* In the first example: Sudheesh (2005).....or .....(Sudheesh, 2005) and in the second example, at the end of the sentence, .....Natural Resource Management (2005).

## Some Common Abbreviations Used for Journal Titles

Abstract	Abstr.	Bimonthly	Bi-m
Academy	Acad.	Biochemistry	Biochem.
Acta	<i>No abbreviation</i>	Bioenergetics	Bioenerg.
Advancement	Advmt	Biology	Biol.
Advances	Adv.	Biophysics	Biophys.
Africa / African	Afr.	Bioscience	Biosci
Agricultural	Agric.	Biotechnology	Biotech.
Agriculture	Agric.	Board	Bd
Agriculturist	Agricst.	Botanical	Bot.
Agrobiologia	Agrobiol.	Botany	Bot.
Agroforestry	Agroforest.	Breeding	Breed.
Agronomica	Agron.	British	Br.
Agronomy	Agron.	Bulletin	Bull.
Akademii	Akad.	Bureau	Bur.
Alabama	Ala.	California	Calif.
Alternative	Alt.	Cambridge	Camb.
America / American	Am.	Canada/Canadian	Can.
Anales	An.	Carbohydrate	Carbohyd.
Analytical	Analyt.	Carolina	Carol.
Animal	Anim.	Cell	<i>No abbreviation</i>
Annals	Ann.	Cellular	Cell.
Annual	A. / Annu.	Central	Cent.
Anthropologist	Anthrop.	Chemical	Chem.
Antibiotics	Antibiot.	Chemistry/ Chemicals/Chemist	Chem.
Antimicrobial	Antimicrob.	Chemotherapy	Chemother.
Applications	Appl.	Circular	Circ.
Applied	Appl.	Clinical	Clin.
Archives	Arch.	Coconut	Cocon.
Arkansas	Ark.	College	Coll.
Aromatic	Arom.	Colorado	Colo.
Artificial	Artif.	Commission	Commn
Association	Ass.	Committee	Comm.
Astronomical	Astron.	Commonwealth	Commw.
Astronomy	Astron.	Communication	Commun.
Aspects	<i>No abbreviation</i>	Comparative	Comp.
Atomic	At.	Complementary	Compl.
Australia/Australian	Aust.	Computer	Comput.
Avian	<i>No abbreviation</i>	Conference	Conf.
Bacteriological	Bact.	Congress	Congr.
Bacteriology	Bact.	Connecticut	Conn.
Better	Bett.	Conservation	Conserv.
Bibliography	Biblyphy	Copenhagen	Copenh.



Cotton	Cott.	Federal/Federation	Fed.
Critical	Crit.	Fertility	Fert.
Crop/crops	<i>No abbreviation</i>	Fertilizer	Fertil.
Culture	Cult.	Field	Fld
Current	Curr.	Fish	<i>No abbreviation</i>
Cytology	Cytol.	Fisheries	Fish.
Dairy	<i>No abbreviation</i>	Flora	<i>No abbreviation</i>
Defence	Def.	Florida	Fla
Delaware	Del.	Food	Fd
Department	Dep.	Food	<i>No abbreviation</i>
Development	Dev.	Forestry	For.
Disease	Dis.	Forschung	Forsch.
Dissertation	Diss.	Freshwater	<i>No abbreviation</i>
Division	Div.	Gazette	Gaz.
Drainage	Drain.	General	Gen.
Drug	<i>No abbreviation</i>	Genetics	Genet.
East	E.	Geography	Geogr.
Ecology	Ecol.	Geological	Geol.
Economics	Econ.	Geology	Geol.
Ecosystem	Ecosyst.	Geomorphologic	Geomorph.
Edafology	Edafol.	Geophysical	Geophys.
Edition	Ed.	Geophysics	Geophys.
Education	Educ.	Georgia	Ga.
Electric	Electr.	Grassland	Grassld
Electrical	Electr.	Growing	Grow.
Empire	Emp.	Handbook	Handb.
Engineering	Engng	Health	Hlth
Engineers	Engrs	Helminthological	Helminth.
Entomology	Ent.	Helvetica	Helv.
Environment	Environ.	Herbage	Herb.
Environmental	Environ.	Highway	Highw.
Equipment	Equip.	History	Hist.
Ethnology	Ethnol.	Horticultural	Hort.
European	Eur.	Horticulture / Horticulturist	Hort.
Excerpta	<i>No abbreviation</i>	Human	Hum.
Experimental	Exp.	Hungarian	Hung.
Extension	Ext.	Husbandry	Husb.
Faculty	Fac.	Hydrology	Hydrol.
Faraday	Farad.	Hygiene	Hyg.
Farm	Frm	Illinois	Ill.
Farmer	Fmr	Immunity	Immun.
Farmers'	Fmrs'	Immunology	Immunol.
Farming	Fmg	Improvement	Improv.
Fauna	<i>No abbreviation</i>	India/Indian	<i>No abbreviation</i>

Industrial	Ind.	Miscellaneous	Misc.
Industry	Ind.	Mississippi	Miss.
Information	Inf.	Missouri	Mo
Institute	Inst.	Molecular	Mol.
Institution	Instn	Monographs	Monogr.
Instruments	Instrum.	Monthly	Mon.
Intelligence	Intell.	Mutation	Mut.
International	Int.	Mycology	Mycol.
Ireland	Ire.	National	Natl.
Irish	Ir.	Natural	Nat.
Irrigation	Irrig.	Nature	Nat.
Island	Isl.	Nebraska	Neb.
Japan/Japanese	Jpn.	Neurology	Neurol.
Joint	Jt	Netherlands	Neth.
Journal	J.	New South Wales	N.S.W.
Kansas	Kans.	New York	N.Y.
Kentucky	Ky	New Zealand	N.Z.
Laboratory	Lab.	News Letter	Newsl.
Land	Ld	North	N.
Landwirtschaftliche	Landw.	North Dakota	N. Dak.
Leaflet	Leafl.	Nottingham	Nott.
Letter	Lett.	Nutrition	Nutr.
Life	<i>No abbreviation</i>	Nuclear	Nucl.
London	Lond.	Obstetrical	Obstet.
Magazine	Mag.	Official	Off.
Malayan	Malay.	Oklahoma	Okla.
Management	Mgmt/Manage.	Oregon	Ore.
Marketing	Mkt.	Organic	Org.
Maryland	Md	Organization	Org.
Material	Matr.	Outlook	Outl.
Mathematics	Math.	Pacific	Pacif.
Medical	Med.	Pakistan	Pakist.
Medicinal	Med.	Palaeontology	Paleontol.
Medicine	Med.	Paper	Pap.
Memoirs	Mem.	Pathology	Path.
Meteorology	Met.	Petrology	Petrol.
Methods	<i>No abbreviation</i>	Pflanzenbau	Pflan.
Mexico	Mex.	Pharmacology	Pharmacol.
Michigan	Mich.	Philippines	Philipp.
Microbiology	Microbiol.	Philosophy	Phil.
Minnesota	Minn.	Physics/Physical	Phys.
		Physiology	Physiol.
		Plastics	Plast.

Plant	Pl./ <i>no abbreviation</i>	South	S.
Plantarum	Plant.	Special	Spec.
Plantation	Plantn.	State	St.
Planters'	Plrs'	Station	Stn
Pollution	Pollut.	Sterility	Steril.
Polymer	Polym.	Studies	Stud.
Postgraduate	Postgrad.	Sugar	Sug.
Potassium	Potass.	Surface	Surf.
Poultry	Poult.	Surgery	Surg.
Power	Pwr.	Survey	Surv.
Preview	Prev.	Sustainable	Sustain.
Proceedings	Proc.	Symposium	Symp.
Production	Prod.	Systematic	Syst.
Progress	Prog.	Systems	Syst.
Protection	Prot.	Technical	Tech.
Psychological	Psychol.	Technique	Tech.
Psychology	Psychol.	Technology/ Technologists	Technol.
Publication	Publ.	Tennessee	Tenn.
Publications	Publs.	Texas	Tex.
Quarterly	Q.	Theoretical	Theor.
Queensland	Qd.	Therapeutics	Ther.
Reclamation	Reclam.	Transactions	Trans.
Record	Rec.	Trinidad	Trin.
Regulation	Reg.	Tropical/Tropicale	Trop.
Report	Rep.	United State	U.S.
Republic	Repub.	University	Univ.
Research	Res.	Untersuchingswesen	Unters.
Resource	Resour.	Urological	Urol.
Review	Rev.	Veterinary	Vet.
Rivisita	Riv.	Virology	Virol.
Root	<i>No abbreviation</i>	Vitamin	Vitam.
Royal	R.	Viticulture	Vitic.
Rubber	Rubb.	Washington	Wash.
Scandinavia	Scand.	Water	Wat./Water
School	Sch.	Welding	Weld.
Science	Sci.	West	W.
Scientific/Scientifique/Scientifica	Scient.	Weston (Aust)	West.
Scottish	Scott.	Wild	<i>No abbreviation</i>
Sedimentary	Sedim.	Wisconsin	Wis.
Sericulture	Seric.	World	Wld.
Series	Ser.	Yearbook	Yb.
Service	Serv.	Zeitschrift	Z.
Situation	Situ.	Zentralblatt	Zentbl.
Society	Soc.	Zoological	Zool.
		Zoology	Zool.

## Annexure VIII

### GUIDELINES FOR POST GRADUATE SEMINAR

#### Scope

Seminar in the concerned discipline carrying one credit (one hour per week) is listed in the Postgraduate course Catalogue. The procedure for conducting and evaluation of this course is obviously different from that of other courses.

#### Objectives

- 1) To expose post-graduate students to new areas of knowledge by inducing them to collect additional information from available literature.
- 2) To inculcate in post graduate students a sense of self-confidence in presenting scientific matters before teachers, research workers and other post-graduate students.
- 3) To make aware the need for, and utility of, audio-visual aids in the transfer of knowledge.
- 4) A good course in seminar envisages a comprehensive write up of the topic and its proper presentation.

#### Organisation and conducting of seminars

- 1) *The teacher in-charge of seminars* : The Dean will nominate one of the faculty members as the teacher i/c of postgraduate seminars for each trimester. The organisation of the seminar will be done by the major adviser (course teacher) of the student concerned in consultation with the teacher-in-charge of the seminar, who will notify the name and time and send round the copy of notice to all Heads of Departments. The Heads of Departments will inform all teaching staff and post-graduate students under them.
- 2) *Topics for the Seminar* : The major advisers of post-graduate students who have registered for the course would intimate the topic of the seminar to the teacher in charge if seminar within 15 days after the registration for the Semester. The topics are fixed by the major adviser in consultation with the student considering the special interest and research programme of the student.
- 3) *Timing of seminar* : The date, time and venue of presentation of seminar is fixed by the major adviser (course teacher) in consultation with the teacher in charge of the seminar, considering also a time suitable for staff and students in general. (Normally the

seminar is fixed between 2 p.m. and 3.30 p.m. on Saturdays and all the major advisers should see that the time-tables of all postgraduate students are adjusted to suit these timings).

4) *Write up* : The student should prepare a write-up on the seminar topic in the given format and hand it over to the teacher i/c of seminar at least 2 days before the seminar. The format for presentation will be as follows:-

- i. Title
- ii. Name of the author and the department
- iii. Introduction
- iv. Subject matter with sub-titles
- v. References

The references may be listed as prescribed for term paper and thesis by K.A.U.

5) *Evaluation of the seminar* : The seminars will be evaluated by a team of teachers consisting of: (i) the major adviser of the student, (ii) course teacher in charge of the seminar and (iii) one other teachers of the faculty nominated by the major advisor of the student.

6) *Evaluation criteria* : The seminar will be presented in the format approved. The following criteria are taken into consideration in evaluating a seminar presented by the student.

a) Subject matter coverage

- i) Classification of information and proper use of English language
- ii) Subject matter covered
- iii) Comprehension and knowledge of the subject

b) Presentation

- i) Use of visual aids
- ii) Ability for proper explanation
- iii) Ability to arouse interest and stimulate discussion
- iv) Distribution of time considering the time allowed for question and discussion
- v) Organisation of the entire seminar

c) Discussion

Ability to defend himself against the questions asked and the mode of answering.

7) *Evaluation sheet* : The seminar is evaluated as per the distribution of marks given below:

- a) Subject matter coverage
- b) Presentation
- c) Discussion

#### **Attendance**

The minimum requirement of attendance 75% will be strictly followed for those students who have registered for the seminar and the attendance will be marked by the teacher in charge of seminar.

Attendance at the seminar is also compulsory for the other post-graduate students who have not registered for seminar. All the members of the staff will also, attend the seminar as far as possible.

#### **Compilation and record**

At the end of the Semester the teacher in charge of the seminar will compile all the abstracts of the seminar presented during the Semester and hand it over to the Head of the Institution for binding and keeping it in the College Library for reference.

**REGULATIONS FOR  
MBA PROGRAMME IN AGRI-BUSINESS MANAGEMENT (2007)**

- 1.0. Title of the programme** : The Degree shall be called MASTER OF BUSINESS ADMINISTRATION (MBA) in Agri-business Management
- 2.0. Scope** : The Regulation provided herein shall be effective from 2007-08 batch of MBA admission

**3.0. Eligibility for admission:**

- ❖ All professional graduates of State Agricultural Universities /Deemed Universities under ICAR system with a minimum OGPA of 7.5/10.0 (7.0 for SC/ST Candidates).
- ❖ All graduates, including professional graduates from Indian/Foreign Universities recognized by AICTE/UGC with minimum 55% marks in traditional system (5% concession to SC/ST Candidates).
- \* *Candidates awaiting their final results of the qualifying degree can also apply for the MBA course, but they should have secured their qualifying degree on or before the date prescribed for the GD and interview.*

**4.0. INTAKE CAPACITY**

The annual intake of the course is 30 of which:

- \* 05 seats are reserved for sponsored candidates from Agri-business organisation/ departments/ agencies & institutions including Kerala Agricultural University. (minimum 3 years of service while applying)

*(The unfilled vacancies in the reserved category will be reverted to open merit)*

**Reservation:** As per Government of Kerala and KAU norms.

**5.0. Selection Process**

On the basis of Management Admission Test (MAT) to be conducted by KAU followed by Group Discussion, Interview and previous Academic Performance. The departmental/sponsored candidates shall also apply to the University completing all formalities and shall have the same eligibility criteria with respect to academic qualification. They should have at least 3 years experience while applying. KAUMAT is applicable for sponsored candidates also.

*The candidates will be ranked as follows:* Max. Marks

(a) KAU Management Admission Test (KAUMAT)	:	120
(b) Qualifying Degree	:	30
(c) Group Discussion	:	25
(d) Interview	:	25
Total	:	200

Candidates will be considered for GD and interview only if they secure a minimum of 40% marks in the entrance examination. The minimum is 35% for SC/ST candidates.

### 6.0 Fee Structure

- ❖ The semester fee of the programme will be **Rs 25,000/-** (Rupees Twenty Five Thousand only)
- ❖ Admission fee will be **Rs 5,000/-** (Rupees Five thousand only)
- ❖ The external exam fee per semester will be **Rs.1500/-** (Rupees One Thousand and Five Hundred only) during the first three semesters and **Rs.2000/-** (Rupees Two Thousand only) during the last semester

*Note: - The first batches of students (2006 admission) are exempted from external exam fee since there is no external examination for that batch of students. They have to remit the examination fee as applicable to other PG courses of the University*

**7.0. The fee structure for MBA in Agri-Business Management is as follows:**

#### (a) Course Fees

Sl.No	Head	Amount (Rs.)
1.	Admission fee (at the time of admission)	5000
2.	College Caution Deposit (refundable)	2500
3.	Tuition Fee (per semester)	25000
4.	Library Fee (per semester)	1000
5.	Medical Inspection Fee	100
6.	Stationery Fee (per semester)	500
7.	Syllabus & Calendar Fee (per semester)	250
8.	Athletic Fee (per semester)	200
9.	Association Fee (per semester)	100
10.	Magazine Fee (per semester)	100
11.	University Union Fee (per semester)	250
<b>Total</b>		<b>35,000</b>

#### (b) Hostel Fees

1	Hostel admission fee (one time)	500
2	Mess advance (one time)	2000
3	Rent (per Semester)	600
4	Electricity and water charges (per month)	100
5	Hostel caution deposit (one time) (refundable)	3000
6	Establishment fund (per month)	100
7	Other miscellaneous charges (per semester)	500
<b>Total</b>		<b>6,800</b>



**(c) Contribution to PTA**

A one time contribution of Rs.5000/- (Rupees Five Thousand only) may be paid in lump sum at the time of admission. (This will be used as seed capital for the formation of Student Management Association)

**8.0. Procedure for registration**

- (a) Each candidate shall fill up a Course Registration-cum-Grade Card (four copies) in the prescribed form in consultation with his/her advisor and submit to the Director, MBA the same may be countersigned by the Head of the Institution.
- (b) In the Course Registration-cum-Grade Card (CRCGC), the symbol “r” should be noted along with credit hours in respect of courses which are repeated.
- (c) The credit equivalent for field segment and project work should be shown in the CRCGC of 2<sup>nd</sup> and final semesters respectively.
- (d) On approval of the CRCGC, the Head of the Institution shall return all the four copies to the Director, MBA who will return one copy to the student and retain three copies till the end of the semester.

**9.0. List of students registered for the course**

The Head of the Institution should see that a list of students registered for each course is maintained at his office.

**10.0. Withdrawal of courses:**

No provision for withdrawal of courses.

**11.0 Addition of courses**

In unavoidable situations, the Head of the Institution may permit a student to add a course(s) during a semester within a period of ten working days from the commencement of the semester, without exceeding the maximum credit load prescribed.

**12.0 Discontinuance and re-admission**

- (a) A student may be permitted by the Head of the Institution on recommendation of the Director, MBA to discontinue his/her MBA programme temporarily under unavoidable circumstances, under intimation to the Registrar. The student may rejoin after the specified period of discontinuance on payment of the re-registration fee as prescribed subject to the maximum time limit of one semester.
- (b) On no account shall a student, who discontinued his studies without the orders of the Head of the Institution, be re-admitted or the fees remitted will be reimbursed.

### 13.0. Pedagogy

#### *A range of capacity building programmes like*

- ❖ Case methods
- ❖ Simulated Exercises
- ❖ Participatory Rural Appraisal (PRA)
- ❖ Assignments
- ❖ Group Discussions (GD)
- ❖ Role Play
- ❖ Focused Group Discussions (FGD) &
- ❖ Rapid Rural Appraisal (RRA)

Will complement the classroom teaching and learning.

### 14.0. Faculty

A mix of PG teachers from various faculties of KAU and a panel of experts drawn from various institutes/industries of repute. For this purpose a panel of Core Faculty for the areas/disciplines like Marketing Management, Banking and Finance Management, Human Resources and Behavioral Sciences, Agri-business Management, Quantitative Methods, Operation Research and Information Technology, Development Economics and Business Policy, Strategy and Environment may be prepared. The willingness of KAU Faculties to serve in one or more of the above disciplines may be obtained. Based on their willingness and suitability a panel of Core Faculty in the above identified disciplines may be maintained and it may be revised in every 3 years. In each area/discipline one Chairman/person may be selected and he/she will be in charge of the discipline for 3 years and the chairman/person may prepare and maintain a panel of Guest Faculty to serve in their respective area/discipline. This panel of experts can also be used for guiding the students for their minor and major project works.

### 15.0 Duration and Structure of the programme

It is a full-time residential programme with duration of 2 years, split into 4 semesters. Each semester will be of 90 working days (excluding study leave, examination days, and days for co-curricular and extra curricular activities)

#### *Semester-I*

The first semester is devoted for foundation courses, which are compulsory. After the first semester there shall be a break of 15 days.

### ***Semester-II***

The second semester has got two segments viz., the Class Room Segment and Field Segment. The Class Room Segment covers 8 General Management Courses, which are compulsory.

There shall be a break of 45 days after the second semester. The field segment is intended to impart hands on experience to the students in agri-business management practices during the semester break. In this segment the students will be placed for project work for a minimum period of 1 month in an institution belonging to the industries identified under Sectoral Electives and they have to submit a project report after thorough study under the guidance of a faculty. A board, to be constituted by the Director, will evaluate the project report. The Board will be consisting of the project guide, one examiner and the Director, MBA in Agri- Business Management.

### ***Semester-III***

The third semester will have two segments, viz., Core segment and Elective Segment. The Core Segment contains four compulsory courses for a total credit load of 10 (ten). The Elective Segment has three major groups namely Marketing Management, Financial Management and Behavioural Sciences. From these segments the students have to select three courses from one area and two courses from another area for dual specialization with a maximum of 12 credits. At the end of the third semester the students will be given a break of 25 days.

### ***Semester-IV***

The fourth and final semester is also divided into two segments – the Class Room Segment and the Field Segment. In the Class Room Segment, four advanced management courses will be offered. In the Field Segment, which is called Management Experience Programme (MEP), the students will be placed in an institution belonging to the industries identified under Sectoral Electives for a period of 2 months at the end of the semester for project work and they have to submit a project report after thorough study under the guidance of an approved faculty. The institution for project work should be identified in the beginning of the third semester so that the student will get enough time to secure placement and acquaint with the structure and functioning of the organization.

## **16.0 Medium of instruction**

The medium of instruction and examination shall be in English.

## **17.0 Course curriculum**

The subjects of study leading to the award of MBA in Agri-business Management shall comprise the courses as approved by the Academic Council.

## 18.0 Credit requirements

The total credit requirements for the MBA programme in Agri Business shall be as follows:

<i>Particulars</i>	<i>Course Credit</i>	<i>Total credit</i>
I <sup>st</sup> Semester	12+5	17
II <sup>nd</sup> Semester	10+8	18
Field segment	0+5	05
III <sup>rd</sup> semester	9+12	21
IV <sup>th</sup> semester (excluding project work)	7+2	09
Project work	0+9	09
<b>Total Credit</b>		<b>79</b>

**Credit Load in a semester** - The maximum credit load per semester shall not exceed 21 (excluding repeat and re-examination).

## 19.0. Attendance

A student shall attend a minimum of 75 % of the number of classes actually held for each of the courses in a semester to be eligible for appearing for examination in that course. If the candidate has shortage of attendance in any course in any semester, he or she shall not be allowed to appear for any examination in that semester. However, the University may condone up to 10% of shortage if the candidate applies for it as laid down in University procedures and if the Vice-Chancellor is satisfied with the reasons cited by the candidate for his absence in classes.

## 20.0. Scheme of evaluation

The performance of the students will be evaluated through internal and external assessment. The ratio of internal and external assessment will be 60:40. Internal assessment will be through quiz, mid-term, assignments, presentations, etc. by the course teacher concerned. The University will conduct the external assessment.

Breakup of internal and external marks for theory and practical will be as follow:

**A. Theory paper (Distribution of internal and external marks)**

**B. Practical examination (100% internal evaluation)**

A separate minimum of 40% marks is required for **theory and practical** and a minimum of 50% mark **per paper** is required for a pass.

The evaluation of a course shall be indicated by grade points ranging from 0-10. The total marks in per cent divided by 10 will give the grade point which has to be rounded off to the first decimal place. For example, a grade point of 8.35 will be rounded off as 8.4. The following symbols are also used in the grade report.

I	-	Incomplete	F	-	Failed
W	-	Withdrawal	R	-	Repeat
S	-	Satisfactory	RE	-	Re-examination
US	-	Unsatisfactory			

To arrive at the Overall Grade Point Average (OGPA) at the end of a semester, the grade point of each course is multiplied by the credit hours of the course to obtain the credit points. Then the sum of the credit points secured by the student in all the courses taken till the end of that semester is divided by the total number of credit hours of the above courses, provided that the credit hours and credit points of courses which are repeated are not counted more than once for this purpose. The student is also required to maintain an OGPA of 5 at the end of each semester.

*Note: While calculating OGPA, the figures obtained is corrected to the first decimal. For example, 7.97 is rounded off to 8.0.*

#### **21.0 Classification and grading of results:**

Less than 50%	Fail - (Grade point 5)
50% to 60%	Second class (Grade point between 5 and 6)
60% to 80%	First class (Grade point between 6 and 8)
80% and above	First class with distinction (Grade point above 8)

Rank, medals etc. will be awarded only for those candidates who successfully completed the course within the stipulated period as per regulation.

#### **22.0 Absence from examination/quiz/mid-term etc.**

- A student who is absent from any of the internal examinations on valid and bonafide grounds or on account of being deputed at the time of examination for activities of the institution/university by written orders of the Head of the Institution may be given a supplementary examination. A supplementary examination may also be conducted if the candidate's absence was on account of bonafide reasons for which leave has been sanctioned by the Director, MBA.
- Supplementary examination shall be conducted only once and within five working days of the previous examination/quiz/test. A candidate who is unable to take the supplementary examination, even if the leave had been sanctioned on valid grounds shall be deemed to have scored zero in that test.

#### **23.0 Grade reports**

- The course teachers are required to maintain the attendance and academic records of the students registered for the respective courses.
- It shall be the responsibility of the advisor to consolidate the grade reports of students under him and to calculate the OGPA within 12 days from the end of each semester in order to facilitate registration of the students in the succeeding semester.

#### 24.0 Repetition of courses

- a) A student who has failed in a course may repeat that course in a subsequent semester or register as a re-examination course in any of the subsequent semesters, the grade point is higher than zero and less than five for the course.
- b) A student getting less than 60% in a course may if he/she so desires, repeat that course to improve his/her OGPA and the symbol "R" shall be in relevant records for repeated course.

#### 25.0 Transparency about Internal Assessment

Each faculty member shall maintain a record of performance of each student in the courses he or she teaches. Each faculty member shall submit the internal assessment of the students through the Head of the Department/functional area chairman to the Director (MBA in Agri –Business Mgt) on completion of the course in each semester. In case of complaint by a student or students, the Director(MBA in Agri –Business Mgt)) shall follow the following procedure.

- a) The complaint shall be referred to the concerned faculty member (whose assessment is under dispute or cause of the complaint) for redress.
- b) If the faculty member fails in resolving it, then the complaint shall be referred to a committee of three teachers in the Department/Functional Area: Head of the Department/ Chairman, Functional Area (Chairperson), one senior faculty member of the Department and the concerned faculty member.
- c) If the complaint is not resolved at the Department level, it shall be referred to a third tier committee consisting of Associate Dean, Director (MBA) and one senior Faculty Member nominated by the Vice-Chancellor.

At any level, the views of the aggrieved student(s) and the faculty member or member's party to it shall be heard before arriving at a solution.

#### 26.0 Honorarium for Examination work

- a. Question paper setting @ Rs.500/- per paper (2 sets)
- b. Invigilation for final external examination
  - (i) Supervising Teacher @ Rs. 100/- examination
  - (ii) Supporting Staff @ Rs.40/- per paper
- c. Paper valuation @ Rs.15/- per paper with eligible TA/DA for centralized valuation

#### 27.0. Discontinuance

The fees once remitted shall not be refunded if the student discontinues before the completion of the course.

### **28.0. Guidelines for Minor Project Work**

- ❖ During the end of the second semester the student shall do a minor project in an Agri-business organization under an approved faculty guide.
- ❖ Any of the faculty from the list of Core Faculty (Both KAU and Guest Faculty) can be the supervising guide. The qualified professionals working in the Agri-business organizations where the student is undergoing the Minor/Major project work can also be the supervising guide for the project.
- ❖ The duration for Minor project work is one month of which three weeks are for data collection and one week for report writing.
- ❖ The project can be done individually or in groups of two students. One report is enough for two students if they are doing the project as a team.
- ❖ But, if more than two students are doing project work for an organization, their project reports should be different for each of the students or each of the teams. That is, one team may study a problem in the Financial Management area and another team may study a problem in the Marketing Management area etc. of the same firm.
- ❖ The student shall prepare and submit the project report to the Department.
- ❖ The report shall be printed and bound (preferably spiral bound) with not less than 35 A4 size pages.
- ❖ The student shall prepare four copies of the report: one copy for submission to the Department, one copy for the student, one to the guide and one copy to the organization.
- ❖ If the student fails in submitting the project report on or before the stipulated date, an application for late submission along with Rs.100/- for late submission fee may be forwarded to the Director MBA along with the project report.
- ❖ However, such submission shall not be considered after one month from the date of registration of the third semester MBA in the case of Minor Project Work.
- ❖ A certificate showing the duration of the project work shall be obtained from the organization for which the project work was done and it shall form part of the project report.

### **29.0 Organization of the Project Report (Applicable to both Mini and Major Projects)**

The format for the presentation of the Project Report is given below in the following sequences:

#### **i) Title Page**

The title page shall bear the title of the project report, name of the student, name of the programme and address of the college.

#### **ii) Declaration by the student**

A declaration from the student in the proforma appended [Annexure II (a) is to be furnished after the title page].

iii) Certificate of bonafide work by Guide

A certificate from the Guide of the student in the proforma prescribed [Annexure II (b) is to be furnished immediately after the declaration by the student].

iv) A certificate showing the duration of the project work shall be obtained from the organization for which the project work was done.

v) Acknowledgement

Proper acknowledgement of the support given by the Guide, Associate Dean, Placement Officer, other teachers and those including the officials of the institution in which the student had conducted the project work.

vi) Table contents

Table of contents should include the major headings (with minor headings) and page numbers.

vii) List of Tables

viii) List of Illustrations/Statements

ix) Text (body) of the Project Report

**30.0 This should contain:**

**(a) Introduction**

*Introduction must cover:*

1. Statement of the problem
2. Need and significance of the study
3. Objectives
4. Methodology
5. Scope of the study
6. Limitations of the study; and
7. Chapter plan of the project report

**(b) Review of Literature**

It must contain a critical review of past work relating to the problem with a view to identify the research gap. Only studies relevant to the topic are to be cited.

**(c) Analysis**

Analysis may be divided into one or two chapters depending upon the volume of work and the objectives of the study. The data collected may be analysed to establish casual relationships between variables and generalizations may be derived with the help of accepted statistical/quantitative techniques. The findings of the study must correspond to the objectives and to the extent possible must be related to the findings of earlier studies in area.



**(d) Summary and conclusions**

A brief self contained account of the work covering major findings and conclusions may be given in not more than six typed pages.

**(f) Reference**

All the references cited in the text of the project report shall be arranged alphabetically according to their authors. Articles listed shall follow the pattern prescribed below:

- a) Name(s) of the author(s) – Surname first followed by first name and middle name or initials
- b) Year of publication within brackets
- c) Title of the article
- d) Name of the journal in which the article is published
- e) Volume No.
- f) Pages

**(g) Reference to books shall be made as follows**

- a) Name(s) of the author(s) – Surname first followed by first name and middle name or initials
- b) Year of publication within brackets
- c) Title of the book
- d) Publisher
- e) Place of publication
- f) Edition
- g) Page

**(h) Appendix, if any**

**31.0 Evaluation of Minor Project Report**

A committee, consisting of the guide and a member of faculty, shall evaluate the Minor project based on the report and its presentation by the student. This shall be a nongraded course. The committee shall evaluate the project and award S/US (successful/unsuccessful)

**32.0 Major Project work**

- The students shall do a major project work during their final semester of MBA under a faculty guide, preferably in their area of specialization.
- Any of the faculty from the list of Core Faculty (Both KAU and Guest Faculty) can be the supervising guide. The qualified professionals working in the Agri-business organisation where the student is undergoing the Major project work can also serve as the supervising guide.

- The duration of fieldwork for major project is six weeks and two weeks for report writing.
- This project work is to be done individually by the students.
- The student shall prepare and submit a project report, printed and bound (preferably spiral bound) with a minimum of 80 A4 pages of text, to the Director MBA.
- For the evaluation of the Project Report, a board will be constituted by the Director. The Board shall consist of the Project Guide, External Examiner and the Director. The project report shall carry 60 marks and the viva-voce 40 marks. The minimum marks required for a pass in the project work will be 50% separately for project report and viva-voce.
- In unavoidable circumstances, the student can submit the project as late submission with a late fee of Rs.250/-
- However, the maximum permissible time for late submission shall not exceed one month.

### **33.0 Evaluation of Major Project Report**

The Board of examiners appointed for the evaluation of the major project shall evaluate the project report and award maximum of 60 marks based on the content, style, research methodology, originality of the problem and solutions recommended, etc. The remaining 40 marks may be awarded for the performance in the viva-voce.

### **34.0 Viva-Voce**

- The Project Viva-voce Board shall have two members: one external and one internal (other than the Head of the Institution, Director MBA and Project Guide) University shall appoint the external examiner.
- The student should get 50% marks for a pass in viva voce.

### **35.0 Honorarium to Project Guide and Viva-voce**

All Guest Faculty/Professionals of Agri-business organizations who are declared as guides shall be given a honorarium @ Rs.500/- per student and for KAU Faculty, the honorarium will be @ Rs.300/- per student. The maximum number of students that may be allotted to a Guide shall be two at a time.

### **36.0 Honorarium for Project Evaluation and Viva-voce.**

External Examiner shall be paid an honorarium @Rs.100/- per student along with eligible TA/DA. Sitting fee for other board members excluding project guide shall be @Rs.500/- per day.

### **37.0 GOVERNING BODY**

A high level governing body under the chairmanship of the honourable vice chancellor may be constituted for the effect conduct of the course and to sort out various issues in connection with construction of separate building, Hostel, Library, Computer and other infrastructure facilities for the prestigious programme. The possibility of getting grants from ICAR, NABARD, Govt. of India, Govt. of Kerala, Co-operative Institutions, M.P's, and MLA's Fund etc. may be explored. The committee should have the following members.

1. Honourable Vice-chancellor, KAU (Chairman)
2. Dean, Faculty of Agriculture KAU
3. Director, Academic and PG Studies, KAU
4. Associate Dean, CCBM & Director MBA (Convener) and
5. Two professionals from the field of Agri Business

### **38.0 ADVISORY BOARD**

- Vice-Chancellor of KAU (will be the Honorary chairman)
- Leading Management Experts
- Leading Agri-Business Entrepreneurs
- Deans and Directors of KAU
- Academicians
- Policy Makers
- Media Professionals
- Associate Dean, CCBM, KAU
- Director-MBA in Agri-Business Management (will be the convener)

### **39.0 Placement Cell**

There will be a full time Placement Cell to co-ordinate the placement of the MBA programme under a senior KAU Faculty.

### **40.0 Dress Code**

There shall be a common dress code for the students and it will be intimated at the time of admission.

**41.0 Research requirements** : Not applicable to MBA students

**42.0 Comprehensive examination** : Not required for the MBA students

**ANNEXURE I (a)**  
**(Model of Declaration)**

**DECLARATION**

I hereby declare that this project report entitled.....  
..... is a bonafide record of work done by me  
during the course of project work and that it has not previously formed the basis for the  
award to me for any degree/diploma, associateship, fellowship or other similar title of any  
other university or society.

Signature of the Candidate

Place :  
Date :

Name of the Candidate

**ANNEXURE I (b)**  
**(Model of Certificate to be attached to Project Report)**

**C E R T I F I C A T E**

Certified that this project report entitled.....  
.....  
is a record of project work done independently by Sri./Smt./Kumari.....  
under my guidance and supervision and that it has not previously formed the basis for the  
award of any degree, fellowship or associateship to him/her.

Signature of the Guide

Place:  
Date :

Name & Designation of the Guide

**KERALA AGRICULTURAL UNIVERSITY  
COLLEGE OF CO-OPERATION, BANKING & MANAGEMENT**

*Evaluation Report of Minor Project Work*

1. Name of Student :
2. Roll No. :
3. Title of the Minor Project :
4. Organization/institution  
in which the project work is done :
5. Name and Designation of the  
Supervising Guide :
6. Name and Designation of the Examiner :
7. Evaluation Report : Successful / Unsuccessful

The committee constituted for the evaluation of Minor Project work of  
Mr./Ms..... Roll No.....  
unanimously agreed to award Successful / unsuccessful)to the Minor Project Work  
entitled.....  
.....submitted in partial fulfillment  
of the MBA in Agri-Business Management Programme

*Name and Signature  
of the Project Guide*

*Name and Signature  
Examiner*

*Name and Signature  
Director MBA*

*Countersigned*

*Associate Dean*

**KERALA AGRICULTURAL UNIVERSITY  
COLLEGE OF CO-OPERATION, BANKING & MANAGEMENT**

*Evaluation Report of Major Project Work*

1. Name of Student :
2. Roll No. :
3. Title of the Minor Project :
4. Organization/institution :  
in which the project work is done
5. Name and Designation of the :  
Supervising Guide
6. Name and Designation of the Examiner :
7. Evaluation Report : Excellent / Very Good / Good /  
Satisfactory / Unsatisfactory

The committee constituted for the evaluation of Minor Project work of Mr./Ms..... Roll No..... unanimously agreed to award Successful/unsuccessful) to the Minor Project Work entitled ..... submitted in partial fulfillment of the MBA in Agri-Business Management Programme

The final Viva Voce Examination for the candidate was conducted by the Board of Examiners on \_\_\_\_\_. The performance of the candidate was Excellent / Very Good / Good / Satisfactory / Unsatisfactory. (Tick whichever is applicable)

The Board of Examiners hereby recommends/ do not recommend unanimously the award of the degree of MBA in Agri-Business Management

*Name and Signature  
of the Project Guide*

*Name and Signature  
Examiner*

*Name and Signature  
Director MBA*

*Countersigned*

*Associate Dean*

## REGULATIONS FOR THE M.Sc. BIOTECHNOLOGY (INTEGRATED) PROGRAMME (2009)

### 1. Short title

These regulations shall be called Kerala Agricultural University M.Sc. Biotechnology (Integrated) Regulations.

### 2. Scope

The regulations provided herein shall apply to the M.Sc. Biotechnology (Integrated) degree programme offered by the Kerala Agricultural University to the students admitted from the academic year 2008-09 onwards. The course will be offered on multi-institutional mode, involving participating institutions dealing with research / teaching in biotechnology.

### 3. Definitions

In these regulations unless the context otherwise requires:

‘Academic Year’ means a period consisting of two consecutive semesters including the inter-semester breaks as announced by the University/Dean (Agricultural Faculty).

The ‘first year’ of study shall be the first and second semesters, following a student’s admission.

The ‘second year’ of study shall be the third and fourth semesters, the ‘third year’ the fifth and sixth semesters, the fourth year, the seventh and eighth semesters and the fifth year, the ninth and tenth semesters.

‘Advisor’ means a teacher who has been nominated by the Dean to guide a particular student in academic matters.

‘A course’ is a unit of instruction or segment of subject matter (as specified in the course catalogue) to be covered in a semester. It has specific number, title and credit hours.

‘Course catalogue’ is a list of approved courses.

‘Credit’ is the weekly unit of work assigned for any particular course as per the course catalogue.

A lecture class of one hour or a practical class of two to three hours duration per week shall count as one credit.

‘Credit load’ of a student during a semester is the total number of credits of all the courses he/she registers during that particular semester.

Grade point of a course is the value obtained by dividing the marks obtained in 100 in a course by 10. The grade point is expressed on a 10.0 point scale rounded off to second decimal place.

‘Credit point’ means the grade point multiplied by credit hours of the course.

‘Curriculum’ is a group of courses and other specified requirements for the fulfillment of the degree programme.

'Dean' means the Dean of the Faculty of Agriculture.

'Course Director' mean the declared faculty member who is vested with the responsibility of the conduct of the course.

'Participating Institution' means the institution dealing with biotechnology teaching research, associated with the conduct of the course, after signing an MoU with the Kerala Agricultural University.

Grade Point Average (GPA) is the value of the total credit points earned by a student at the end of each semester divided by the total credit hours taken by him/her in that semester. The grading is done on a 10.0 point scale. The GPA shall be rounded off to the second decimal place.

Overall Grade Point Average (OGPA) is the quotient of cumulative credit points obtained by a student in all the courses taken by him/her from the beginning of the first semester divided by the total credit hours of all the courses which he/she had completed up to the end of a specified semester from the first semester. The OGPA shall be rounded off to the second decimal place.

'Repeat course' is a course repeated by a student for want of attendance or secured zero in that course when registered earlier.

'Re-examination course' is a course registered by a student in which he/she had failed when registered earlier. A student need not attend classes for a re-examination course. However, he/she shall appear for all the stipulated examinations in that semester. Students having grade point of zero will not be allowed for re-examination course

'Semester' means a term consisting of a minimum of 105 working days, excluding the examination period, as notified by the University/Dean, with the actual date of commencement and termination.

'Student' means a student as defined in the Kerala Agricultural University Act.

'Teacher' means a teacher as defined in Kerala Agricultural University Act.

'Transcript' is the consolidated report of grade points indicating OGPA secured by the student, issued by the University.

"Major Advisor" means the teacher identified to guide the student in his/her major field of specialization during the fourth and fifth year of the academic programme. The Major Advisor shall also be the Chairperson of the Advisory Committee/Board of Examiners.

"Advisory Committee means the competent advisory body constituted by the Dean to guide the student in his/her academic programme, consisting of a Chairperson and three Members".

The studentship commences on the day of registration after payment of fee during the first semester and ends when he/she submits the thesis. The studentship will remain suspended during the period of temporary discontinuance in which period he/she shall not be entitled for any right enjoyed by a student.



#### **4. Degrees awarded**

M. Sc. Biotechnology (Integrated)

#### **5. Number of seats**

The number of candidates to be admitted in an academic year to the first semester of the degree programme shall be decided by the Academic Council from time to time.

*Note:* Provided that a limited number of candidates from foreign countries sponsored by the ICAR or other national / international organisations and children/widows of defense personnel might be admitted each year over and above this number with the approval of the Academic Council.

#### **6. Mode of selection**

As prescribed by the Academic Council from time to time and as notified in the prospectus.

#### **7. Minimum eligibility**

The minimum eligibility for admission to the course shall be a pass in 10+2 examinations in science stream or equivalent with 60% marks in aggregate for general category and 50% marks for SC/ST candidates.

#### **8. Reservation of seats**

Reservation of seats shall be governed by the rules of Kerala State Government.

#### **9. System of teaching**

The 'semester course-credit system' of teaching shall be followed.

The course will be conducted in multi institutional mode, involving the faculty and facilities of various Participating Institutions, engaged in biotechnology teaching / research.

#### **10. Duration of the programmes**

The minimum prescribed duration shall be 10 semesters (five academic years) excluding the period of temporary discontinuance, if any. The maximum time limit permitted to complete the programme shall be 16 semesters including the period of discontinuance, if any. The discontinuance will ordinarily be sanctioned on medical grounds only.

#### **11. Semester duration**

Minimum duration of 105 working days.

#### **12. Inter-semester break**

A break of about 10-15 days shall ordinarily be allowed between any two consecutive semesters.

#### **13. Date of commencement and termination of semesters**

The date of commencement and termination of semesters as well as the duration of each inter-semester break shall be as announced by the University from time to time.

#### **14. Admission**

A candidate selected shall be admitted to the rolls of the University on payment of the approved fees. The Dean shall arrange for registration of courses. The student shall fill in the Course Registration-cum-Grade Card / Registration Card with relevant details in consultation with the Advisor.

On admission, the student shall be assigned an admission number. The admission number allotted to a student shall consist of 3 components (example 2008-09-23), the first component indicating the year of admission, the second being the fixed code number allotted for the degree programme (09) in the University and the third the serial number of the student in the list of students admitted for the programme during the year.

After assigning admission number, the name and other relevant particulars of the student shall be entered in the Admission-cum-Academic Record (Academic Form I) maintained by the University.

A list of candidates admitted, with particulars of admission numbers and other relevant personal details of the candidates (Academic Form 2) shall be supplied by the University to the Dean.

An admission register will be maintained in the College wherein the bio-data of the students as in Academic form No. 2 furnished by the University after each year of admission shall be entered. In addition, a register showing semester wise performance of each student shall also be maintained. The details of Transfer Certificate, Conduct Certificate etc., issued to each student shall be recorded in the admission register and the entries authenticated by the Dean at the time of issue of such certificates.

The Dean shall issue an ID card with photo (furnished by the student), to each student. The identity card shall be retained by the student throughout the tenure of study in the college and shall be returned to the college at the time of leaving the Institution.

#### **15. Faculty Advisors**

On receipt of the list of newly admitted students, the Dean shall allot each student to a teacher who will be the 'Advisor' to the student in all academic matters, up to the sixth semester. Thereafter an Advisory committee consisting of four members (minimum) will be formed by the Dean. A Major Advisor and three other members should be there. The Major Advisor should be from KAU or from the Participating Institutions. At least one member should be from KAU. If necessary, the Chairman with the permission of the Dean can co-opt one additional member also in the advisory committee. The additional member can be from outside KAU. The scientists from KAU serving as members of the advisory committee should be approved PG teachers as per the KAU norms.

#### **16. Credit requirements**

The minimum credit requirement shall be 178, including 10 credits of optional courses, five credits of job training, 30 credits of research, two credits of study tour and two credits of seminar.

### **17. Credit load in a semester**

The maximum credit load for regular courses in a semester will be 23 for a student. However, a student, can take up to 27 credits which will include regular, repeat and re-examination courses excluding the credits for job training/project work/practical field training. Physical Education will be a Non credit course.

A course will be offered only once in an academic year during the semester in which it is listed in the course catalogue. The student who fails shall be allowed to register the courses as re-examination course as and when it is offered, provided that he/she has secured the required attendance percentage for the particular course during the regular semester in which the course was earlier registered. A student will be permitted to register a course, in which he failed, as re-examination course only three times. Thereafter, he/she can register it only as a repeat course. In re-examination courses, the marks already obtained by the student for regular practical class works and records when registered as a regular course will be carried forward.

### **18. Registration of Students**

On the registration day of each semester, all students should be present. In absentia registration shall not be permitted. Fees should be paid on the registration day itself. Advisor shall forward the Course Registration Cum-Grade Card / Registration Card to the Dean within three working days. The Dean after scrutiny and approval will return it to the concerned advisor, who shall return one copy to the concerned student.

The symbol 'R' should be indicated against repeat courses and RE against re-examination courses in Course Registration-cum-Grade Card / Registration Card.

If a student on valid grounds could not register in a particular semester on the day notified for registration, the Dean is authorised to permit him/her for registration within 5 working days by paying the approved late-registration fee. In exceptional and rare cases, the Dean is empowered to permit late registration on valid grounds up to 15 working days with additional late registration fee as approved.

At the beginning of each semester, the advisor shall guide his/her ward to register the courses including repeat and re-examination courses, based on eligibility.

### **19. Tuition and other fees**

The tuition fee for the course is fixed as Rs. 30,000 per semester.

The registration for a semester is valid only if the student has remitted the tuition fee and other fee prescribed on the due dates notified. The details of fee remitted shall be noted by the student in the Course Registration-cum-Grade Card / Registration Card. The students enjoying fee concession should note the same in the Course Registration-cum-Grade Card / Registration Card. At the time of payment of fee from the II semester onwards the student shall produce the identity card and non-liability certificate from the Asst. Warden/Librarian.

Students belonging to the scheduled caste/scheduled tribe, other backward communities, socially and educationally backward communities etc., who are eligible for educational concession (and have submitted their application for concessions in the prescribed form before the due date fixed for the same) will be temporarily exempted from payment of semester fee at the time of registration.

## **20. Class timetable**

At the beginning of each semester, the Course Director shall prepare the class timetable and communicate the same to all concerned.

## **21. Course teachers**

The Dean will nominate the teachers for each course, from scientists / teachers of the Participating Institutions or the Kerala Agricultural University, provided they satisfy the criteria of the KAU, to be declared as Post Graduate teachers. The course teacher shall be responsible to the Course Director in all matters connected with the conduct of the course.

## **22. Temporary discontinuance**

A student may temporarily discontinue on valid grounds, his/her studies with prior permission of the Dean. He/She shall be awarded symbol T for all the courses for which he/she has registered. He/She can rejoin on payment of re-registration fee. The student shall not be allowed to discontinue beyond a period of two semesters. No student will be allowed to temporarily discontinue his/her course of studies during the first two semesters of his/her degree programme.

On no account a student who discontinued without written permission of the Dean be admitted for further studies.

If a student admitted to the first year course does not register for the courses of first semester of that year or having registered, secures less than 75 per cent attendance in 3 or more courses, his/her name shall be removed from the roll. In very exceptional and genuine cases, the matter shall be considered by the Vice-Chancellor and appropriate decision ordered based on individual merits of each case.

A student who avail the benefit of temporary discontinuance/extension for joining time shall be permitted to register in the subsequent semester. A special caution deposit of Rs. 25000/ (Rs.10000/ for SC/ST) shall be paid by the student at the time of granting extension of joining time/temporary discontinuance which will be returned to the student on rejoining the course.

A student who discontinues the programme permanently has to remit the actual amount spent by KAU for the student as liquidation damage. The concerned chairman of advisory committee has to work out this amount and intimate the same to Head of the Institution.

## **23. Attendance**

Candidates who do not satisfy the minimum attendance requirement (75%) shall be awarded "zero" grade point. The minimum requirement of attendance during a semester

shall be 75% of each course. For indoor hospitalization and other genuine reasons attendance not exceeding 25% of the total working days in a semester may be allowed. The total relaxation in attendance, in any case should not exceed 40%.

The student who does not secure the minimum requirement of attendance in a course due to absence, for which leave has been sanctioned shall be marked 'I' (Incomplete) for that course. While calculating the GPA/OGPA, the credit hours of the course(s) in which the student secures 'I' will be deducted. Thus a course in which "zero" grade point or 'I' is awarded, shall be repeated. The leave will be sanctioned from the third semester onwards. Attendance shall be maintained by the course teacher who shall display the details of attendance at the end of 35 and 70 working days with a copy to the Dean.

Students deputed for official purposes such as representing the College or University for sports, cultural meets, NCC, NSS activities and involvement in the students activities, statutory bodies, with prior permission of the Dean shall be given duty leave for such absence and it shall be reckoned as attendance subject to the following conditions:

The period of duty leave shall not ordinarily exceed 10% of the total attendance for each course in a semester for a student.

Associate Patron of the students' Union/Officer i/c of Physical Education/Officer i/c of NCC and NSS alone are authorised to recommend to the Dean for duty leave. The concerned officers authorised to recommend duty leave may also furnish the list of students who are actually engaged as volunteers for the organisations and conduct of approved University sports programme, cultural meets, NCC camps, NSS programme, College Union/University Union activities etc., for granting duty leave.

Associate Patron can recommend the names of the students who actually represent the College/University for cultural activities in inter-Collegiate/Inter-University competitions for approval of the Dean.

Teacher i/c of Physical Education can recommend the names of students for duty leave who are participating in sports and games, representing the College/University.

NSS programme officers will recommend the names of students for duty leave who are participating in NSS programmes.

NCC programme officers will recommend the names of students for duty leave who are participating in NCC programmes.

Number of duty leave eligible shall be limited to days of (i) to and fro journey (ii) actual days of the tournament as evidenced by the approved fixtures and in the case of cultural activities actual days of competition as evidenced by the approved programme.

Officers who are authorised to recommend the duty leave must submit the list of students with all details such as team/teams and its members, place of tournament/meet, days for to and fro journey, to the Dean sufficiently in advance. At any rate duty leave will not be granted if the list is not submitted within 7 days of the termination of the event.

Decision of the Dean shall be final in this matter.

Students activities like NCC/NSS camps etc., should be conducted during the semester break / holidays to the extent possible.

Every student shall ordinarily attend all classes in a course. For calculating the minimum requirement, attendance shall be reckoned for theory and practical separately. A student who fails to put in the minimum attendance either in theory or practical shall not be permitted to appear for the semester final examination and shall be awarded zero grade.

#### 24. Evaluation of course work

The evaluation of the students in a course shall be based on his performance in various examinations, submission of practical records, record of practical class work and performance in other types of exercises/assignments. The method of evaluation shall be announced in the beginning of the semester along with the course outline, a copy of which shall be communicated to the Head of the Department by the course teacher. If there is any ambiguity/conflict, P.G. regulation 2009 shall be followed.

#### Suggested pattern of Examinations:

Theory examination: – Internal : conducted by the Course Teacher / HOD.

Distribution of marks for theory examination:

Mid-term exam	: 20 %
Final exam	: 80 %
Total	: 100

Practical examination – Internal: conducted by the examination board/committee.

Practical Examination will be conducted by a committee consisting of HOD, Course Teacher (s) and one teacher nominated by the Dean / Associate Dean

Distribution of marks for Practical examination:

Regular Practical Class Works	: 20 %
Practical Records	: 20 %
Viva-voce	: 10 %
Final practical exam	: 50%
Total	: 100

#### Computation of Grade Point

The total combined marks obtained by a student out of 100 for a course having credits 'a' for theory and 'b' for practical will be

Where 'x' is the marks obtained for theory and 'y' is the marks obtained for practical, (each out of 100).

A separate minimum of 40% marks in theory and practical examination is each essential for a pass.

Marks allotted for theory and practical shall be in proportion to the credits for theory and practical for each course.

#### **OGPA requirement for continuing studies**

- i) Minimum pass grade in a course : 6.00
- ii) Minimum OGPA to obtain degree : 6.50

\*The overall grade point average shall be rounded off to two decimal places

Any student whose research work is reported unsatisfactory for a consecutive period of two semesters shall be removed from the rolls of the University.

#### **Absence from examination**

- a) A student who is absent from an examination shall be deemed to have scored zero in that particular examination. However, students absenting on account of being deputed at the time of examination for activities of the college/university by written orders of the Head of the Institution may be given a supplementary examination. A supplementary examination may also be conducted if the candidate's absence was on account of bonafide reasons for which leave has been sanctioned by the head of the concerned department offering the course.

Supplementary examination shall be conducted only once and within five working days of the previous examination. A candidate who is unable to take the supplementary examination, even if the leave had been sanctioned on valid grounds shall be deemed to have scored zero. However, in deserving cases, based on the merits of each case, relaxation of this rule to conduct supplementary examination within reasonable limits or to declare the course as Incomplete (I) instead of Failure (F) may be ordered by the Head of the Institution.

Supplementary examination shall be conducted on prior sanction of the Head of Institution based on the recommendation of the committee consisting of the Head of Department, a senior Professor of the concerned College nominated by the Dean/ Associate Dean and the Professor in-charge of Academic Programme in the concerned college.

#### **Grade reports**

- a) The course teachers are required to maintain the attendance and academic records of the students registered for the respective courses. At the end of the semester, the teacher shall prepare the marks of various courses including the final examination, furnish three copies of the grade reports to the Head of the Department who will retain one copy with him and forward one copy to the Head of Institution and one copy to the student advisor.

- b) The adviser shall fill up the Course-Registration cum-Grade cards and forward three copies to the Head of the Institution, before the commencement of the next semester. The Head of the Institution, after scrutinizing the grades shall forward one copy to the Registrar/Controller of examinations return one copy to the Adviser (to be handed over to the student) and retain one copy in his office. It shall be the responsibility of the advisers to consolidate the grade reports of students under them and calculate the OGPA at the end of each semester to facilitate to student's registration of the courses in the following semester.

The consolidated grade cards of the students shall be prepared by the University, (Academic Form No. 8) and the same shall be forwarded in duplicate to the Head of the Institution. The Head of the Institution shall retain a copy of this card in his office and forward the other copy to the concerned advisor for verification and rectification of defects, if any, and return to the University within 15 days after the receipt of the report.

## **25. Repetition of courses**

- a) A student who has failed in a course may repeat that course in a subsequent semester when it is offered again or register as a re-examination course in any of the subsequent semesters as per rules.
- b) A student getting 6.50 or less in a course, may if he/she so desires, may repeat that course to improve his/her OGPA.
- c) When a student repeats a course, the previous grade obtained in that course is automatically cancelled.
- d) Symbol "R" shall be shown in relevant records for repeated course and RE for re-examination course..
- e) The credits assigned to a course in which a student has failed shall be taken into consideration in calculating OGPA.
- f) A student who has secured above zero in a course during a semester may, if he/she so desires, register the same as a re-examination course in the subsequent semester, provided he/she had satisfied the attendance requirement. However, students who obtained zero for particular course or who do not satisfy the attendance requirement, shall register for the course and attend classes when the course is offered again in the subsequent semester.
- g) Fee as approved by the university shall be paid for this purpose.

## **26. Scrutiny of grades**

The student shall apply to the Registrar within one week after the announcement of the grades for scrutiny of totaling of marks of the semester final examination or calculation of grade points obtained by him advancing sufficient reasons for such a request. The fee for such scrutiny shall be as decided by the University from time to time. Student can give the request to the Dean within the time limit prescribed.



**27. Late arrival in exam**

No student who is late for the examination. No student will be allowed to enter the examination hall at the commencement of the examination.

**28. Malpractice in examinations**

If any student indulges in malpractice, the course teacher/supervisor shall enter his remarks on the answer paper under his signature. The candidates shall not be allowed to complete the examination and shall be sent out of the hall. Before the candidate is allowed to leave the hall, a statement may be obtained from him and the teacher/supervisor concerned shall report to the Dean immediately with full details and remarks. If a student refuses to give a statement, the fact may be recorded by the teacher/supervisor. The Dean shall appoint a committee consisting of not less than three teachers not below the rank of Associate Professor to enquire into the alleged malpractice. The committee shall submit its findings within a specified time to the Dean whose decision in the matter shall be final. In case the Dean is satisfied that the student is guilty, he may be given a suitable punishment which may include debarring the student for a specified period from attending classes or recommending to the University the dismissal of the student.

**29. Grade report**

The advisor shall fill up the Course-Registration cum-Grade cards / Course-Registration cards and forward the same to the Dean, before the commencement of the next semester. The Dean, after scrutinising the grades entered shall forward one copy to the Registrar, return one copy to the Advisor (to be handed over to the student) and retain one copy in his office.

It shall be the responsibility of the advisors to consolidate the grade reports of students under them and calculate the OGPA at the end of each semester to facilitate to student's registration of the courses in the following semester.

The consolidated grade cards of the students shall be prepared by the University, (Academic Form No. 8) and the same shall be forwarded in duplicate to the Dean. The Dean shall retain a copy of this card in his office and forward the other copy to the concerned advisors for verification and rectification of defects, if any, within 15 days after the receipt of the report. The verified/rectified grade cards shall be transmitted to the University without any delay.

**30. Registration for repetition/re-examination of courses**

A student who does not satisfy the attendance requirement in a course shall repeat the course when it is offered again.

A student who had failed or not secured the separate minimum of 40% either in theory or practical examination in a particular course shall appear for all the examinations prescribed for that course. However, for the class work and record, the marks obtained by

the student for the first time shall be taken into account. For taking re-examination the student shall register for re-examination course.

When a student registers for a re-examination course, the grade point obtained earlier for the course shall automatically be cancelled, and the grade point obtained in the re-examination courses shall be taken for OGPA calculation.

In respect of courses which are registered as repeat course or re-examination course, the symbols 'R' or 'RE', respectively, shall be shown together with details of semester in which the courses were previously taken and the grade points obtained at that time.

### **31. OGPA requirement for continuing studies**

The student is required to maintain an OGPA of 6.5 at the end of each semester.

Any student who consecutively fails to secure a minimum OGPA of 6.5 during the first two semesters after his/her admission to the programme shall not be permitted to continue his/her studies and his/her name shall be removed from the rolls. This will not be insisted in the case of students belonging to scheduled caste/scheduled tribe.

*Note:* The term scheduled caste/tribe would apply only to those communities which have been declared as SC/ST by Government of India or Government of Kerala (in the case of communities, if any, which are declared as SC/ST in respect of a particular state alone and not coming under the purview of SC/ST as clarified above, the concession will not be extended). The students belonging to outside Kerala State should produce sufficient proof to the above effect for enjoying the concession.

Any student whose research work is reported unsatisfactory for a consecutive period of two semesters shall be removed from the rolls.

### **32. Seminars**

A student has to successfully complete two credit seminars during the course programme (one credit each).

The topics for the seminars will be fixed by the major advisor in consultation with the student.

### **33. Study tours**

The study tours will be sanctioned by the Dean strictly according to necessity, limiting the expenditure as decided by the University from time to time. All study tours are compulsory and those who miss study tours for any reason, may be asked to undertake another tour (s) as specified by the Dean before the award of the degree. However, if the absence is with valid reasons and it is with the prior permission of the Dean, the student may be ordered to put in equivalent attendance in specified Institution in lieu of their absence, at their expense.

#### 34. Comprehensive examination

- a) The comprehensive examination shall be conducted preferably for all students of a batch in the programme simultaneously during the fourth academic year. It is intended to test the student's mastery of the requisite disciplines.
- b) Before the comprehensive examination is conducted, the student should have completed at least 75% of his/her approved course work and should have secured an OGPA of not less than 6.5.
- c) Comprehensive examination shall consist of a written part and viva-voce. For the comprehensive examination the student shall submit the application in Academic form No. 12 through the Major Advisor and Course Director to the Dean and the Dean to the Registrar.
- d) There shall be one theory paper of three hour duration.
- e) Detailed guidelines for conduct and evaluation of the comprehensive examination will be issued by the university from time to time.
- f) The major advisor will be the Major Advisor of the board of examiners and is personally responsible for the proper conduct of the viva-voce and for communicating the results of the examination, to the Registrar by name marked 'Confidential'. The result so communicated shall bear the signature of all members, the Major Advisor and the External Examiner.
- g) The viva-voce examination shall be conducted by the Advisory Committee with External Examiner appointed by the University as per the guidelines issued by the university.
- h) Only those candidates who secure 50% and above marks in the comprehensive theory examination alone shall be qualified to appear for viva-voce examination.
- i) A candidate who fails in the comprehensive examination shall be permitted to appear for the examination for a second time after a minimum period of four months.
- j) A candidate who fails in the comprehensive examination in his/her second attempt will not be allowed to continue the programme or to take any further examination, and his/her name shall be removed from the rolls.
- k) The result of the comprehensive examination shall be shown as Satisfactory (S) or Unsatisfactory (US).
- l) If any of the members of the Board of examiners including the external examiner fails to turn up on the date fixed for the examination, the Dean under intimation to the Registrar shall appoint a suitable substitute examiner other than from the staff of the University.

**35. Submission of thesis**

- a) A student shall submit his/her thesis to the major advisor, only after satisfactory completion of his/her credit requirements prescribed for his/her programme. Hence a student shall be allowed to submit the thesis duly certified and signed by the members of the Advisory Committee in his/her final semester after completion of 75 % attendance requirement. If this is not possible he/she shall be permitted to submit his/her thesis within the maximum permissible time limit (including the extended time limit, if any) subject to the condition that he/she should pay the late fees (as decided by the Academic council) in every intervening semester till the submission of the Thesis till the expiry of the authorized time limit for submission of thesis.
- b) Two draft copies of the thesis type written/photocopied, prepared in a word processor or printed and loosely bound and conforming to the general instructions for the preparation of the thesis duly approved by the advisory committee shall be submitted by the student to his/her advisor. A proposal (Academic Form No. 12) for appearing for the final examination, with details of examination fee remitted, shall also be submitted at the time of submission of thesis.
- c) The thesis shall be signed with date by the Chairman and all the members of advisory committee before submission and one copy shall be forwarded to the university.

**36. Evaluation of thesis**

- a) The thesis shall be referred for adjudication to one external examiner. The external examiner shall be appointed by the university.
- b) The external examiner shall send his/her report to the Director (Academic & PG Studies) or other designated officer. He/she will forward copy of the report with valued thesis to the Major Advisor for making arrangements for the final viva-voce examination or for modifications as suggested by the Examiner.
- c) If the external examiner does not approve the thesis it will not be accepted and the student will be asked to resubmit the same.
- d) The Major Advisor shall advise the student, if necessary, to revise the thesis incorporating the suggestions of the external examiner. Five copies of the revised thesis shall be presented by the student to the board of examiners at the final viva-voce.

**37. Resubmission of thesis**

- a) If the thesis is not accepted, the candidate shall be permitted to resubmit his/her thesis after a minimum period of one semester during which interval he/she may repeat his/her research work wherever necessary and modify or correct the thesis in accordance with the observations made by the External Examiner and communicated to the candidate by the university.
- b) A candidate shall not be permitted to submit his/her thesis for the degree on more than two occasions and if the thesis is not approved on the second occasion, the candidate shall not be awarded the degree and his/her name is removed from the roll.

**38. Final viva-voce examination**

- a) The final viva-voce examination shall be conducted normally within three months after the submission of thesis by the candidate.
- b) The board of examiners for conducting the final viva-voce examination shall consist of the Major Advisor, members of the advisory committee and the external examiner. The Major Advisor of the advisory committee shall act as the chairperson of the board of examiners also. In case there is a difference of opinion between the external examiner and other members of the board of examination, the matter will be reported to the University for decision.
- c) If any of the members of the board of examiners excluding the external examiner fails to turn up on the date fixed for the examination the competent authority shall appoint a suitable substitute examiner.

**39. Eligibility for the award of the degree**

- a) Based on the reports of the external examiner who evaluated the thesis and on the performance at the final viva-voce examination, the Board of Examiners shall declare whether the thesis is approved or not. Only on the approval of the thesis by duly signing on the thesis with date by all members of the Board of Examiners, including external examiner the candidate becomes eligible for the award of the degree. The decision of the Board of Examiners shall be communicated to the university in Academic Form No. 16 through the Dean.
- b) Out of the five copies of the corrected and bound thesis, one copy should be sent to the university along with the report of examination and the report of the evaluation of thesis furnished by the external examiner, one copy is to be returned to the student and one copy each to be given to the Department, College Library and to the Major Advisor. One soft copy of the thesis will also be made by the student and forwarded to the university.
- c) If the performance of the student in the final viva-voce examination is unsatisfactory, the candidate has to appear for a re-examination after 60 days. The reasons for unsatisfactory performance shall be recorded in the report of the Board of Examiners.
- d) The university will have the full right to publish the thesis in print or electronic media and to transmit the same to the online system.

**40. Issue of certificate/transcript**

- a) On receipt of intimation of the approval of thesis and the report of final viva-voce examination from the Dean, together with a copy of the approved thesis, the university shall take further action to award the degree to the candidate and to issue necessary notification and certificate/transcript.
- b) The Major Advisor shall submit a certificate to the effect that all the corrections suggested or pointed out by the external examiner have been attended to. He shall also submit his own report on the suggestions of the examiner.

- c) The Vice-chancellor shall approve the final results (Academic Form No.18) and the university shall issue provisional certificate and transcript to the candidates. The student shall apply for issue of Provisional/Degree Certificate and/or transcript (Academic Form No. 19).

#### **41. Amending/cancellation of results**

If it is established that the result of a candidate has been vitiated by malpractice, fraud or other improper conduct and that he/she has in the opinion of the Vice-chancellor been a party to or connived or at malpractice, fraud or improper conduct, the Vice-chancellor shall have the power at any time, notwithstanding the award of a certificate, prizes, scholarship or degree, to amend the results of such a candidate and to make such declaration as the Vice-chancellor may deem necessary to that effect including return of prize, scholarship money and debarring the candidate from the university for such periods as may be specified and the cancellation of results of the candidate in such manner as the Vice-chancellor may decide.

#### **42. Publication of the contents of thesis**

The contents of the thesis can be published with a footnote that they are based on a thesis accepted by the Kerala Agricultural University for the award of Master's degree. Research papers based on the results of the research work can be published by the candidate prior to the submission of the thesis. Copy should be attached to the final thesis. If the paper is accepted for publication, the same may also be mentioned in the certificate to be given at the beginning of the thesis.

#### **43. Penalty for unauthorised discontinuance**

In case a student leaves, on his/her own, the programme without permission, he/she has to remit to the university an amount as decided by the University towards liquidate damages. The student shall execute at the time of admission a bond to the above effect in the proforma prescribed by the university.

#### **44. Convocation**

The convocation of the university is held for conferment of degrees and other academic distinctions on the recommendation of the Academic Council and approval by the General Council. The degrees and other distinction are conferred either in person or *in absentia*. The convocation is conducted once in a year or at such times as may be decided by the Vice Chancellor. The candidates for degree shall submit applications to the Registrar in the prescribed form for the purpose along with the fees on notification of the convocation.

- 45. Notwithstanding anything contained in these regulations, the academic council can make changes as and when found necessary**

## STUDENTS WELFARE AND BENEFIT SCHEMES

### SCHOLARSHIPS AND FELLOWSHIPS

#### Rules for the award of Kerala Agricultural University junior and senior fellowships for Post-graduate students

##### *1. Scope*

At present some of the Post-graduate students are being awarded Kerala Agricultural University Merit Scholarship and certain others are being awarded KAU Fellowship. The set of rules is intended to make available only the fellowships to all Post-graduate students and discontinue the award of KAU Merit Scholarship to the Post-graduate students.

The main object of the fellowship is to give financial assistance and incentive to all the eligible Post-graduate students who are taking their thesis problem as part of the University Research Programme irrespective of their nativity.

The Junior Fellowship will be awarded to study and Research leading to Masters Degree and the Senior Fellowship to study and Research leading to Ph.D. degree.

##### *2. Short title and commencement*

- 2.1. These rules may be called the 'Kerala Agricultural University Fellowship Rules 1979'.
- 2.2. These rules shall be applicable to all regular Post-graduate students from the academic year 1979-80.

##### *3. Definitions*

- 3.1. 'Dean' means the Dean or Associate Dean who is the Head of the concerned College.
- 3.2. 'Full-time student' means a student who is capable of devoting his/her full time as a student. A full time student can be an employee of any organisation on leave/deputation for studies also, but he/she may be considered a full-time student for the purpose of award of University fellowship if he/she is not discharging his/her employment simultaneously.
- 3.3. 'Part-time student' means a student who is employed by Kerala Agricultural University/ Government or other agency and who is also discharging duties attached to his/her employment simultaneously.
- 3.4. 'Post-graduate Dean' means the Dean of Post-graduate studies of Kerala Agricultural University.
- 3.5. 'Post-graduate student' means a student undergoing Masters or Doctorate Degree programme.

- 3.6. 'Registrar' means Registrar of the Kerala Agricultural University.
- 3.7. 'University' means Kerala Agricultural University.
- 3.8. 'Vice-Chancellor' means 'Vice-Chancellor of the Kerala Agricultural University.

#### **4. Eligibility**

- 4.1. All students admitted to the Master's Degree Programme in the Kerala Agricultural University are eligible for the Junior Fellowship and all those admitted to Ph. D. Degree programme are eligible for the Senior Fellowship, provided that the students are not in receipt of any other scholarship, fellowship or financial assistance from any other source during the period and that their thesis problems are parts of the University Research Programme.

*Note:* The words 'financial assistance from any other source' appearing in the above Rule 4.1 means only financial assistance in the form of deputation allowance, study allowance and educational concessions or grants from the Kerala Agricultural University/Government of Kerala or Indian Council of Agricultural Research or other bodies, and there is no objection for KAU Junior/Senior Fellowship holder to receive his/her leave salary or to obtain educational loans from bank or Government or other sources.

#### **5. Duration**

- 5.1. The normal duration of Junior Fellowship will be 4 semesters and that of Senior Fellowship will 5 semesters respectively from the date of availing the benefit of the award, or till the date of submission of thesis, whichever is earlier.
- 5.2. For M.Sc. (Ag.Stat.) programme the normal duration of the fellowship shall be 5 semesters. (Vide University order No. Acd. B1-19405/82/R Dis. dt. 16.5.83).

#### **6. Value**

The value of Junior & Senior Fellowship will be as fixed by the Kerala Agricultural University from time to time.

#### **7. Conditions of award**

- 7.1. The Fellowship will be available only to full-time Masters or Doctorate students as the case may be of the Kerala Agricultural University.
- 7.2. For students who complete their degree programme partly as full time students and partly as part-time students, the fellowships will be deferred or temporarily suspended



during the periods of their part-time studies and shall be revised for their studies as full-time scholars, subject to the condition that the total duration of award shall not exceed 4 semesters in the case of Masters' Degree Programme and 5 semesters in the case of Ph.D. programme.

- 7.3. Teachers of Kerala Agricultural University undergoing their Masters/Doctorate programme in other universities as full time students may be permitted to avail,of the fellowship for the period that they are full-time students at the discretion of the Vice-Chancellor. But in such cases the candidates should not draw any deputation salary or study allowances. However, there is no objection to a candidate getting leave salary during the period.
- 7.4. The fellowship will take effect from the date on which the fellow joins the course but the amount shall be drawn only after the programme for his research work has been submitted in the prescribed form (Form 11) and approved by the P.G committee.

### ***8. Drawal and disbursement of the amount***

- 8.1. The initial sanction for the award of fellowship for a student will be issued by the Registrar and thereafter the drawal and disbursement of the amount shall be done by the Dean.
- 8.2. The amount of the fellowship for a semester shall be disbursed only after satisfactory completion of the semester.

### ***9. Termination of the fellowship***

The fellowship may be terminated without notice:

- a) On the date the fellow ceases to be on the roll of the Institutions.
- b) If at any time in the opinion of the Major Adviser or the concerned Dean, the fellow is found to be negligent in his/her study or is guilty of the unbecoming conduct.
- c) On the date the normal period of the fellowship or the period of sanction expires whichever is earlier.
- d) If the fellow is dropped by the University due to poor performance.

### ***10. Absence/leave***

No deduction in the fellowship amount shall be made unless the total absence/leave during a semester exceeds 20%. However, proportionate reduction in the fellowship amount payable during a semester can be made at the discretion of the Dean, if the student is found to be irregular in classes.

## PROFORMA

## DECLARATION BY THE STUDENT

1. I, Sri./Smt. Kum.....  
(Admission No).....  
request that I may be sanctioned K.A.U Junior/ Senior Fellowship for my M.V.Sc./  
M.Sc. ....)/Ph.D degree programme for academic year .....
2. I also declare that I do not/ did not receive any other fellowship/ scholarship or other  
financial assistance during the period.
3. I also declare that in future if I become eligible for any fellowship, scholarship or other  
financial assistance for the period, I would either decline it in favour of the K.A.U.  
fellowship or will accept it only after refunding whatever amount has been drawn by me  
as K.A.U. fellowship, and getting approval from the Dean.

Place:

Date:

Submitted to:

The Dean

Signature:

College of .....

**Rules for the Award of KAU Merit Scholarship****1. Scope**

The Kerala Agricultural University has been awarding Scholarships with the object of encouraging meritorious students to prosecute their studies in the university.

**2. Title**

These rules be called "the Rules for the award of Kerala Agricultural University Merit Scholarships for under-graduate students.

**3. Duration of the award**

- i) Once awarded, the Scholarship will be tenable only for the particular class of study as defined in these rules, comprising one academic year (2 semesters) for which it is sanctioned.
- ii) The term class of study in respect of each degree programme shall, for purposes of these rules, be defined as follows:

First year class of study: all newly admitted students till they complete the period of one academic year consisting of the first 2 semesters after their admission;

Second year class of study: All those students who are in the second academic year, ie, 3<sup>rd</sup> to 4<sup>th</sup> semester after their admission;

Third year class of study: all those students who are in the 3<sup>rd</sup> academic year, ie. 5<sup>th</sup> to 6<sup>th</sup> semester after their admission; and

Fourth year class of study: All those students who are in the 4<sup>th</sup> academic year, ie. 7<sup>th</sup> to 8<sup>th</sup> semester after their admission.

*Note:-* Consequent on the extension of the duration of the B.V.Sc. & A.H degree programme from 4 to 5 years, the benefit of KAU Merit Scholarship will be extended to the eligible students of the fifth year class of study (9<sup>th</sup> & 10<sup>th</sup> semesters) of the B.V.Sc. & A.H degree programme, subject to other conditions for the award. However, the scholarship will not be available to any student during the Internship period, if he/she is getting any Internship Allowance. (Vide No. Acd. A2/507/83/D.dis dt. 8/8/83).

#### **4. Number of Scholarships**

The maximum number of candidates to be selected for the award of the Scholarship from among the eligible candidates in each class of the under-graduate programmes shall be restricted as 10% of the intake capacity of seats.

#### **5. Eligibility**

- i) Under-graduate students in the first second, second, third and fourth year classes of study (and also the fifth year in the case of B.V.Sc. & A.H programme) under the Kerala Agricultural University and who are Keralites alone are eligible to be considered for the award.
- ii) The candidates selected for the award of Kerala Agricultural University Merit Scholarship under these rules, except the Scheduled caste and Scheduled tribe students, shall not be entitled to receive any other scholarship, fellowship, lump-sum grant or stipend from any source. However, there is no objection to his/her availing only the benefit of exemption from payment of fees. A scholar getting deputation allowance shall not be eligible for the Kerala Agricultural University Merit Scholarship. Those who are on leave may receive leave salary in addition to Kerala Agricultural University Merit Scholarship provided that the amount of leave salary plus the Scholarship amount for the given period shall not exceed the salary he/she would have received during the same period had he/she been on service.

*Note:-* The receipt of loans from any source would not stand in the way of awarding the KAU Merit Scholarship.

- iii) In the case of under-graduate students in the first year class of study, the award of Scholarship shall be made to the top ranking among the candidates who had passed the qualifying examination (pre-degree or plus-two or its equivalent) in the first chance with a minimum of 45% aggregate marks/OGPA of 2.00 out of 4.00 or its equivalent and the selection shall be based on the aggregate marks/OGPA in the examination and limited to the number of Scholarships available for the year.
- iv) In the second, third and fourth year classes of under-graduate study, (and fifth year in the case of B.V.Sc. & A.H programme) the award shall be made to the top ranking among those students who have secured a minimum OGPA of 6.00 out of 10.00 for UG courses and 5.00 out of 10.00 in the case of BVSc & AH or its equivalent at the end of the academic year (preceding the academic year for which the award is to be made) after having successfully completed the minimum credit load prescribed for the year and without recording 'F' in any of the courses.

*Note:* If there are more number of eligible candidates than the maximum number fixed, as per Rule 4 supra, for the award of the Scholarship, preference will be given to those among the eligible candidates who have successfully carried greater credit load. If there is further tie in selecting the awardee(s) getting the same OGPA, their OGPA at the end of the immediately preceding academic year (s) shall also be considered and if there is still difficulty in deciding their inter-se merit, their Merit List ranking at the time of admission shall also be considered.

#### **6. Authority for selection of candidates and issue of sanction order**

The selection of candidates for the award of Scholarships as per rules, shall be done by the Registrar, KAU who will communicate the names of the selected candidates to the Deans concerned and announce the same on Notice Boards.

#### **7. Drawal and disbursement**

- a) The drawal and disbursement of Scholarship amount shall be done by the Heads of Colleges concerned.
- b) The amount will be drawn and disbursed shortly after the termination of each semester.
- c) The Scholarship will be disbursed to the awardees only after getting a bond executed by them in the form appended on stamped paper of the denomination applicable at the time of execution of bond.

#### **8. Value of Scholarship**

The amount of Scholarship payable to the awardee per semester shall be decided by the University from time to time.

#### **9. Deduction**

- i) Deduction of Rs. 50/= (Rupees fifty only) will be made from the Scholarship amount for unauthorised absence upto 30 days or part thereof and the full Scholarship for the semester will be withheld if the absence exceeds 30 days.

- ii) For leave of absence granted on valid grounds like illness of the scholar, the rate of deduction in Scholarship amount for the term/semester shall be as follows:
- For leave granted up to 10 days : No deduction
- For leave granted exceeding 10 days but less than 30 days: Rs.25/-
- For leave granted over 30 days : Full amount to be withheld
- iii) Notwithstanding anything contained in 9 (i) and 9 (ii) above, the Dean may condone the absence of a student upto 30 days and authorise payment of the full Scholarship amount for the term/semester without any deduction.
- iv) Recipients of the KAU Merit Scholarship who do not complete the degree programme for which the Scholarship has been awarded will have to refund the amounts drawn by them in full.

### **10. Cancellation of Scholarship**

- a) The Deans may suspend the continuance of the Scholarship to a scholar, if his/her conduct and character or his/her progress in studies are not found satisfactory.
- b) If a scholar shows unsatisfactory progress during the course of study or gives up studies before completion of full course or is irregular in attendance, the Scholarship may be suspended or cancelled.
- c) If suspended, it may be revived at the discretion of the Dean.
- d) Scholarship once cancelled will not be restored under any circumstances including subsequent better performance of the scholars.

## **TRAVEL AND OTHER ALLOWANCES**

### **Travelling Allowance/Daily Allowance**

DA for undergraduate students : Rs.20/- per day

DA for postgraduate students : Rs.20/- per day

In addition to DA, actual bus fare or II Rail fare as the case may be will also be paid to PG students subject to condition that the maximum amount that can be paid to a PG student shall not exceed Rs.1000 for the entire period of course. TA/DA will be paid to those who are not in receipt of ICAR fellowship or any other scholarship. No TA/DA will be paid for tour outside state and for collection of literature. A maximum period of 29 days will be allowed for collection of data/samples including journey days. Prior approval of the Chairman, Advisory Committee/Dean/Head of College should be obtained for travel.

### **Internship, Field Training, Implant Training Allowance**

- a) For B.V.Sc. & A.H. Programme - Rs.2500 per month (Rs.2100 KAU share and Rs.400 ICAR share)
- b) For B.Tech (D.Sc. & Tech.) - Rs.1500.

### Allowances for students undergoing RAWE programme

For the students other than B.V.Sc. & A.H. and B.Tech (D.Sc. & Tech.) programme - Rs.1500/- per month.

### Rates of TA/Refreshment Allowance for participation in Sports and Games

#### *Travelling Expenses*

Actual II Class Train Fare including Sleeper Class/Reservation Charges or Bus fare will be paid as Travelling Expenses for to and fro jourmies.

#### *Refreshment Allowances*

<i>Sl.No.</i>	<i>Item</i>	<i>Rate/day (Rs.)</i>
1	For University level coaching camp	60
2	For participation in tournaments/sports outside the campus but within the state	75
3	For participation in sports and tournaments inside the campus	40
4	For participation in tournament and sports outside the state	120
5	For participation in tournaments and sports in University team outside the campus	75

#### *Uniform Cost*

<i>Sl.No.</i>	<i>Item</i>	<i>College Team (Rs.)</i>	<i>University Team (Rs.)</i>
1	Foot Ball	150	225
2	Hockey	150	225
3	Cricket	175	225
4	Volley Ball	125	225
5	Basket Ball	125	225
6	Ball Badminton	125	225
7	Shuttle Badminton	125	225
8	Table Tennis	125	225
9	Athletics	125	225
10	Uniform for women	150	225

**Officiating charges**

<i>Sl.No.</i>	<i>Event</i>	<i>Rate (Rs.)</i>	<i>Officials required</i>
1	Football	150	03
2	Volleyball	110	02
3	Basketball	120	02
4	Hockey	120	02
5	Cricket	175	02
6	Ball Badminton	80	01
7	Badminton	80	01
8	Table Tennis	80	01

A consolidated amount of Rs.5000 (Rupees five thousand only) to the KAU team which participates in arts festival to meet the connected expenditure viz., stage decoration, lighting arrangement, instruments etc.

**BOOK BANK SCHEME****1. Objectives**

The objectives of the scheme is to purchase and distribute text books of permanent value to the students at subsidized (50%) rates.

**2. Eligibility**

All degree students of the concerned faculty will be eligible to avail of the scheme, immaterial of whether they are natives of Kerala or not. However, the total number of students to whom the scheme may be made applicable in a particular year will be limited by the budget provision for the year which will be decided by the Dean. In so deciding the number, the scheme may be restricted to any one or more classes, priority being given to Final U.G. students and then to P.G. (Masters) students.

**3. Selection of books**

A list of text books of permanent value will be called for from different departmental heads and the compiled list with price will be made available in the Departments and/or the College Library, after inviting quotations. In order that the list may not be too voluminous, not more than five books in each discipline shall ordinarily be included in the list.

**4. Purchase of books**

The students who are interested to avail of the scheme should furnish an application in the appended form on or before a due date to be fixed, restricting the total value of books to be purchased to Rs. 200/-.

The student will be required to remit 25% of the estimated cost at the time of submitting the application. Afterwards orders will be placed for the total number of copies to be purchased and on receipt of the consignments, the books are brought to stock and distributed to the students on proper acknowledgement, after realizing the balance cost due from them, subject to the condition that the total cost realised for each book from a student shall not exceed 50% (fifty percent) of its printed price including the 25% already paid by the student.

#### 5. Stock of books

The books received under the scheme shall be taken to stock in separate Stock Register in the library and separate issue register shall also be maintained.

6. The books supplied through the scheme should contain the information that it was supplied at 50% cost under the "Book Bank Scheme".

#### 7. Non-receipt of books intended for

In the event of any book being not supplied to the student, the amount collected from him/her shall be duly refunded.

#### 8. Ownership of the book

Once the book under this scheme is issued to the student, it becomes his/her property.

### APPLICATION FOR AWARD OF BOOKS UNDER BOOK BANK SCHEME

- 1 Name of student
- 2 Admission No.
- 3 Name of Degree programme
- 4 Likely date of completion
- 5 Books desired to be purchased

Sl.No.	Name of book	Authors name(s)	Publishers	Price
--------	--------------	-----------------	------------	-------

- 6 Signature of the Student
- 7 Recommendation of Student Adviser
- 8 Name of Student Adviser and his designation.

Place :

Date :



## INSURANCE SCHEME

Two insurance schemes have been adopted by the university to all its students. They are (i) Students Safety Insurance scheme and (ii) Jana Arogya Scheme.

The first scheme covers students against death, total loss of two limbs or two eyes, total loss of one limb and/or one eye and permanent total/partial disablement. The scheme will also reimburse hospitalization expenses on account of accidents. The second scheme covers hospitalization expenses resulting from accident or disease up to Rs.5000/-.

## ENDOWMENTS/PRIZES

### 1. KAU - Sardar Patel outstanding ICAR institution award 2003 endowment gold medal

Award to first rank students of each courses in the University. Based on OGPA/ Credit points.

### 2. Dr. P.P. Manomohandas Memorial Endowment Award

Award to final B.Sc (Ag) student with Highest OGPA in Plant Pathology, at University level.

### 3. Dr.Abraham Thomas Memorial Endowment

Payable to the student who secured rank in B.Sc. (Agriculture) Degree programme.

### 4. Smt.Chinnamma Thomas Memorial Endowment

Payable to the student who belongs to Kerala State and secures the highest OGPA at the end of III year without recording 'F' in any course.

### 5. Pandalam P.R.Madhavan Pillai Memorial Endowment : Payable to Final Year B.Sc. (Ag.) student who stood first in Elocution/Essay competition.

6. Aspee Medal : Payable to a student who completes the B.Sc. (Ag.) degree in 8 Semesters and secures highest combined OGPA in core courses offered by the Department of Entomology and Plant Pathology.

7. Dr.N.Kunjan Pillai Memorial Endowment : Payable to a student who secured the maximum OGPA in B.Sc. (Ag.) programme and in B.F.Sc. programme.

8. Sri.E.P.Madhavan Nair Memorial Endowment : Payable to the student who secured the maximum grade point in B.Sc. (Ag.) programme.

9. Professor I.P.Sreedharan Nambiar Endowment : Payable to the student who secured maximum grade point in Agronomy at the College of Agriculture, Padannakkad.

10. Dr.T.C. Joseph Memorial Fund : Payable to the student who secured the highest OGPA in the B.Sc. (Ag.) programme.

11. **Federal Bank Endowment** : Awarded to the M.Sc. student who secured the highest OGPA in Rural Banking & Finance Management.
12. **PPI Scholarship** : Awarded to the student admitted to the M.Sc. (Ag.) programme in Soil Science & Agricultural Chemistry on condition that the selection of the candidate shall be based on the merit rank list for admission and will do the thesis work on potassium in the soils/crops
13. **Co-operative Diamond Jubilee Endowment** : Instituted for the conduct of training programmes for professionals of the cooperative sector, conduct of extension lectures to the UG and PG students and for taking up short-term projects.
14. **Sri.C.L.Vareed Memorial Prize** : Awarded to the student who has secured the highest OGPA for the B.V.Sc. & A.H. course within the minimum period for the course without recording 'F'.
15. **Peoples Dairy Prize** : Awarded to the student who has secured the highest OGPA for the Dairy Science and completed the B.V.Sc. & A.H programme within the minimum period.
16. **Gosri Dairy Prize** : Awarded to the student who qualified for B.V.Sc. & AH degree with the highest OGPA in Animal Nutrition.
17. **Dr.VN.Krishna Iyer Prize** : Payable to the student who secured the higher marks in the course Preventive Medicine and completed the B.V.Sc. & A.H. programme within the prescribed period without recording 'F'.
18. **Dr.K.S.Nair Memorial Prize** : Payable to the student who secured the highest grade point average in the course LPM and ANN and completed the B.V.Sc. & AH degree programme within the minimum period prescribed.
19. **Sri.M.O.Thomaskutty Memorial Prize** : Payable to the student who secured highest grade point average in the courseVPY and VBC and completed the B.V.Sc. & A.H. programme within the minimum period prescribed.
20. **Inauguration Souvenir Prize** : Payable to the student who secured the highest marks in Microbiology, Pathology and Parasitology and completed the B.V.Sc. & A.H. programme within the minimum period prescribed.
21. **Sri.T.V.Kochuvareed Memorial Prize** : Payable to the student who secured the highest OGPA within the minimum period prescribed for the completion of B.V.Sc. & A.H. programme.

- 22. VIII Dairy Industry Conference Prize :** Payable to the student who secured the highest grade point in Dairying and Breeding and completed the B.V.Sc. & A.H.course within the minimum period prescribed.
- 23. Trivandrum Livestock Improvement Association Prize :** Payable to the student who secured the highest marks from among those who have completed the B.V.Sc.&A.H. programme within the minimum period and without recording 'F' in any of the course.
- 24. Dr.M.N.Parameswaran Memorial Prize :** Awarded to the M.V.Sc. student who secures the highest OGPA among M.V.Sc. students in one academic year and completed M.V.Sc. programme within the minimum period prescribed.
- 25. Kerala Veterinary College Alumni Association Medal :** Awarded to the student who secured the highest OGPA in the B.V.Sc. & A.H. programme and completed within the prescribed period without discontinuance and recording 'F'.
- 26. Milma Gold Medal :** Award to first rank student of B.Tech (Dairy Sciences & Tech.)
- 27. Fish Processing Best Student Award :** Payable to the B.F.Sc student having the highest OGPA in Fish Procoessing Technology.
- 28. Sri.N.P.Panicker Memorial Endowment :** Fifty percent of the prize money to M.V.Sc. student and 50 % to the B.V.Sc. & A.H. student who secured the highest OGPA and not in receipt of any other scholarship or fellowship and without recording any F, I, W, R or RE.
- 29. Mrs. Devaky Nair Endowment :** Payable to the student who has excelled himself in social service activities.

## LIBRARY RULES

The University library is primarily intended for the staff and students of the constituent colleges/institutions who can make use of the library collections, facilities and services in accordance with the following rules.

### 1. Library hours

The Library will remain open for 12 hours on all working days and 6 hours on holidays including Sundays, except National Holidays. The exact time of opening and closing of the Library will be specified by the Dean/Head of the Institution.

### 2. Membership

The staff and students of the constituent Colleges/Institutions are eligible to become members of the library. Staff and students of other autonomous research institutions may also become members on reciprocal basis approved by the Kerala Agricultural University. Membership will be granted on receipt of filled up application in the form prescribed which would be available with the librarian. No fee will be levied for enrolling as members of the Library. The membership will be valid till the teachers/students cease to be on the rolls of the respective colleges/Institutions unless terminated earlier. Members only can enjoy the privilege of borrowing books from the library.

Others who wish to consult the library can do so after getting written permission from the Dean/Head of Institution. But if they wish to borrow books from library, they may be required to deposit a sum of Rs. 50/= (Rupees fifty only) as caution deposit after enrolling themselves as casual members. This caution deposit would be refunded when the borrowed book is returned and the casual membership is terminated.

### 3. Loan service

- a) Books can be taken out on loan from the library only on board system. A book will be lent out on loan to a member only in exchange for one of his loan cards. This card will be returned to the member when he returns the books. Only one book will be issued in exchange of one card. The number of cards issued to a member will be:-

Dean/Head of Departments	:	5
Associate Professor/Assistant Professor/Instructor	:	4
Research Assistant/Person of similar category	:	3
Post-graduate student	:	3
Under-graduate student	:	2
Caution Deposit holder	:	2

- b) Staff members on transfer, retirement, resignation, etc. shall return all the library Loan Cards and other dues, if any, and take the "No-Due-Certificate" from the Librarian, failing which issue of Last Pay Certificate or acceptance of resignation or relief will not be effected.

*Note:-* 1. The University will not accept the resignation or issue Last Pay Certificate or relief Order to any of its staff members of any category unless the 'No-Due-Certificate' of the Library is received by the University.

2. Any lapses on this account will make the concerned University staff responsible for such lapses and he/she shall make good the loss incurred by the University on that account.

- c) For the students a 'No-Due-Certificate' should be obtained before the issue of the final transcript or T.C.
- d) If a member loses his loan card he should immediately report the matter to the Librarian in writing. In the meanwhile he should make all efforts to trace the card so lost and send a second report within 15 days stating the result of his endeavor. If the original card(s) is/are not found out duplicate card(s) will be issued at the discretion of the Librarian at a cost of Rs. 2/= (Rupees two only) per card. The Librarian will issue either the duplicate card(s) or the 'No-Due-Certificate' as the case may be only on receipt of the second report after canceling the last one.
- e) On no account the Book(s) borrowed from the Library could be transferred to any other member nor shall any member borrow book(s) on other member's card.
- f) At the discretion of the Librarian any book loaned to any member can be called back in short notice without assigning any reason; and when such a notice is received, it would be incumbent on the member to return the said book within the stipulated time.

#### **4. Loan period**

- a) The maximum permissible period for which a book can be taken on loan shall be 15 days.
- b) Renewal of loan can be done only on physical production of the books at the library counter, and no renewal shall normally be permissible more than twice.

#### **5. Overdue charges**

- a) If a member fails to return the book taken on loan on the due date, he would be liable to be charged an overdue charge of ten paise per day per volume. But, on application in writing the Dean/Head of the Institution may exempt any loanee from paying overdue charges, in special circumstances; and such orders of the Dean/Head of the Institution shall specifically recorded.

- b) In case any book is lost, the member will not be required to pay the overdue charges if any from the date of actual written report received at the library.

#### **6. Loss/damages of library books**

- a) The members will report immediately to the Librarian any case of loss of borrowed library books. The replacement value of those books as may be decided by the Dean/Head of the Institution shall be binding on the members.
- b) If a member is in arrears he will not be issued any further book until he clears the same.
- c) Readers desirous of using the Library shall enter their names, addresses and signature legibly in a register which is kept for the purpose at the entrance. Such signature shall be taken as an acknowledgement that the persons agrees to conform to the rules of library.
- d) Readers shall not write upon, damage or make any marks upon any book, manuscript or map belonging to the library.
- e) No tracing or mechanical reproduction shall be made without the express permission from the Librarian.
- f) Readers shall be responsible for any damage or injury done to the books or other property belonging to the library shall be required to place/replace such book(s) or property damaged or to pay the value thereof as may be fixed by the Deans/Head of Institution.
- g) Cases of inactivity or other failure in the service should be reported to the Librarian or in his/her absence to the Senior Member of the Staff present.
- h) While entering the Library members will deposit their personal belongings (overcoats, umbrellas, bags, files, note books, etc.) with the counter staff. They may be collected while the member leaves the library. On no account, the library staff could be held responsible for any damage or loss to the property of the member while in temporary custody of the counter staff.
- i) Before taking Book(s) on loan a member shall satisfy himself as to whether the book(s) lent to him is in good condition. If not, it shall be brought to the notice of the Librarian, senior library staff on duty about such defects as are observed in the book(s). Otherwise he would be liable to be held responsible for all the defects, if noted when returning the book(s) back to the library and may have to replace the book(s) by a sound copy/copies.

#### **7. Theft or unauthorised removal of books from the library**

Unauthorized removal of books from the library is a serious misdemeanor and disciplinary action will be taken against the miscreant. Theft of books from the library constitutes a personal offence.

Fines, over dues etc. to be realised from each borrower will be reported by the Librarian to the Dean/Head of the Institutions every month on or before the 2nd working day of the succeeding month and the dues should be remitted in the College office by the concerned

borrower before the 5th of the succeeding month and the acknowledgement receipt produced in the library. Loan privileges will be suspended to the borrowers till the dues are cleared.

### **8. Reference books**

- a) The books of the type listed below would not be available on loan under any circumstances.
  - 1) Old and worn-out books which are out of print and cannot be replaced.
  - 2) Thesis and Dissertations
  - 3) Manuscripts.
- b) Books of the types listed below which are classified as Reference Books would not be available on loan except under special circumstances for which the permission of the concerned Dean/Head of Institution is necessary.
  - 1) Encyclopaedias, Dictionaries and Directories.
  - 2) Atlases and Maps.
  - 3) Heavy and oversize volumes.
  - 4) Costly publication which are full of plates.
  - 5) Periodical and unbound issues of journals.
  - 6) Bound Volumes
  - 7) Other books/publications which are specifically classified from time to time by the Dean/Head of Institution as Reference Books.
- c) Replacement of books by the members in the rack is strictly prohibited and members should leave the book consulted by them on the Readers' table.

### **9. General**

- 1) Only light writing material will be allowed inside the library
- 2) The last borrower shall be held responsible for any damage to the books, unless it has been pointed out at the time of issue.
- 3) Change of address and designations should be immediately reported to the library.
- 4) Silence should be strictly observed in the Library.
- 5) Smoking within the library is strictly prohibited.
- 6) Violation of these rules or indisciplined behaviour in the library will lead to cancellation of membership and disciplinary action.

## HOSTEL RULES

1. Rules shall apply to all student hostels attached to the Colleges/Institutes under the Kerala Agricultural University.
2. The hostels in each College/Institute shall be under the direct control of the respective Dean/Associate Dean/Head of Institution who will be the Warden. The Warden's decision shall be final in all the matters connected with the hostel.
3. There shall be an Assistant Warden for each hostel attached to the college appointed by the respective Dean/Associate Dean/Head of Institution from among the academic staff of the college/Institute.
4. The Assistant Wardens shall be in immediate charge of the hostel. The Assistant warden may detail the services of the Steward/Matron to assist the mess committee, to manage the mess and all matters connected with the hostel.
5. There shall be Resident Tutors for each hostel who shall be responsible for the maintenance of discipline in the hostel and shall assist the Assistant Warden in all his/her duties.
6. Admission to the hostel is ordinarily restricted to the students of Kerala Agricultural University.
7. All the students should normally reside in the hostel unless exempted by the Dean/Associate Dean/Head of Institution on the ground that they are residing with their parents or guardians.  
  
Such day scholars should provide in the hostel their correct addresses and contact numbers of their place/stay, the address of Guardian/Local Guardian. Such places of stay shall be registered or recognised of its kind.
8. The Warden may permit members of the staff of the University or trainees or part-time students also to reside in hostels, if accommodation is available, as special cases.
9. Application for admission to the hostels in the prescribed form shall be submitted to the Assistant Warden. The Warden will have the right to refuse admission to any applicant without assigning reasons.
10. At the beginning of every academic year, there will be fresh allotment of rooms and the room-mates. The number of students to be accommodated per room will be decided by the concerned Assistant Warden. The room will be allotted according to the discretion of the Assistant Warden.
11. Change of rooms once allotted, requires the approval of the Assistant Warden.



12. Each resident will be provided with a set of furniture. Cost of damage, if any, to the furniture will be realised from the inmate/inmates. Students should provide their own bedding and box or trunk to lock things in. Students may supplement the furniture provided, but only after obtaining the written permission of the Assistant Warden.
13. Electric light: Residents should see that the lights and fan are switched off when they go to sleep or when they leave the rooms. Additional electrical fittings in the rooms are not permitted. Electric bulbs (40w) will have to be provided by the residents themselves.
14. Application for admission should be accompanied by an admission fee as prescribed which will not be refunded.
15. Each resident on admission should pay hostel caution deposit at hostel prescribed by the University which will be refunded only at the time of the resident leaving the hostel after adjustment of liabilities if any to the hostel.
16. Every inmate should pay rent, water and electricity charges at this rate. The room rent along with electricity and water charges should be paid on the date of admission to the hostel for the semester and subsequent instalments on the beginning of each semester. Defaulters will have to pay a fine as decided by the University from time to time. The rent etc. along with the fine should in any case be paid within one month of the due date. If the rent etc. and fine are not paid within the period specified he/she is liable to be expelled from the hostel. Such students if they desire to rejoin the hostel, will be required to pay a readmission fee as decided by the University from time to time along with the arrear of room rent etc. and the fine.
17. The rent, water and electricity charges need not, however, be paid by the students belonging to the Schedule Castes/Scheduled Tribes and other eligible communities, provided that these charges are reimbursed from the Harijan Welfare Department and the charges due from such students will be adjusted by the college/institute office as and when the respective amounts are received from the Harijan Welfare Department.
18. Students passing out of the college/institute or discontinuing their studies or those desirous of residing with their parents will be permitted to leave the hostel on application to the Warden. Students who are living in the hostel and who wish to reside with their relatives/parents/guardian, must produce a written authorisation to that effect from their parent/guardian. On no account should they leave the hostel before getting permission from the Assistant Warden.
19. No student is allowed to bring a guest into the hostel to stay with him/her without the permission of the Assistant Warden.
20. Members should keep their rooms scrupulously clean. Spoiled things and clothes should be stored out of sight. Discarded rags and papers should not be thrown about in the rooms, terrace and premises. The rooms, doors, etc. should not be disfigured by writing, sticking hand bill, posters, etc. The inmates will share the expenses for erasure, for

repair of disfigured by writing, sticking hand bill, posters, etc. irrespective of who the miscreants are.

21. They should behave with restraint and decorum. Shouting, reading aloud and other acts likely to disturb other inmates during hours of study should be avoided at all times. Music or singing is not permitted in the hostel premises and residential quarters of the hostel staff, without the permission of the Assistant Warden.
22. They should sleep and work in their own rooms.
23. Taking any type of liquor or intoxicating drugs into hostel or entering the hostel in a drunken state is strictly prohibited.
24. All members are expected to be in the hostel before 9 p.m. Any one who wants to go out and remain after 8.30 p.m. can do so only with the prior permission of the Assistant Warden.
25. Members are not allowed to remove any article of furniture, fittings, light, etc. belonging to the hostel. Any damage to the hostel property shall be immediately reported to the Assistant Warden. The cost of the damage will be recovered from the individual concerned. If the person is not traced, the members of the wing or flat concerned will be held responsible. In certain cases the members or even the whole block, or some or all of the blocks of the hostel together, will be made responsible. In case of wanton damage, the Assistant Warden might in addition, recovery of cost of repair to impose a suitable fine.
26. Members are not permitted to convene meetings of any sort any where in the hostel or its premises without the Assistant Warden's written permission.
27. No circular or subscription list shall be taken round except with the permission of the Assistant Warden.
28. No member will be allowed to indulge in active politics within the hostel premises.
29. Every member will report himself/herself to the Assistant Warden in writing at the beginning of each term or as soon as possible after his/her arrival at the hostel and also at the end of each term or immediately before his/her departure. He/she will enter the dates of his/her arrival and departure in books kept for the purpose in the hostel office. If a student does not report his/her departure in writing, he will be counted as a continuing member and he/she will be liable to pay all the charges in common to the other members. If a student who has not reported his/her arrival in office, is found by the Assistant Warden residing in the hostel, he/she will, in addition to the usual charges, pay a penalty of as decided by the University from time to time which will be credited to the mess funds. If a student who has reported his/her departure is found by the Assistant Warden residing in the hostel he/she will also be dealt with in the same way.

30. No student shall absent himself from the hostel for any night without having previously obtained the permission of the Assistant Warden. If a student finds it necessary to leave the hostel on urgent affairs and is unable to see the Assistant Warden, he/she before his/her departure should report the reason of his/her absence in writing to the Assistant Warden. The Assistant Warden will make a night round between 9 p.m. and 10 p.m. and see that the students are present. Visitors who come to the hostel must leave before 9 p.m. Any visitor found after 9 p.m. will be treated as the guest of the student whom he/she came to visit.
31. All correspondences regarding the hostel should be made through the Assistant Warden. Letters written direct to the Warden will not receive attention.
32. Misconduct or breach of any of these rules for the hostel will render the offender liable to fine, suspension or dismissal.
- 33a. Ragging is strictly prohibited in the college/Hostels/in and out the campus as per the Kerala Prohibition of Ragging act 1998 as well as by the directions of Hon. supreme court of India.
- 33b. The inmates of the hostel have a moral responsibility to point out and report to the Assistant Warden, cases if any of misbehaviour like ragging, thefts, pilferages, destruction of hostel properties, etc. Failure on the part of inmates to make such reports promptly may force the Assistant Warden to impose collective fine or such other disciplinary measures.
34. No sick member shall remain in the hostel. He/she will be sent to the hospital for treatment.
35. The hostel telephone can be made use of by the inmates on payment of the approved rates fixed from time to time. The amount thus collected shall be used to pay the telephone bill of the hostel. The excess charges, if any, shall be equally divided and collected from the inmates.
36. All students before going away for vacation or otherwise leaving the hotel must see that their dues are paid completely before leaving the station. Members are strictly advised not to leave any money or valuables in their rooms. The hostel authorities will not hold themselves responsible for moneys or other belongings lost by students or their guests.
37. For the convenience of members who go to their homes during the holidays, the Assistant Warden will arrange for the safe custody of their belongings during their absence at their own risk. The Assistant Warden will not be held responsible for any loss or damage to any such property.
38. Whenever a student proposes to spend the inter-semester break at a place other than his/her regular home, he/she should keep the Warden/Assistant Warden of the hostel informed of his/her proposed whereabouts during the period of the break.

39. Only licensed Tradesmen will be allowed within the compound of the Hostel for carrying on any business. Licenses will be issued to bonafide tradesmen, dhobies, barbers, tailors, cloth venders etc. on payment of license fee as caution money, which will not be refunded.
40. The mess may frame its own by-laws consistent with the rules and subject to the approval of the Assistant Warden. The mess by-laws once framed shall not ordinarily be altered during the courses of the year.
41. All residents of the hostel must be members of the hostel mess and are required to pay a Mess advance when they are admitted to the hostel. The amount so collected shall constitute the 'Mess Fund' which will be credited to the Wardens Account. The Mess Fund shall be operated by the Assistant Warden.
42. The 'Mess Fund' shall be used for running the mess.
43. The mess advance shall be adjusted towards the mess dues of members at the end of the year including the last month dues, and the mess fund for the year shall be closed after settling liabilities.
44. Day scholars, members of teaching staff and other university employees may also be permitted to use the facilities of the hostel mess with the permission of the Assistant Warden. They will have to deposit mess advance and meet other charges fixed by the Assistant Warden.
45. The residents of the hostel are permitted to run their own mess in the hostel on no loss no profit basis. The management of the mess shall be the responsibility of the students, subject to control of the Assistant Warden.
46. The hostel mess shall be managed by a Mess Committee consisting of student representatives. The Mess Committee shall be elected every month by the members of the hostel. The number of the Mess Committee shall be fixed as 5 of which one shall be the Mess Secretary. The Mess Committee shall hold office for a period of one month only.
47. The mess account is a private account operated by the Assistant Warden and Mess Committee. The Mess Committee shall satisfy themselves with the correctness of accounting. The accounts shall be maintained by the Assistant Warden.
48. The 'dividing system' shall be followed in bearing the expenses of the Mess. All expenses including salary of cooks shall be from the mess expense for a month. The account shall be audited every month by two auditors elected every month from the inmates.
49. Reduction from mess charges shall be granted to members, if they absent from the mess for at least 3 consecutive days. The request for reduction must be given to the Assistant Warden in writing before the members leave the Hostel.
50. If the absence exceeds 10 consecutive days, the member shall be eligible for 1/2 month reduction.

51. The mess accounts for a month shall be audited and the dues announced by the Assistant Warden by the 5th of the succeeding month. Complaints and correction of any sort shall not be allowed after auditing and declaration of dividend.
52. The ledgers showing calculation of accounts will be made available for inspection of the members of the mess for three days after the last day of the month. Any error noticed should be reported to the Assistant Warden or the Mess Secretary.
53. The Assistant Warden will have the power to allow extension of days for remittance of mess dues with fine. Mess charges for the month should be paid on or before the 15th of every succeeding month. Thereafter a fine of Re. 1 per working day will be charged up to 20th.
54. No meals will be served to defaulters after the expiry of 1 ½ months from the due date. Defaulters will cease to be members of the hostel.
55. Payment of mess charges should be made to the office of Assistant Warden who will issue proper receipts for all sums received.
56. All bills and requisitions for cash payment from the mess fund should be certified by the Mess Secretary.
57. The Mess Committee shall be responsible for the proper maintenance of the kitchen, cleanliness etc. In the event of improper maintenance or proper cleanliness not being observed, the Warden shall have the power to order the closure of the mess or to take such other measures as he considers fit.
58. The hours of the mess shall ordinarily be:

Break fast	-	7.00 a.m. to 8.00 a.m.
Lunch	-	12.00 noon to 2.30 p.m.
Evening tiffin	-	4.00 p.m. to 5.00 p.m.
Supper	-	7.00 p.m. to 8.30 p.m.

On previous intimation to the Head Cook, meals shall be kept till 9.45 p.m.
59. Sick diet and extra shall be provided to inmates.
60. No inmates except the Mess Secretary or Mess Committee Members shall enter the kitchen and store.
61. Members are not allowed to take out cups, tumblers, saucers or other utensils or furniture. Damage or loss of such articles due to the carelessness of the inmates shall be made good by individual or collective fine. Meals or extras will not be sent to the rooms of the members.

62. Establishment Charges shall be collected from each inmate, with the mess dues. The amount so collected is the Establishment Fund. It can be spent for providing first aid facilities to inmates, purchasing newspapers, journals, recreation room & indoor games facilities for paying salary of phone boy, hostel boy, etc. The receipts and expenditure of the fund amount shall be audited by students at the end of the year.
63. Mess servants : The mess committee shall be the appointing authority for hostel mess servants subject to the approval of the Warden on the recommendations of the Assistant Warden. The terms and conditions may be as laid down by the mess committee from time to time.
64. The Assistant Warden shall be responsible for the maintenance of proper discipline and good conduct among the mess servants. The Mess Committee shall be competent to recommend punishment including suspension or removal from service of any Mess Servant, with reasons there of. Such disciplinary action against mess servants shall be recommended by the Assistant Warden of the concerned hostel to Warden for further action. The Warden shall be the disciplinary authority in all such cases.
65. Notwithstanding anything contained in in these rules, the Warden shall be competent to discharge all or any of mess servants if he is satisfied that the discipline, cleanliness and/or conduct of the mess servants are not satisfactory or if their continuance in the hostel mess is considered injurious to the interests of the students, the hostel or the college or institute.
66. Hostel Committee
  - a) A Hostel Committee may be elected every year from among the inmates. The Committee shall be called "College/Institute Hostel Committee".
  - b) Aims and objects: To promote a healthy corporate life, friendliness and cordiality among the members of the hostel and to guide their activities along sound and fruitful channels.
67. Membership: All the students of the College/Institution residing in the hostel will be members of the committee.
68. Office Bearers: The Hostel Committee shall have the following office bearers.

Hostel Secretary: There shall be one Hostel Secretary for the hostel of a College/Institution. He shall assist the Assistant Warden in keeping the discipline and cleanliness in Hostel.

Joint Secretaries: One from each hostel of a college/Institution. He shall be in charge of the reading room and library of the hostel.

Recreation hall Secretary: One from each hostel of a college/Institution. He will look after the indoor games hall and radio room.

Block Representatives, one representative from each block/floor of the hostel.

The Warden and the Assistant Warden shall be President and Vice President respectively of the committee.

69. Election: The rules pertaining to election of Hostel Committee can be framed by the inmates subject to the approval of Assistant Warden. The Warden shall have the authority to reject the candidature of election of any inmate considering discipline and welfare of the hostel. The Warden can nominate any inmate to hold an office for one year.
70. Duties and functions
  - 1 The committee shall represent the inmates of the hostel for any matter pertaining to the hostel.
  2. It shall be responsible for cleanliness and discipline in the hostel and proper functioning of reading room, library and recreation hall.
  3. It can conduct meetings, debates, cultural programmes and tournaments, with the permission of the Assistant Warden.
  4. It shall be responsible for the establishment fund expenses and the stock and stores purchased from establishment fund.
71. The Warden shall have the power to make authorised expenditure from the establishment fund for maintaining proper cleanliness, hygienic condition and general well-being of the Hostel.
72. The decision of the Warden shall be final in all matters concerning the Hostel Committee.
73. Special rules for Women's Hostel : All the general rules of the hostels are applicable to the Women's Hostel and in addition, the following special rules shall also be applicable.
  1. Boarders will be allowed to visit or to be visited by those whose names have been sent to the Assistant Warden by their parents or guardians.
  2. The visitors may be seen between 4 and 6 p.m. on all days of the week in the visitor's room only. The name and designation of the visitor, purpose of visit, and relationship of the resident visited, must be entered by the resident in the book provided for the purpose
  3. All residents must return to the hostel before 6.30 p.m. unless they have obtained prior permission of the Assistant Warden.

## CO-CURRICULAR ACTIVITIES

### THE KERALA AGRICULTURAL UNIVERSITY UNION

(In accordance with Lyngodh Committee Recommendations)

#### Article I: Name

The Union shall be called 'The Kerala Agricultural University Union'.

#### Article II: Objectives and Activities

- 1 The objectives of the Union shall be to promote corporate social and cultural life of the students of the university and to train them in the duties and rights of citizenship.
- 2 In order to achieve this, the union may endeavour:
  - a) To promote opportunities for the development of character, discipline, efficiency, knowledge, democratic outlook and the spirit of service among the members.
  - b) To organise youth centres, clubs or groups like student writers' club, student farmers' forum, study circles, training camps, debates, seminars, cultural shows, book clubs, camera clubs etc.
  - c) To impart training in leadership and in the conduct of public works in collaboration with voluntary organisations.
  - d) To organise arts festivals, to promote and develop the artistic talents of students.
  - e) To organise sports, physical culture clubs and recreational club.
  - f) To organise work squads and operation in urban and rural areas;
  - g) To organise programmes encouraging students in various constructive activities in context of national development.
  - h) To encourage such other activities that would be in tune with the general objectives of the Union.

#### Article III: Definitions

For the purpose of this constitution, the following terms shall mean:

- a) Patron : The patron of the Kerala Agricultural University Union.
- b) Kerala Agricultural University Union : Unless otherwise stated, the letters K.A.U. Union shall mean the Kerala Agricultural University Union.
- c) President : The President of the Kerala Agricultural University Union.
- d) General Secretary : The General Secretary of the Kerala Agricultural University Union.



- e) Honorary Treasurer : The Honorary Treasurer of the Kerala Agricultural University Union.
- f) Managing Council : The Managing Council of the Kerala Agricultural University Union
- g) Students' Union Council : Students' Union Council of Kerala Agricultural University Union.
- h) Funds: The funds of the Kerala Agricultural University Union.
- i) Constituent Colleges/Institutes refers to the constituent colleges of the university.
- j) Students' Union Councilor : Member of Students' Union Council of the Kerala Agricultural University Union.
- k) University Union Councilor : Member of the Managing Council of the Kerala Agricultural University Union.
- l) Staff Adviser : Staff Adviser of the Kerala Agricultural University Union.

#### Article IV: Membership

The students of constituent colleges/Institute of Kerala Agricultural University shall be eligible for membership of the Kerala Agricultural University Union. No one other than a full-time student shall be a member of Kerala Agricultural University Union.

#### Article V: Membership fee

All Colleges/Institute shall collect the prescribed fee towards University Union fee from each student along with 1st instalment of fees. The College/Institute shall remit the fee to the University Union through the Honorary Treasurer.

#### Article VI: Tenure of membership

The tenure of membership of the Managing Council and Students' Union Council shall ordinarily be one year. However, if there is delay in conducting the election the office bearers may continue till such time as the new office bearers are elected.

#### Article VII: College unions

- 1.a) There shall be students' unions in all the constituent Colleges/Institutes of the Kerala Agricultural University to promote all round development of the students so as to achieve the objectives of the Kerala Agricultural University Union.
- b) There shall be a President, a Secretary, three Councillors (including one lady) representing each college on the University Union. Arts Club Secretary and Student Editor of the College Journal for all the college unions. The three Councillors to the University Union shall represent their college union at the managing council of the Kerala Agricultural University Union.

- c) There shall be various associations in all Colleges under the general guidance of the college unions to achieve the objectives of the Kerala Agricultural University Union.
  - d) The office bearers of the College Union and various Associations shall be elected according to the rules framed from time to time from among the students of the college/institute within the first trimester, on re-opening of the college for the first trimester of each academic year.
2. Students' Union Council. The Students' Union Council of the Kerala Agricultural University shall include.

All elected office bearers of all college/institute unions and the councillors elected from each college/institute, as in Article VII (1) (b).

#### Article VIII: Office bearers

The following shall be the office bearers of the Kerala Agricultural University Union:

- |                           |   |
|---------------------------|---|
| a) Patron;                | b) Vice-Patron;                           |
| c) The President;         | d) The Vice Presidents (2 nos., one Lady) |
| e) The General Secretary; | f) The Councillors;                       |
| g) The Secretary;         | h) The Honorary Treasurer;                |
| i) The Staff Adviser;     | j) The Managing Council Members.          |

#### a) PATRON

The Vice-Chancellor of the Kerala Agricultural University shall be the *Ex-officio* patron of Kerala Agricultural University Union.

#### b) VICE-PATRON

The Vice Patron shall be nominated by the patron for a period of one year.

#### c) THE PRESIDENT

- 1) The President and all other office bearers (except the *ex-officio* and nominated members) shall be elected from the University Union Councillors by the Students Union Councillors elected from constituent colleges/Institute.
- 2) The President shall preside over all meetings of the Managing Council, Students' Union Council and all other functions of the Kerala Agricultural University.
- 3) The President shall conduct business of the Union according to the rules and standing orders.
- 4) The President shall have the right to take decisions and to give ruling and his decisions shall be final as far as the meeting is concerned.

d) VICE-PRESIDENT

- 1) Two Vice-Presidents shall be elected from the University Union Councillors by the Students' Union Councillors.
- 2) One of the two Vice-Presidents shall be elected from the lady members of the University Union Council by the students Union Councillors.
- 3) One of the two Vice-Presidents shall preside over the meetings of the Students' Union Council, Managing Council and all other functions of the Kerala Agricultural University Union in the absence of the President.
- 4) The Vice-Presidents shall perform the duties of the President on his absence or as per request of the President.

e) THE GENERAL SECRETARY

- 1) The General Secretary shall be elected from the University Union Councillors by the Students Union Councillors of the Kerala Agricultural University Union.
- 2) The duties of the General Secretary shall be:-
  - (a) To issue notice for all meetings in consultation with the President; (b) to keep the minutes of the business meetings and to present them for confirmation at the next meetings; (c) to sign on behalf of the Kerala Agricultural University Union, all documents; (d) to conduct all correspondence of the Union; (e) to arrange for the purchase of the requisites of the Union; (f) to prepare annual reports and present the same; (g) to prepare budget in respect of the activities specified in Article II Sections 2 (a) to (h), to present it to the Students' Union Council for consideration and then to the Managing council for consideration and adoption; (h) to incur expenditure for items specifically included by the Managing Council among the objects of the Union with the previous concurrence of the Executive Committee of the university and to submit vouchers for payment and to render monthly statement of expenditure incurred by the Union to the Honorary Treasurer; (I) to submit the accounts and vouchers relating to the year for audit.

f) COUNCILLORS TO UNIVERSITY UNION

The councillors to the University Union shall be represented in University Union by three councillors. One of the three councillors shall be a lady.

g) THE SECRETARY

The Secretary shall perform the duties of the General Secretary in his absence or as per the request of the General Secretary.

## h) THE HONORARY TREASURER

- 1) The Director of Students Welfare or in his absence a University Teacher nominated by Patron shall be the Honorary Treasurer of the University Union.
- 2) The Honorary Treasurer shall be an *ex-officio* member of the Union Managing Council without voting power.
- 3) The Honorary Treasurer shall be the custodian of the University Union on behalf of the Managing Council.
- 4) It shall be the duty of the Honorary Treasurer to see that the office work of the Union is done smoothly and in time.

## i) THE STAFF ADVISER

The staff adviser of the KAU Union will be nominated by Patron from among the university teaching staff.

## Article IX: The Students Union Managing Council

- 1) The managing council of the KAU Union shall include the following:
  - a) The President;
  - b) The Vice-Presidents;
  - c) The General Secretary;
  - d) The Secretary;
  - e) The Honorary Treasurer; and
  - f) The Councillors to Union elected from constituent colleges/institute.
- 2) The Managing Council shall manage the affairs of the Union and shall have powers subject to the provisions of the rules to carry out the objectives of the Union.
- 3) The Managing Council may appoint sub-committees or ad-hoc committees for specific purposes in consonance with the objectives of the Union from and among the members of the Student's Union Council.
- 4) The Managing Council shall meet at least once in a semester and such meetings along with the agenda shall be notified at least seven days in advance.
- 5) The urgent meetings of the Managing Council can be convened with two days notice.
- 6) The Managing Council may frame standing orders.
- 7) A member of the Managing Council who has not attended three meetings of the body consecutively without informing specific reasons to the president or the general secretary in writing shall forfeit his membership.
- 8) Vacancies arising shall be filled within one month according to rules and regulations.
- 9) Decisions of the Managing Council shall be taken in accordance with the opinion of the majority of the members present.

#### Article X: Students Union Council

1. The Students' Union Council shall meet at least once in three months and such meetings along with the agenda shall be notified at least seven days in advance.
2. The Students' Union Council shall have powers:
  - a) For general guidance over all college unions of the constituent colleges/institute of the Kerala Agricultural University.
  - b) To frame rules for the proper working of the Union.
  - c) To issue instructions consistent with the constitution and the rules in all matters not otherwise provided for.

#### Article XI: Fund of the Union

1. Separate head of account may be opened in the KAU budget to accommodate all funds of the Union including the annual grant from the Kerala Agricultural University.
2. The Honorary Treasurer of the Union will be in charge of the funds of the Union on behalf of the students Union Council. Expenses for the activities of the Union shall be incurred with the previous sanction of Managing Council. The Managing Council shall appoint a committee for the purpose of auditing accounts.

#### Article XII: Miscellaneous

1. The quorum of the meeting of all committees of the Kerala Agricultural University Union shall be  $\frac{1}{4}$  of the total members or three whichever is more.
2. A notice of no confidence signed by  $\frac{1}{3}$  of the total members against an elected office bearer of the Kerala Agricultural University Union can be presented in the Managing Council.
3. A motion of no confidence shall not be moved within the first three months or the taking charge of office.
4. A special meeting of the Students' Union shall be convened if 20 per cent of the members of the Students' Union Council demand for a meeting specifying the purpose with written notice.
5. The Students' Union Council meeting shall be convened to discuss the no confidence motion with a special notice of 14 days. The motion shall be carried by the simple majority of the total members of the Students' Union Council.
6. The Managing Council of the Kerala Agricultural University Union can amend this constitution. The meeting of the Managing Council to amend the constitution shall be

convened with 14 days notice showing specific clause of amendment. Amendment can be made by the  $\frac{2}{3}$  majority of the members of the Managing Council present. The amendment passed by the Council shall be valid or come into force only if approved by the Patron.

- 7 The Patron, Vice-Patron, Staff Adviser and the Honorary Treasurer may attend any of the meetings of the Kerala Agricultural University Union or bodies constituted thereunder, but shall not have any voting power.
- 8 Any question of dispute arising under this constitution with regard to its provisions, contents, interpretations on the procedure laid down between any member of the Committee shall be determined by the Managing Council. The decision of the Managing Council shall be final in all such cases, but an appeal may be made to the Patron.

#### Article XIII

- 1) Travelling allowance: (a) The office bearers of the University Union or the students of the university deputed for specific purposes of the University Union are eligible for bus fare or 2nd class train fare; (b) In special circumstances, special conveyance may be utilised after approval by the staff adviser, when actual expenses for special conveyance will be met.
- 2) Daily allowance: (a) Daily allowance shall be claimed with reference to the time of absence from the campus to which the student belongs; (b) Where the tour is made by university vehicle, the student will be eligible for only the daily allowance; (c) While using special conveyance, the student will be eligible for a daily allowance; (d) The time of journey is also included for calculation of allowance.

#### Article XIV: Election

All elections to the Unions shall be conducted by secret ballot, each member having single non-transferable vote under the direct supervision of an officer nominated by the Patron. (Vide Appendix I and II)

*Note:-* Lyngodh Committee report on student body and student union election in Colleges/Universities

Election to the student unions in all the constituent colleges and in KAU will be conducted based on the recommendations of the Lyngodh Committee report which is as per the directions of the Honorable Supreme Court. This was approved in the 109th meeting of Academic Council held on 15.7.2008.

All the recommendations of the Lyngodh Committee report except the eligibility criteria for the candidature (Recommendation 6.5) were accepted as such. The recommendations on the eligibility criteria for the candidature (Recommendation 6.5.1 to 6.5.8) were decided to be implement as follows:

- 6.5.1 Under Graduate Students between the age group of 17 and 25 may contest the election.
- 6.5.2 For the PG students the maximum age limit to legitimately contest the election would be 21-28 years.
- 6.5.3 For Research Students the maximum age limit to legitimately contest the election would be 33 years.
- 6.5.4 A student who has failed in any course and yet to pass that course by writing there-exam/repeat exam or who has not successfully completed all the courses of the earlier semesters as on the date of filing the nominations
- 6.5.5 The candidate should have attained minimum percentage of attendance of 75 percent.
- 6.5.6 The candidate shall have one opportunity for the contest the post of office bearer and two opportunities to contest the post of an executive committee member. This point was further clarified that Students Union President, Vice President, Secretary, Joint Secretary form the office bearers and one and the same person cannot continue to contest for the same office, year after year.
- 6.5.7 The candidate shall not have previous criminal records i.e. he should not be tried and/or convicted of any criminal offence or misdemeanor. The candidate also shall not have been subject to any disciplinary action by the university.
- 6.5.8 The candidate must be a regular full time student of the College/University and should not be a distance/proximate student i.e. the eligible candidate must be enrolled in full time course and the course duration being at least one year.

The recommendation of the Lyngodh Committee available in the website of UGC

**APPENDIX - I**

(Vide constitution of Kerala Agricultural University Union)

**ELECTION RULES**

Only the elected councillors to University Union are eligible to contest for the posts of office bearers in Kerala Agricultural University Union.

The Honorary Treasurer of Kerala Agricultural University Union shall publish the election schedule in detail at least one month in advance.

The election notification shall include the following details.

- 1 Publication of list of councillors to University Union and Students' Union.
- 2 First meeting of electoral college (University Union Councillors and Students' Union Councillors) should be called 14 days after the elections in the constituent colleges/institute.
- 3 Last date for submission of nomination
- 4 Scrutiny of nomination
- 5 Publication of list of valid nomination
- 6 Time for withdrawal
- 7 Publication of final list of candidates
- 8 Date and place of polling
- 9 Date and place of counting



**APPENDIX - II**

(Vide constitution of the Kerala Agricultural University Union)

**NOMINATION PAPER\***

Election of the President/Vice President/General Secretary/Secretary

I hereby nominate -----  
 councilor to the Kerala Agricultural University Union and student of -----  
 -----College/  
 Institute ----- as a candidate for the election as the President/  
 Vice-President/General Secretary/Secretary of the Kerala Agricultural University Union.

Name of Proposer :-----

College:-----

Signature with date: -----

Name of seconder: -----

College: -----

Signature with date: -----

I agree to serve as the President/Vice-President/General Secretary/Secretary of the Kerala Agricultural University Union if elected.

Place:

Date:

Signature of Candidate

- \* i. Document to prove age to be attached.
- ii. Documents to prove "No Academic Arrear" to be attached

- N.B.*
1. Only elected office bearers of College Union and councillors to University Union can propose or second nominations.
  2. Only Councillors to University Union are eligible to contest.
  3. Score out the inapplicable candidature.

## STUDENTS' UNION OF COLLEGES

(In accordance with Lyngodh Committee Recommendations)

### 1. Title

The students' Union of each of the College in the Kerala Agricultural University shall be called by the term "Students' Union" followed by the name of the College. For example: "Students' Union of the College of Agriculture", "Students' Union of the College of Veterinary and Animal Sciences", "Students' Union of the College of Horticulture", etc.

### 2. Objectives

The objectives of the Union shall be :-

- i) To encourage the spirit of comradeship
- ii) To serve as a forum for training in leadership
- iii) To organise debates, seminars, work squad, touring parties and other important activities.
- iv) To promote opportunities for students to organise sports, arts and other cultural and recreational activities.
- v) To bring out a College Magazine annually.
- vi) To encourage dramatic and artistic talents and to promote the ideal of social service in practice.
- vii) To do such other activities for the common good of the members, and for the Institution.

### 3. Membership

- a) All students of the college *ipso facto* be members of the Union and shall have the right to vote and contest in the elections of the Union and other clubs, associations or forums.
- b) College Union Fee is payable with the first annual installment of tuition fees by all the members.
- c) All members of the teaching staff will be *ex-officio* members of the Union with no right of vote.

### 4. Tenure

The tenure of the College Union shall be an academic year or till the election and formation of the next Union. The academic year shall be based on the semester system.

## 5. Executive Committee

The Executive Committee of the College Union shall consist of :-

- i) President
- ii) Vice-President
- iii) General Secretary
- iv) Associate Secretary
- v) Arts Club Secretary
- vi) Student Editor
- vii) The Hony. Treasurer/Staff Adviser
- viii) The Staff Editor
- ix) One representative for each class and a representative of the Post-graduate students
- x) Three Councillors including one lady elected to the University Union.

## 6. Election of Office Bearers and their duties

- a) **President:** The President shall be elected directly by and from among the students of the college. The President shall preside over all meetings and other functions of the College Union and regulate and control the meeting.
- b) **Vice-President:** The Vice-President shall be elected directly by and from among the students of the college. He shall preside over the meetings in the absence of the President and shall have powers of the President on such occasions.
- c) **General Secretary:** The General Secretary shall be elected directly by and from the students of the college. The Secretary shall issue notices for meetings and other functions of the College Union and keep the minutes of the meetings. The Secretary shall make arrangements for the ordinary and extraordinary meetings of the College Union subject to the approval of the Union Executive. He is the custodian of the records of store and stock of the College Union.
- d) **Associate Secretary:** The Associate Secretary shall be elected from among the students other than the final year classes. He shall be the Librarian of the Association Library and shall be responsible for the maintenance, circulation and safe custody of the books, periodicals, news papers etc.
- e) **Arts Club Secretary:** The Arts Club Secretary shall be elected directly by and from among the students of the College. He shall have the right to organise all such activities to promote artistic talents of the students.
- f) **Magazine Editor:** The Editor of the College Magazine shall be elected directly by and from among the students of the college other than from the final year class.

- g) **Honorary Treasurer cum Associate Patron:** The Treasurer shall be nominated by the Patron from among the members of the Academic Staff of the college. The Treasurer shall also advise the students and give proper guidance and supervision regarding Union activities.
- h) **Staff Editor:** The Staff Editor shall be nominated by the Patron from among the members of the academic staff of the College. He shall be responsible for correspondence, accounts, etc. in connection with the publication of the College Magazine.
- i) **Class Representatives:** Class Representatives shall be elected from among the students of the respective classes.
- j) **Three Councillors including one lady** shall be elected directly and from among the students of the college to the Students Union.
- k) The office bearers of the College Union and various association shall be elected by secret ballot directly and from among the members of the Union, as early as possible after the re-opening of the college subject to the conditions given below:-
  - i) The schedule of election will be as follows:
    - a) Date of election will be notified four days in advance;
    - b) Time limit for filing nomination will be two days after the notification of the election;
    - c) Final withdrawal of the nomination filed should be made on the day previous to the date of election;
  - ii) Election will be held at a stipulated hour in a common hall(s) of the college by the teacher(s) of college appointed by the Dean as Election Officer(s) for the conduct of election. All the students of the college desiring to take part in the election shall assemble in the hall(s).
  - iii) The election will be held by secret ballot. For that purpose, a ballot box will be placed on the table in front of the Election Officer.
  - iv) The ballot papers in the form of blank chits with college seal and initials of Dean will be distributed by the Election Officer after adding his own initials to each of the students who are entitled to vote by calling their names one by one. The students should write in the blank chit the name of the candidates for whom they are voting.
  - v) A separate enclosure to ensure secrecy of voting should be provided in a corner of the room.
  - vi) The counting of votes and declaration of result shall be done by the Election Officer immediately after the voting is over. The Election Officer should count the votes in a room to which only the candidates and one representative of each candidate alone will be admitted.
  - vii) Persons who are not on the rolls of the college register will not be allowed to take part in any election work.
- l) The Executive Committee of the Union may appoint sub-committees or ad-hoc committees for specific purposes in consonance with the objectives of the Union.

- m) The Executive Committee shall meet at least once in a month and such meetings along with agenda shall be notified at least three days in advance. In emergent circumstances, the Executive Committee shall meet at short notice.
- n) A member of Executive Committee other than the member nominated by the Patron, who has not attended three meetings of the body consecutively without prior sanction shall forfeit his membership.
- o) Vacancies in the Executive Committee, other than those to which nominations have been made by the Patron shall be filled within one month by nominations by the Executive Committee.
- p) Decision of the Executive shall be taken in accordance with the opinion of the majority of the members present.

### 7. Patron

The Dean shall be the *Ex-officio* patron of the College Union. The patron shall be the ultimate authority in all matters concerned with the College Union. He may ordinarily act on the advice of the Union Executive.

### 8. Associations under the Students' Union

There shall be various associations like Athletic Association, Social Service League, Planning Forum, etc. subordinate to the College Union to achieve the objects of the Union. All the students of the college shall *ipso facto* be members of these associations also. The office bearers of these associations will be elected directly by the members subject to the bye-laws of the association. The Patron shall nominate Presidents for these associations and Arts Club from among the academic staff of the college.

### 9. Activities

- a) The Executive Committee of the College Union shall normally formulate the general policy, and guide the activities of the Union.
- b) In all matters connected with the college union the final decision rests with the Union Executive Committee but an appeal shall lie to the patron, when there is a dispute.
- c) The College Union shall not take part in any political activity.

### 10. Expenditure

- a) All funds of the Union shall be deposited in Savings Bank Account in the name of the Patron (Dean) by designation.
- b) The expenditure on any item will be on sanction by the Patron.
- c) The Treasurer (Associate Patron) may draw advances through the college office based on detailed estimate of expenditure for each occasion and promptly submit the vouchers after incurring the expenditure. A prescribed register should be maintained for this purpose.
- d) No advance shall ordinarily be sanctioned if an advance drawn previously is pending adjustment.

## 11. Patron's authority

Notwithstanding anything said above the patron's decision shall be final in all matters affecting the Union.

### NATIONAL SERVICE SCHEME (NSS)

National Service Scheme was started as a pilot project by the Government of India during the Fourth Plan period by selecting students on a voluntary and selective basis. The scheme envisages the utilization of the leisure time of students in various items of national service which not only help the community but also provide opportunity to the non-graduate to appreciate the lot of the community and inculcate in him a sense of social consciousness and dignity of labour. The cost of operating the scheme is shared by the Central and State Governments. The amount provided to each university/college is fixed on the basis of the "number of students allotted to the respective institution" (ie. the number of students participating in the N.S.S. activities and not the total strength of the institution). The XXII meeting of the Academic Council held on 28/06/75 has decided that the National Service Scheme may be implemented at the constituent colleges of Kerala Agricultural University by the Deans of the Colleges concerned. Accordingly Government was addressed for the inclusion of Kerala Agricultural University in the list of Universities which implement National Service Scheme and for allotment of necessary funds and Government have included the Kerala Agricultural University also.

The aim of the National Service Scheme is education through community service.

The overall objective of the National Service Scheme is educational service to the community, the activity through which the objective is sought to be attained. The more specific objectives of the National Service Scheme are to arouse the student's social conscience and to provide him with the opportunity:

- i) to work with and among people,
- ii) to develop an awareness and knowledge of social realities, to have a concern for the well-being of the community and to engage in creation and constructive social action,
- iii) to gain skills in the exercise of democratic leadership, and
- iv) to gain skills in programme development to enable him to get self employed.

At the University level there is an Advisory Committee constituted by the Kerala Agricultural University to advise the university for the purpose and smooth implementation of the National Service Scheme. At the College level, each college is having an Advisory Committee with the Dean/Head of Institution as Chairman and the Programme Officer as Member-convener.

### NATIONAL CADET CORPS (NCC)

Kerala R&V Sqn. NCC is functioning in the University. The students from the all the colleges of KAU and neighbouring government colleges are enrolled in the NCC.

## Appendix III

## ACADEMIC FORMS

## Acad. Form 3

## COURSE REGISTRATION-CUM-GRADE CARD

1. Name of Student
2. Admission No.
3. Class of study
4. Academic year
5. Semester No.
6. Part time/Regular/Repeater
7. Details of fees remitted  
Book No./Receipt No./Date
8. Name of College/Institution

Part A									Part B		
Sl. No.	Catalogue No. of course	Title of the course	Credits	Name of dept.	Initials of course teacher or Head of Dept.	If the course is being repeated give details			Grade	Grade point	Credit points
						Repetition No. using symbols R1, R2, etc.	Semester and Academic year in which the course was previously taken last time	Grade Previously obtained			
1	2	3	4	5	6	7	8	9	10	11	12

Date

Signature of the student

Recommended

Signature, Name and Designation of Advisor

Approved

Signature of Dean

Up to last Semester	Deduction on account of repetition if any, during the current semester	Progressive total till the end of current semester
Total credit hours (excluding research)	Credit hours during current semester	Total credit hours (excluding research)
Total credit points	Credit points during current semester	Total credit points
Total credit for research work	Credit hours deducted	Total credit for research work
	Credit points deducted	Overall Grade Point Average

Signature

Countersigned

Name and designation of Advisor

Head of Institution

*Acad. Form 6***REQUEST FOR ADDITION AND/OR WITHDRAWAL OF COURSE(S)**

*Note:* Four copies of this form should be filled in by the student and submitted before the due date.

Academic year: ..... Semester No.....(from ..... to .....)

1. Name of student :
2. Admission No. :
3. Regular/Repeater :

Sl. No.	Course No.	Title of the course	Whether added or with drawn	Credits of courses added	Credits of courses withdrawn
1.					
2.					
3.					
4.					
Total credits added/withdrawn					

Credits originally registered for the semester

Hence net credits remaining if the present request for addition/withdrawal is granted.

Date

Signature of student

Recommendation of Adviser

Name

Designation

Signature of Adviser

Approved

DEAN

Registered

REGISTRAR



*Acad. Form 10 a*

KERALA AGRICULTURAL UNIVERSITY

Faculty of .....

**PROGRAMME OF RESEARCH WORK FOR THESIS FOR  
MASTER'S/DOCTORATE DEGREE**

1. Title of thesis
2. Location/College and Department
3. (a) PC Group  
(b) Thrust Area  
(c) Code No.
4. (a) Name of student  
(b) Admission No.
5. (a) Name of Major/Advisor  
(b) Designation
6. Objective
7. Practical/Scientific utility
8. Important publications on which the study is based
9. Outline of technical programme
10. Main items of observations to be made
11. Financial outlay

Place:

Date:

Signature of the student

Name and signature of members of the Advisory Committee

1. Major Advisor
2. Professor and Head
3. Member from the Department
4. Member from outside Department
5. (In the case of Ph.D.) Member

Place:

Date:

Signature of Head of the Department

Appendix-I (for reference cited)

Appendix-II (for time frame of study)

*Acad. Form 10 b*  
**KERALA AGRICULTURAL UNIVERSITY**  
 Faculty of .....

**PROGRAMME OF COURSE WORK FOR MASTER'S/ DOCTORATE DEGREE**

The advisory committee of Sri..... admitted to the Master's degree programme in College of Agriculture/ Horticulture during the academic year of .....majoring in ..... after a conference with the candidate made the recommendation in respect of the following

1. Major field of study
2. Minor field of study
3. Research topic for thesis
4. Course to be completed by the student:

Classification of the courses	Cat. No.	Title of course	Credits
1. Major courses			
Total			
2. Minor Courses			
Total			
3. Supporting Courses			
Total			

5. Total credit for course work
6. Total credit for research work
7. Total credit for the Degree Programme
8. Outline of technical programme with a synopsis of proposed research work for thesis
9. Name of the student with signature
10. Name and Signature of the Members of the Advisory Committee
  1. Major Advisor
  2. Members
11. Signature of the Head of the Department

Place:

Date:



11. Supporting Fields
- 1.
  - 2.
  - 3.
  - 4.

12. Particulars of examination fees remitted : Amount  
Book No.  
Receipt No.  
Date:

13. Name and designation of the members  
of the Advisory Committee :

Place:

Date:

Signature of student

---

**PART – II**  
(Remarks of Major Advisor)

Signature

Place:

Date:

Name and Designation :  
(Chairman & Major Advisor)

---

**PART – III**  
(Remarks of the Dean/ Associate Dean)

Place:

Date :

Signature of Dean/ Associate Dean

*Acad. Form 12*

Faculty of .....

**PROPOSAL FOR APPEARING FOR THE QUALIFYING VIVA-VOCE  
EXAMINATION FOR MASTER'S/DOCTORATE DEGREE**

(To be filled by the student and submitted in duplicate to the major advisor)

1. Name of College :
  2. Name of Department :
  3. Name of degree programme :
  4. Name of student in full :
  5. Admission No. :
  6. Date of joining the PG programme :
  7. Proposed date of Viva-Voce :
  8. Total credits completed :
    - a) Course credits
      1. Major courses :
      2. Minor courses :
    - b) Research credits :
    - c) OGPA :
  9. Whether 75% of the prescribed major and minor course works completed separately :
  10. No. of attempts for Comprehensive Examination :
  11. Details of written Comprehensive Examination with % marks secured
    1. Major courses :
    2. Minor courses :
  12. Particulars of Examination fees : Amount
- Book No.
- Receipt No.
- Date:

13. Name and designation of the members  
of the Advisory Committee

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Place:

Date:

Signature of student

Remarks of Major Advisor

Place:

Date:

Signature, Name & Address of  
Major Advisor

Remarks of the Dean/Associate Dean

Place:

Date:

Signature of Dean/Associate Dean

To

The Director (Acad & P.G Studies)  
Kerala Agricultural University.

*Acad. Form 13***CONFIDENTIAL**

Faculty of.....

**REPORT OF QUALIFYING EXAMINATION FOR  
MASTER'S/DOCTORATE DEGREE**

1. Name of Candidate :
2. Admission Number :
3. Major Discipline :
4. Major Department :
5. No. & Date of order of the Registrar/  
Dean approving the conduct of  
examination :
6. Date of Examination :
7. Date of previous examination in  
case it is a re-examination :
8. Marks secured –
  - a. Written
    - i. Major field (100) :
    - ii. Minor field (100) :
  - b. Viva-voce (S/US) :

(Separate minimum of 60% required for major and minor courses)

9. Result : Successful/Unsuccessful
10. Board of Examiners

Sl.No.	Name and designation	Status (Chairman/External Examiner/Member)	Signature

- Note: 1. The External Examiner may be indicated as such against his name.
2. This report should be sent as early as possible after the examination to the Registrar (by name), KAU, Vellanikkara.
  3. Qualified to appear for Viva-voce only on securing 60% and above marks in written examination

*Acad. Form 14*

Faculty of .....

**PROPOSAL FOR APPEARING FOR THE FINAL EXAMINATION FOR  
MASTER'S /DOCTORATE DEGREE**

Name of Department :

Name of College :

Name of Degree Programme :

**PART - I**(To be filled in by the student and submitted in duplicate to the major advisor  
along with four copies of the thesis)

1. Name in Full :

2. Admission No. :

3. Date of joining the P.G Programme :

4. Date of termination of last semester attended :

5. Total No. of semesters completed :

6. Periods of discontinuance if any :  
From Duration To

7. Approved title of thesis (with code no) :

8. Order No. approving the title of the thesis :

9. Total credits programmed for the  
degree and credits completed :

Name of credits	Total credits proposed	Credits completed so far	OGPA	Remarks
a. Course credits				
b. Research credits				
Total				

10. Whether all the prescribed credits  
have been completed or not :



11. Major field of specialization :
12. Minor field  
 1.  
 2.  
 3.  
 4.
13. Particulars of Examination fees remitted  
 inclusive of late fee, if any : Amount  
 Book No.  
 Receipt No.  
 Date
14. Date of passing and Notification number  
 of the qualifying examination :
15. Date of Thesis Presentation/defense seminar :
16. a. Whether one research paper has been  
 sent for publication in a referred journal  
 (For Ph.D only) :
- b. Details of submission :
- i) Title of research paper :
- ii) Date of submission :
- iii) Name of Journal (attach proof for submission) :
17. Name & Designation of the members of the  
 Advisory Committee :
1.  
 2.  
 3.  
 4.  
 5.  
 6.

**PART – II**

(Remarks of Major Advisor)

Place: Signature :  
 Date: Name :  
 Designation :

**PART – III**

(Remarks of the Dean/Associate Dean)

Place: Signature of the Dean/  
 Date: Associate Dean (PG Studies)

*Acad. Form 15*CONFIDENTIAL

Faculty of .....

## PANEL OF NAMES FOR APPOINTMENT OF EXTERNAL EXAMINER(S)

1. Name of student :
2. Admission Number :
3. Name of degree programme :
4. Whether qualifying examination  
or final examination :

- Note: 1. One of the following names may be chosen by the Dean/Associate Dean for appointment as the external examiner for evaluation of thesis for M.Sc programmes, based on which formal orders are to be issued.
2. In the case of the student is appearing for Ph.D final examination, two external examiners are to be nominated from the panel. As per regulations, the thesis of Ph.D students has to be adjudicated by two external examiners, though only one of them need be present to conduct the final viva-voce examination.

Sl. No.	Name	Designation, Full address with Phone No. and E-mail	Remarks
1.			
2.			
3.			
4.			

Signature of Major Advisor :

Place:

Name :

Date:

Designation :

FORWARDED

Name chosen : 1. (One external examiner for adjudication of thesis)

.....

2. (In the case of Ph.D final examination, another external examiner to adjudicate thesis and also to conduct viva-voce examination)

.....

To

The Registrar/Director (Acad. PG)  
Kerala Agricultural University  
Vellanikkara.

Dean/Associate Dean

*Acad. Form 16***CONFIDENTIAL**

Faculty of .....

**REPORT OF FINAL EXAMINATION FOR MASTER'S/DOCTORATE DEGREE**

1. The meeting of the Board of examiners of Mr/Mrs/Miss.....a student of  
.....Degree programme, majoring in.....  
was held at.....on.....as per Order  
No.....dt.....of the KAU.

2. The following members(\*) were present:

i.....	Chairman
ii.....	Member
iii.....	do
iv.....	do
v.....	do
vi.....	do

(\*) Note: For Ph.D the external examiner should be indicated as such against his/her name.

3. The Board took note of the report (s) of the External Examiner (s) Dr./Shri .....  
.....copies/(copy of which are enclosed herewith)

4. The Board Recommend/do not Recommend the thesis entitled ".....  
.....

The final viva-voce examination for the candidate was conducted by the Board of Examiners.  
The Performance of the candidate was Excellent/Good/Satisfactory/ Unsatisfactory.

5. The board of examiners hereby RECOMMEND/DO NOT RECOMMEND unanimously the  
award of the Degree of.....in.....  
.....for

Mr/Mrs/Miss .....

i	Chairman.....
ii	Member .....
iii	Member .....
iv	Member .....
v	Member .....
vi	Member .....
vii	External Examiner (for Ph.D).....

*Note:* This report should be sent by the Chairman to Registrar (by name), KAU, Vellanikkara in  
double sealed covers marked 'Confidential' soon after the examination, enclosing copy(s) o  
the evaluation report (s) of thesis sent by the external examiner(s).

*Acad. Form 17 a*

## KERALA AGRICULTURAL UNIVERSITY

**APPLICATION FOR THE RE-EXAMINATION/REPEAT COURSE**

(To be submitted separately for each re-exam course in duplicate)

1. Name of the student :
2. Admission No. of student :
3. Present year of study :

Details of the Re-examination/ repeat sought (RE-1/RE-2/RE-3/R1/R2/R3)

1. Course No. and credit :
2. Title of the course :
3. Name of the previous course teacher :
4. Dept. which offered the course :
5. Grades obtained in the course :  
(As recorded in the grade report)
6. Semester No. and academic year in :  
which the course was previously taken
7. Date of registration of the semester in :  
which re-exam is sought
8. Name and designation of the :  
course teacher offering the  
re-exam/repeat course
9. Semester No. and academic year in :  
which re-exam is sought
10. Period of the semester in which RE :  
is taken
11. Name and designation of the :  
student advisor

I,.....having register No.....  
may be permitted to register the course.....with course No.....  
and having.....credit, as RE.....in the current semester starting  
from.....to.....

Date

Signature of student

## RECOMMENDED/NOTRECOMMENDED

Signature :

Name and Designation of Advisor :

Remarks of the Head of Dept. offering Re-examination/ Repeat course and suggestion of the course teacher.

Signature of course teacher

Signature of Academic Officer U.G PG with date :

P.S. One copy of this is to be retained by the course teacher and the other should be submitted to the academic section.

**Details of Re-examination fees**

Receipt No.

Book No.

Date.

Amount.

*Note :* If the date of examination happens to be a holiday or a non-examination day as per the orders of the Assoc. Dean, the scheduled exam will be conducted on the next working day at the scheduled time without further notice.

*Acad. Form 17b*  
**KERALA AGRICULTURAL UNIVERSITY**  
**COLLEGE OF HORTICULTURE, VELLANIKKARA**

**APPLICATION FOR THE REVALUATION OF ANSWER PAPERS**

1. Name and address of the candidate :
2. Admission No. :
3. Name of the Degree Programme :
4. No. and Date of Result Notification :
5. No. & Date of Time Table Notification :
6. Whether Regular Examination/  
Supplementary Exam or Re-examination :
7. Catalogue No. and Course for which  
Revaluation is needed :
8. Details of Fee remitted (Attach Receipt)
  - a) Book No. :
  - b) Receipt No. :
  - c) Date :
  - d) Total Amount :

9. Date :

Signature of the applicant

10. Recommendation of the Student Advisor

Sanctioned/Not Sanctioned

Date:

Head of the Institution

*Acad. Form 18***APPLICATION FOR SUPPLIMENTARY EXAMINATION**

1. Name and admission no. :
2. Course/ courses for which supplementary examination is required. :
3. Date/ dates of the original examination of the above course/es (Indicate MT, Final and the semester) :
4. Reasons for not appearing for the examination on the due dates :
5. If the absence from the examination was due to illness, whether necessary medical certificate from the approved medical practitioner is enclosed. :
6. If the absence was due to reasons other illness, whether necessary evidence to prove the reason is enclosed? :
7. Whether the student has applied for supplementary exam. Earlier? If so give the full details of all the courses and semesters for which supplementary exams were written previously. :

Place:

Date:

Signature of the student

Remarks of student advisor:

Remarks of Asst. Warden or parents in case of day scholars:

Remarks of course teacher:

Remarks of Head of the Dept.:

Recommendation of the committee:

- 1.
- 2.
- 3.

Recommendation of the Dean / Head of the Institution:

Date

To

The Director (Academic & P.G. Studies)  
Kerala Agricultural University.

*Acad. Form 19*

Faculty of .....

**PROPOSAL FOR SUBMISSION OF THESIS FOR MSc/MVSc/PhD**

1. Name of Department

2. Name of College

**PART I**

1. Name of student
2. Admission No.
3. Date of joining the MSc/MVSc/PhD programme
4. Periods of discontinuance if any
5. Approved title of the thesis
6. Order No. approving the title of the thesis
7. Name of the main departmental/KAU project of which the above thesis work forms a part (if not applicable mark 'NA')
8. Total credits programmed for MSc/MVSc/PhD degree and credits completed

Particulars	Total programmed	Completed so far	OGPA	Remarks
Course credits				
Research credits for thesis				
<b>Total</b>				

9. Whether all the prescribed credits have been completed or not
10. Major field of specialization
11. Minor fields
12. Date of passing the qualifying examination and Notification No.
13. Particulars of fee remitted      Amount Rs.  
    Receipt No.  
    Date
14. Name and designation of the members of the Advisory Committee

Place :

Date :

Signature of student

**PART II**

(Remarks of Major Adviser)

Place :

Date :

Signature

Name and Designation

**PART III**

(Remarks of Dean/Associate Dean)

Signature



*Acad. Form 22*APPLICATION FOR ISSUE OF PROVISIONAL/DEGREE/DIPLOMA  
CERTIFICATE AND/OR TRANSCRIPT

1. Certificate for which application is made
2. Name of the candidate in full as enrolled in the University records
3. Sex
4. Admission No.
5. College from which the candidate appeared for the final degree/diploma exam
6. Month and year of passing the final examination with result notification No. and date
7. Address to which the certificate should be sent (with Phone No. and E-mail ID)
8. Major subject of study as per the registration for the degree programme (applicable in the case of post-graduates only)
9. Amount of fees remitted
10. No. and date of cash receipt/KAU chalan/DD (to be attached)

Place :

Date :

Signature of applicant

## NON-LIABILITY CERTIFICATE

No. ....

Certified that no liabilities are outstanding against Shri/Smt. ....  
Admission No. .... his/her provisional/degree/diploma certificate and/or transcript may be issued.

Place :

Date :

Signature of Head of Institution

### INSTRUCTIONS TO CANDIDATES

1. All students are advised to get their provisional/degree/diploma certificates, transfer certificate, conduct certificate, etc. as soon as they complete their respective academic programmes.
2. Candidates applying for the issue of Provisional/degree/diploma certificates should submit their applications to the Registrar through the Head of Institution from where they appeared for the final examination.
3. Applications not in the prescribed form or defective in any manner will not be accepted.
4. Separate application should be submitted for Degree/Diploma certificate.
5. Candidates are advised as a safeguard against the miscarriage of non-delivery of applications, to submit the same by registered post/acknowledgement due.
6. The amount can be remitted at the KAU office in person on all working days. It can also be paid by crossed Demand Draft drawn in favour of the Comptroller, KAU and payable at the State Bank of Travancore, KAU Branch Vellanikkara. The cash receipt in original or the Demand Draft should be attached with the applications. Money orders/postal orders will not be accepted in any case.

*Acad. Form 26*

**KERALA AGRICULTURAL UNIVERSITY**  
**COURSE REGISTRATION CARD**  
 (Under VCI Regulations)

1.	Name of student	:	
2.	Admission Number	:	
3.	Class of study	:	
4.	Academic year	:	
5.	Semester No.	:	
6.	Details of fee remitted	:	
7.	Name of College	:	

Sl. No.	Cat. No. of the course	Title of the course	Credit		Name of Department	Whether first appearance or repetition	Initial of course teacher/Head of Department
			Theory	Practical			

Recommended

Approved

Signature

Name and Designation of Advisor

Date:

Signature of the student

Signature of the Dean

## Acad. Form 27

## KERALA AGRICULTURAL UNIVERSITY

Form to register for Annual/Board/Compartmental Examination .....

(To be submitted by the student in duplicate two months before the end of Semester  
or on date of notification by the University)

1.	Name of student	:	
2.	Admission Number	:	
3.	Class of study	:	
4.	Academic year	:	
5.	Details of fee remitted	:	
6.	Name of the College	:	
7.	Regular/Compartmental	:	

Sl. No.	Name of the subject	Whether appeared earlier or not, if so month and years of earlier appearance	Remarks
1	2	3	4

Name and Designation of the advisor

Place :

Date :

Signature of the student

**Appendix - IV**  
**FEE STRUCTURE**

(Subject to revision any time at the discretion of the University)

1.1 Fee for Under Graduate Programmes (for students admitted from 2002 batch onwards)

Item	B.V.Sc. & A.H.		B.Sc. (C&B)		All other UG Programmes	
	I Sem.	II Sem.	I Sem.	II Sem.	I Sem.	II Sem.
1. Admission fee	75		75		75	
2. Tuition fee	1500	1500	800	800	1200	1200
3. Special fee						
i) College caution deposit	400		400		400	
ii) Library	150	150	150	150	150	150
iii) Stationery	100	100	100	100	100	100
iv) Athletic fee	60	60	60	60	60	60
v) Association fee	50	50	50	50	50	50
vi) Magazine fee	50	50	50	50	50	50
vii) University Union fee	25	25	25	25	25	25
viii) Medical inspection fee	40		40		40	
ix) Academic Handbook	50	50	50	50	50	50
<b>Total (Rs.)</b>	<b>2500</b>	<b>1985</b>	<b>1800</b>	<b>1285</b>	<b>2200</b>	<b>1685</b>

1.2 Fee for Post-graduate Programmes (for students admitted from 2002 batch onwards)

	Masters degree programme		Doctorate degree programme	
	1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester	1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester
1 Admission fee	250		300	
2 Tuition fee	2000	2000	2500	2500
3 Special fee				
i) College caution deposit	750		1000	
ii) Library fee	400	400	750	750
iii) Medical inspection fee	75		100	
iv) Stationery fee	250	250	300	300
v) Syllabus and Calendar fee	150		200	
vi) Athletic fee	150	150	150	150
vii) Association fee	75	75	75	75
viii) Magazine fee	75	75	75	75
ix) University Union fee	75	75	75	75
<b>Total</b>	<b>4250</b>	<b>3025</b>	<b>5525</b>	<b>3925</b>

## 2. Revised fee for the following items will be applicable to all UG &amp; PG students

## 2.1 Fee for certificates

Item	Fees
Issue of Degree Certificate	
Bachelors Degree	450
Masters Degree	600
Doctorate	750
Issue of Other Certificates	
Diploma	225
PG Diploma/Titles	600
Additional fee for considering applications for issue of Degree, Diplomas, Titles and Certificates received by Registrar after one year or more but before 5 years after the examination	150
Additional fee for considering applications received after 5 years but before the expiry of 10 years of examination	300
After 10 years of examination	750
Provisional Degree Certificates/Transcript (each)	150
For issuing Certificates or copies of documents with Registrar's signature for transmission to foreign Universities on behalf of candidates who are applicants for admission (per copy)	300
For issuing certified extracts from the records of the University	150
Migration Certificate	150
Rank Certificate	100
Duplicate Certificate	500
Certificate other than mentioned above	75

## 2.2 Fee for late registration, re-registration, etc.

Item	Fee
Late registration fee within 5 working days	75
Additional late registration fee beyond 5 and up to 15 working days	150
Re-registration fee after temporary discontinuation	150
Duplicate Identity Card	50

## 2.3 Fee for hostel accommodation

Item	Fees (Rupees)	
	UG	PG
Hostel admission fee *	75	75
Rent per semester	75	150
Mess advance	1500	1500
Current charge per semester	100	100
Water charge	30	30
Hostel caution deposit *	300	300
Establishment fund	30	30
<b>Total</b>	<b>2110</b>	<b>2185</b>

\* To be remitted at the time of admission only

## 2.4 Fee for various examinations

<i>Item</i>	<i>Fees</i>
Final Viva-Voce Examination for Masters Degree	1800
Final Viva-Voce Examination for PhD	3000
Comprehensive Examination fee for Masters Degree	375
Comprehensive Examination fee for PhD programme	750
Annual Board Examination for BVSc&AH	450
Annual Board Examination for BVSc&AH with fine	500
Compartmental Examination for BVSc&AH per paper	150
Compartmental Examination for BVSc&AH with fine	200
Late fee for submission of thesis:	
(i) M.Sc.	375
(ii) PhD	750
Semester Final Examination of all UG courses except BVSc&AH	150
Supplementary Examination (per paper)	300
Re-examination/Repeat Examination (per paper)	150
Application for revaluation (per paper)	300
Recounting per paper for BVSc&AH (per paper)	150

## Appendix - V

### STUDY TOUR

1. There shall be two study tours viz., South India Study Tour and All India Study Tour under the UG programme. These shall be non-credit courses and compulsory in all the faculties. The catalogue number and title of the courses shall be as follows:-

Stur.1 - South India Study Tour

Stur.2 - All India Study Tour

The students shall register for these courses at the beginning of the respective semester in which it is proposed to be held. The grade awarded shall be either Satisfactory or Unsatisfactory and denoted by letter grades 'S' and 'US' respectively.

2. The total duration of the two tours taken together shall be limited to 30 days for Bachelor degree programmes in Veterinary & Animal Sciences, Dairy Sciences & Technology, Fisheries, Forestry, Co-operation, Banking and Management and Agricultural Engineering. For B.Sc (Ag.) course the total duration of the tour should be limited to 40 days.
3. Duration of each tour will be as decided by the heads of colleges without exceeding the total duration specified in clause 2 above.
4. It shall be compulsory for a student to attend and participate in the tour on all days. However in unavaoidable circumstances like sickness of the individual etc., the tour leader, at his discretion may exempt a student from attending the tour for a limited number of days. Those students who abstain from the tour unauthorisedly for any part of the tour will be awarded the grade 'US'.
5. Performance of the student during the tour shall be evaluated by the course teacher as follows:

a) Regular participation and involvement	-	30
b) Tour/work diary	-	20
c) Final report	-	30
d) Viva-voce examination	-	20
<b>Total</b>	-	<b>100</b>

A student securing 60% marks and above shall be awarded the letter grade 'S' (Satisfactory) failing which it shall be 'US' (Unsatisfactory). A student securing grade 'S' is considered to have passed the course. A student securing 'US' and a student



whose absence is with valid reasons and it is with the prior permission of the Head of the institution shall undergo field experience in farms/institutions allotted by the Deans/Associate Deans concerned at their own expenses for a period equivalent to the total period of that study tour. The Instructional Farms of the colleges shall be exempted for undergoing field experiences. The criteria for evaluation shall be the same as prescribed above.

Items (a), (b) and (c) shall be evaluated by the course teacher. In the case of field experience, the head of station concerned shall be the course teacher. The viva-voce shall be conducted by an examination board consisting of three members including the course teacher. Other two members shall be nominated by the Dean/Associate Dean or the Head of the institution where the student undergoes field experience. The tour/work diary and final report shall be submitted to the course teacher not later than 30 days from the date of completion of the tour. In the case of field experience it shall be one week.

6. The above suggestions will be made applicable from 2001 admission onwards.

**Appendix - VI****DURPLICATE DEGREE CERTIFICATE**

1. Candidates applying for the duplicate of the documents i.e., transcripts/diploma/degree certificates in lieu of damaged ones shall produce the damaged original document along with an application stating the nature of damage and the circumstances in which it is caused.
2. In all other cases a notification shall be published in a newspaper or Government Gazette furnishing such as name of the University, name of examination, admission number, year and month and the full address of the candidate and a request for return of the document if received within a reasonable period. In cases of theft a complaint may also be lodged with the local police.
3. After the lapse of reasonable time (minimum of two weeks) candidate may apply for duplicate in a proforma issued from the University with other documents as detailed below.
  - A. An affidavit signed before the first class magistrate regarding the fact of irrecoverable loss in a stamp paper worth Rs.50/- containing.
    - i) All the relevant details of examination taken for which the candidate requires duplicate such as admission number, year, name of examination etc. duly countersigned by the Dean/Associate Dean of the faculty.
    - ii) A detailed report by the applicant stating the circumstances of loss or damage.
    - iii) Report regarding the steps already taken to trace out the lost certificate such as complaint filed with the police, notification in the local Newspaper etc.
    - iv) A declaration to the effect that the candidate will not misuse or allow to misuse the duplicate certificate to be issued and all the precautionary steps would be taken against possible misuse.
    - v) An undertaking by the applicant to the effect that the original certificate will be surrendered if it is recovered subsequently.
  - B. The full sheet of the copy of the notification published in a newspaper or gazette regarding the loss should be enclosed for verifying the date of issue, name and page number of the newspaper.
  - C. A receipt towards the fee remitted as detailed below should be submitted.
    - i) Rs. 1000/- for transcript + Rs.25/- as postal charge
    - ii) Rs.1000/-for each degree/diploma certificate - search fee of Rs.250/- +Rs.25/- postal charge.
    - iii) The fee can also be paid in the form of Demand Draft drawn in favour of Comptroller, Kerala Agricultural University payable at SBT, Vellanikkara, Thrissur.
  - D. The word duplicate should be written at the top of the application
  - E. Duplicate Marklist/Certificate will not be issued to the candidate directly. It will be sent by post to the applicant in the address shown in the application.
  - F. Triplicate will not be issued on any account. The Duplicate Certificate will be rubber stamped 'Duplicate' across the emblem.

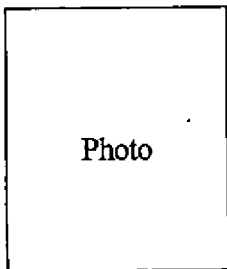
- 4. Duplicate marklist/certificate will be issued only after verifying the student file concerned and necessary entries in having issued the duplicate certificate will be made in the admission-cum-academic records being maintained by the University.

**AFFIDAVIT**

I, .....  
 ..... S/o / D/o .....  
 ..... Hindu/Christian/Muslim.....  
 .....aged ..... now residing in .....  
 ..... district do hereby solemnly affirm and state the following.

- 1. I have passed the ..... examination of .....from the Kerala Agricultural University with Register No. ....
- 2. I had completed my above course at .....
- 3. I have received my ..... transcript/certificate. But the same was irrecoverably lost on ..... due to .....
- 4. As my marklist/certificate is irrecoverably lost, justice requires that a duplicate transcript/certificate be issued.
- 5. All the above statements are true to the best of my knowledge and belief.

Dated this the .....day of .....Two thousand and .....



**DEPONENT**

**Appendix - VII****CAUTION DEPOSIT**

1. The caution deposits will be released to the students only on written request.
2. The caution deposits will be released only to those students who have completed the course and examination or discontinued the course permanently.
3. The amount of caution deposits will be released to the students only after ascertaining the liabilities, if any, outstanding against the students, from various departments/sections/divisions of the college/institute and after realising the dues, if any, to the college.
4. The student who has completed the course or discontinued the course should apply to the Dean/Associate Dean/Head of Institution within one year from the date of completion of the course or discontinuance, for release of the caution deposit. Wherever such claim have not been made, the amount of caution deposits will be forfeited to the General Revenue of the University and they will not be released under any circumstances.

## Appendix - VIII

**APPLICATION FOR ADMISSION TO CONVOCATION**

Last date for receipt of application :

Degree for which application is made :

1. Name of the candidate in full as enrolled in the university records :
2. Sex :
3. Admission No. :
4. College from which the candidate was presented for the examination :
5. Month and year of passing the final examination :
6. Address to which communication is to be sent :
7. Major subject of study as per the registration for the degree programme :
8. Whether already applied for the degree certificate :
9. If already applied, give the details of fee remitted :
10. Cash receipt No./D.D. No. and date of fee remittance :
11. Whether receiving the degree in person or *in absentia* :

Station:

Date :

Signature of the applicant

## Appendix - IX

**KERALA AGRICULTURAL UNIVERSITY**  
**Student Information - Data Sheet**

(To be filled in by the student at the time of admission)

Photo

1. Institution	:	
2. Course	:	
3. Semester	:	Sl.
4. Date of Registration	:	
5. Name (include initials after name)	:	
6. Date of birth (dd/mm/yyyy)	:	
7. Gender	:	
8. Marital Status	:	
9. Parent Name	:	
10. Religion	:	
11. Community	:	
12. Category (General or Reservation)	:	
13. Permanent Address	:	
14. Country	:	
15. State	:	
16. City	:	
17. Pin Code	:	
18. Phone No.	:	
19. E-mail ID	:	
<b>For Office use only</b>		
1. Year of Admission	:	
2. Programme Definition Code	:	
3. Admission Serial No.	:	

**Appendix - X****GUIDELINES TO PREVENT RAGGING**

The University is committed to eradicate Ragging in its campuses. The Head of the institutions in KAU are bound to abide the following guidelines as per Supreme Court directions and Kerala Prohibition of Ragging Act 1997.

Ragging is a cognisable offence in Kerala. The Kerala Prohibition of Ragging Act 1997 is promulgated to prohibit ragging in educational institutions in the State of Kerala. According to this Act "Ragging" means display of disorderly conduct, during any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassments to a student in any educational institution and includes (a) teasing or abusing of, playing practical jokes or causing hurt to such students or (b) asking the student to do any act or perform something which such student will not in the ordinary course be willing to do. Ragging is a criminal offence and is punishable under this Act. The penalty and punishment for the persons directly or indirectly commits, participate in, abets or propagating ragging within or outside any educational institution is elaborated in this Act. Negligence on the part of the Head of Institution in prohibiting ragging or neglects to take action in the manner specified in the Ordinance shall invite punishment as provided in the Act.

Following a Supreme Court direction, based on R.K.Raghavan Committee report against ragging, the UGC has directed all Universities and institutions to implement the recommendations. Every college shall have the following committee:

**I. Anti-ragging committee**

consisting the following members and it should be headed by the Head of Institution.

1. Head of Institution
2. Representatives of Civil administration
3. Representatives of Police administration
4. Representatives of Faculty members
5. Representatives of Local media
6. Representatives of NGO
7. Representatives of Parents
8. Representatives of Freshers
9. Representatives of Senior students
10. Representatives of Non-teaching staff

**II. Anti-ragging Squad** – should be nominated by the Head of Institution with such representation as considered necessary to keep it mobile, alert and with patrolling function. The squad should make surprise raids in hostels and other hot spots and be empowered to inspect places of potential ragging. It should work under the overall guidance of the Anti-ragging committee.

**III. Mentoring Cell** – is mainly to oversee and involve senior students as Mentors for the 'freshers'. This cell should be formed at the end of every academic year. There should be as many levels of Mentors as the number of batches in the institutions. The Anti-ragging squad and the Head of institutions should be involved in selecting the members of the cell.

- a) 1st batch of Mentors – should be formed from the 2nd year students. There should be one mentor (2nd year student) for 6 freshers (1:6).
- b) For every six 2nd year mentor, there should be one 3rd year mentor.
- c) For every six 3rd year mentor, there should be one 4th year mentor.
- d) For every six 4th year mentor, there should be one 5th year mentor.

Each level of mentor should have a Faculty advisor.

1. Anonymous random surveys must be conducted across the entire 1st year batch of students every fortnightly during the first 3 months of the academic session in order to verify and cross-check whether the campus is indeed free of ragging or not.
  2. The institution must adhere to complaints in regard to ragging or any suo moto information in respect thereof, which its authorisation may come across promptly, and at all level and necessary action must be attended to with great despatch. The complaints or information in regard to ragging could be oral or written and even from third parties and the confidentiality of the source of information must be protected at all costs. Remedial action must be initiated and completed within the week of the incident itself, so that the culprits does not tamper evidence or influence witnesses.
  3. The burden of proof must, lie on the perpetrator and not on the victim to prove that ragging did not take place. Collective punishment in these cases where the perpetrators could not be identified should continue.
- IV.** An annual undertaking to be signed by each student / parent whether fresher or senior and his/her parents jointly stating that each of them have read the relevant instructions/regulations against ragging as well as punishments, and that the ward if found guilty, he/she will be proceeded against. The undertaking should be provided in English as



well as in the vernacular. This should be furnished at the beginning of each academic year by every student. The undertaking should be appended to a brochure containing the guidelines and other relevant instructions in regard to ragging and consequences of indulging in ragging.

- V. Extensive publicity must be undertaken by the institutions by means of permanent boards displaying definition of ragging and its punishments in the campus especially in hostels and colleges, audio-visual aids, by holding counselling seminars, workshops, painting etc. and other methods as it deems fit to publicize the ills of ragging (Necessary changes with regard to the name, address and telephone Nos. of College and Public authorities may be made in the hoardings that have been displayed during the last year).
- VI. The institute shall develop a sense of confidence among 'freshers'. There should be a clear gap of 1 or 2 weeks in the date of joining of freshers and the seniors, classes for the seniors should commence later. It should be mandatory for institutions to inform parents of senior students that their wards shall reach the college only on the due date and not earlier (The dates and the gaps may be decided after thorough discussions with the respective Anti-Ragging Committees of the Colleges).
1. The 'Freshers' day' shall be conducted within the first two weeks of the beginning of the academic session, that is not later than one week after the commencement of classes for the seniors. Faculty must be present to ensure no ragging or untoward incident takes place on this occasion.
  2. Professional counsellors should be engaged to counsel 'freshers' in order to prepare them for the life ahead. The Head of institution should address all freshers in the first day of the academic session, and educate them about their rights against harassment of any kind including ragging, and all Faculty members must invariably be present on the occasion. The Academic Officer should give an orientation where all faculty must be present.
  3. On arrival of senior students a joint sensitization programme and counselling of both 'freshers' and seniors should be done through a professional counsellor. They should be addressed by the Head of institution and the anti-ragging committee. In the hostel, the Warden and Asst. Warden should address all the students. There should be resident tutors to assist the Asst. Warden to fulfill the obligations. It is strongly recommended that as far as possible Faculty members should dine with the hostel residents in their respective hostels up to Freshers' day.
- VII. Wardens and Asst. Wardens must be accessible at all hours. They must be issued with mobile phones by the institutions and details of their telephone number must be widely publicised. Similarly the telephone numbers of head of institutions. Faculty members, members of anti-ragging committee, District and Sub-divisional authorities and authorities of the relevance should also be widely disseminated. Free access to phone at any time should be made available to the freshers.

- VIII.** The head of institution should submit to the Vice-Chancellor with a copy to the Registrar and DSW, weekly reports during first three months of re-opening of the institution and thereafter reports each month on the status of compliance with anti-ragging measures. The Vice-Chancellor should submit fortnightly reports of the University level Monitoring Cell to the State level Cell under the Chancellor. The fortnightly and weekly reports should be shared with the media, so that 'nil' reports if any are also in the public domain.
- IX.** The College Authorities may try to get the services of a learned Psychiatrist to counsel the freshers as well as the senior students.

Note: *The different proforma for Annual Undertaking from students / parents and that for reporting Anti-ragging activities as per Supreme Court / UGC directions may be obtained from the office of Director of Students Welfare. All the head of the institutions may act well in time to prevent ragging and occurrence of any ragging- incidence due to any lapse in observing these directions will be the responsibility of Head of the institutions.*

## Appendix - XI

### INDIAN COUNCIL OF AGRICULTURAL RESEARCH

(ICAR, Krishi Bhavan, Dr Rajendra Prasad Road, New Delhi 110114  
91-11-25842787, 23388842  
www:icar.org.in)

The Indian Council of Agricultural Research (ICAR) is an autonomous organization under the Department of Agricultural Research and Education, Ministry of Agriculture, Government of India. Formerly known as Imperial Council of Agricultural Research, it was established on 16 July, 1929 as a registered society under the Societies Registration Act of 1860 in pursuance of the report of the Royal Commission on Agriculture. The ICAR has its headquarters at New Delhi.

The Council is the apex body for coordinating, guiding and managing research and education in agriculture including horticulture, fisheries and animal sciences in the entire country, through ICAR institutes, State agricultural universities, central agricultural University and other Universities/institutes offering courses in agriculture. Spread across the country, this is one of the largest National Agricultural Research Systems (NARS) in the world. Under the NARS, there are 49 ICAR Institutes, 5 Bureaux, 11 Project Directorates, 30 National Research Centres, 138 Substations of ICAR Institutes, 77 AICRPs/AINPs, 561 Krishi Vigyan Kendras (KVK), 46 State Agricultural Universities (SAUs), One Central Agricultural University and 4 Central Universities having Faculty of Agriculture.

The ICAR has played a pioneering role in ushering Green Revolution and subsequent developments in agriculture in India through its research and technology development that has enabled the country to increase the production of food-grains by 4 times, horticultural crops by 6 times, fish by 9 times (marine 5 times and inland 17 times), milk 6 times and eggs 27 times since 1950-51, thus making a visible impact on the national food and nutritional security. It has played a major role in promoting excellence in higher education in agriculture.

#### The Mandate of ICAR

- To plan, undertake, aid, promote and co-ordinate education, research and its application in agriculture, agroforestry, animal husbandry, fisheries, home science and allied sciences.
- To act as clearing house of research and general information relating to agriculture, animal husbandry, home science and fisheries through its publications and information system, and instituting and promoting transfer of technology programmes.
- To provide, undertake and promote consultancy services in the fields of education, research, training and dissemination of information in agriculture, agroforestry, animal husbandry, fisheries, home science and allied sciences.

- To look into problems relating to broader areas of rural development concerning agriculture, including post-harvest technology, by developing co-operative programmes with other organizations such as the Indian Council of Social Sciences Research, Council of Scientific and Industrial Research, Bhabha Atomic Research Centre, and Universities.
- To do other things considered necessary to attain objectives of the Society.

Union Minister of Agriculture is the ex-officio President of the ICAR Society.

Director-General, ICAR is the Principal Executive Officer of the Council and he is also the Secretary of the Department of Agricultural Research & Education (DARE), Ministry of Agriculture, Govt. of India .

The General Body, the supreme authority of the ICAR, is headed by the Minister of Agriculture, Government of India. Its members include the Minister of Agriculture, Animal Husbandry and Fisheries and senior officers of the various state governments, representatives of the Parliament, the agro-industries and scientific organisations and farmers.

The Governing Body is the policy-making authority of ICAR . It is headed by the Director General. It consists of eminent agricultural scientists, educators, legislators and representatives of farmers. It is assisted by the Standing Finance Committee, Norms and Accreditation Committee, Regional Committees and several Scientific Panels. The Secretary, Department of Agricultural Research and Education and Director-General of the ICAR functions as the Principal Advisor to the Government of India in matters concerning research and education in agriculture and allied fields.

The Director General of ICAR is supported by Deputy Director Generals, Assistant Director Generals, Directors of institutes, Project Co-ordinators of AICRPs in his functions. There are eight Deputy Director Generals - one each for Crop Sciences; Natural Resources Management, Animal Sciences; Agricultural Education; Agricultural Extension; Fisheries; Horticulture and Agricultural Engineering.

In administration, the Director General is assisted by the Secretary, ICAR, who is also the Joint Secretary to the DARE, Government of India. In financial matters, the Director General is assisted by the Financial Advisor.

### **Mile-stones in the progress of ICAR**

- Initiation of the first All-India Co-ordinated Research Project on Maize in 1957
- Status of Deemed University accorded to IARI in 1958
- Establishment of the first State Agricultural University on Land Grant Pattern of U.S.A., at Pantnagar in 1960
- Placement of different agricultural research institutes of Govt. of India and Commodity Boards under the purview of ICAR in 1966
- Creation of Department of Agricultural Research and Education (DARE) in the Ministry of Agriculture in 1973

- Opening of first Krishi Vigyan Kendra (KVK) at Puducherry (Pondicherry) in 1974
- Establishment of Agricultural Research Service and Agricultural Scientists' Recruitment Board in 1975
- Launching of Lab-to-Land Programme and the National Agricultural Research Project (NARP) in 1979
- Initiation of Institution-Village Linkage Programme (IVLP) in 1995
- Establishment of National Gene Bank at New Delhi in 1996
- The ICAR was bestowed with the King Baudouin Award in 1989 for its valuable contribution in ushering in the Green Revolution. Again awarded King Baudouin Award in 2004 for research and development efforts made under partnership in Rice Wheat Consortium.
- Launching of National Agricultural Technology Project (NATP) in 1998 and National Agricultural Innovation Project (NAIP) in 2005

#### **Agricultural Scientists' Recruitment Board (ASRB):**

Agricultural Scientists' Recruitment Board (ASRB) is an independent recruiting agency of the ICAR for its Agricultural Research Services (ARS) and equivalent technical posts and also for research management positions. ASRB-headquarters is at, Krishi Anusandan Bhavan (KAB 1), New Delhi -12.

The Council has a National Academy of Agricultural Research Management (NAARM), at Hyderabad, which provides required training to new entrants to the Agricultural Research Services.

## Appendix - XII

### VETERINARY COUNCIL OF INDIA

The Veterinary Council of India (VCI) is a statutory body constituted under the Indian Veterinary Council Act, 1984 (52 of 1984) and charged with the responsibilities of regulation of veterinary practice, veterinary education, preparation and maintenance of an Indian veterinary practitioners' register and related matters.

The objectives of the VCI are to:

- lay down minimum standards of veterinary education required for granting recognised veterinary qualifications by veterinary institutions in those States to which this Act extends,
- recommend recognition or withdrawal of recognition of veterinary qualifications granted by veterinary institutions in India,
- maintain the Indian veterinary practitioners' register which shall contain the names of all persons who possess the recognised veterinary qualifications and who are for the time being enrolled on a State veterinary register,
- lay down the standards of professional conduct, etiquette and code of ethics to be observed by veterinary practitioners,
- negotiate with institutions located in other countries imparting training in veterinary education for recognition of their qualifications on reciprocal basis,
- advise both the Central and the State Governments on all matters concerning veterinary education and practice,
- only persons registered on the Indian veterinary practitioners register would be entitled to practice veterinary medicine and to recover fees and charges in respect of medicaments and other appliances.
- only registered veterinary practitioners whose names are borne on Indian veterinary practitioners' register shall have the right to hold office as veterinary physician, surgeon or such similar position (by whatever name called), authenticate health certificates and give evidence under Indian Evidence act, 1872, on matters relating to veterinary practice. Veterinary practice by unregistered persons, would be prohibited except for minor veterinary services, under supervision of a registered veterinary practitioner, by 'specified' persons trained for the purpose by the State Government and as the State Government may determine.

### Appendix - XIII

## INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION

The Indian Council of Forestry Research and Education (ICFRE) is a Society under the Societies Registration Act of 1860, with its registered office at New Forest Campus, Dehradun, Utteranchal. The mandate of the Council is to advise on formulation of forestry research policy and to organize, direct and manage forestry research and education for the whole Country. The Minister of MoEF, GoI is the president of the council. The Director General is the Secretary and Chief Executive Officer of the Council.

### Objectives of ICFRE

- To undertake, aid, promote and coordinate forestry education, research and their applications.
- To develop and maintain a national library and information centre for forestry and allied sciences.
- To act as a clearing-house for research and general information related to forests and wildlife.
- To develop forestry extension programmes and propagate the same through mass media, audio-visual aids and extension machinery, To provide consultancy services in the field of forestry research, education and allied sciences.

### Institutes and Centres under the Council

8 Regional Research Institutes

4 Research Centres located in different bio-geographical regions of the country.

### Research Institutes under the Council are:

- Forest Research Institute (FRI), Dehradun
- Institute of Forest Genetics and Tree Breeding (IFGTB), Coimbatore
- Institute of Wood Science and Technology (IWST), Bangalore
- Tropical Forest Research Institute (TFRI), Jabalpur
- Rain Forest Research Institute (RFRI), Jorhat
- Arid Forest Research Institute (AFRI), Jodhpur
- Himalayan Forest Research Institute (HFRI), Shimla
- Institute of Forest Productivity (IFP), Ranchi

### Advanced research centres under the council are:

- Centre for Social Forestry and Eco-Rehabilitation (CSFER), Allahabad
- Centre for Forestry Research and Human Resource Development (CFRHRD), Chhindwara, MP
- Forest Research Centre (FRC), Hyderabad
- Advanced Research Centre for Bamboo and Rattans (ARCBR), Aizawl

## Appendix - XIV

## STATE AGRICULTURAL UNIVERSITIES

## State Agricultural Universities

1. Acharya NG Ranga Agricultural University  
Website: <http://www.angrau.net>  
Email: [angrau\\_vc@yahoo.com](mailto:angrau_vc@yahoo.com), [raghuvardhanreddy\\_s@rediffmail.com](mailto:raghuvardhanreddy_s@rediffmail.com)  
Administrative Office, Rajendra Nagar, Hyderabad-500030, Andhra Pradesh  
Phone: 040-24015035, 24013095 040-24015031
2. Anand Agricultural University  
Website: <http://www.aau.in>  
Email: [vc@aau.in](mailto:vc@aau.in), [vc\\_aau@yahoo.com](mailto:vc_aau@yahoo.com)  
Anand 388110, Gujarat  
Phone: 02692-261273 02692-261520
3. Assam Agricultural University  
Website: <http://www.aau.ac.in>  
Email: [vc@aau.ac.in](mailto:vc@aau.ac.in), [ssb@aau.ac.in](mailto:ssb@aau.ac.in)  
Jorhat 785013, Assam  
Phone: 0376-2340013 0376-2340001
4. Bidhan Chandra Krishi Viswavidyalaya  
Website: <http://www.bckv.edu.in>  
Email: [vcbckv@vsnl.net](mailto:vcbckv@vsnl.net)  
Mohanpur, Nadia-741252, West Bengal  
Phone: 033-25879772, 03473-222666 03473-222275
5. Birsa Agricultural University  
Website: <http://www.baujharkhand.org>  
Email: [vc\\_bau@rediffmail.com](mailto:vc_bau@rediffmail.com)  
Kanke, Ranchi-834006, Jharkhand  
Phone: 0651-2450500 0651-,2450850
6. Central Agricultural University  
Website: .  
Email: [snpuri04@yahoo.co.in](mailto:snpuri04@yahoo.co.in), [snpuri@rediffmail.com](mailto:snpuri@rediffmail.com)  
P.O. Box 23, Imphal-795004, Manipur  
Phone: 0385-2415933 0385-2410414
7. Chandra Shekar Azad University of Agriculture & Technology  
Website: <http://www.csauk.ac.in>  
Email: [vc@csauk.ac.in](mailto:vc@csauk.ac.in), [surivkgreatmaster@yahoo.com](mailto:surivkgreatmaster@yahoo.com)  
Kanpur-208002, Uttar Pradesh  
Phone: 0512-2534155, 2533843 0512-,2533808



8. Chaudhary Charan Singh Haryana Agricultural University  
Website: <http://www.hau.ernet.in>  
Email: [vc@hau.ernet.in](mailto:vc@hau.ernet.in) Hisar-125004, Haryana  
Phone: 01662-231640 01662-234952
9. CSK Himachal Pradesh Krishi Vishwavidyalaya  
Website: <http://www.hillagric.ernet.in>  
Email: [vc@hillagric.ernet.in](mailto:vc@hillagric.ernet.in)  
Palampur-176062, Himachal Pradesh  
Phone: 01894-230521 01894-230465
10. Dr Balasaheb Sawant Konkan Krishi Vidyapeeth  
Website: <http://www.dbskkv.org>  
Email: [vcbskkv@yahoo.co.in](mailto:vcbskkv@yahoo.co.in)  
Dapoli Distt, Ratnagiri- 415 712, Maharashtra  
Phone: 02358-282064 02358-282074
11. Dr Panjabrao Deshmukh Krishi Vidyapeeth  
Website: <http://pdkv.mah.nic.in>  
Email: [vc@pdkv.mah.nic.in](mailto:vc@pdkv.mah.nic.in)  
Krishinagar, Akola-444104, Maharashtra  
Phone: 0724-2258365 0724-2258219
12. Dr Yashwant Singh Parmar Univ of Horticulture & Forestry  
Website: <http://www.yspuniversity.ac.in>  
Email: [vc@yspuniversity.ac.in](mailto:vc@yspuniversity.ac.in), [vcuhf@yahoo.com](mailto:vcuhf@yahoo.com)  
Solan, Nauni-173230, Himachal Pradesh  
Phone: 01792-252363 01792-252242
13. Govind Ballabh Pant University of Agriculture & Technology  
Website: <http://www.gbpuat.ac.in>  
Email: [pl\\_gautam@yahoo.com](mailto:pl_gautam@yahoo.com), [vc@gbpuat.ernet.in](mailto:vc@gbpuat.ernet.in)  
Pantnagar-263145, Distt Udham Singh Nagar, Uttaranchal  
Phone: 05944-233333, 233663, 233350, 233833
14. Guru Angad Dev Veterinary and Animal Science University  
Website: <http://www.gadvasu.in>  
Email:  
Phone: 0161-255360
15. Indira Gandhi Krishi Vishwavidyalaya  
Website: [www.igau.edu.in](http://www.igau.edu.in)  
Email: [hazracr@yahoo.co.in](mailto:hazracr@yahoo.co.in)  
Krishak Nagar, Raipur-492012, Chhattisgarh  
Phone: 0771-2443419 0771-2442302

16. Jawaharlal Nehru Krishi Viswavidyalaya  
Website: <http://www.jnkvv.nic.in>  
Email: [dpsingh\\_jnkvv@yahoo.co.in](mailto:dpsingh_jnkvv@yahoo.co.in)  
Jabalpur-482004, Madhya Pradesh  
Phone: 0761-2681706 0761-2681389
17. Junagadh Agricultural University  
Website: <http://www.jau.in>  
Email: [bkkikani@yahoo.com](mailto:bkkikani@yahoo.com), [vc@jau.in](mailto:vc@jau.in)  
Junagadh-362001, Gujarat  
Phone: 0285-2671784 0285-2672004
18. Kerala Agricultural University  
Website: <http://www.kau.edu>  
Email: [vc@kau.in](mailto:vc@kau.in)  
Vellanikara, Trichur 680656, Kerala  
Phone: 0487-2371928, 2370034, 2370019
19. Maharana Pratap Univ. of Agriculture & Technology  
Website: <http://www.mpuat.ac.in>  
Email: [vc@mpuat.ac.in](mailto:vc@mpuat.ac.in), [vcmpuat@yahoo.co.in](mailto:vcmpuat@yahoo.co.in)  
Udaipur, Rajasthan - 313001  
Phone: 0294-2471101, 2470682
20. Maharashtra Animal Science & Fishery University  
Website: <http://www.mafsu.in>  
Email: [atsherikar@hotmail.com](mailto:atsherikar@hotmail.com), [mafsul@hotmail.com](mailto:mafsul@hotmail.com)  
Seminary Hills, Nagpur-440006, Maharashtra  
Phone : 0712-2511282 0712-2511282
21. Mahatma Phule Krishi Vidyapeeth  
Website: <http://mpkv.mah.nic.in>  
Email: [vc.mpkv@nic.in](mailto:vc.mpkv@nic.in)  
Rahuri-413722, Maharashtra  
Phone : 02426-243208 02426-243302
22. Marathwada Agricultural University  
Website: <http://mkv2.mah.nic.in>  
Email: [vcmau@rediffmail.com](mailto:vcmau@rediffmail.com), [vc@mkv2.g8.net](mailto:vc@mkv2.g8.net)  
Parbhani-431402, Maharashtra  
Phone : 02452-223002 02452-223582
23. Narendra Deva University of Agriculture & Technology  
Website: .  
Email: [nduat@up.nic.in](mailto:nduat@up.nic.in), [smilyas@sify.com](mailto:smilyas@sify.com)  
Kumarganj, Faizabad -224229, Uttar Pradesh  
Phone : 05270-262097, 262161, 262097

24. Navsari Agricultural University  
Website: <http://www.nau.in>  
Email: [vc\\_2004@yahoo.co.in](mailto:vc_2004@yahoo.co.in)  
Navsari-396450 Gujarat  
Phone : 02673-283869, 02673-284254
25. Orissa Univ. of Agriculture & Technology  
Website: <http://www.ouat.ac.in>  
Email: [vcouat@indiatimes.com](mailto:vcouat@indiatimes.com), [bsenapati1942@yahoo.com](mailto:bsenapati1942@yahoo.com)  
Bhubaneshwar-751003, Orissa  
Phone : 0674-2392677, 0674-2391780
26. Punjab Agricultural University  
Website: <http://www.pau.edu>  
Email: [vcpau@pau.edu](mailto:vcpau@pau.edu)  
Ludhiana-141004, Punjab  
Phone :0161-2401794, 0161-2402483
27. Rajasthan Agricultural University  
Website: <http://www.raubikaner.org>  
Email: [vcrau@raubikaner.org](mailto:vcrau@raubikaner.org) Bikaner-334006, Rajasthan  
Phone :0151-2250443, 2250488, 2250336
28. Rajendra Agricultural University  
Website: <http://www.pusavarsity.org.in>  
Email: [rau@bih.nic.in](mailto:rau@bih.nic.in), [raupusa@sancharnet.in](mailto:raupusa@sancharnet.in)  
Pusa, Samastipur 848125, Bihar  
Phone : 06274-240226, 240255
29. Sardarkrushinagar-Dantiwada Agricultural University  
Website: <http://www.sdau.edu.in>  
Email: [vc@sdau.edu.in](mailto:vc@sdau.edu.in)  
Sardar Krushinagar, Distt Banaskantha, Gujarat-385506  
Phone :02748-278222, 278444, 278261
30. Sardar Vallabh Bhai Patel Univ. of Agriculture & Technology  
Website: <http://www.svbpm Meerut.ac.in>  
Email: [yadav mp@hotmail.com](mailto:yadav mp@hotmail.com)  
Modipuram, Meerut - 250110 Uttar Pradesh  
Phone :0121-2411522, 2411503, 2411505
31. Sher-E-Kashmir Univ of Agricultural Sciences & Technology  
Website:<http://skuast.org>  
Email:  
Railway Road, Jammu 180012, J&K  
Phone :0191-2473883, 2471745, 2473417, 2473883

32. Sher-E-Kashmir Univ of Agricultural Sciences & Technology of Kashmir  
Website: <http://www.skuastkashmir.ac.in>  
Email: [anwar\\_alam@jk.nic.in](mailto:anwar_alam@jk.nic.in), [vcskuastk@jk.nic.in](mailto:vcskuastk@jk.nic.in)  
Shalimar Campus, Shrinagar-191121, Jammu & Kashmir  
Phone :0194-2462160, 2462159, 2462160, 2461543
33. Sri Venkateswara Veterinary University  
Website:  
Email:  
Admn office, Regional Library Building, Tirupati-517502  
Phone :0877-2248986, 0877-2248986
34. Tamil Nadu Agricultural University  
Website: <http://www.tnau.ac.in>  
Email: [vc@tnau.ac.in](mailto:vc@tnau.ac.in)  
Coimbatore-641003, Tamil Nadu  
Phone :0422-2431788, 2431672, 0422-2431672
35. Tamil Nadu Veterinary & Animal Science University  
Website: <http://www.tanuvastn.nic.in>  
Email: [vctanuvastn@vsnl.com](mailto:vctanuvastn@vsnl.com)  
Chennai-600051, Tamilnadu  
Phone :044-25551574/044-225551576
36. University of Agricultural Sciences, Bangalore  
Website: <http://uasbng.kar.nic.in>  
Email: [mnsheelavantar@yahoo.co.in](mailto:mnsheelavantar@yahoo.co.in), [uas-vc@uasblr.kar.nic.in](mailto:uas-vc@uasblr.kar.nic.in)  
GKVK, Bangalore-560065, Karnataka  
Phone :080-23332442, 080-23330277
37. University of Agricultural Sciences, Dharwad  
Website: <http://www.uasd.edu>  
Email: [jhkulkarni@yahoo.co.in](mailto:jhkulkarni@yahoo.co.in)  
Dharwad-580005, Karnataka
38. University of Horticultural Sciences, Bagalkot  
Sector No.60, Bagalkot 587 102.  
Karnataka  
Email: [dsw\\_uhs@rediffmail.com](mailto:dsw_uhs@rediffmail.com)  
Ph: 9449079399
39. UP Pandit Deen Dayal Upadhaya Pashu Chikitsa Vigyan Vishwa Vidhyalaya  
evam Go Anusandhan Sansthan  
Website: <http://www.upvetuniv.edu.in>  
Email: [mlmadan@hotmail.com](mailto:mlmadan@hotmail.com) Mathura-281001, Uttar Pradesh  
Phone :0565-2503499, 0565-,2404819

40. Uttar Banga Krishi Viswavidyalaya  
Website: <http://www.ubkv.ac.in>  
Email: P.O. Pundibari, Dist. Coach Bihar-736165, West Bengal  
Phone :03582-270141, 03582-270249
41. West Bengal University of Animal & Fishery Sciences  
Website:  
Email: [wbuafs@wb.nic.in](mailto:wbuafs@wb.nic.in) 68 KB Sarani, Kolkata-700037, West Bengal  
Phone : 033-25563450, 033-25571986
42. Guru Angad Dev University of Veterinary and Animal Sciences  
Website:  
Email:  
Ludhiana - 141004, Punjab.
43. Rajmata Vijayaraje Scindia Krishi Vishwa Vidyalaya , Gwalior  
Website:  
Madhya Pradesh  
Email: [vcrvskvv@gmail.com](mailto:vcrvskvv@gmail.com) Gwalior  
Phone : 0751- 24676730751, 2467673
44. Karnataka Veterinary Animal and Fisheries Sciences University  
Nandinagar, PB No.6  
BIDAR 585401, Karnataka  
Email: [vckvafsu@yahoo.co.in](mailto:vckvafsu@yahoo.co.in).  
[dekvaesub@yahoo.com](mailto:dekvaesub@yahoo.com).  
Phone : 08482 - 245264, 245264, 245313  
Fax: 08482 - 245241, 245313  
Website: [www.kvafsu.Kar.nic.in](http://www.kvafsu.Kar.nic.in), [kvafsu.edu.in](http://kvafsu.edu.in)
45. University of Agricultural Sciences  
Lingasugur Road, Raichur - 584101, Karnataka  
Phone : 08532 - 221444  
Fax: 08532 - 220444  
Email: [souasr09@reduffmail.com](mailto:souasr09@reduffmail.com).  
Website: NA
46. Andra Pradesh Horticultural University  
DCC Bank Building PB No.7  
Tadepalligudem West godavari (Dt.) Andra Pradesh  
Phone : 08818 - 222191  
Fax: 08818 - 222190  
Email: [vcaphu@gmail.com](mailto:vcaphu@gmail.com).  
Website: [www.aphu.edu.in](http://www.aphu.edu.in)

#### DEEMED UNIVERSITIES

1. Indian Agricultural Research Institute, Pusa, New Delhi-110012
2. Indian Veterinary Research Institute, Izatnagar-243122, Uttar Pradesh
3. National Dairy Research Institute, Karnal-132001, Haryana
4. Central Institute of Fisheries Education, Mumbai-400061, Maharashtra
5. Allahabad Agricultural Institute, Allahabad-211007, Uttar Pradesh

## Appendix - XV

**KAU TELEPHONE NUMBERS & E-mail IDs**

HEADQUARTERS	Telephone No.		Mail ID
Vice-Chancellor	0487	2371928	vc@kau.in
Vice-Chancellor (res)	0487	2370439	
Vice-Chancellor (res)	0487	2370795	
PA to VC	0487	2370034	vcpa@kau.in
KAU FAX	0487	2370019	
Registrar	0487	2371619	registrar@kau.in
Registrar (res)	0487	2374775	
PA to Registrar	0487	2370432	
Office of the Registrar	0487	2370432	hrm@kau.in
Comptroller	0487	2370574	comptroller@kau.in
Office of the Comptroller	0487	2370574	finance@kau.in
Director of Research	0487	2371302	dr@kau.in
Dir. of Research (res)	0487	2370347	
Directorate of Research	0487	2370497	research@kau.in
ADR (V&AS)	0487	2370497	adrvas@kau.in
ADR (Planning)	0487	2370497	adrplan@kau.in
ADR (AR&T)	0487	2370497	adrart@kau.in
ADR (M&E)	0487	2370497	adrme@kau.in
ADR (Farms)	0487	2371302	adrfarms@kau.in
Dir. Acad. & PGS	0487	2371869	diracad@kau.in
Dir. Acad. & PGS (res)	0487	2370484	
Directorate of Acad.	0487	2371869	academic@kau.in
Dir. Physical Plant	0487	2370513	dpp@kau.in
Office of the DPP	0487	2370513	works@kau.in
Labour Officer	0487	2370573	labour@kau.in
Govt. Auditor	0487	2370788	ddlfa@kau.in
KAU Librarian	0487	2372219	librarian@kau.in
KAU Library	0487	2372720	library@kau.in
Dir. Students' Welfare	0487	2370559	dsw@kau.in
Central Nursery	0487	2371599	centnursery@kau.in
KAU Estate Officer	0487	2371412	
Engg. Sub Dn. Vka	0487	2370433	
Electrical Sub. Dn. Vka	0487	2375312	
CITI, KAU			citi@kau.in
IT Help Desk, CITI			ithelp@kau.in

**EXTENSION WING**

Dir. of Extension	0487	2370150	de@kau.in
DoE Office	0487	2370086	extension@kau.in
Comm. Centre Mannuthy	0487	2370773	ccmannuthy@kau.in
CTI, Mannuthy	0487	2371104	cti@kau.in
KAU Press	0487	2370405	unipress@kau.in
Public Relations Officer	0487	2370051	pro@kau.in
Sales Centre, Mannuthy	0487	2370540	
ATIC	0487	2371340	atic@kau.in
KVK Kollam	0474	2459388	kvkollam@kau.in
KVK Palakkad	0466	2212279	kvkpalakkad@kau.in
KVK Wayanad	0493	6260411	kvkwayanad@kau.in
KVK Thrissur	0487	2375855	kvkthrissur@kau.in
KVK Kottayam	0481	2529631	kvkkottayam@kau.in
KVK Kannur	0460	2226087	kvkkanmur@kau.in
KVK Malappuram	0494	2686329	kvkmalappuram@kau.in

**COLLEGE OF AGRICULTURE, VELLAYANI**

Dean	0471	2381829	deanagri@kau.in
Office	0471	2381002	coavellayani@kau.in
	0471	2381915	
IF Vellayani	0471	2383573	ifvellayani@kau.in
Library	0471	2382422	
PG Hostel	0471	2382362	
UG Hostel	0471	2383262	
Ladies' Hostel	0471	2383339	

**COLLEGE OF HORTICULTURE, VELLANIKKARA**

Associate Dean	0487	2370790	adhort@kau.in
Office	0487	2370822	cohvka@kau.in
	0487	2371652	
IT Cell	0487	2371650	ithort@kau.in
Dept. of Meteorology	0487	2371931	
Radio Tracer Lab.	0487	2371695	isotopes@kau.in
Bio Informatics Centre	0487	2371994	bic@kau.in
Oleri. & Home Science	0487	2371918	olerivka@kau.in

Professor, CCRP	0487	2371582	ccrp@kau.in
Gender Studies Centre	0487	2375611	genderstudies@kau.in
Men's Hostel	0487	2371656	
Ladies' Hostel	0487	2371697	

**COLLEGE OF AGRICULTURE, PADANNAKKAD**

Associate Dean	0467	2282699	adpad@kau.in
Assoc. Dean (res.)	0467	2283955	
Office	0467	2280616	coapad@kau.in

**COLLEGE OF FORESTRY, VELLANIKKARA**

Associate Dean	0487	2370050	adforestry@kau.in
College Office			cofvka@kau.in
FAX	0487	2371040	
Computer Lab	0487	2371018	
Men's Hostel	0487	2371805	

**COLLEGE OF COOPERATION BANKING & MANAGEMENT, VELLANIKKARA**

Associate Dean	0487	2370367	adccbm@kau.in
College Office			ccbm@kau.in

**COLLEGE OF VETERINARY AND ANIMAL SCIENCES, MANNUTHY**

Dean	0487	2370451	deanvet@kau.in
Office	0487	2370344	vetmannuthy@kau.in
FAX	0487	2370388	
PABX	0487	2374461	
PABX	0487	2374462	
Animal Science Block	0487	2370877	
PG Men's Hostel	0487	2371585	
UG Men's Hostel	0487	2370045	
Ladies' Hostel (Main)	0487	2371608	
Ladies' Hostel (Annexe)	0487	2372416	

**COLLEGE OF VETERINARY AND ANIMAL SCIENCES, POOKOT**

ASSOCIATE DEAN	0493	6256340	adpookot@kau.in
COLLEGE OFFICE			vetpookot@kau.in

**COLLEGE OF DAIRY SCIENCE & TECHNOLOGY, MANNUTHY**

Associate Dean	0487	2372861	adcdst@kau.in
College Office	0487		cdst@kau.in



**KELAPPAJI COLLEGE OF AGRICULTURAL ENGINEERING & TECHNOLOGY,  
TAVANUR**

Dean	0494	2686009	deanengg@kau.in
Office	0494	2686214	kcaet@kau.in
Men's Hostel	0494	2686213	
Ladies' Hostel	0494	2686301	

**COLLEGE OF FISHERIES, PANANGAD**

Dean	0484	2700337	deanfisheries@kau.in
Office	0484	2700598	cofpanangad@kau.in
Library	0484	2569001	
Aquaculture	0484	2700596	
Management Studies	0484	2700274	
Men's Hostel	0484	2700273	
Ladies Hostel	0484	2700144	
Engg. Div., Panangad	0484	2700238	edpanangad@kau.in

**REGIONAL RESEARCH STATIONS**

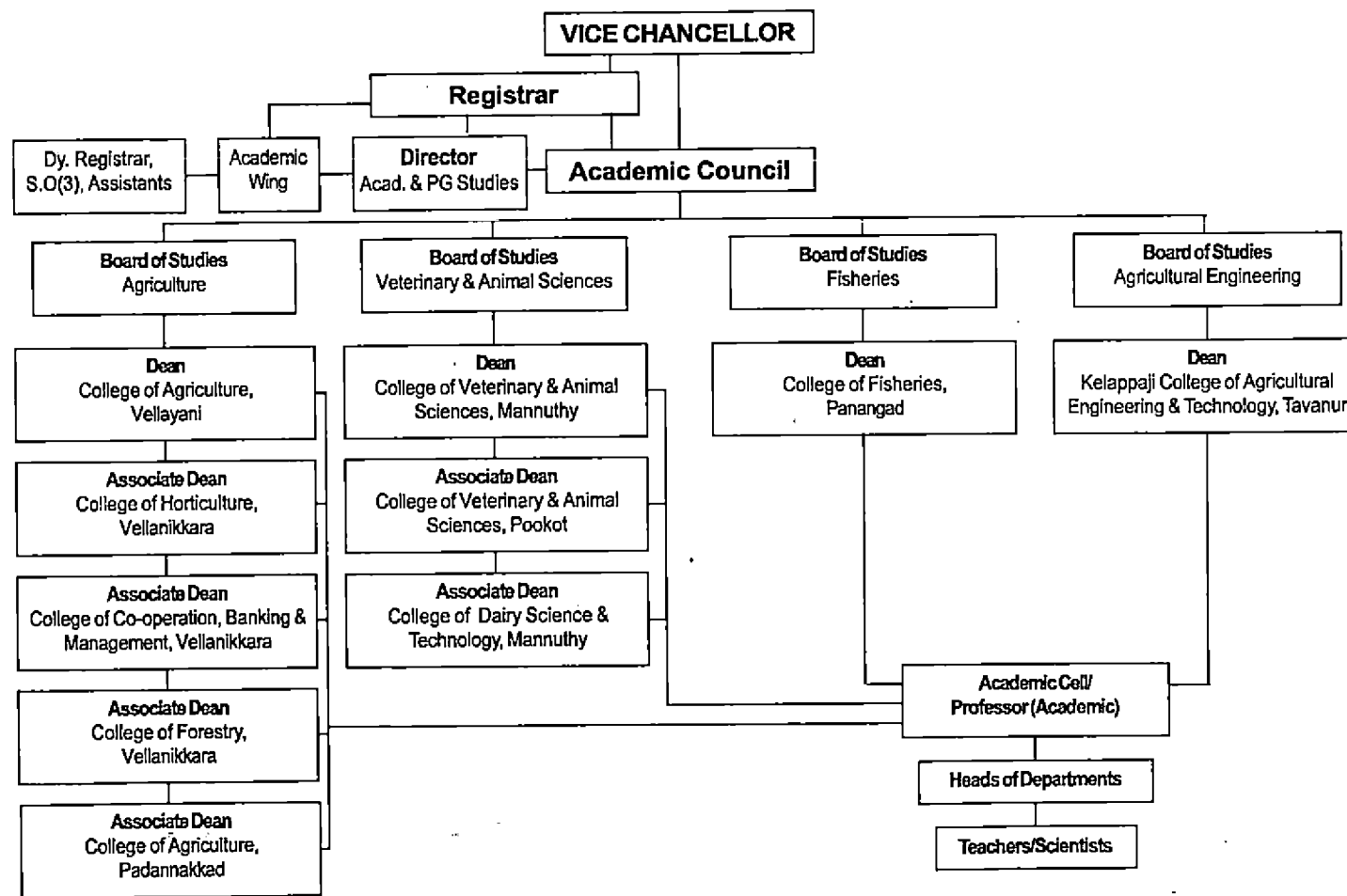
ADR, Kumarakom	0481	2524421	adrkum@kau.in
RARS, Kumarakom	0481	2524421	rarskum@kau.in
ADR, Pattambi	0466	2212275	adrptb@kau.in
RARS, Pattambi	0466	2212228	rarsptb@kau.in
ADR, Pilicode	0467	2260632	adrpil@kau.in
RARS, Pilicode	0467	2260632	rarspil@kau.in
ADR, Ambalavayal	0493	6260421	adramb@kau.in
RARS, Ambalavayal	0493	6260421	rarsamb@kau.in
ORARS, Kayamkulam	0479	2443192	orars@kau.in
NARP (SR), Vellayani	0471	2383239	adrvellayani@kau.in
NARP (SR), FAX	0471	2382239	

**RESEARCH STATIONS**

CRS, Balaramapuram	0471	2400621	crsbalaram@kau.in
CSRC, Karamana	0471	2343586	csrc@kau.in
SCRC, Konni	0473	2242548	scrskonni@kau.in
FSRS Kottarakkara	0474	2454853	fsrskottarakkara@kau.in
CRS, Pampadumpara	0486	8236263	crspam@kau.in
PRS, Vazhakulam	0485	2260832	prsvazhakulam@kau.in
AICRP, Karumady	0477	2272750	drainage@kau.in

SRS, Thiruvalla	0469	2604181	srsthiruvalla@kau.in
RRS, Moncompu	0477	2702245	rrsmoncompu@kau.in
AMPRS, Odakkali	0484	2658221	amprs@kau.in
RRS, Vyttila	0484	2809963	rrsvyttila@kau.in
FRS, Puduveyypu	0484	2502587	fspuduveyypu@kau.in
ARS, Chalakudy	0480	2702116	arschalakudy@kau.in
BRS, Kannara	0487	2699087	brskannara@kau.in
ARS, Mannuthy	0487	2370726	arsmannuthy@kau.in
CRS, Madakkathara	0487	2370339	crsmadakkathara@kau.in
PRC, Vellanikkara	0487	2373242	prcvka@kau.in
CRS, Anakkayam	0483	2848239	crsanakkayam@kau.in
PRS, Panniyur	0460	2227287	prspanniyur@kau.in
Sub Centre, Manjeswar	0499	8202203	scmanjeswar@kau.in
<b>VETERINARY UNITS</b>			
Meat Tech. Mannuthy	0487	2370956	meatmannuthy@kau.in
Dairy Plant, Mannuthy	0487	2370848	dairyplant@kau.in
Pig Prdn. Ctr., Mannuthy	0487	2370378	
Poultry Farm, Mannuthy	0487	2370237	
ULF, Mannuthy	0487	2370302	ulfmannuthy@kau.in
Vety. Hospital, Mannuthy	0487	2370665	
NCC Office	0487	2370813	
Vety. Hospital, Kokkala	0487	2423415	uvhkokkala@kau.in
LRS, Thiruvazankunnu	0492	4262243	lrsthiru@kau.in
CBF, Thumburmuzhy	0480	2746065	cbfthumburmuzhy@kau.in
CIS, Kozhikode	0495	2730614	ciskozhikode@kau.in

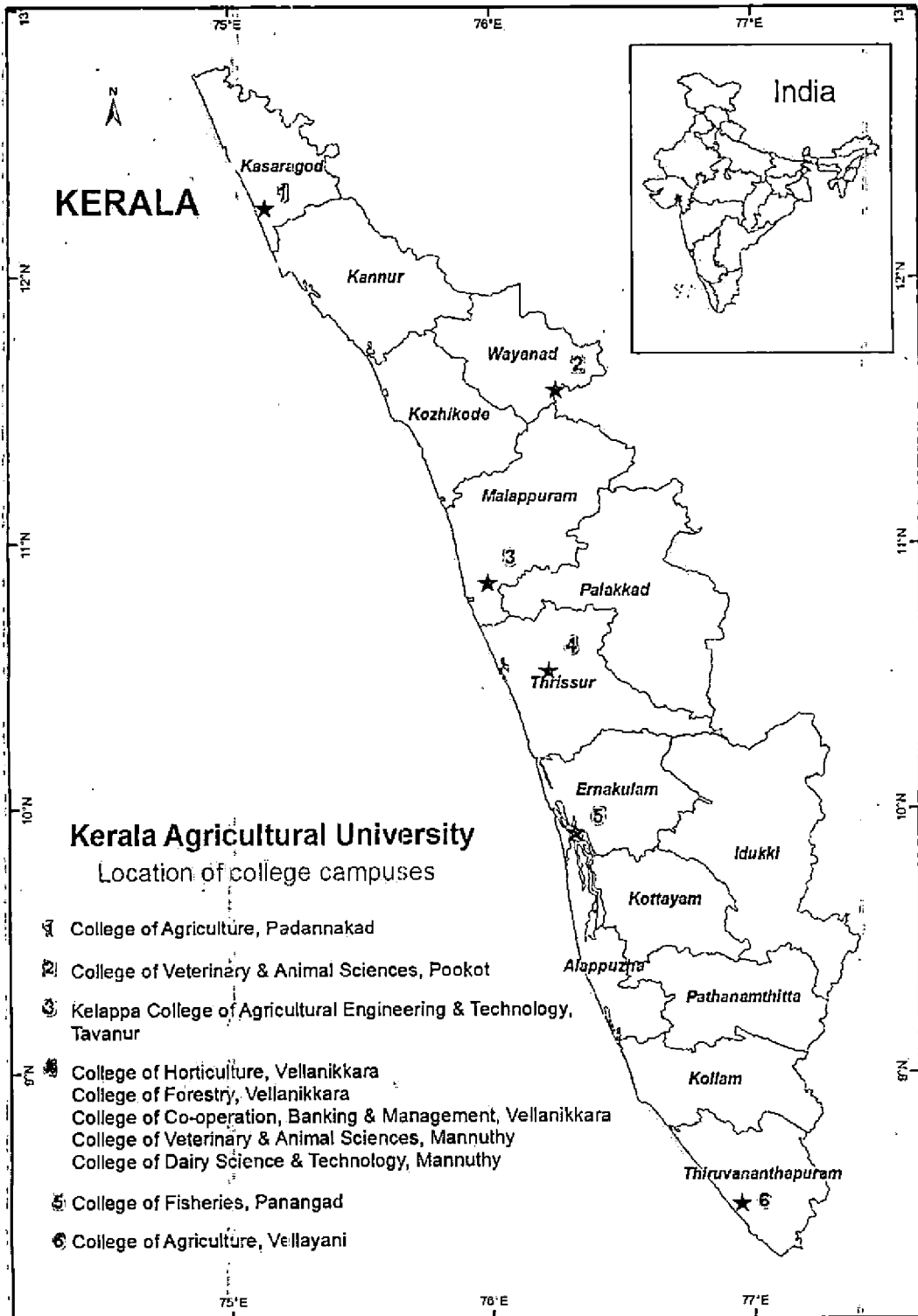
**FIG. 1 ACADEMIC MANAGEMENT STRUCTURE IN KERALA AGRICULTURAL UNIVERSITY**

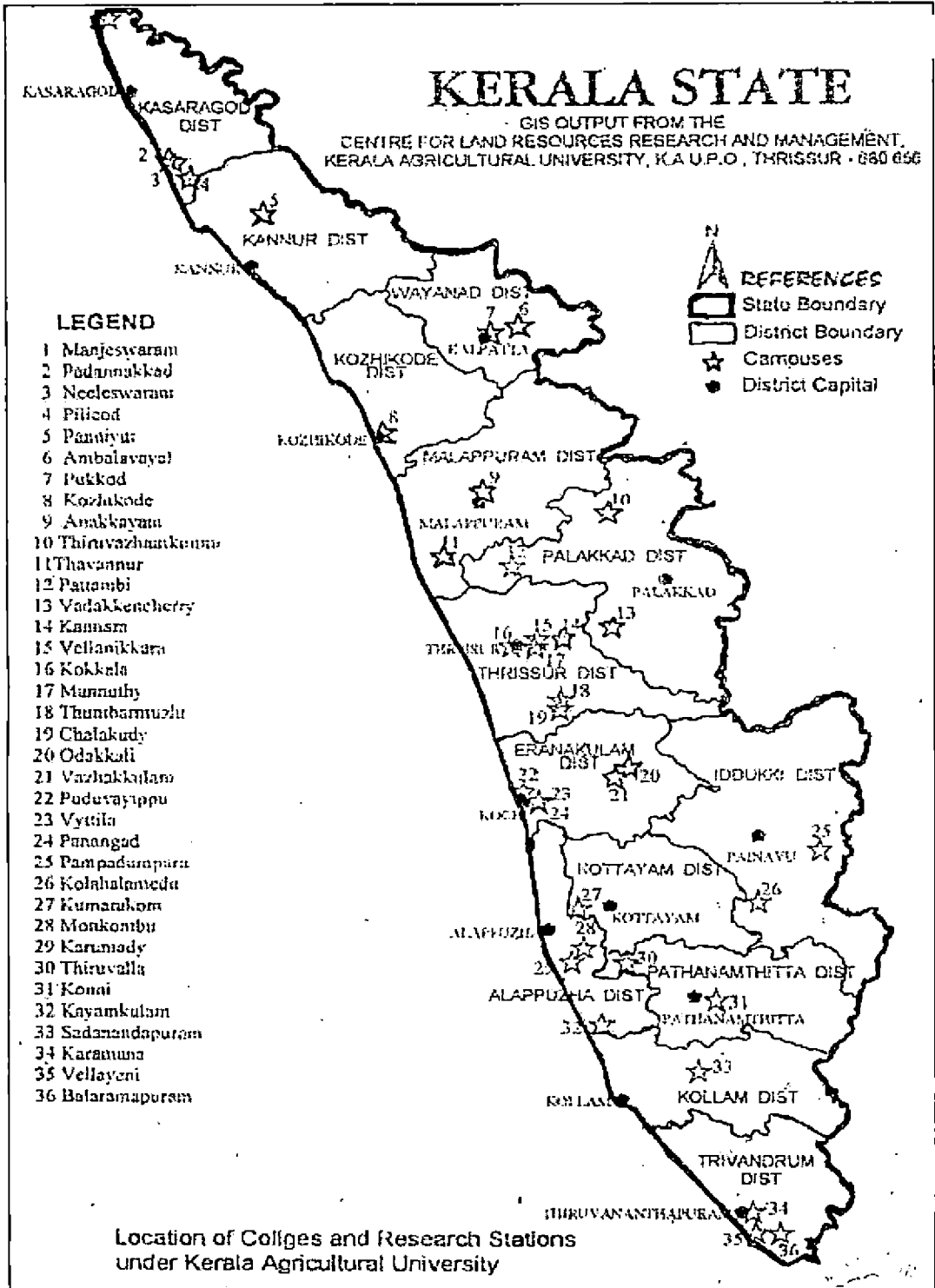


## KERALA AGRICULTURAL UNIVERSITY INSTITUTION CODES FOR THE COLLEGES

*Note:* AMS user officers will have to use ID with alphabet-based identity to indicate the institution. The alphabet based ID for the various colleges are given below:

HORT	-	College of Horticulture, Vellanikkara
AGRIV	-	College of Agriculture, Vellayani
AGRIP	-	College of Agriculture, Padannakad
CBM	-	College of C, B & M, Vellanikkara
FOR	-	College of Forestry, Vellanikkara
DST	-	College of Dairy Sc. & Technology, Mannuthy
KCAET	-	K.C.A.E.& T., Tavanur
FIS	-	College of Fisheries, Panangad
VETM	-	College of Veterinary & Animal Sc., Mannuthy
VETP	-	College of Veterinary & Animal Sc., Pookot





806284

