



ACADEMIC HANDBOOK 2023



KERALA AGRICULTURAL UNIVERSITY
KAU P.O., VELLANIKKARA, THRISSUR - 680 656
www.kau.in

ACADEMIC HANDBOOK



**DIRECTORATE OF EDUCATION
KERALA AGRICULTURAL UNIVERSITY**

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ACADEMIC HANDBOOK

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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.

FOREWORD

Established in 1972, the Kerala Agricultural University (KAU) has since been playing a pivotal role in advancing education, research, and innovation in agriculture and allied sciences. This university nurtures a generation of agricultural leaders equipped with the contemporary knowledge and skills to address emerging challenges in food production, nutritional security and sustainability. The evolving academic programmes integrate innovation and technology and ensure a thriving future for this industry and its stakeholders.

Past its Golden Jubilee, the University is now imparting education through its eight constituent colleges and research stations spread throughout the state. Under its three Faculties (Agriculture, Forestry, and Agricultural Engineering and Technology), KAU offers eight under-graduate programmes in agriculture and allied sciences, *viz.*, Agriculture, Horticulture, Agricultural Engineering, Forestry, Co-operation and Banking, Food Technology, Climate Change and Environmental Sciences and Biotechnology. Post-graduate programmes are offered in almost all the disciplines and specialities related to Agriculture, Horticulture, Agricultural Engineering, Forestry, Community Science and Rural Marketing Management. The University also offers an MBA programme in Agribusiness Management.

The Academic Handbook is a comprehensive guide provided by the University to outline essential academic policies, courses and regulations. It serves not only as a resource for students, faculty, and staff to navigate the academic structure effectively but also ensures an atmosphere conducive to intellectual and personal development.

It gives me immense pleasure to introduce the new Academic Handbook 2023 of Kerala Agricultural University which serves as an updated ready reckoner outlining the changed requirements for degree completion, grading procedures, academic expectations, and the timeline for completing various milestones, amended up to the year 2023.

The careful efforts in organising and updating the content, ensuring clarity, and presenting it in an accessible format have been exemplary. I extend my heartfelt appreciation to the Director of Education and his team who were involved in the drafting of the KAU Academic Handbook 2023.

Vellanikara
06.12.2024



DR. B. ASHOK IAS
Vice-Chancellor

PREFACE

Dr. D. S. Kothari, the Chairman of the Education Commission set up by the Central Government, had remarked in 1966, that "India's Destiny is being shaped within Four Walls". Those Four Walls symbolically represents the universities where the human resource gets shaped to work for the welfare of mankind. Decades later, higher education now needs to adapt to the demands of an evolving global economy where competence competitiveness is increasingly defined by innovative and technical capabilities. India has embraced a holistic 360-degree approach that integrates new ideas, technologies, and teaching methods through which it plans to transform our youth into as key assets for the nation's growth. Over the years, KAU too has been consistently making efforts to prepare students for the future by helping them adapt to changing needs of the society. The curriculum has been reshaped to align it with the evolving industry requirements which involves not only updating course content but also making procedures and rules that are in sync with these changes.

It is against this background and with great pleasure that the KAU is presenting the updated Academic Handbook 2023. This revised edition contains all the information regarding the academic regulations up to the year 2023. This has been drafted to serve as a ready reference for students, faculty, staff and all stakeholders associated with KAU.

The primary objective of this handbook is to provide clear, concise, and accessible information about the University's education structure, policies, academic programs and procedures and support services. Significant updates in this edition include amended guidelines on academic administration, course structure, protocols and student welfare schemes.

The process of revising the handbook has been a collaborative effort, involving feedback from statutory bodies, officers, faculty, students, non-teaching staff and my team at the Directorate of Education. I extend my sincere gratitude to all the contributors for their valuable feedback and inputs, which have played a significant role in shaping this resource. Their suggestions have enabled us to address practical challenges and provide clearer, user-friendly guidance for all stakeholders.

It is our hope that this updated handbook will be a dependable companion for students during their academic journey and a ready reckoner for faculty and staff to ensure that procedures and rules are being followed. This new handbook is also a symbol of KAU's ongoing commitment to quality, efficiency and continuous improvement. We encourage users to utilize this resource to its fullest extent and to share their feedback for future revisions.

May this edition stand as a testament to our shared vision for excellence in agricultural education, research, and extension.

Vellanikkara,
10.12.2024



PROF. (DR.) S. GOPAKUMAR
Director of Education

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

ആമന്ത്രണ ഗാനം (University Anthem)

ഗുരു നിദാലോഷ്ണതപ്തമാം ഭൂമിയിൽ
ഒരു കരുണതന്നാസാരധാരകൾ
ചൊരിയുമംബികേ പർജന്യ ദേവതേ
സുരൂചിരോദാരസന്താനശാഖിയായ്

കരികലപ്പകൾ കാളകൾക്കൊപ്പമായ്
വരിവരിച്ചാലുകീറി നീങ്ങീടവേ
ധരണിയുൽഹുല്ലസസ്യഫലാഡ്യായ്
ഹരിതരോമാഞ്ച കംബളാഭോഗായ്

മനുജവിജ്ഞാനസീമാവികാസത്തി-
ന്നനുസൃതമാമസുലഭ സിദ്ധികൾ
അവികലം ശാസ്ത്രചക്രവാളങ്ങളിൽ
അവിടവിടെ വിതക്കുന്നു വിത്തുകൾ

പുതിയ ദീപം കൊളുത്തുക - നാളത്തിൽ
പുതിയ ജീവൻ തുടിക്കട്ടെ മേൽക്കുമേൽ
അരിയസൗഭാഗ്യധാരകൾക്കെഴയ
സ്വരികയാക നീ കർഷകക്ഷേത്രമേ

രചന: ശ്രീ. ചെങ്ങരപ്പള്ളി നാരായണൻ പോറ്റി

ആമുദ്രണഗാനം - പരാവർത്തനം

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

കരികലപ്പകളും കാളകളും, വരിവരിയായ് ചാലുകൾ കീറുമ്പോൾ ഭൂമി സസ്യഫലാവ്യയായി (സമ്പുഷ്ടയായി) ഹരിത രോമാഞ്ച കംബളത്തിൽ (പുതപ്പ്) ആദോഗയായി (പരിപൂർണ്ണതയിലെത്തി),

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

ഗവേഷണങ്ങളിലൂടെയും മറ്റും ലഭ്യമാകുന്ന വിജ്ഞാനം ശാസ്ത്ര സമൂഹങ്ങളിൽ (വിദ്യാർത്ഥികൾ, ശാസ്ത്രജ്ഞർ, കർഷകർ) എന്നിവരിൽ പകരുന്നു

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

നല്ല വിളവിന് നിമിത്തമാകുന്നതിനാൽ ഭൂമിയും, പ്രഗത്ഭർക്ക് ജന്മം നൽകുന്നതിനാൽ സർവ്വകലാശാലയും 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 നീ 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.

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1.

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.

On the recommendation of the Second National Education Commission (1964-66) headed by Dr. D.S. Kothari, the then Chairman of the University Grants Commission, one Agricultural University in each State was established. The State Agricultural Universities (SAUs) were established in India as an integral part of the National Agricultural Research System to give the much needed impetus to Agriculture Education and Research in the Country. As a result, 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. The Kerala Agricultural University is the 15th in the series of the SAUs.

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 on various crops, animals, birds, *etc.*

During 2011, Kerala Agricultural University was trifurcated into Kerala Veterinary and Animal Sciences University (KVASU), Kerala University of Fisheries and Ocean Studies (KUFOS) and Kerala Agricultural University (KAU).

Now the University has eight colleges (four Agriculture, one Agricultural Engineering, one Forestry, one Co-operation Banking and Management, one College of Climate Change and Environmental Science), six RARSs, seven KVKs, seventeen Research Stations and seven Extension Units under the faculties of Agriculture, Agricultural Engineering and Technology, and Forestry. In addition, one Institute of Agricultural Technology offering Diploma in Agricultural Sciences are also functioning in Kerala Agricultural University.

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, Co-operation, 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.

2. UNIVERSITY ADMINISTRATION

The Kerala Agricultural University is an autonomous institution with academic programmes. The University under its three Faculties (Agriculture, Forestry and Agricultural Engineering & Technology) offers seven under-graduate programmes viz. Agriculture, Co-operation and Banking, Climate Change and Environmental Science, Biotechnology, Forestry, Agricultural Engineering and Food Technology. Post-graduate programmes are offered in almost all the disciplines and specialties related to Agriculture. The University offers post-graduate programmes leading to Master's degree in 34 disciplines and doctoral programs in 25 disciplines. A MBA programme in Agribusiness Management is offered at the College of Co-operation Banking and Management, Main Campus, Thrissur. Diploma programmes of two year duration and Post Graduate Diploma of one year duration is also offered by the university.

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 Education, Controller of Examinations, Director of Physical Plant, Director of Students' Welfare, Director of Planning, Director of Information Systems and University Librarian. The constituent colleges of the University are headed by the 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 SC/ST 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 organize 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.

DIRECTORATE OF EDUCATION

The Directorate of Education is functioning in Kerala Agricultural University under the Director of Education who is responsible for planning, monitoring and conduct of academic programmes of the University. The Controller of Examinations (CE) is in charge of conduct of examinations of the University for the various under graduate programmes offered at different campuses, external valuation and notification of results. The Controller of Examinations is assisted by the Professor (Academic). The Associate Director of Education (UG) and Associate Director of Education (PG), Joint / Deputy Registrar (Academic) and the administrative staff assist the Director of Education in administrative matters. The mandatory duties of the directorate include various processes like admission to different courses under each faculty, conduct of University level examinations, arranging external evaluation of answer papers, publication of results and issue of certificates and transcripts in consonance with the academic rules and regulations of KAU. In addition, Academic Council meetings are organised by the Directorate at least once in six months.

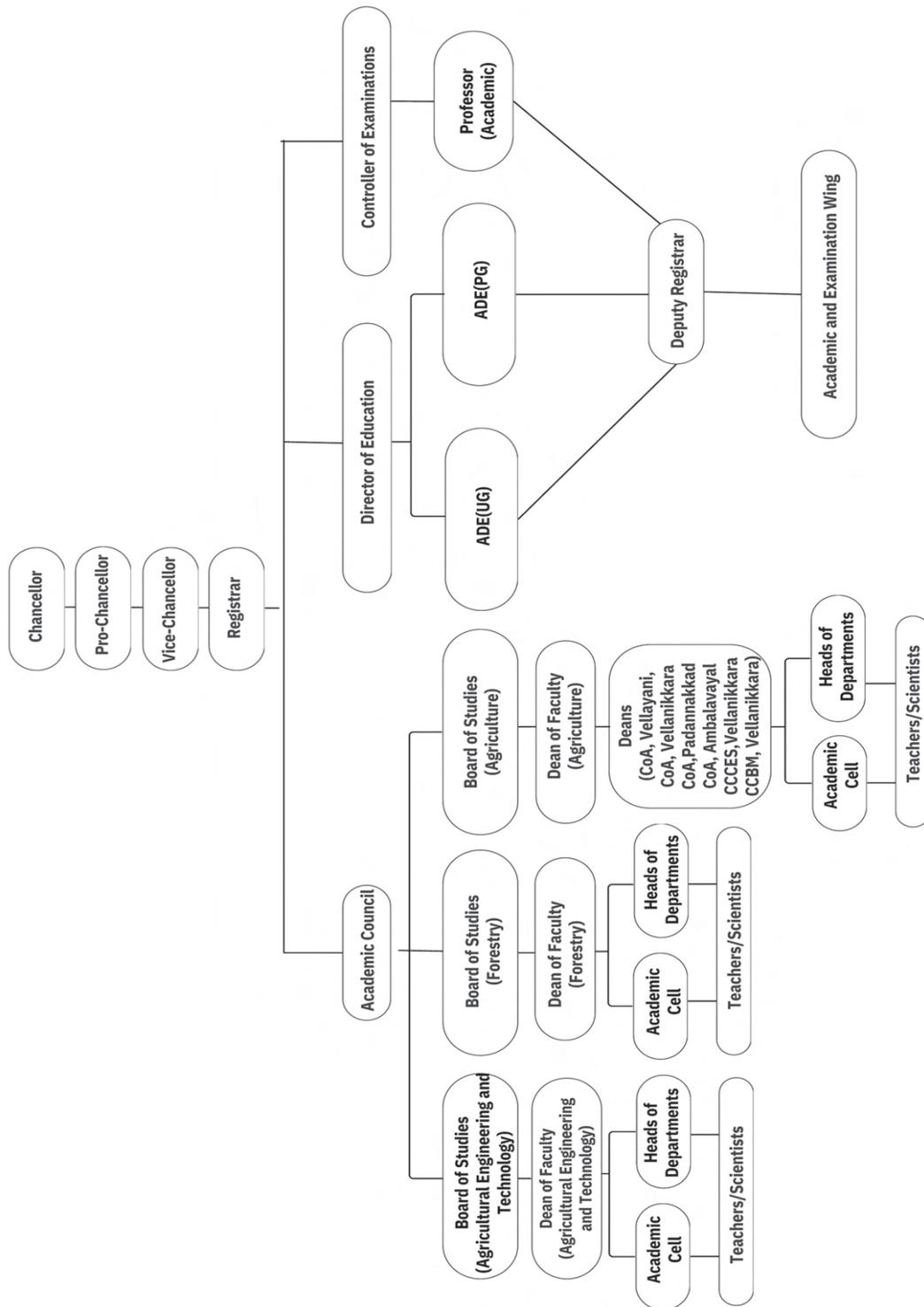


Fig. 1. ACADEMIC MANAGEMENT STRUCTURE IN KERALA AGRICULTURAL UNIVERSITY

3. RESEARCH AND EXTENSION PROGRAMMES

RESEARCH

Recognising the significance of location-specific research, and the highly heterogeneous biophysical resource base of the State as a consequence of rainfall variations coupled with undulating topography, research agenda is organized into six agro ecological 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, Wayanad

<i>Research station</i>	<i>Locaton</i>
Coconut Research Station	Balaramapuram, Trivandrum
Integrate Farming Systems Research Station	Karamana, Trivandrum
Farming Systems Research Station	Sadanandapuram, Kollam
Agricultural Research Station	Thiruvalla, Pathanamthitta
Rice Research Station	Moncompu, Allappuzha
Cardamom Research Station	Pampadumpara, Idukki
Pineapple Research Station	Vazhakkulam, Ernakulam
Rice Research Station	Vytilla, Ernakulam
Aromatic and Medicinal Plants Research Station	Odakkali, Ernakulam
Agronomic Research Station	Chalakkudi, Thrissur
Agricultural Research Station	Mannuthy, Thrissur
Cashew Research Station	Madakkathara, Thrissur
Banana Research Station	Kannara, Thrissur
Agricultural Research Station	Anakkayam, Malappuram
Pepper Research Station	Panniyur, Kannur.
Fruit Crops Research Station	Vellanikkara, Thrissur
Cocoa Research Centre	Vellanikkara, Thrissur

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, Mannuthy
- Central Training Institute, Mannuthy
- Agricultural Technology Information Centre, Mannuthy
- Training Services Scheme, Vellayani
- Training Unit, Pilicode, Kasaragod
- Extension Centre, Vorkady, Manjeswaram
- Agricultural Information and Sales Centre, Vengeri, Kozhikode
- Krishi Vigyan Kendras (KVKs) - 7 No. located at Kannur, Wayanad, Malappuram, Palakkad, Thrissur, Kottayam and Kollam

Publications of the Extension Directorate include

- Books and booklets authored by scientists of KAU,
- A bimonthly farm periodical '*Kalpadhenu*' with primary focus on farmers
- The monthly '*KAU News*'
- Package of Practices (Crops)
- The Journal of Tropical Agriculture published twice in a year, Pamphlets and brochures on specific innovations and problems.

4. FACULTIES AND COLLEGES

FACULTY OF AGRICULTURE

Agriculture, Co-operation and Banking, Climate Change and Environmental Science and Biotechnology are included under this Faculty. The departments in Agriculture; Co-operation and Banking; and Climate Change and Environmental Science are detailed below.

Agriculture

1. Agronomy
2. Plant Breeding and Genetics
3. Fruit Science
4. Floriculture and Landscape architecture
5. Post-Harvest Technology
6. Agricultural Entomology
7. Agricultural Extension
8. Agricultural Statistics
9. Plant Pathology
10. Agricultural Meteorology
11. Plant Physiology
12. Plantation Crops and spices
13. Vegetable Science
14. Soil Science and Agricultural Chemistry
15. Agricultural Economics
16. Community Science (F & N)
17. Seed Science and Technology
18. Agricultural Microbiology
19. Plant Biotechnology
20. Agricultural Engineering
21. Animal Husbandry
22. Physical Education
23. Nematology

Co-operation and Banking

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

Climate Change and Environmental Science

1. Climate Change and Adaptation
2. Earth Science
3. Environmental Science
4. Supportive and Allied subjects

The colleges / institutions functioning under the Faculty of Agriculture 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 : deanagri@kau.in, coavellayani@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 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:

i. Undergraduate programmes:

1. B.Sc (Hons.) Agriculture
2. BTech (Biotechnology)

ii. Post-graduate Programmes:

The Masters' programmes are offered in the disciplines of :

- | | |
|--|---|
| 1. Agronomy | 11. Genetics and Plant Breeding |
| 2. Soil Science | 12. Entomology |
| 3. Plant Pathology | 13. Agricultural Extension Education |
| 4. Plant Physiology | 14. Agricultural Economics |
| 5. Agricultural Statistics | 15. Community Science (Food & Nutrition) |
| 6. Microbiology | 16. Fruit Science |
| 7. Molecular Biology and Biotechnology | 17. Vegetable Science |
| 8. Post-Harvest Management | 18. Seed Science and Technology |
| 9. Nematology | 19. Plantation, Spices, Medicinal &
Aromatic Crops |
| 10. Floriculture and Landscaping | |

Ph.D. Programme is offered in the disciplines of:

1. Agronomy
 2. Soil Science
 3. Plant Pathology
 4. Community Science (Food & Nutrition)
 5. Plant Physiology
 6. Vegetable science
 7. Fruit Science
 8. Post-Harvest Management
 9. Floriculture and Landscaping
 10. Genetics and Plant Breeding
 11. Entomology
 12. Agricultural Extension Education
 13. Agricultural Economics
 14. Molecular Biology and Biotechnology
 15. Microbiology
 16. Plantation, Spices, Medicinal & Aromatic Crops
- iii. Diploma in Organic Agriculture (2 years duration)
- iv. PG Diploma
1. PG Diploma in Solid Waste Management: 1 year duration
 2. PG Diploma in Analytical techniques in Soil fertility and Crop production: 1 year duration
 3. PG Diploma in Horticultural Therapy: 1 year
 4. PG Diploma in Landscaping and Ornamental Gardening: 1 year

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 Agriculture, Vellanikkara, Thrissur

Address: College of Agriculture
KAU - P.O., Thrissur - 680 656
Telephone : 0487-2438301, 0487-2438303 Fax : 0487-2370790
E-mail: dean.coavka@kau.in, cohvka@kau.in

The College of Agriculture 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 544) at about 13 km from Thrissur.

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

The courses offered are:

- i. Undergraduate programme: Bachelor of Science in Agriculture [B.Sc (Hons.) Agri.]
- ii. Post-graduate programmes:

The Masters' programmes are offered in the disciplines of:

- | | |
|---|--------------------------------------|
| 1. Agronomy | 11. Genetics and Plant Breeding |
| 2. Soil Science | 12. Entomology |
| 3. Plant Pathology | 13. Agricultural Extension Education |
| 4. Plant Physiology | 14. Seed Science and Technology |
| 5. Agricultural Statistics | 15. Community Science (F & N) |
| 6. Microbiology | 16. Agricultural Economics |
| 7. Molecular Biology and Biotechnology | 17. Agricultural Meteorology |
| 8. Plantation, Spices, Medicinal and Aromatic Crops | 18. Fruit Science |
| 9. Post Harvest Management | 19. Vegetable Science |
| 10. Floriculture and Landscaping | |

Ph.D. Programme is offered in the disciplines of:

- | | |
|--|---------------------------------------|
| 1. Agronomy | 10. Entomology |
| 2. Soil Science | 11. Agricultural Extension Education |
| 3. Plant Pathology | 12. Community Science (F& N) |
| 4. Fruit Science | 13. Plant Physiology |
| 5. Agricultural Economics | 14. Agricultural Meteorology |
| 6. Molecular Biology and Biotechnology | 15. Post-Harvest Management |
| 7. Vegetable Science | 16. Floriculture and landscaping |
| 8. Genetics and Plant Breeding | 17. Plantation, Spices, Medicinal and |
| 9. Microbiology | Aromatic Crops |

College of Agriculture, Padannakkad, Kasargode

Address: College of Agriculture,
Padannakkad P.O., Kasargode - 671 328
Telephone : 0467-2280616, 782699 Fax: 0467-2284099
E-mail : dean.coapad@kau.in, coapad@kau.in

The College of Agriculture at Padannakad was established in 1994. The College is located 9 km south of Kanhangad town and 1 km north of Nileshtar town by the side of NH 66.

The courses offered are:

- i. Bachelor of Science in Agriculture [B.Sc (Hons.) Agri.]
- ii. Post Graduate Programmes

The Masters' programmes are offered in the disciplines of:

1. Agronomy
2. Soil Science
3. Genetics and Plant Breeding
4. Plant Physiology
5. Fruit Science
6. Floriculture and Landscaping
7. Plant Pathology
8. Entomology
9. Agricultural Economics
10. Agricultural Extension Education
11. Molecular Biology and Biotechnology

Ph.D. Programmes are offered in the discipline of :

1. Genetics and Plant Breeding
2. Entomology
3. Soil Science
4. Plant Pathology

College of Agriculture, Ambalavayal, Wayanad

Address: Dean, College of Agriculture
Ambalavayal, Wayanad Dist. – 673593
Telephone: (04936) 260421
Email: dean.coaamb@kau.in, coaamb@kau.in

College of Agriculture, Ambalavayal was established in 2018. The college offers UG programme – B.Sc. (Hons.) Agriculture

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

Address : College of Co-operation, Banking and Management
KAU P.O., Thrissur - 680 656,
Telephone : 0487-2438501, 0487-243852, Fax: 0487-2370019
E-mail : dean.ccbm@kau.in, ccbm@kau.in, dirmba@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 courses offered are:

- i. B.Sc. (Hons.) Co-operation and Banking
- ii. M.Sc. (Co-operation and Banking) Programme is offered in the disciplines of:
 1. Rural Banking & Finance Management
 2. Rural Marketing Management
 3. Co-operative Management
- iii. Ph.D. (Co-operation and Banking) in Rural Marketing Management
- iv. M.B.A. Agri-business Management

Institute of Agricultural Technology, Pattambi

Address : Institute of Agricultural Technology, Regional Agricultural Research Station
Pattambi, Palakkad – 679 306
Tel. No. (O) 0466 2212228; Fax: +91 466 2212275
Associate Director of Research: 0466 2212275
Email: adrptb@kau.in

The station is located about 60 km North of Palakkad on the banks of river “Bharathapuzha” which extends along Pattambi-Perinthalmanna road and Pattambi-Shornur road. The station owns an area of 63.64 ha. The Regional Agricultural Research Station, Pattambi is a prestigious institution, internationally reputed for research in rice. The institute offers Diploma course in Agricultural Sciences.

College of Climate Change and Environmental Science, Vellanikkara

Address: College of Climate Change and Environmental Science,
Vellanikkara, KAU P.O. Thrissur – 680656
Tel. No. 0487 2372413; Fax: 91+487 2372413
Email: dean.ccces@kau.in, cccess@kau.in

The College is situated in the main campus of Kerala Agricultural University. The B.Sc. – M.Sc. (Integrated) Climate Change Adaptation was introduced in the academic year 2010-11. It is envisaged to provide quality education and research in climate change adaptation and mitigation, in society linked sectors like Agriculture, Forestry, Fisheries, Animal Husbandry, Biodiversity and Water Resources. It is an academic and research exchange programme with the collaboration of various national and international institutes. A four year UG Programme in B.Sc. (Hons.) Climate change and Environmental Science is being offered the academic year 2020.

Faculty of Forestry

The Faculty of Forestry was established in 2013 with one constituent college.

College of Forestry, Vellanikkara, Thrissur

Address: College of Forestry, KAU - P.O., 680656, Thrissur
Telephone: 0487-2438401, 2438412; Fax: 0487-2371040
E-mail: deanforestry@kau.in, cofvka@kau.in

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

The courses offered are:

- i. Undergraduate programme : B.Sc. (Hons.) Forestry
- ii. Post graduate programmes : M.Sc. (Forestry)
Ph.D. in Forestry

M.Sc. and Ph.D programmes are offered in the following disciplines:

- 1. Silviculture and Agro forestry
- 2. Forest Resource Management
- 3. Forest Products and Utilization
- 4. Forest Biology and Tree Improvement
- 5. Wildlife Science

Faculty of Agricultural Engineering and Technology

Kelappaji College of Agricultural Engineering and Food Technology, Tavanur

Address: Kelappaji College of Agricultural Engineering and Food Technology
Tavanur, (via) Kuttippuram, Malappuram 679 573
Telephone : 0494-2686214; Fax : 0494 2686009
E-mail : deanengg@kau.in, kcaet@kau.in

The College 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.

The college is located in Tavanur Village in Malappuram District of Kerala. It is adjacent to the NH 66, on the Kuttippuram-Ponnani sector. Tavanur is about 8 km from Kuttippuram railway station on the Shornur-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 courses offered are:

Undergraduate programme: B.Tech. (Agricultural Engineering)
B. Tech. (Food Technology)

M.Tech (Agricultural Engineering.)/Ph.D (Agricultural Engineering.) are offered in the following disciplines:

1. Farm Machinery and Power Engineering
2. Soil and Water Conservation Engineering
3. Processing and Food Engineering

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 network and libraries in the distant campuses in the University connected to the campus network. 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 KAU Main Campus 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' unions 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 entrusted with the responsibilities such as collection and dissemination of information on employment opportunities and competitive examinations with in 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/ are responsible for the activities of placement cells. At the University level there is a Central Placement Cell under the control of DSW.

5. ACADEMIC REGULATIONS

REGULATIONS FOR THE BACHELORS DEGREE PROGRAMME

B.Sc. (Hons) Agriculture, B.Sc. (Hons) Co-operation and Banking, B.Sc. (Hons) Forestry, B.Sc. (Hons) Climate Change and Environmental Science, B.Tech Agricultural Engineering, B.Tech Food Technology and B.Tech Biotechnology

1. Short title

These regulations shall be called Kerala Agricultural University Bachelor's Degree Regulations, 2023.

2. Scope

The regulations provided herein shall apply to all Bachelor's degree programmes offered by the Kerala Agricultural University, to the students for Agriculture; Co-operation, Banking and Management; Forestry; Climate Change and Environmental Science; Agricultural Engineering; Food Technology and Biotechnology.

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.
- 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. 'Advisor' 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/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 of Faculty' means the Dean of the Faculty concerned and Dean means the Head of a college
- 3.11. 'Department' means a Department in the College/teaching institution offering degree programmes. Scientists of a discipline working in the research stations/projects will be the members of the Department of the teaching institution concerned.
- 3.12. Grade point earned for a course is a value in 0 to 10.0 point scale. It is arrived by adding the products of theory-marks secured (out of 100) and theory-credits, the practical-marks secured (out of 100) and practical-credits, divided by the total credits hours (theory + practical) and further divided by 10. The grade point will be limited to two decimals without rounding.
- 3.13. Grade Point Average (GPA): It is the value of the total credit points obtained by student in various courses in which he/she has a pass GP 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 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 less than 5.0 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. A student is deemed to have successfully completed a semester if he/she has passed in more than 50% of the credits registered in the semester with the minimum required attendance.
- 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.
- 3.21. 'Improvement' is a re-examination for passed courses with a GP 8 or less, for improving the OGPA of the student

4. Degrees awarded

The Bachelor's degrees awarded by the University and governed by these regulations are B.Sc. (Hons.) Agriculture, B.Sc. (Hons.) Co-operation and Banking, B.Sc. (Hons.) Forestry, B. Sc. (Hons.) Climate Change and Environmental Science, B.Tech. (Agricultural Engineering), B. Tech. (Food Technology) and B.Tech (Biotechnology)

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. 20% of the total seats to be filled by ICAR through All India Entrance Examination. In the absence of ICAR candidates the vacancies will be filled from the State Merit list from the respective categories.

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 shall ordinarily be allowed between two consecutive semesters except VII and VIII Semesters.

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 Advisor.
- 11.2 Reservation of the seats will be given as per the rules of State Government. 20% of seats are reserved for ICAR candidates coming through All India Entrance Exam. In the absence of ICAR candidates the vacancies will be filled from the State Merit list from the respective categories.
- 11.3 On admission to a particular degree programme, the student shall be assigned an admission number. The admission number allotted to a student shall consist of 3 components (example 2021-41-101), 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 four colleges the numbering pattern will be as follows. College of Agriculture, Vellayani will be allotted 101 to 300, College of Agriculture, Vellanikkara from 301 to 500, College of Agriculture, Padannakkad from 501 to 700 and College of Agriculture, Ambalavayal 701 to 800

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.) Agriculture
2.	02	B.Tech. (Agricultural Engineering)
3.	45	B.Sc. (Hons.) Co-operation and Banking
4.	47	B.Sc. (Hons.) Forestry
5.	06	B.Tech. (Food Technology)
6.	44	B.Tech (Biotechnology)
7.	48	B.Sc. (Hons.) Climate Change and Environmental Science

- 11.4 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 and the same shall be updated in AMS.
- 11.5 A list of candidates admitted, with particulars of admission numbers and other relevant personal details of the candidates (Academic Form 2) generated through AMS shall be supplied to the University by the Head of the Institution.
- 11.6 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.
- 11.7 After assigning admission number, each student shall be issued an identity card, 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.
- 11.8 The campus transfer of students will be restricted only to the first semester of the admitted year.

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 regular, re-examination, improvement and repeat courses in a semester should not exceed 32 credits for a student in a semester.
- 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. Courses 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, practical records and assignment 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. (See appendix V)

Faculty of Agriculture	South India study Tour covering research stations of Kerala Agricultural University and other important central/state institutes in South India which will be attached to the last module of RAWE	Upto 15 days
	All India study tour which will be conducted in the 3 rd year of study	Upto 21 days
B.Sc. (Hons.) CCES	All Kerala tour in the 4 th year of study	7 days
	All India tour in the 4 th year of the study	21 days
B.Tech Biotechnology	All Kerala	7 days
	All India	15 days
Faculty of Forestry	Study tour of state forest	7 days
	All India study tour which will be conducted in the 4 th year of study	21 days
Faculty of Agricultural Engineering and Technology	All India study tour	Upto 21 days

- 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/Industry in lieu of their absence, at their expense after the completion of VIII semester. 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 and sign in the register in the academic cell. 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 cum Grade Card, with the help of the Advisor (Academic Form No. 3), on the day of registration itself. Advisor 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) who will return it to the student advisor

- 16.3 The symbol 'R1, R2 or R3' shall be indicated against repeat courses and RE1, RE2 or RE3, against re-examination courses IMP for improvement 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 Dean/ Officer in Charge, on discretion is authorised to permit him/ her for registration within 10 working days excluding registration day by remitting a late registration fee of Rs. 100/- for first 5 working days, Rs. 500/- for 6th and 7th working day and Rs. 1000/- for remaining working days upto 10th day from the student. The student may register beyond this period upto 15 working days with special approval of the Vice-Chancellor and paying additional late fee.
- 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 To get eligibility for registering the prescribed courses as per the syllabus in the Eighth semester, the students should have completed all the courses upto 4th semester successfully. However, conditional registration will be allowed for students awaiting results of re-examination courses registered in 7th semester. The registration to the eighth semester will be automatically cancelled if the student fails in the re-examination courses. Under no circumstances, a student with repeat/backlog courses upto forth semester will be permitted conditional registration.
- 16.7 The student should register each semester continuously upto the VIII Semester, otherwise they will have to obtain permission for temporary discontinuance which is restricted to a maximum of two semesters for the entire duration of the degree programme. The student can repeat the course as and when it is offered as a regular course with the junior batch. From IX semester onwards, the students need to register only those semesters in which their re-examination/Repeat course is offered as a regular course to the junior students, by remitting the prescribed fee.

Students with back log courses (after 8th semester) are exempted from paying the semester fees for those semesters in which they do not register the re-examination/ repeat/ backlog courses. However, the student has to remit the hostel fees if he continues to be an inmate of the hostel.
- 16.8 Initials of the course teachers are not required in the course registration card/form, at the time of registration using the AMS. The 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 and any other fixed by the Head of Institution from time to time.

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.

20. Discontinuance and re-admission

- 20.1 No student will be allowed to temporarily discontinue his/her course of studies during the first two semesters of degree programme. A student may temporarily discontinue with prior permission of the Head of the Institution in subsequent semesters, on valid and genuine grounds. 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.
- 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 of having registered, fail to secure 75% attendance in atleast 3 courses his/her name shall be removed from the roll. In every exceptional and genuine cases, the matter shall be considered by the Vice-Chancellor and appropriate decision will be ordered.
- a) The student who avail leave on medical grounds will submit the medical certificate within one week of the ailment so that in suspected cases, it can be referred to Medical Board.
 - b) The students who discontinues his/her courses wholly or partially in violation of clause 20.1, 20.2 and 20.3 for appearing Common Entrance Examinations conducted by the CEE, Government of Kerala or any other competitive examination for admission to other courses will not be eligible for benefits under clause 36.1.
 - c) A certificate from CEE or an affidavit countersigned by a Notary will be produced by the student along with the application for relaxation of clause 20.1, 20.2 and 20.3 of UG regulations, stating that he/she has not appeared for the admission test by CEE of Government of Kerala during the period of absence from the College and levying a special re-registration fee of Rs.25,000/-.
 - d) If a student who discontinues the programme permanently has to remit the liquidated damages as per the rules prescribed by CEE of Government of Kerala.
- 20.4. From second year onwards, a student who does not secure required minimum attendance for 50% courses registered in any semester will only be allowed to continue studies with his/her immediate junior batch only

21. Attendance

- 21.1 Every student shall ordinarily attend all classes in a course. However, the minimum attendance prescribed for a course is 75% (80% from 2023 admission onwards) subject to the provisions in 21.2. For this, attendance shall be reckoned for theory and practicals together. A student who fails to put in the minimum attendance shall not be permitted to appear for the semester final examination and shall be awarded zero grade. The minimum attendance for RAWE/FOWE/CEWE 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.

A student who is absent in semester final examination due to accident, hospitalization, contagious diseases and any other genuine reason recommended by the Head of the Institution, but has secured minimum requirement of attendance will be awarded grade point of 'I*' in the particular course and be allowed to write the final supplementary examination separately on payment of prescribed fee as and when it is offered as a regular course. In these cases, the credit hours will not be considered for calculation of GPA/OGPA. In all other cases the student will be awarded F.

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

For indoor hospitalization and other genuine reasons absence not exceeding 5% attendance for each course in a semester may be allowed. Such requests should be made to Head of Institution with suitable proof.

Menstrual leave of 2% will be allowed for the women students as per request.

Attendance relief to students who attend sports, games at University level may be sanctioned by the Dean//Head of the Institution.

21.2 Students deputed for official purposes such as representing the College or University for cultural meets, NSS activities, involvement in the students activities, statutory bodies and representing the college for sports 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 student 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.

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 before giving the attendance.

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, regular practical class work and other types of assignments.

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

- F - Failed
- I - Incomplete
- T - Temporary Discontinuance
- R - Repeat
- RE - Re-Examination
- S - Satisfactory
- US - Unsatisfactory
- I* - Absence in semester final examination due to reasons recommended by the Head of the Institution
- SUP - Supplementary
- M - Malpractice
- IMP - Improvement

22.2 Internal evaluation

- a) The internal evaluation component shall have one internal theory examination (mid term examination) of one and half hour duration conducted around 70th day after the commencement of the semester with a weightage of 40 per cent marks and hand written assignments with a weightage of 10 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 the internal examination 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) Practical examinations shall be conducted by a Board constituted by the Head of the Institution which shall include Head of Department and a teacher nominated by the Head of the Institution besides the course teacher.
- e) The valued answer papers of internal examinations should be made available for verification by the students, in the presence of the course teacher within 10 working days of the examinations.
- f) 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.

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) In theory examination, there shall be internal-external examinations in the proportion of 50:50. Examinations in each semester will have 1 internal + 1 external examination with marks distributions as 40 for mid-term examination, 10 for assignments and 50 for final theory (external) examination. Marks distribution pattern for both theory and practical is detailed in 23.1.
- c) Semester final examination in theory shall be of a minimum of two 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.
- d) The students shall be given five preparation days (inclusive of holidays) before the commencement of semester final examinations. The preparation holidays may be distributed between the days of examinations also.

23. Computation of grades

23.1 From 2016 admission onwards, marks allotted for theory and practical shall be in the proportion as detailed here under:

Theory	Internal (50%)	
	Mid-term Examination	40
	Assignments (Hand written)	10
	External (50%)	
	Final Examination	50
	TOTAL	100
Practical	Regular practical class works (RPCW)	15
	Records	15
	Viva voce exam	10
	Final Practical Examination	60
	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 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 limiting to the second decimal without rounding.

- 23.3 The minimum grade point required for passing a course shall be 5.00/10.00. A student getting less than 5.00 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 5.00 out of 10.00.

The Division with which the student has passed the programme shall be classified as below: (2016 admission onwards)

OGPA	DIVISION
5.00 - 5.99	Pass
6.00 - 6.99	II Division
7.00 - 7.99	I Division
8.00 and above	I Division with Distinction

Transcript should show the Divisions secured by the student.

- 23.4 A separate minimum of 40% marks in theory and practical examinations are essential for passing a course.

24. Revaluation

- 24.1 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.
- 24.2 The students should have to file the revaluation applications in their concerned colleges for revaluation in the prescribed forms after remitting the fee in the college office concerned within fifteen days from the date of publication of result. The applications received for revaluation should be forwarded to the Controller of Examinations within seven days from the last date fixed for receipt of revaluation application in the college. The Controller of Examinations along with the Dean/ Head of the College will prepare the panel of willing examiners (not less than three examiners) for revaluation. The Controller of Examinations will appoint examiner for revaluation.
- 24.3 The first page of all answer books will be with columns for student’s 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 Education and a new blank facing sheet will be attached. The student will be awarded the highest marks received from among the two valuations. However, if there is more than 20% variation between first valuation and revaluation a third valuation will be conducted and the marks obtained in the third valuation will be final.

- 24.4 The revaluation fee for the students who secure 20% or more marks in the two revaluations will be refunded. The Dean should examine the matter in detail and initiate the revaluation fee refund process from that office by issuing necessary orders after getting proper application from the student concerned with valid documents.

25. Late arrival in examinations

No student who is more than 15 minutes late shall be allowed into the examination hall. No student will be allowed to leave the examination hall within 30 minutes after the commencement of the examination.

26. Malpractice in examinations

- 26.1 If any student indulges in malpractice, the course invigilator / 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.
- 26.2 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 invigilator /supervisor.
- 26.3 The Head of the Institution shall appoint a committee consisting of not less than three Senior faculties to enquire into the alleged malpractice.
- 26.4 The committee shall submit its findings within a five working days to the Head of the Institution whose decision on the matter shall be final.
- 26.5 In case the Head of the Institution is convinced that the student is guilty, the following punishment will be meted out:
- First time offender: The student will have to undertake the course as REPEAT
 - Second time offender: Debar the student for a semester
 - Third time offender: Dismissal of the student

27. Grade report

- 27.1 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 fifteen days, with the counter signature of the Head of the Department. Head of Institution shall send the marks to the University within another 7 days, for publishing the results. A handwritten certificate regarding the correctness of attendance and internal marks should be furnished under the statement of internal marks forwarded to the Director of Education by the course teacher concerned and duly countersigned by the Academic Officer/Head of College.
- 27.2 The Advisor shall fill up the Course-Registration cum-Grade cards and forward the same to the Head of the Institution. The Head of the Institution, after scrutinizing the grades entered shall return the same to the Advisor concerned.
- 27.3 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.

28. Registration for repeat / re-examination courses

- 28.1 A student who does not satisfy the attendance requirement in a course or gets a grade of "Zero" shall repeat the course as and when it is offered as a regular course to the junior batch.
- 28.2 A student who had failed or not secured the separate minimum of 40% either in theory or practical examination in a particular course shall register it as a re-examination course along with juniors. However, for the regular practical class work, practical record and assignments the marks obtained by the student for the first time shall be taken into account. Re-examination can be registered only as and when it is offered as a regular course.
- 28.3 A student may also register for re-examination course if he/she has secured a grade point of less than 6.5 for improving the OGPA. In such cases, he/she has to take all the scheduled examinations for that course (2016 and earlier admissions).
A student (2016 admission onwards) may also register for re-examination course if he/she has secured GPA of 8 or less for improving the OGPA. A course can be registered for re-examination for improvement of GPA only once with the succeeding/Junior batches. The provision for re-examination for improving OGPA may be permitted subject to the following stipulations:

This provision is applicable only to courses upto 4th semester.

- Improvement examination courses should be within the maximum credit load (32) permitted for a semester.
- A course can be improved only once.
- Registration for improvement examination can be cancelled before final theory examination.
- An examination fee of Rs.1000/- per course will be charged and it will not be refunded at any circumstances.
- The marks obtained of the improvement will be the final marks

28.4 A student may register for a re-examination course/withdraw a course registered for re-examination within five working days of publication of semester examination result/revaluation result.

28.5 When a student registers for a re-examination/improvement course, the grade point obtained earlier for the course shall automatically be cancelled and the grade point obtained in the re-examination/improvement examination shall be taken for OGPA calculation. However, if the publication of revaluation result is delayed beyond the date of final theory examination of a re-examination course the higher of the marks secured in the revaluation and re-examination will be taken for OGPA calculation.

28.6 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.

29. Calculation of GPA/OGPA

29.1 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. The percentage - marks obtained by the student is converted to Grade Point by dividing the marks with ten. 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	Credit point
1.	AGRO 1203	Irrigation and Water Mgmt	3	8.10	24.30
2.	AGRO 1204	Weed Management	2	6.40	12.80
3.	ECON 1201	Principles of Agrl. Econ	2	3.00	06.00
4.	ENGG 1202	Farm Power & Machinery	2	4.10	08.20
5.	ENTO 1202	Insect Ecology & IPM	3	8.33	24.99
6.	HORT 1202	Plantation Crops	2	9.40	18.80
7.	PATH 1101	Introductory Pl. Path	2	3.00	06.00
8.	SSAC 1202	Agrl. Biochemistry	3	6.41	19.23
9.	STAT 1201	Basic Statistic	2	7.00	14.00
Total			21		134.32

Total credit points for the semester 134.32

Total credit hours for the semester 21

Overall Grade Point Average (OGPA) $134.32/21 = 6.3962 = 6.40$ *

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

29.2 The grade obtained and the credit assigned to a course in which a student fails, shall not be taken into account in calculating the Overall Grade Point Average (OGPA) until the student register for re-examination of that course. But when the course is registered as re-exam, 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).

30. 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.

31. 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 5.00/10.00 shall be the minimum requirement for the award of the degree.

32. Approval of final results and issue of provisional degree certificates and transcripts

- 32.1 The Vice-Chancellor shall approve the final results and the University shall issue provisional degree certificate and transcript to the students. It shall be the privilege of the Vice-Chancellor to withhold the result of a student on any ground that may appear valid to him.
- 32.2 The transcript shall contain all the courses undergone and the grades secured by the student.
- 32.3 A recently taken passport size photo shall be affixed in the transcript of the student, at the time of issue.
- 32.4 Last four digits of the Unique ID/Aadhaar number shall be given in the transcript and certificate.

33. Award of degree

The degrees, namely, B.Sc. (Hons.) Agriculture, B.Sc. (Hons.) Co operation and Banking, B.Tech. (Agricultural Engineering.), B.Tech. (Food Technology.), B.Tech. Biotechnology, B.Sc. (Hons) Climate Change and Environmental Science, and B.Sc. (Hons.) Forestry shall be awarded under the seal of the University to students who have satisfactorily completed the graduation requirements.

34. Amending or cancelling the result

If the result of a candidate is discovered 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.

35. 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.

Notwithstanding anything contained in these regulations, the Academic Council can make changes as and when found necessary.

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.

Detailed guidelines for examination, evaluation and grading of various courses in the Bachelor's Degree Programme

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 one internal theory examination conducted around 70th day after the commencement of the semester with a weightage of 40 per cent marks and assignments with a weightage of 10 marks. The internal examination will be conducted and evaluated by the course teachers concerned under the supervision of the Heads of Departments.
3. 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.
4. There shall be an examination week for the internal examinations in which all the examinations are to be completed. The mid-term examination shall have one and a half hour duration (one hour for 2015 and earlier admissions).
5. The question papers of the internal examinations shall be approved by the Head of Department concerned. The internal examinations shall cover all the portions scheduled up to the examination as per the approved schedule of classes.
6. The 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.
7. 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.

Internals: 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 and the Professor in-charge of Academic Programme in the concerned college.

Final : Students can appear for supplementary examination as and when the course is offered and the exam is conducted by the University.

8. The student shall apply for the supplementary examination (Acad form 18) to the concerned Head of Department duly recommended by the course teacher, student Advisor 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 (7) 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, hospitalisation and contagious diseases are identified as genuine reasons for applying supplementary examination.
9. The number of internal and final supplementary examinations shall be limited to 3 sets each during the whole course programme. One set means one or more examination including re-examination, if any, in a scheduled set of examination in a semester.
10. A register shall be maintained at the College as well as University for documentation of the supplementary examinations to avoid misuse of chances.
11. 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.
12. The course teacher shall keep the valued answer scripts of internal examinations till the final grades are awarded at the end of the semester.
13. Unless a student appears for the internal examination/mid-term examination, he/she is not eligible to appear for the semester final examination in the course concerned.
14. The semester final theory examination shall have a weightage of 50 per cent marks.
15. The semester final theory examination shall be conducted by the University. This shall be conducted simultaneously in all the Colleges to the extent possible.
16. The final theory examination of each course shall be of a minimum of two hours duration.
17. The final theory examination shall cover the total syllabi of the course.
18. 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.
19. For the final theory, there shall be only one examination in a day, as far as possible.
20. The question paper setters will be appointed by the University and the passed protected question papers will be emailed to the respective Deans one hour before the commencement of the examination. Conduct of examinations and invigilation arrangements shall be made by the Head of Institution concerned.

21. Centralized valuation of answer scripts shall be done and the teachers for evaluating answer scripts shall be appointed by the University.
22. The answer scripts shall be properly packed, sealed and handed over to the Controller of Examinations/ Professor (Academic).
23. 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.
24. The distribution of marks for theory and practical examination shall be as in 23.1
25. 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 5.00/10.00 for passing a course. To complete the degree requirement, the student shall have minimum OGPA of 5.00 out of 10.00.
26. For arriving at OGPA the value calculated shall be rounded off to the second decimal point.
27. No student who is late by more than 15 minutes will be allowed in to the examination hall. Similarly, student will be allowed to leave the examination hall only after 30 minutes after the commencement of the examination.
28. To get eligibility for registering the eighth semester, the students should have completed all the courses up to semester fourth successfully. No student shall be allowed to take up the eighth semester with backlog/repeat courses.
29. For students having back log, a one-time re-examination will be permitted in the 8th semester, for the courses of 5th and 6th semesters only.

REGULATIONS FOR POST-GRADUATE PROGRAMMES

1. Short-title

These regulations shall be called ‘Kerala Agricultural University Post Graduate Regulations 2023.

2. Scope

The regulations provided herein shall apply to all Post-graduate degree programmes offered by the various Faculties of the Kerala Agricultural University.

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.
- 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. ‘Advisor’ 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/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 of Faculty' means the Dean of the Faculty concerned and Dean means the Head of a college
- 3.11. 'Department' means a Department in the College/teaching institution offering degree programmes. Scientists of a discipline working in the research stations/projects will be the members of the Department of the teaching institution concerned.
- 3.12. Grade Point (GP): GP earned for a course is a value in 0 to 10.0 point scale. It is arrived by adding the products of theory-marks secured (out of 100) and theory-credits, the practical-marks secured (out of 100) and practical-credits, divided by the total credits hours (theory + practical) and further divided by 10. The grade point will be limited to two decimals without rounding. For 2022 admission onwards the grade point is calculated by dividing the marks obtained out of 100 by 10, there is no rounding off.
- 3.13. Grade Point Average (GPA): It is the value of the total credit points obtained by student in various courses in which he/she has a pass GP 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 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 less than 5.0 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. A student is deemed to have successfully completed a semester if he/she has passed in more than 50% of the credits registered in the semester with the minimum required attendance.

- 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.
- 3.21. “Advisory Committee” means the committee constituted to supervise the post-graduate programme of the student.
- 3.22. “Board of examiners” means the committee constituted for the conduct of the comprehensive and final examinations in the Masters/Doctorate programme.
- 3.23. “Director of Education” is an officer designated to discharge the duties and functions of the Dean, Post-graduate studies.
- 3.24. “Head of Institution” means Dean, Special Officer or any other officer designated by the University as Head of the Teaching Institution.
- 3.25. “Major Advisor” means the students’ Advisor in his/her major field of study who shall also be the chairperson of the Advisory Committee/Board of Examiners.
- 3.26. “Part-time Student” means a student who has been permitted to undergo the post-graduate programme on a part-time basis with a reduced research credit load and without prejudice to his normal duties. Part-time students are not entitled to any rights enjoyed by full-time students.
- 3.27. “P.G. Committee” means the Post-Graduate Committee of the University.
- 3.28. “Post-graduate Student” is a student undergoing a Master’s or Doctorate Degree Programme on a full-time basis. The studentship commences on the day of registration after payment of the 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 to any right enjoyed by a student.
- 3.29. “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 students will be met by the sponsoring agency.
- 3.30. ‘Improvement’ is a re-examination for passed courses with a GP 8 or less, for improving the OGPA of the student.
- 3.31. “Rolling admission” is a filling up of vacant PhD seats which arises in the regular admission process in the same academic year at the commencement of even semester.

4. Degrees awarded

- a) Faculty of Agriculture
 - i Master of Science in Agriculture
 - ii Master of Science in Horticulture
 - iii Master of Science in Ag. Statistics
 - iv Master of Science in Co-operation & Banking
 - v Master of Science in Community Science
 - vi Doctor of Philosophy
- b) Faculty of Agricultural Engineering
 - i. Master of Technology in Agricultural Engineering.
 - ii Doctor of Philosophy
- c) Faculty of Forestry
 - i. Master of Science in Forestry
 - ii. Doctor of Philosophy

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 Faculty Deans concerned subject to the manpower 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. The admission to left over Ph.D. seats after the regular admission will be notified and filled through a rolling admission process.

6. System of teaching

The 'semester-course-credit system' of teaching shall be followed with 110 working days per semester. The medium of teaching shall be English

7. Eligibility for admission

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

8. Mode of selection

PG & Ph.D. Programmes

As prescribed by the Academic Council from time to time and notified in the prospectus. Thirty percent of the total seats in PG and Ph. D programmes will be filled on an All India basis by ICAR.

Reservation of seats

Reservation of seats shall be governed by the rules of the State Government. 30% of the seats are to be filled by ICAR through all India entrance examinations. In the absence of ICAR candidates, the vacancy shall be filled from state merit.

9. Admission

On admission to a particular programme of Masters/Doctorate, the student shall be assigned an admission number. The admission number allotted to the student shall consist of three components (eg: 2021-11-101), 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 the P.G. programme are as follows:

- 11 M.Sc. Agriculture
- 12 M.Sc. Horticulture
- 15 M.Sc. Co-operation & Banking
- 16 M.Sc. Community Science (Food & Nutrition)
- 17 M.Sc. Forestry
- 18 M.Tech. Agricultural Engineering
- 19 M.Sc. Agricultural Statistics
- 21 Ph.D. Agriculture
- 22 Ph.D. Horticulture
- 24 Ph.D. Community Science (Food & Nutrition)
- 25 Ph.D. Co-operation & Banking
- 28 Ph.D. Agricultural Engineering
- 27 Ph.D. Forestry

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 the Department. No discontinuance is allowed in the first year of study.

In absentia, registration shall not be permitted. However, students can apply for semester registration in absentia under genuine unavoidable circumstances subject to the submission of adequate proof for the absence. The Dean of Faculty/Dean concerned

will verify the individual requests and recommend the cases to the Director of Education, if found eligible. The Director of Education will examine each request case by case and will recommend the extremely rare cases to the Hon'ble Vice Chancellor. The decision of the Vice Chancellor will be final.

- b) If the student admitted to the programme finds it difficult to register in the first semester he/she may request in writing for an extension of joining time (for sponsored candidates) 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. The extension of joining time during the first semester after admission is for in service students only

For, temporary discontinuance in the second semester the student shall be permitted to register in the subsequent semester. A special caution deposit of Rs. 25000/- will be charged at the time of granting an 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 Rs. 25,000/- + the actual amount spent by KAU for the student as liquidation damage. The chairman of the advisory committee has to work out the amount and intimate the same to the Head of the Institution.

A special fee will be charged for extension of time beyond the maximum time limit for PG and Ph.D.

- 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 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 they may also be filled up from the wait list within one month from the date of registration.
- e) Students admitted to a PG programme will work under the guidance of a Major Advisor, who will also be the "chairman of the 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 with the recommendation of the Head of 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 the second and subsequent semesters, the Head of the Institution may permit him to do so based on the recommendation of the Head of the Department concerned within 10 working days on payment of late registration fee of Rs. 100/- for first 5 working days, Rs. 500/- for 6th and 7th working days and Rs. 1000/- for remaining working days up to 10th day after which no registration will be permitted during the semester. The student may register beyond this period for up to 15 working days with special approval of the Vice Chancellor and pay an additional late registration fee.
- 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 coursework.
- 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.

From 2022 admission onwards, only one additional semester shall be permitted to register as Zero credit for the purpose of thesis submission, who could not submit thesis within the prescribed time (4 semesters for PG and 6 semesters for Ph.D).

- 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 Advisor 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.

Relaxation for on campus residential period of in service Ph.D candidates from ICAR institutions/National institute/Other SAU's will be based on MoU.

- m) For Dual Degree Programme when the student is overseas, online registration of semesters for research credits will be permitted with minimum fees as fixed by the University.

11. Fee

- a) The registration for a semester is valid only if the candidate remits the approved tuition fee and other fees, if any, for the semester. The details of the remittance of the 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 only 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 fees in full.
- d) Part-time students registered for Ph.D. programme shall pay an additional fee specified if their programme extends beyond twelve semesters.
- e) Those who are granted an extension beyond the maximum permissible time limit are required to remit a special fee of Rs.15,000/- for M.Sc., Rs.25,000/- for Ph.D. and Rs.10,000/- and Rs.15000/- respectively for SC/ST per semester over and above the normal fee. The above rates will be applicable to international students also.
- f) The tuition fees and examination fees for the students are exempted for semester registration if it is only for thesis submission while registering additional semester.

12. Procedure for registration

- a) Each student shall fill up a Course Registration Card in the prescribed form in consultation with his/her Major Advisor and submit four copies of the same to the Head of the Institution through the Advisor for approval.
- b) The Advisor 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 four copies to the Advisor 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.

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 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

All the faculty members are PG teachers for the Masters degree programme and those having Ph.D. qualifications for the Ph.D. programme

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. The 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 the first semester 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 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 and have successfully guided one PG Student.
- d) To be a member of the advisory committee for doctoral degree, the teacher shall be recognised PG teacher and Ph.D degree is not mandatory.

16. Withdrawal of course(s)

On the recommendation of the Major Advisor/Chairperson, in Academic form No. 6, the Head of the Institution may permit a candidate to withdraw a course(s) during a semester within 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 the recommendation of the major Advisor of the student (in Academic 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 the master's programme is four semesters and for the doctoral programme six semesters, excluding the period of discontinuance, if any. The minimum residential requirement for part-time Ph. D. students is ten semesters. Of these, at least two semesters shall be spent in the concerned college as a full time student. 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 a period of discontinuance and extension of joining time if any.

From 2022 admission onwards, only one additional semester shall be permitted to register for Zero credit for the purpose of thesis submission, who could not submit thesis within the prescribed time (4 semesters for PG and 6 semesters for PhD).

Extension period for discontinuance of PhD programme in service students will be examined case by case and appropriate decision will be taken by the University

- 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 his/her minimum period of residential requirement.
- d) Part-time registration facility will be available to the teachers of Kerala Agricultural University who are availing of 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 an extension of time for submission of the 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, or on similar grounds, which are to be supported by appropriate documents.
- h) The Advisory Committee should be convinced that the student had made an earnest effort on his/her part to complete the work within the approved time limit.
- i) The request for an extension time for submission of a 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 check-list is appended in Annexure-II) to the Director of Education.

- j) The request for an 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.
- k) For Dual Degree programmes, the students will complete all the course and research requirements of KAU in the time specified as per the partnership agreement (Annexure IX). When the student is overseas, online registration of semesters for research credits will be permitted with minimum fees as fixed by the University

19. Discontinuance and re-admission

- a) A student may be permitted by the Head of the Institution on the 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 students shall not be permitted to discontinue beyond a period of two semester. If the discontinuation is for more than two semesters his/her admission shall stand cancelled. 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 discontinuation in any of the subsequent semesters. Extension period for discontinuance of Ph.D programme in service students will be examined case by case and appropriate decision will be taken by the University
- 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 discontinuation 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 an 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 Rs. 25,000/- plus the actual amount spent by KAU for the student as liquidation damage. The concerned chairman of the advisory committee has to work out this amount and intimate the same to the Head of the Institution.

20. Credit requirements

The minimum credit requirements for the Postgraduate programme shall be as follows:

a) Masters programme

Course work:

Major subject	20 credits
Minor subject	09 credits
Supporting subject(s)	07credits (including Research Methodology)
Non-credit compulsory courses	04 credits
Seminar	0+1 credit
Total for course work:	37+4 (Non-credit compulsory course)

Research Work/Thesis work: 20 credits

Total credits: 37+20 = 57 credits and 4 non-credit compulsory courses

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 in agriculture are required only for students coming from Maths stream.

PGS 504 (1 credit) is exempted for M.Sc. (Ag.) Economics, M.Sc. (Ag.) Extension and M.Sc. (Co-operation and Banking) students.

b) Doctorate Programme

Course work:

Major subject	15 credits
Minor subject	08 credits
Supporting subject(s)	07 credits
Non-credit compulsory - Courses	04 credits
Seminar	0+2 credits
Total for course work	32 credits

Research/ Thesis work: 45 credits

Total credits: - course work + research: 32+45 = 77

The Advisory Committee of Ph.D. students shall suggest other courses as supportive courses if the student has already completed Research Methodology offered by KAU in PG.

Note:- One-credit seminar shall be compulsory for the Master's degree and two, one-credit seminars for the 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)	07 credits
Non-credit compulsory course	03 credits
Seminar	0+1 credit
Total for courses:	37+ 3 (Non-credit compulsory course) credits
Remedial courses	32 credits (Applicable only for non-agricultural graduates)

ii. Research work 20 credits

Total credits = 37 + 32 + 20 = 89 credits and 3 non-credits compulsory courses

Note: The subjects listed in the department in which the student takes admission will be the **major subjects**. In case there is a shortage of subjects or faculty in the departments for satisfying the required credits, relevant subjects from other departments of the faculty or even from other faculties can be selected as major courses after dual numbering and listing the courses in the major department. **Minor courses** are to be selected from other departments of the faculty or even from other faculties.

The minimum credit requirements for the Postgraduate programme from 2022 admission onwards:

a) Masters programme

Course work:

Major subject	20 credits
Minor subject	08 credits
Supporting subject(s)	06 credits
Common courses	05 credits
Seminar	0+1 credit
Total for course work:	35 + 5 (Common courses)

Research Work/Thesis work: 30 credits

Total credits: 40+ 30 = 70 credits

b) Doctorate Programme

Course work:

Major subject	12 credits
Minor subject	06 credits
Supporting subject(s)	05 credits
Seminar	0+2 credits
Total for course work	25 credits

Research/ Thesis work: 75 credits

Total credits: - course work + research: $25+75 = 100$

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

Course work (minimum)

Major subject	20 credits
Minor subject	08 credits
Supporting subject(s)	06 credits
Common course	05 credits
Seminar	0+1 credit

Total for courses: 40

Remedial courses 32 credits (Applicable only for non-agricultural graduates)

Research work 30 credits

Total credits = 40 + 32 + 30 = 102 credits

Note: 1. The subjects listed in the department in which the student takes admission will be the **major subjects**. In case there is a shortage of subjects or faculty in the departments for satisfying the required credits, relevant subjects from other departments of the faculty or even from other faculties can be selected as major courses after dual numbering and listing the courses in the major department. **Minor courses** are to be selected from other departments of the faculty or even from other faculties.

2. For 2022 admission onwards students will be allowed to register common courses (One credit each) like Library and Information Services, Technical Writing and communication skills, Intellectual Property and its management in Agriculture,

Basic concepts in laboratory techniques and Agricultural research, Research ethics and rural development programmes, if available online on SWAYAM or any other platform. If the student has already completed any of these courses during UG, he/she will be permitted to register for other related courses with the prior approval of the HoD/Advisory Committee.

3. The Ph.D. students should take a minimum of 75% of their major credits from 600 series courses

21. Credit load in a semester

- a) 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 (22 for PG students from 2017 admissions onwards). The non-credit compulsory courses can be taken over and above these limits.
- b) Part-time students shall be permitted to take a maximum of 9 credits per semester for research.
- c) During the last semester there is no minimum credit restriction for all students.

22. Research requirements

Approval of technical programme:

Masters degree:

The outline of research work/thesis project/technical programme (Acad. Form No. 10 a) of M.Sc./M.Tech students shall be finalized in the respective college council attended by the Director of Research or his representative, Professor (RC) and project co-ordinators and approved by the Dean /Head of the Institution concerned.

Doctoral degree (Ph.D.):

Thesis - Research project proposal (Acad. Form No.10.a.) to be approved in FRC and Academic Council within the first semester of admission. The doctoral scholars shall present their technical programme in the Faculty Research Council (FRC) and the technical programmes shall be submitted as soft copies

All modifications in the technical programme for Ph.D. shall be approved by the Academic Council.

23. Attendance

- 23.1 Every student shall ordinarily attend all classes in a course. However, the minimum attendance prescribed for a course is 75% (80% from 2023 admission onwards). For this, attendance shall be reckoned for theory and practical together. 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 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 a "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 institutions.

For indoor hospitalization and other genuine reasons absence not exceeding 5% of the total working days in a semester may be allowed. Women students are eligible for 2% menstrual leave in a semester. Attendance relief to students who attend sports games at the University level may be sanctioned by the Dean/ /Head of the Institution.

Maternity leave shall be granted to PG/ Ph.D. women students for 240 days, once in the duration of the course for applications supported by sufficient medical certificates. They are exempted from remitting the special caution deposit for the discontinuance of the course for maternity purposes. Such candidates have to rejoin the course on the date of registration for the next semester. The maternity leave shall not be combined with temporary discontinuance. If temporary discontinuance is needed, the student shall apply separately paying discontinuance fee of Rs 25,000/-

- 23.2. Students deputed for official purposes such as representing the College or University for cultural meets, and involvement in the students' activities, statutory bodies and representing the college for sports with the 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 alone is authorized to recommend to the Head of Institution for duty leave. The co officers concerned are authorized to recommend duty leave and furnish the list of students who are engaged as volunteers for the conduct of approved University sports, programme, cultural meets, 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) 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.
- f) Officers who are authorized 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.
- g) Decision of the Head of the Institution shall be final in this matter.
- h) The student representatives of the General Council and the Academic Council are 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 the shortfall in attendance permitted.
- i) In any case the overall attendance shortage shall not exceed 40% (25+10+5%) inclusive of duty leave and other cases of absence.
- j) Students other than the office bearers of the Union shall not be entitled to have the additional 10% leave provided to the Union office bearers.

23.3 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 appeared for re-examination.

24. Evaluation of coursework

The evaluation of the students in a course shall be based on their performance in various examinations, submission of practical records, regular practical class work and performance in other types of exercises/assignments. The method of evaluation shall be announced at 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 courses 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). If “US”, the courses have to be repeated by the students until an “S” grade is achieved.

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

F	-	Failed
I	-	Incomplete
R	-	Repeat
RE	-	Re-Examination
S	-	Satisfactory
T	-	Temporary discontinuance
US	-	Unsatisfactory
SUP	-	Supplementary Examination
M	-	Malpractice
IMP	-	Improvement

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% (Objective questions and short notes-40 marks and short essays and essays 40 marks)
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

Distribution of marks for Practical examination:

Practical	Regular practical class works (RPCW)	15
	Records	15
	Assignment	10
	Viva – voce exam	10
	Final Practical Examination	50

Computation of Grade Point

The evaluation of a course shall be indicated by grade points ranging from 0 to 10. The total marks in percentage divided by 10 will give the grade point which has to be rounded off to the second decimal place. 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). A separate minimum of 40% marks in theory and practical examination is essential for a pass. Marks allotted for theory and practical shall be in proportion to the credits for theory and practical for each course.

For 2022 admission onwards the grade point is calculated by dividing the marks obtained out of 100 by 10, there is no rounding off.

From 2022 admission onwards – Distribution of marks

Master's programme

Distribution of marks for Theory

First term exam	10 marks
Mid term exam	30 marks
Final exam	50 marks
Assignment/Viva	10 marks
Total	100 marks

Distribution of marks for Theory and practical

First term exam	10 marks
Mid term exam	20 marks
Final exam	50 marks
Practical exam	15 marks
Assignment/viva	5 marks
Total	100 marks

Distribution of marks for Practical

Practical exam	60 marks
Viva voce	10 marks
Assignment	10 marks
Record	10 marks
Presentation/seminar	10 marks
Total	100 marks

Doctoral programme

Distribution of marks for Theory

Final exam	50 marks
Case study	10 marks
Seminar/presentation/review article	40 marks (Min 2)
Total	100 marks

Distribution of marks for Theory and practical

Final exam	50 marks
Practical exam	20 marks
Case study	10 marks
Seminar/presentation /review article	20 marks
Total	100 marks

Distribution of marks for Practical

Practical exam	60 marks
Viva	10 marks
voceAssignment	10 marks
Record	10 marks
Presentation/seminar	10 marks
Total	100 marks

25. OGPA requirement for continuing studies

- i) Minimum pass grade point 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 Institution.

Students can apply for supplementary examination within 5 working days of the conclusion 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.

A 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 and the Professor incharge of Academic Programme in the concerned College.

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 marks (mid-term, final and practical examinations and RPCW, records, assignments and viva voce examination) of various courses along with the grade points and hand over the same to the major advisors of the students who have registered for the respective courses within 15 days after the examination with the counter signature of the Head of the Department.
- b) The Major Advisor shall fill up the grade report in detail in the Course Registration Cum Grade Card of each student based on the grade report furnished by the respective course teachers and forward three copies to the Head of the Institution along with the grade report. The Head of the Institution shall retain one copy of the CRCGC in the office and forward one copy to the advisor and one copy along with the detailed grade reports after counter signature to the Director of Education for publishing the semester results. It shall be the responsibility of the advisors to consolidate the grade reports of the students under them and calculate the OGPA at the end of each semester in order to facilitate the registration of the students for the forthcoming semesters.

28. Repetition/re-examination of courses

- a) A student who has failed in a course for want of attendance 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 if the grade point is higher than zero for that course.

- b) A student getting 6.50 or less in a course, may if he/she so desires, may register for a re-examination of that course to improve his/her OGPA.
- c) When a student register for a re-examination course, the previous grade obtained in that course is automatically cancelled.
- d) Symbol “R” shall be shown in relevant records for the repeated course and RE for the 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 a 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 or repeat courses, the application shall be forwarded in academic form No.17.a.

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/she shall do so in writing along with the relevant answer papers, within three working days after the result notification of the particular examination. If the Head of the Department himself is the course who teaches the appeal may be made to the Head of the Institution. Appeals received after the stipulated period will 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 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, after completion of 75 % of working days in the last semester, satisfying the minimum residential requirements. [The Ph.D. students from 2015 admission onwards, who have completed 60% of attendance in the sixth semester (last semester) satisfying minimum essential requirements, are permitted to submit their thesis.] 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, subject to the condition that he/she should register for every intervening semester till the submission of the thesis or till the expiry of the authorized time limit for submission of thesis. He/ she shall be permitted to submit his/her thesis within 60 days from the date of completion of the last semester registered by him/her without remitting the semester fee. If not submitted ex-post registration is permitted with special sanction by the Dean and by paying a late fee of Rs. 5000 along with the semester fee on the date of expiry of the period or within five working days.

From 2022 admission onwards, only one additional semester shall be permitted to register for Zero credit for the purpose of thesis submission, who could not submit thesis within the prescribed time (4 semesters for PG and 6 semesters for PhD).

- b. The Academic Council may permit an extension of the 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 extended semesters.
- c. A Ph.D. student before submitting his/her thesis shall present the synopsis of the same in a defence seminar organized by the Head of the department concerned. The Faculty members and the PG students of other departments and scientists from other related institutions of education and research shall also be invited to the seminar. An invitation should also be sent to the Project Coordinator concerned for the defence seminar.

A Masters student before submitting his/her thesis shall present the synopsis of the thesis in a thesis seminar of Advisory Committee members, faculty members and other PG students of the college in their respective departments. The Advisory Committee will evaluate the defence seminar/thesis seminar.

The members of the faculty can suggest changes in the thesis and Advisory Committee may consider the merits of the suggestions and advise the student accordingly. Evaluation report of defence seminar/thesis seminar shall be issued by the Head of the Department.

- d. A Masters student can submit his/her thesis only after producing the proof of submission of at least one research paper based on the research work for publication in a refereed journal. A PhD student can submit his/her thesis only after producing the acceptance letter of one research paper based on the research work for publication in a refereed journal

For 2019 admission onwards, masters' student can submit his/her thesis only after producing the proof of submission (acknowledgement) of at least one research paper based on the research work for publication in a refereed journal (non-predatory). A Ph.D. student can submit his/her thesis only after producing the proof of acceptance/publication of two research papers based on the research work for publication in a referred journal (Social Science both papers with a NAAS rating of 3.5 and above, other sciences one with NAAS rating of 4.5 above and the other with NAAS rating of 5 and above). For Ph.D. students, of the two publications, one shall be a shorter research communication/ review paper/book chapter.

For 2022 admission onwards masters' student can submit his/her thesis only after producing the proof of acceptance of one research paper based on the research work for publication in a UGC/KAU/Indexed high impact journal

- e. Copies of the thesis type written or photocopy, 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. The major advisor/HoD shall submit the thesis in person to the Dean. A proposal (Acad. form No.14 & 15) for appearing for the final examination with details of the examination fee remitted shall also be submitted along with the thesis.
- f. The student shall submit the corrected version of his/her thesis to the Registrar within 30 calendar days from the date of successful completion of final viva voce examination for onward transmission to the University. If the students fails to submit the corrected version of the thesis within 30 calendar days, he/she will be levied a fine of Rs 5000, at the time of sending the proposal for result declaration.

32. Evaluation of thesis

- a) The thesis shall be referred for adjudication to one external examiner in the case of the Master's programme and two external examiners in the case of the Ph.D. Programme. The external examiners shall be appointed by the Dean / Head of the Institution. The external examiner/s shall be from an educational institution outside Kerala Agricultural University.
- b) The external examiners shall send their reports to the concerned Head of the institution/major advisor. He will forward a copy of the reports with the 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 a Ph.D., if one of the examiners approves 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 Head of the Institution.
- d) The chairperson shall advise the student, if necessary, to revise the thesis incorporating the suggestions of the external examiner(s).
- e) Five copies of the thesis shall be presented by the student to the board of examiners at the time of the final viva-voce examination.

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) For the 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 an external examiner.

For Masters programme the board of examiners for conducting the final viva-voce examinations shall consist of the chairperson and members of the advisory committee. (2017 admission onwards)

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 examiners, the matter will be reported to the University for Decision.

- b) The general guidelines issued for the conduct of examinations shall be followed for the conduct of the final viva-voce examination also.
- 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 Head of the institution shall appoint a suitable substitute examiner and report to the University.
- d) Thesis work may be graded as satisfactory/unsatisfactory.
- e) The student shall submit the corrected version of his/her thesis to Registrar within 30 calendar days from the date of successful completion of final viva voce examination for onward transmission to the University

35. Eligibility for the award of the degree

- a) Based on the report 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 upon the approval of the thesis by duly signing on the thesis with a date by all members of the Board of Examiners including the external examiner, the candidate becomes eligible for the award of the degree. The Major Advisor/ Chairman of the Advisory Committee shall communicate the decision of the Board of Examiners to the University (Academic Form No. 16).
- 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 the 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 the Chairperson. Three digital copies of the thesis in Word and PDF versions shall be submitted by the student along with the hard copy of the thesis. One digital copy is to be forwarded to the Central Library, one copy to the College Library and one to the Department Library. The pages having signature attestation by the student, members of the advisory committee and external examiner in the thesis should be scanned and included in the digital copy. A certificate by the major advisor stating that the digital copy is identical in all aspects with that of the corrected, finalized and bound copy of the thesis shall also be submitted to the University along with the digital copy.

- 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 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 the thesis and the report of the final viva-voce examination from the Major Advisor, together with a copy of the approved thesis, the University shall take further action to award the degree to the candidate.
- b) The Vice-chancellor shall approve the final results and the University shall issue provisional certificates and transcripts to the candidates. The student shall apply for the issue of a Provisional/Degree Certificate and/or transcript.
- c) First rank certificate will be issued for Master's Degree Programme in all disciplines with no restrictions in the number of students. The rank will be decided from among the students of a batch who have successfully completed the MSc. Programme in that discipline.
- d) Identification mechanism like recently taken photograph (passport size) and Unique ID/Aadhaar number of the student shall be given in the degree certificate.

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 a 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 a Master's/Doctorate degree. Research papers based on the results of the PG research can be published by the candidate before 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 unauthorized discontinuance

A post-graduate student who discontinues the programme permanently has to remit Rs. 25,000/- plus 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 the Head of the Institution.

41. 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 distinctions are conferred either in person or *in absentia*. The convocation is conducted once a year or at such times as may be decided by the Vice Chancellor. The degree candidates shall submit applications to the Registrar in the prescribed form for the purpose along with the fees on notification of the convocation.

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

42. 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 appear to him to be necessary or expedient for removing the difficulty.
- b) No orders made under rule 42(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.

Annexure II

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 an advisory committee meeting
	From	To			

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 III

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 the Master's Degree programme, the Advisory Committee shall consist of a Major Advisor and 3 other members including the Head of the Department concerned and one member from the minor field of study. If necessary, the Major Advisor with the permission of the Dean can co-opt one additional member. The additional member can also be from outside KAU.
3. For the Doctorate programme, the Advisory committee shall consist of a Major Advisor and 4 other members including the Head of the Department concerned and at least one member from outside the major field of study. If necessary, the Major Advisor with the permission of the Dean can co-opt one additional member. The additional member can also be from outside KAU.
4. The Major Advisor 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 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 suitably qualified member from that institute 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. Assistant Professor with M.Sc./M Tech. with 2 years of experience and 1 research papers (NAAS rating 4.5 and above for biological disciplines and 3.5 and above for social sciences) can guide PG students. Assistant Professor with a Ph.D. having 1 year of experience and 2 research papers (NAAS rating 4.5 and above for biological disciplines and 3.5 and above for social sciences) can guide PG students. The major advisor for a Ph.D student shall be a faculty having Ph.D qualification and having successfully guided one M Sc student.

- The Major Advisor shall be decided based on student's research interests and also the seniority and competence of the faculty members available.
 - The students shall not be allotted to the same faculty member every year if other eligible faculty members are available and allotment shall be made on a rotation basis considering the competence and seniority of the faculty members.
 - The Dean/ /Head of the Institution will appoint the Major Advisor of a student based on the recommendation of the Head of Department.
 - The Head of Institution may appoint a Grievance Committee if there is any complaint regarding student allotment. The issue may be settled based on the recommendation of the Grievance Committee.
8. Teachers to be appointed as Chairperson/Major Advisor 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, the Head of the Department can act as a member in the Advisory Committee by virtue of their position, irrespective of the time left for retirement.
 9. All the faculty members are PG teachers for the Masters degree programme and those having Ph.D. qualifications for Ph.D. programme.
 10. The maximum number of PG students that a teacher can guide at a time as Major Advisor is normally limited to six (MSc & PhD together) including full-time and part-time students.
 11. If the Major Advisor 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. The same Major Advisor is allowed to continue only for six months even if she/he is absent from the University due to retirement or otherwise. In such cases, if the Chairperson insists on 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 the student shall prepare the course programme (Acad. Form No.10.b.) and the same shall be forwarded by the Head of Department to the Head of Institution for approval within the first semester. The approved course programme shall be forwarded to the University by the Head of the Institution.

Similarly, the advisory committee shall scrutinize and recommend the thesis research programme of the student for approval by the appropriate bodies before the end of the first semester.

14. The Advisory Committee shall meet periodically, at least once a semester, to review the progress and advise the students in his/her PG programme. The proceedings of the meeting shall be minuted and a copy of the proceedings shall be forwarded to the Head of Institution and to the university.
15. The Advisory Committee (with the External examiner in the case of Ph.D. students) shall constitute the Examination Committee/ Board of Examiners of the student for his/her comprehensive and final examinations.

Guidelines for conducting comprehensive and final examinations of PG students

- 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 Post Graduate students (Master's and Doctoral degree) shall be allowed to appear for the qualifying examination after completion of 75% course work separately in major and minor subjects with an OGPA of 6.5/10.0.

There will be two papers for the Master's degree as given below :

Major subject : One paper (100 marks) 3 h duration

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

For 2022 admission onwards, for PhD students the comprehensive examination will be based on an oral examination by one external expert

Question paper setting and evaluation:

Paper setting	- Internal
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 Advisor and Head of Department to the Head of Institution and the Major Advisor shall submit the report in Acad. Form No. 13 to the Registrar.
- 4) Detailed guidelines for conduct and evaluation of the comprehensive examination will be issued by the university from time to time.
- 5) The Head of the Department shall make arrangements to get the question papers from different teachers and to conduct the theory examination. He/ She will also make arrangements to get the theory papers valued by competent teachers and kept ready for the viva-voce examination. The major Advisor 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 (Acad. Form No.13) to the Registrar by name, marked 'Confidential'. The result so communicated should bear the dated signature of all members, the chairperson and the External Examiner.

- 6) For the Master's 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 Masters and Doctorate degree programme in the comprehensive theory examination shall be qualified to appear for the 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) 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 and the Head of the Institution will select the external examiner.
- 12) 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 Head of the Institution under intimation to the Registrar/Controller of Examinations shall appoint a suitable substitute examiner.
- 13) 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 a Ph.D. degree they shall be of the rank of Professor/equivalent cadre and above.
- 14) From 2022 admission onwards, for PhD students, the comprehensive examination will be based on an oral examination by one external expert
- 15) In dual degree programme, the scholar shall complete the comprehensive examination at KAU after completing 75% of course work

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 and defence seminar. 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 days of his/her final semester subject to the above conditions.

[The Ph.D. students who have completed 60% of attendance in the sixth semester (last semester) satisfying minimum essential requirements are permitted to submit their thesis.]

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, subject to the condition that he/she should register for every intervening semester till the submission with zero credit or till the expiry of the authorized time limit for submission of thesis.

From 2022 admission onwards, only one additional semester shall be permitted to register as Zero credit for the purpose of thesis submission, who could not submit thesis within the prescribed time (4 semesters for PG and 6 semesters for PhD).

3. After completion of defence seminar he/she shall be permitted to submit his/her thesis within 60 days from the date of completion of the last semester registered by him/her. If not submitted the ex post registration is permitted with the special sanction of the Dean and by paying a late fee of Rs 5000/- along with the special fee on the date of expiry of the period or within five working days.
4. The Academic Council may permit an extension of the 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 extended semester.
5. A Ph.D. student before submitting his/her thesis shall present the synopsis of the same in a defence seminar organized by the Head of the department concerned. The faculty members and the PG students of other departments and scientists from other related institutions of education and research shall also be invited for the seminar. An invitation should also be sent to the Project Co-ordinator concerned for the defence seminar. MSc student before submitting his/her thesis shall present the synopsis of the thesis in a thesis seminar of Advisory Committee members, faculty members and other PG students of the

college in their respective departments. The Advisory Committee will evaluate the defence seminar/thesis seminar. The members of the faculty can suggest changes in the thesis and Advisory Committee may consider the merits of the suggestions and advise the student accordingly. Evaluation report of defense seminar/thesis seminar shall be issued by the Head of the department.

6. A Masters student can submit his/her thesis only after producing the proof of submission of at least one research paper based on the research work for publication in a refereed journal. A PhD student can submit his/her thesis only after producing the acceptance letter of one research paper based on the research work for publication in a refereed journal

For 2019 admission onwards, masters' student can submit his/her thesis only after producing the proof of submission (acknowledgement) of at least one research paper based on the research work for publication in a refereed journal (non predatory) and a Ph.D. student can submit his/her thesis only after producing the proof of acceptance/publication of two research papers based on the research work for publication in a referred journal (Social Science both papers with a NAAS rating of 3.5 and above, other sciences one with NAAS rating of 4.5 and other with NAAS rating of 5). Of the two publications, one shall be a shorter research communication/ review paper/book chapter.

For 2022 admission onwards MSc students should submit the proof of acceptance of research paper from the research undertaken as part of thesis.

The students, at the time of submission of the thesis published articles/acceptance letter along with the manuscript of article should be submitted.

7. In the thesis, paraphrasing can be done mainly to avoid plagiarism. The similarity index shall be less than 25%. For plagiarism check the chapter 'Materials and Methods' in PG/ PhD thesis the Major Advisor shall certify that the repetition, if any is due to the duplicated texts in the content of the thesis.
 - 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 Advisor.
 - A proposal (Form No. Acad 14) for appearing for the final examination with details of examination fee remitted shall also be submitted at the time of submission of thesis.
10. 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.

11. Five copies of the thesis are to be submitted of which one copy 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. Three electronic copies of the thesis (in CD) also have to be submitted along with three additional copies of the bound form of abstract in English and Malayalam versions. A copy of the thesis abstract should be given to the Director of Research at the time of thesis submission. The thesis may be prepared in **bond paper** using Word Processing software. A margin of 38 mm (1.5 inches) may be set on the left side and top and a margin of 25 mm (1.0 inch) may be set on the right side and bottom in odd pages. A margin of 38 mm (1.5 inches) may be set on the right side and top and a margin of 25 mm (1.01 inch) may be set on the left side and bottom in even pages. The text may be entered on the both sides 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 1 space shall be given between words and two spaces after sentence. Page may be centralized at the top of the page. Roman numerical 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 thesis shall be organized as follows:

Title page

Declaration by the candidate

Certificate from the major advisor

Acknowledgements

Table of contents

List of tables

List of illustrations

These section 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 Performa 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 number 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 problems.

The critical review of the past work relating 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 the 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}C , ^{32}P , etc. Ions should be mentioned as H^+ , Mg^{2+} , etc. For normal and molar concentrations, italics *N* and *M* should be used. The scientific names of the species should be italicized. Authenticity of the scientific name should be quoted at the first instants 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 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 10 pt. and single line space. If a table cannot be accommodated in appropriate 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 (example: table 1 continued). Under no circumstance, introduction of a page larger than the A4 size and folding the page while binding shall be resorted. Units of the measurements should be clearly indicated along with the column headings. Whenever the entire the data given in a table relate to a single unit, the units 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 test area of the page falling within the margin specified. All illustrations should have a number and the title given beneath the illustration (example: Figure 25. Residual concentration of Chlorinated hydrocarbon pesticides in soil and water during different seasons). Use appropriate software for the preparation of charts (example: MS Excel). The font size used for AXIS titles and AXIS graduations should match the font size of the test, when printed. Use Indian Ink for hand drawings. Magnification or scale should be indicated in the drawings. If there is more than one paragraph on a single theme, they may be assembled on a sheet of white board (plate) with appropriate labelling 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 *bactrociera cucurbitae*: (A) Mature untreated (B) Immature, untreated (C) Mature, treated with *Acorus calamus* extract).

Chapter headings (Example: 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 everywhere (other than prepositions and conjunctions) may be capitalized when the heading 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 discussions 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 web-site 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 is given below).

AQUATIC INSECTS AS BIO-INDICATORS OF WATER POLLUTION IN VELLAYANI LAKE, KERALA

By

SUSMI SATHANA, M. R.
(2021-11-028)

THESIS

Submitted in partial fulfilment of the
requirements for the degree of

MASTER OF SCIENCE IN AGRICULTURE

Faculty of Agriculture
Kerala Agricultural University



DEPARTMENT OF ENTOMOLOGY
COLLEGE OF AGRICULTURE
VELLANIKKARA, THRISSUR - 680 656
KERALA, INDIA

2023

DECLARATION

I, hereby declare that this thesis entitled “AQUATIC INSECTS AS BIO-INDICATORS OF WATER POLLUTION IN VELLAYANI LAKE, KERALA” is a bonafide record of research work done by me during the course of research and the thesis has not previously formed the basis for the award to me of any degree, diploma, associateship, fellowship or other similar title, of any other University or Society.

Vellanikkara
Date :

Susmi Sathana, M. R.
2021-11-028

CERTIFICATE

Certified that this thesis entitled “AQUATIC INSECTS AS BIO-INDICATORS OF WATER POLLUTION IN VELLAYANI LAKE, KERALA” is a record of research work done independently by Susmi Sathana, M. R. (2021-11-028) 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

Date :

Dr. Ambily Paul

(Chairperson, Advisory Committee)

Associate Professor AINP on Pesticide Residues

Department of Entomology

College of Agriculture, Vellayani.

CERTIFICATE

We, the undersigned members of the advisory committee of Susmi Sathana, M. R. (2021-11-028), a candidate for the degree of **Master of Science in Agriculture** with major in Agricultural Microbiology, agree that the thesis entitled “AQUATIC INSECTS AS BIO-INDICATORS OF WATER POLLUTION IN VELLAYANI LAKE, KERALA” may be submitted by Susmi Sathana, M. R. (2021-11-028) in partial fulfilment of the requirement for the degree.

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Associate Professor
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Dr. Nithya, P. R.

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Dr. Anitha, N.

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(Member, Advisory Committee) Scientist E,
Biotechnology Group National Centre for Earth Science
Studies Earth System Science Organisation,
Ulloor, Akkulam Road, Thiruvananthapuram

Guidelines for Postgraduate seminar

1. 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.

2. 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.

3. 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. The organization of the seminar will be done by the major Advisor (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 Advisors of post-graduate students who have registered for the course would intimate the topic of the seminar to the teacher in charge within 15 days after the registration for the Semester. The topics are fixed by the major Advisor 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 teacher in-charge of the seminar and intimate the same to the students, Major Advisor and Head of the Department. The seminars will be included in the timetable for PG / Ph. D. students.

- 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 committee consisting of: (i) the Major Advisor of the student. (ii) Course teacher in charge of the seminar and (iii) one teacher among the faculty nominated by the Head of the Institution.
- 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	: 30
b) Presentation	: 50
c) Discussion	: 10
	<hr/>
	90
	<hr/> <hr/>

Ten marks are set apart to ensure the active participation in the discussion of the seminar of other students, by way of asking valid questions and making constructive suggestions. The marks will be awarded by the course teacher.

4. **Attendance**

The minimum requirement of attendance 80% 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.

5. **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.

Annexure VII

General Guidelines for Citation and Listing of References in Thesis

The “references” cited may be from various sources such as books, journals, theses, newspapers, magazines, government reports, or Internet. In all these cases, proper referencing is essential. **Referencing** is the name given to the method of showing and acknowledging the sources from which the author has obtained ideas or information. Referencing involves two aspects; the first is the way in which the items are cited or included in the text (*in-text citation* or *in-text reference*), and the second is the way in which the references are listed at the end of the text (*reference listing*). **Citation** is the name given to the process of acknowledging a source of information in the text of publications.

Once you have cited appropriately the works of others, you should prepare a list of cited references, and this list forms the “**References**” section of a written work. It must show full details of the sources from which the author obtained information so that any reader can trace out the original sources.

Citation and Listing System Followed in KAU

There are at least four types of citation and listing system in books and journals, the Footnote method, the Citation- Sequence system, the Citation-Name system, and the Name-Year system. In Kerala Agricultural University, the **Name-Year system** (N-Y system), is recommended for citation and listing references in thesis and seminar reports.

In the name-year system, also called the **Harvard system** or the **Author-Date system**, citation of sources in the text is indicated by the surname or last name of the author/s (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. Authors’ names (based on surname or last name) will be listed in the “References” section in alphabetical order. In addition to surname or last name, initials of other parts of the name (first name, second name, etc.) should also be given preceded by a comma after the surname. The year of publication then follows. For example, the above work by Norman E. Borlaug will be listed in the “References” section as Borlaug, N.E. 1992.

Because of its simplicity, Name-Year system (Harvard system) is the most widely used style for documentation. Most journals in agriculture and life sciences follow this style. As the Name-Year (N-Y) system is widely followed in agricultural literature, it is recommended for use in theses submitted to most Agricultural Universities in India.

Books: In the case of a book, bibliographic details include the names of all the authors or editors, year of publication, title, edition, whether it is a reprint, volume number (if from a multi-volume work), total pages, publisher, and place of publication.

Articles: The term article is generally used to refer to news, features, reports, research papers, reviews, and other documents published in newspapers, magazines, and journals. When we want to use an article as a source of information, the details needed are name/s of author/s of the article, year of publication (date in the case of a newspaper or weekly), title of the article, title of the periodical, volume and issue number (if any), and page numbers of the periodical on which the article appears.

Online sources: In the case of an online source, bibliographic details must include details like author of the information source, date or year of publication, title of the work, database provider or sponsor of the webpage, date of access (the first view date of the resource), and webpage address or URL (Uniform Resource Locator).

Citation of Sources in the Text

All the sources of information used for developing the written works such as articles, books, and theses must be acknowledged properly.

Quoting or citing “abstracts” from abstracting journals without seeing the original is not a good practice. List such references with an asterisk and footnote: “originals not seen”. Still, avoid using too many references, the originals of which have not been seen.

When using common knowledge

Common knowledge belongs to nobody; it is society’s wealth. The so-called “facts” also come in this category. Then, the debatable issue is to understand what is meant by ‘common knowledge’ or how we define it. In general, facts and information in common use, which can be verified from a number of sources and are likely to be known by a large number of people, are widely known as common knowledge. When you use such established knowledge for documents such as textbooks, all the sources from which the material has been obtained shall be listed under the title ‘bibliography’.

When quoting a sentence or passage

Ensure that you have copied accurately, both words and punctuation marks as used by the author. However, if the borrowed information is longer than 40 words or 4 lines margin to margin, instead of marking it as a quotation, indent the material from the margins. Further, cite the source in the text of the paper, and include the source in the list of references at the end of the paper. In general, consent is required for the reproduction of any material unless the principle of “fair use” or “public domain” is applied thus allowing the material to be used without permission.

When using visuals

Visuals include figures, cartoons, photographs, charts, and other illustrations. Tables should also be considered like visuals. Sometimes, you copy the entire table or illustration for your review paper or book. In such cases, you should cite the source in the text of the paper (and usually right below the visual) and include the source in the list of references at the end. Sometimes, copyright rules may not permit you to copy a visual without the written consent of the author or publisher. Sometimes, you have to pay a fee for getting the permission. In that case, the case of permission must be mentioned and the source acknowledged.

When paraphrasing

Paraphrasing is the process of expressing someone else's ideas or thoughts from the content of an article or book in our own words, syntax, and style, but preserving the tone of the original and maintaining approximately the same length. Paraphrasing is done mainly to avoid *plagiarism*. The similarity index shall be less than 25%. For plagiarism check the chapter 'Materials and Methods' in PG/PhD thesis the Major Advisor shall certify that the repetition, if any is due to the duplicated texts in the content of the thesis.

While paraphrasing, in-text references can be used at least in three ways. Give prominence to authors, if they are well-recognized figures in their fields or their works are important, by starting the sentences with the name of those authors immediately putting the year in parenthesis. Two styles have been shown as examples for author prominent in-text citation. To avoid monotony, vary the verbs as frequently as possible. If you want to highlight the information rather than the author, after writing the sentence containing the information, place the in-text reference (name and year, a comma precedes the year) at the end of the sentence in parenthesis. See the examples given below:

Prominence to authors

Thomas (2008) stated that shade tolerant fodder grasses could come up very well in coconut gardens.

Please note that instead of *stated* in the sentence, you could use other suitable verbs such as *remarked*, *reported*, *claimed*, or *confirmed* according to your liking. Sometimes, starting the sentence with "according to", the same meaning with author prominence can be implied as shown below:

According to Thomas (2008), shade tolerant fodder grasses come up very well in coconut gardens.

No prominence to authors

Shade tolerant grasses can come up very well in coconut gardens (Thomas, 2008).

How to include the names of authors

The treatment given to the names of authors varies according to the context involved. On the title pages of documents, the names of authors are usually written in full. While citing in the text, only the surname or last name is used, but while listing the sources at the end of the document, the surname or last name is used along with initials.

Normally, the name of a person constitutes two parts, the *given name* and the *surname* (family name). The first part of the name is the given name (sometimes, first name, forename, or Christian name) and the second part is the surname. In western cultures, ‘surname’, ‘family name’, and ‘last name’ are synonymously used, as these terms indicate the same thing—family names. The names with a given name and surname are typical, and there may not be any confusion in using surnames in such cases. Sometimes, the name may have three parts—given name, middle name and last name. Americans often write their name with a middle initial, for example, Nyle C. Brady. Middle name of a person is normally chosen by the parents at the same time as the first name, and it may be written full or as initial. In such cases, surnames are followed by the initials of first and middle names. In eastern cultures, the last name may not be the family name alone. For example, the surname may be the name of a village. Sometimes, people attach the first name or sole name of their fathers to their given names, for example, Mary Anthony (Anthony is Mary’s father). In this case, we have no other choice but to take the last name of the author, although it may look a little awkward. Sometimes, women authors may attach their mothers’ first names. In India, several people attach caste names to their given names, which acquire the status of surnames (e.g., Menon, Pillai, and Nair). In such cases, the caste names are taken as surnames. In non-English speaking western countries, you may sometimes find compound words as surnames.

EXAMPLES OF IN-TEXT CITATION

Specific recommendations for citing sources after paraphrasing in research documents such as thesis and papers are given here with examples.

One work by single author

For arranging the paraphrased sentence involving in-text citation, start with the author’s name and place the year of publication in parenthesis immediately after author’s surname (without initials). If you are giving the source after writing a sentence, it shall be surname followed by a comma and the year, both in parenthesis. See the examples given below. You may adopt one of the three methods after deciding whether to give prominence to authors as discussed under paraphrasing earlier.

- Thomas (2008) claimed that shade tolerant fodder grasses could come up very well in coconut gardens.
- According to Thomas (2008), shade tolerant fodder grasses come up very well in coconut gardens.
- Shade tolerant grasses can come up very well in coconut gardens (Thomas, 2008).

One work by two authors

The entries are similar to the above. Decide on the prominence issue and adopt the most appropriate one.

- Renu and Thomas (2000) claimed that for preventing the infestation of weeds in dry seeded rice, stale seedbed technique could be practised.
- According to Renu and Thomas (2000), stale seedbed technique is an effective strategy for preventing the infestation of weeds in dry seeded rice.
- For preventing the infestation of weeds in dry seeded 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” as:

- Thomas *et al.* (1997) confirmed that *Sacciolepis interrupta* (Willd.) Stapf. is a serious weed of semi-dry rice in Kerala.
- According to Thomas *et al.* (1997), *Sacciolepis interrupta* (Willd.) Stapf. is a serious weed of semi-dry rice in Kerala.
- *Sacciolepis interrupta* (Willd.) Stapf is a serious weed of semi-dry rice in Kerala (Thomas *et al.*, 1997).

A chapter from an edited book

When you are using information for in-text citation from a compiled book where each chapter is written by different authors with an overall editor or editors, cite only the name of the author/s of the chapter in your work. However, while you list the entries in the “References” section, the names of editor/s should also be mentioned in addition to the names of authors. Specific examples for listing are given separately.

Multiple works by the same author, the works are written in different years

While making an in-text entry, list the publication years in chronological order separated by commas after author’s name in parenthesis.

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

Multiple works by the same author, the works are written in the same year

When there are more than one work by the same author, all the works written in the same year, differentiate the entries using lower case letters a, b, c, d, — along with the year. In the list of references, arrange the entries alphabetically by the above lower-case letters.

- Biswas (1999a) found that... Biswas (1999b) from another study reported that...

Works by different authors with the same surname but different initials published in the same year

You may confront this kind of situation of two or more authors whom have the same surname but different initials but all of them have written their works in the same year. In such situations, first add their initials after the surnames and separate the names from the initials with a comma. Use these surnames with initials for in-text citation. Then arrange the reference list entries alphabetically by initials.

- Biswas, C. (1999) found that... However, according to Biswas, V. (1999)...

More than one work to support a statement

Sometimes, more than one work can be acknowledged in a single in-text reference, if you find that two or more authors arrive at the same finding or conclusion about the same subject. It may be a similar statement, a view, or a finding. 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).

No author's name, but there is a sponsoring body (a corporate author)

Sometimes, you may come across sources of information produced by a university, research institution, corporation, or organization instead of specific individuals. As several individuals are involved in generating such sources of information, credits could not be given to a few of them. In fact, all these persons are working for the institution. This is known as ***corporate authorship***. In these cases too, give an in-text citation as usual but cite the organization as the author. If the name of the organization is a long one, use its standard abbreviation in the text. For example:

- According to the latest estimates, 842 million people all over the world suffer from chronic hunger during 2011-13 (FAO, 2013).

The standard abbreviation for Food and Agriculture Organization of the United Nations is FAO. When you list the references at the end, provide full expansion of FAO in square brackets as: FAO [Food and Agriculture Organization].2012. If you do not give full expansion in the list of references, readers have to waste some time to correctly identify what the abbreviation, FAO stand for.

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

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

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

- In Wayand, patch budding is highly successful in rose (Devadas, V.S. and Thomas, C.G., unpublished data, 1987; unreferenced)

In the example, Devadas and Thomas are the authors of the present paper. ‘Unreferenced’ indicates that it is not listed in the “References” section.

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

- Litchi comes up very well in Wayanad (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 in the paper.

Citing references not seen directly (secondary citation)

- Do not cite a source unless you have read the original. However, 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:
- Sheng (1990) cited by Thomas (2010) states that treatment oriented land capability classification is ideal for the humid tropics

It is permissible to cite 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, Thomas is responsible for what Sheng said. You will then list Thomas (2010) in the list of references and not Sheng (1990). This is a better and safe practice instead of pretending to have seen the original reference! You must ensure that the list of references at the end of your document should contain only those works that you have seen and read.

Listing References in the “References” Section

All the sources cited in the text must be listed in the “References” section. Various steps involved in listing references according to Name-Year system are outlined below.

Titles of articles and books

Write the titles of books, theses, and articles in full without any shortening. The titles of books shall be in ‘title case’ italics. Title case means every word, except prepositions and conjunctions in a title are capitalized. However, the name of an article in a journal or other such works shall be written in ‘sentence case’ (written as a sentence with the first letter capitalized). The title of a thesis must be written like a journal article (i.e., in ‘sentence case’) as it is considered as an unpublished work.

Inclusive pages

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 the total number of pages. For example, a book of 505 pages shall be listed as 505p. Please 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). However, if you have referred only one page, for example, 45th page in a compiled book (which may be a short note), then write p.45.

Volume and issue number: 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. Earlier, some publications followed the style of using bold fonts for volume numbers. However, as there is no valid justification or additional advantage for using bold fonts, most journals now write the volume and issue numbers in ordinary fonts only. 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.

Volume and issue number: continuous pagination for the volume

In the case of journals that follow continuous page numbering for a particular volume, there is no harm in omitting the issue number. However, it is always advisable to include issue number, if provided, along with volume number to locate the issue of the journal easily. 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 only. Significant space and printing expenses can be saved by abbreviations. However, some amount of uniformity is required in the case of journal abbreviations. Do not form your own abbreviations! Follow the title abbreviations as approved by ISSN (International Standard Serial Number). ISSN currently maintains a list of 55,650 words and their abbreviations in about 70 languages. An international standard, ISO 4, is also recommended, which advocates a uniform system for the abbreviation of serial titles. The words in the “List of Title Word Abbreviations (LTWA)” are abbreviated in accordance with this standard, for which the ISSN International Centre at Paris is the maintenance agency. Note that numbers under ISSN are assigned to serial publications; but numbers under ISBN (International Standard Book Number) are assigned to books or monographs. The list of words and abbreviations can be accessed by visiting the website <http://www.issn.org/2-22661-LTWA-online.php>.

By knowing a few journal abbreviation rules, you can abbreviate even unfamiliar journal titles. For example: physiology is abbreviated as *Physiol.*, mycology is abbreviated as *Mycol.*, and so on. If one knows the abbreviations of words commonly used in journal titles, most journals can be abbreviated easily. Some of the common journal abbreviations as given in the ISSN source list are given below. All the journals whether English or non-English shall be abbreviated, if the intended journal is following that style. You may mention the language of the journal in parenthesis immediately after the journal abbreviation, if it is not English.

- 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, and *Camb.* for Cambridge. However, some country terms such as *India/Indian* and *Sweden/Swedish* are not abbreviated.
- Abbreviate all the “...ology” words at the ‘l’, for example: physiology is abbreviated as *Physiol.*, mycology is abbreviated as *Mycol.*
- Omit articles, prepositions, and conjunctions from the abbreviated title of journals. For example, *Advances in Agronomy* will be abbreviated as *Adv. Agron.* dropping the word ‘in’
- All the abbreviations in the journal title should start with a capital letter. 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 be omitted. Examples include *Stn* (Station), *Wkly* (weekly), and *Natl* (national).

- Normally, the names of conferences or proceedings are not abbreviated and should be written in full. However, there are certain journals, the names of which start with “Proceedings”. In such cases, the titles of journals shall be abbreviated starting with “Proc.”
- Please note that most journals from the United Kingdom omit periods after all journal title abbreviations (for example, *J Agrl Sci*) retaining only single spaces between them. However, in India, most journals follow the system with periods or full stops.

Using italics and underscore

In an entry in the list of references, normally, the name of a book or journal is italicized. Sometimes, instead of using italics, the entries are underlined, especially when we write manually with a pen or pencil. With respect to the use of italics, there are only two options; either you follow italics for all the entries or go without italics for all the entries in the list of references. It is not proper to italicise some entries and leave others un-italicised. The following rules may be followed in the case of a thesis.

- 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 font.
- When you refer to an article in a journal, italicize only the abbreviated name of the journal.

More than one book or journal article by the same author/s in the same year

This case occurs when you have used more than one source by the same author or groups of authors in identical order with the same publication year. In such cases, the entries up to the year of publication will be the same. List the entries in alphabetical order by looking at the first word of the title of the article or book and indicate with lower case letters (a, b, c and so on) immediately after the year without any space, for example: 2009a, 2009b. After the surnames, if there is still a tie, arrange by volume number chronologically. However, if the references are in the same volume, arrange by page numbers. See the examples.

- Bhagat, R.L., Prasad, N.K., and Singh, A.P. 1986a. Effect of N and P on the fodder production of dinanath grass. *Indian J. Agron.* 31 (3): 215-218.
- Bhagat, R.L., Prasad, N.K., and Singh, A.P. 1986b. Studies on forage and food based cropping sequences. *Indian J. Agron.* 31 (4): 384-386.

More than one book or journal article by the same author/s in different years

Sometimes, you might have obtained reference materials of the same author or group of authors published in different years. The following instructions may be followed to deal with such cases.

- If the entries are by the same author in different years, arrange chronologically by the year of publication, the earliest first.
- When the references are with the same first author but different second and subsequent authors, list them alphabetically by the surname of the second author, and then by the surname of the third author and so on.
- In the case of references with the same group of authors in the same identical order, enter them chronologically by the year of publication, the earliest first.

References with missing details

Sometimes, we may have to use certain references with missing details as outlined below with certain references; the problem may be the absence of a clear publication date. In case a publication date is not traceable, check the content and references to work out the earliest likely date, for example:

1936? : Probable year

ca. 1936 : Approximately 1936 (ca. stands for *circa*, Latin)

If your efforts in finding a probable date fail, and if you still feel that it is an important document to cite, put n.d.

n.d : no date

In some other cases, the problem may be to identify an author, place, or publisher. This applies particularly to ‘grey literature’ such as government documents, leaflets, and such other materials. If these details are not available readily, the following devices are useful.

Anon. : Author anonymous or not identifiable

s.l. : No place of publication (Latin: *sine loco*)

s.n. : No named publisher (Latin: *sine nomine*)

Examples of Writing References

Some typical cases of listing references according to Name-Year style following the principles outlined in Section 12.6 are included here as examples. Note the differences carefully.

Book by one author

- Thomas, C. G. 2010. *Land Husbandry and Watershed Management*. Kalyani Publishers, Ludhiana, 716p.

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, New Jersey, 558p.

Edition of a book

After entering the title of the book, note any edition beyond the first in parenthesis. If the book is 10th Edition, then write (10th Ed.) or (10th Edition).

- Thomas, C. G. 2008. *Forage Crop Production in the Tropics* (2nd Ed.). Kalyani Publishers, Ludhiana, 333p.
- Salisbury, F.B. and Ross, C.W. 1992. *Plant Physiology* (4th Ed.). Wadsworth Publishing, California, 682p.

Reprint of a book

Many young researchers are confused about the year of publication to be used in the case of reprinted books. As there are no changes in the content of the book, it is as good as the original edition. Therefore, in the case of reprints, use the original year of the first print after the author's name. However, the year of reprint shall also be mentioned in parenthesis after the title of the book to show that you referred the reprint only.

- Jackson, M. L. 1958. *Soil Chemical Analysis* (Indian Reprint, 1967). Prentice Hall of India, New Delhi, 498p.

Book by a corporate author

'Corporate author' means an institution such as a university, research institution, or organisation. Normally, the names of such institutes are long, and for convenience, abbreviations are used. For in-text citation, usually abbreviations are used. When you list the references at the end, provide full expansion of names in square brackets. If you do not give full expansion in the list of references, readers have to waste some time to correctly identify what the abbreviation stand for. See the example:

- KAU Kerala Agricultural University 2011. *Package of Practices Recommendations: Crops* (14th Ed.). Kerala Agricultural University, Thrissur, 360p.

Note: In-text citation: KAU, 2011.

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, as far as possible, avoid writing too many "anonymous" entries in the reference section. 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: At the end of a sentence as “(Anon., 2003)”. Do not start a sentence as “Anon.(2003) reported...”.

Note 2: Some journals do not allow using ‘anonymous’. A way out is to use the title of the source as in-text entry and to list the reference rather than ‘anon’.

Compiled or edited works

In the case of a compilation or edited book, the surname with initials of the chapter author with year of publication is given first, followed by the title of the chapter. Then put “In” with a colon (In :) to indicate that the article is from a particular book and provide the name of editor/s along with (ed.) or (eds) in parenthesis and a comma. Then, the name of the book is given. Remember that in the case of a compiled or edited book, the title of the chapter is written in sentence case only, but the title of the book must be in title case italics. Instead of total pages, only the pages referred are indicated. List the editor first, if your in-text citation is to the work of the editor. See the examples:

- Gregory, P.J. 1988. Crop growth and development. In: Wild, A. (ed.), *Russell’s Soil Conditions and Plant Growth* (11th Ed.). ELBS/Longman, London, pp. 31-68.
- Jenkins, S.R. 1987. Searching the literature. In: Hawkins, C. and Sorgi, M. (eds), *Research: How to Plan, Speak and Write about It* (4th Indian Reprint, 1993). Narosa Publishing House, New Delhi, pp. 29-59.
- Wild, A. (ed.). 1988. *Russell’s Soil Conditions and Plant Growth* (11th Ed.). ELBS/ Longman, 991p.

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, 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 encyclopaedia or dictionary

- Pimental, D. and Pimental, M. 2008. Human population growth. In: *Encyclopaedia of Ecology*, Vol .3, Elsevier, Amsterdam, pp. 1907-1912.

Journal article by one author

- Connolly, J. 1988. Experimental methods in plant competition research in crop weed systems. *Weed Res.* 28: 431-436.

Note: Please note that a period or full stop is given after ‘Res’ as ‘Res.’ in the above example to indicate that it is an abbreviated term. However, if the word is written in full, no period shall be given. For example, if the article is from *Nature*, write: *Nature* 478:337–342.

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 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 pre-emergence herbicides for weed control in cocoa seedling nursery. *J. Plant. Crops* 32(2) (in press).

Note: Do not 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. M.Sc (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 pre-emergence herbicides on soil microorganisms. In: Das, M.R. (ed.), *Proceedings of the Fourteenth Kerala Science Congress, 29-31 January 2002*, Kochi. Kerala State Committee on Science, Technology, and Environment, Government of Kerala, pp.312-314.

Note 1: If the ‘proceedings’ is with a specific title, the date 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, only the specific title has been italicized.

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 management 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.

Note: Provide abstract number also, if known, along with page numbers.

Technical bulletin/Series/Report

- Evans, D.O. and Rotar, P.P. 1987. *Sesbania in Agriculture*. Westview Tropical Agriculture Series No. 8, Westview Press/ Boulder, London, 192p.

Annual report

These are not periodicals in the usual sense, but are important regular publications of government institutions, research centres, universities, companies, and other organizations. A reference for an annual report should include the name of organization, date of publication, short descriptive title, if applicable, years covered, and total pages.

- IGFRI Indian Grassland and Fodder Research Institute. 2000. *Annual Report 1999-2000*. Indian Grassland and Fodder Research Institute, Jhansi, 101p.

A patent

The order is name/s of inventor/s, year of issue, title of patent, code number of patent including country of issue, and source.

- Quinn, R.V.1991. Tree trunk smoothing device. United States Patent No. 5056258. Available: <http://www.freepatentsonline.com/5056258.html> [10 June 2011].

Article from a weekly

- Sen, A. 2009. An unequal country. *India Today*, 24 Aug.2009, pp. 18-20.

Note: In this case, you may also add the date of issue. Fortnightly periodicals will also be listed and cited like the above.

Article from a newspaper with author

- Menon, M. 2009. Forest rights and implementation issues. *The Hindu*, 5 Aug. 2009, p.13.

Note: Omit any volume and issue numbers while listing news paper articles.

Article from a newspaper without author

- Anonymous. 2009. Kerala population greying fast: study. *The Hindu*, 5 Aug. 2009, p.4.

Note 1. Put in-text citation as “(Anon., 2009)” at the end of the sentence. Do not start a sentence as “Anon (2009) reported...”.

Note 2. You can avoid using ‘Anon’ or ‘Anonymous’ by giving the name of newspaper as the author (*here*, The Hindu).

Electronic and Online Sources

Electronic and online sources of information are increasingly used for scientific works. Sometimes, a printed book, part of a printed book, or a published journal may be available online. For example, most of the FAO publications are available for free download from the Internet. Therefore, before using the source, ensure that they are reliable and trustworthy. In general, websites maintained by reputed universities, institutes, and organizations can be considered authentic sources. Personal judgement is highly essential in this regard. If you use the information for your works, they must properly be documented.

The particulars required for citing and listing electronic sources are the same as those required for printed documents. Additional information you need to obtain are the type of medium, the address or URL (Uniform Resource Locator), and the date of access of the information from the Internet. When you cite and list information from an Internet source, do not forget to include the date of access.

Normally, each 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” or “e-book” as the case may be 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.

Article in an online Journal/e-journal

- Tonukari, N. J. 2004. Cassava and the future of starch. *Electr. J. Biotechnol.* [E-journal] 7(1). Available: <http://www.ejbiotechnology.info/content/vol7/issue1/full/3/index.html>. ISSN 0717-3458 [21 March 2007].

e-book

- Jarrard, R. D. 2001. *Scientific Methods* e-book. 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 as HTML document

In the case of a printed book, which is also available on the Internet as HTML (Hyper Text Markup Language) document, include the usual reference details as for a book followed by details of the Internet site. As these are given as HTML document, page numbers may not be shown.

- Roose, E. 1996. *Land Husbandry-Components and Strategy*. FAO Soils Bulletin No.70. Food and Agriculture Organization, Rome. Available: <http://www.fao.org/docrep/t1765e/t1765e00.htm> [02 June 2008].

Printed book freely available on the Internet as PDF document

Several printed books are available as PDF (Portable Document Format) documents on the Internet. Include all the usual reference details as for a book including total number of pages followed by details of the Internet site and date of access.

- Heuperman, A.F., Kapoor, A.S., and Denecke, H. W. 2002. *Biodrainage: Principles, Experiences and Applications*. Food and Agriculture Organization of the United Nations, Rome, 79p. Available: ftp://ftp.fao.org/agl/iptrid/KSR_6.pdf [11 Nov. 2011].

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 example, an article from *Journal of Biosciences* published by the Indian Academy of Sciences can be listed as:

- 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.

Conference proceedings from a website

- Bruinsma, J. 2009. The resource outlook to 2050: by how much do land, water, and crop yields need to increase by 2050? In: *FAO Expert Meeting on 'How to Feed the World in 2050'*, 24-26 June 2009, Rome [On-line]. Available: <ftp://ftp.fao.org/docrep/fao/012/ak542e/ak542e06.pdf> [02 Feb.2012].

Government report from a website

- GOK [Government of Kerala].2011. *Economic Review 2011* [on-line]. Available: <http://spb.kerala.gov.in/images/pdf/er2011/pdf/Chapter06.pdf> [05 June 2012].

Web document with author

- Pretty, J. 2006. Agroecological approaches to agricultural development [on-line]. Available: <http://www.rimisp.org/getdoc.php?docid=6440> [05 Nov.2011].

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 [20 June 2002].

Professional site

- CSE [Council of Science Editors]. 2006. CSE home page on line. Available: <http://www.councilscienceeditors.org>. 07 Dec. 2006.

Web document: No publication date

Sometimes, publication date may not be mentioned in the web document. In that case, 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.

E-mail message

Documentation of an e-mail message requires the following information: author’s name, e-mail address, date of sending, subject line, type of communication (personal e-mail, distribution list, office communication, etc.) in square brackets, and date of access. When you cite the e-mail in the text, you begin the sentence with the name of the author and after completing the sentence write ‘through email’ in parenthesis.

- Thomas, C.G. (gtegthomas@gmail.com).2008, Jan.30. Controversy over organic farming [personal email, accessed 2 Feb.2008].

Note 1. In- text citation can be as shown below:

- Thomas (2008) asserted that..... (through e-mail).

Note 2. 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, and television and radio programmes. 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.

Note 1. In-text citation: In the first example, "Sudheesh (2005) reported that ..." or at the end the sentence, "... (Sudheesh, 2005)"; and in the second example, at the end of the sentence, "... (Natural Resource Management, 2005)".

Note 2. In the second example, 'Anon'. and 'Anonymous' can also be used, if permissible.

Some Common Abbreviations Used for Journal Titles

Some frequently used abbreviations of title words of journals as approved by the ISSN (International Standard Serial Number) are given in this Annexure. For a complete list of abbreviations, visit the site: <http://www.issn.org/2-2261-LTWA-online.php>.

<i>Terms</i>	<i>Abbreviations</i>	<i>Terms</i>	<i>Abbreviations</i>
Abstract	Abstr.	Agronomy	Agron.
Academy	Acad.	Alabama	Ala.
Acta	<i>No abbreviation</i>	Alteration	Alter.
Advancement	Advmt	Alternative	Altern..
Advances	Adv.	America/American	Am.
Africa/African	Afr.	Annals	An.
Agribusiness	Agribus.	Analysis	Anal.
Agricultural	Agric.	Analytical	Anal.
Agriculture	Agric.	Anatomy/Anatomical	Anat.
Agriculturist	Agric.	Animal	Anim.
Agrobiology	Agrobiol.	Annals	Ann.
Agroforestry	Agrofor.	Annual	Annu.
Agrometeorology	Agrometeorol.	Anthropologist	Anthropol.
Agronomica	Agron.	Antibiotics	Antibiot.

<i>Terms</i>	<i>Abbreviations</i>
Antimicrobial	Antimicrob.
Applications	Appl.
Applied	Appl.
Aquaculture	Aquac.
Aquatic	Aquat.
Archives	Arch.
Arid	<i>No abbreviation</i>
Arkansas	Ark.
Aromatic	Aromat.
Artificial	Artif.
Asian	<i>No abbreviation</i>
Aspects	Asp.
Assessment	Assess.
Association	Assoc.
Astronomical	Astron.
Astronomy	Astron.
Atlantic	Atl.
Atmospheric	Atmos.
Atomic	At.
Audiovisual	Audiov.
Australia/Australian	Aust.
Austria	No abbreviation
Avian	No abbreviation
Bacteria	Bact.
Bacteriology	Bacteriol.
Banking	Bank.
Behaviour	Behav.
Better	No abbreviation
Bibliography	Bibliogr.
Bimonthly	Bimon.
Biochemistry	Biochem.
Biodiversity	Biodivers.
Bioenergetics	Bioenerg.
Bioengineering	Bioeng.
Bioethics	Bioeth.

<i>Terms</i>	<i>Abbreviations</i>
Bioinformatics	Bioinforma.
Biological/ Biology	Biol.
Biophysics	Biophys.
Biosafety	Biosaf.
Bioscience	Biosci.
Biotechnology	Biotechnol.
biweekly	Biwkly
Board	No abbreviation
Botany/botanical	Bot.
Breeding	Breed.
British	Br.
Bulletin	Bull.
Bureau	Bur.
California	Calif.
Cambridge	Camb.
Canada/Canadian	Can.
Carbohydrate	Carbohyd.
Carolina	Carol.
Cell	No abbreviation
Celluar	Cell.
Centre/Central	Cent.
Chemical/Chemicals	Chem.
Chemist	Chem.
Chemistry	Chem.
Chemotherapy	Chemother.
Chronicle	Chron.
Circular	Circ.
Climate	Clim.
Climatology	Climatol.
Clinical	Clin.
Coconut	<i>No abbreviation</i>
College	Coll.
Colorado	Colo.
Commission	Commn
Committee	Comm.

Terms	Abbreviations
Commonwealth	Commw.
Communication	Commun.
Community	<i>No abbreviation</i>
Comparative	Comp.
Complementary	Complement.
Compost	<i>No abbreviation</i>
Composting	Compost.
Computer	Comput.
Conference	Conf.
Congress	Cong.
Conservation	Conserv.
Control	<i>No abbreviation</i>
Cooperation	Coop.
Coordinated	Coord.
Copenhagen	Cph.
Cotton	<i>No abbreviation</i>
Critical	Crit.
Crop/crops	<i>No abbreviation</i>
Culture	Cult.
Current	Curr.
Cytology	Cytol.
Dairy	<i>No abbreviation</i>
Dairying	Dairy.
Defence	Def.
Delaware	Del.
Dental	Dent.
Department	Dep.
Design	Des.
Development	Dev.
Dakota	Dak.
Disease	Dis.
Dissertation	Diss.
Division	Div.
Drainage	Drain.
Drug	<i>No abbreviation</i>

Terms	Abbreviations
Dynamics	Dyn.
Terms	Abbreviations
East	E.
Eastern	East.
Ecology	Ecol.
Economics	Econ.
Ecophysiology	Ecophysiol.
Ecosystem	Ecosyst.
Edition	Ed.
Education	Educ.
Electric	Electr.
Electrical	Electr.
Electronic	Electr.
Empire	Emp.
Engineering	Eng.
Engineer/s	Eng.
England	Engl.
English	Engl.
Entomology	Entomol.
Environment	Environ.
Environmental	Environ.
Equipment	Equip.
Ethnology	Ethnol.
Ethnobotany	Ethnobot.
European	Eur.
Evolution	Evol.
Evaluation	Eval.
Excerpta	<i>No abbreviation</i>
Experiment	Exp.
Experimental	Exp.
Extension	Ext.
External	Extern.
Faculty	Fac.
Farm/Farmer	<i>No abbreviation</i>
Farming	<i>No abbreviation</i>

<i>Terms</i>	<i>Abbreviations</i>
Fauna	<i>No abbreviation</i>
Federal	Fed.
Federation	Fed.
Fertigation	Fertig.
Fertility	Fertil.
Fertilizer	Fertil.
Field	<i>No abbreviation</i>
Fish	<i>No abbreviation</i>
Fisheries	Fish.
Flora	<i>No abbreviation</i>
Florida	Fla
Fodder	Fodd.
Food	<i>No abbreviation</i>
Forage	<i>No abbreviation</i>
Forecasting	Forecast.
Forest	For.
Forester	For.
Forestry	For.
Freshwater	Freshw.
Functional	Funct.
Gazette	Gaz.
General	Gen.
Genetics	Genet.
Geography	Geogr.
Geology/geological	Geol.
Geomorphology	Geomorphol.
Geophysical	Geophys.
Geophysics	Geophys.
Georgia	Ga
Global	Glob.
Grain	<i>No abbreviation</i>
Grassland	Grassl.
Groundwater	Groundw.
Growing	Grow.
Gynecology	Gynecol.

<i>Terms</i>	<i>Abbreviations</i>
Handbook	Handb.
Health	<i>No abbreviation</i>
Healthcare	Healthc.
Helminthological	Helminthol.
Helvetica	Helv.
Herbage	Herb.
Highway	Highw.
History	Hist.
Homeopathy	Homeopath.
Homestead	Homestd.
Horticultural	Hortic.
Horticulture	Hortic.
Horticulturist	Hortic.
Hormone	Horm.
Human	Hum.
Hungarian	Hung.
Husbandry	Husb.
Hydrology	Hydrol.
Hydromechanics	Hydromech.
Hygiene	Hyg.
Immunity	Immun.
Immunology	Immunol.
Improvement	Improv.
Index	<i>No abbreviation</i>
India/Indian	<i>No abbreviation</i>
Industrial	Ind.
Industry	Ind.
Information	Inf.
Institute	Inst.
Institution	Inst.
Instruments	Instrum.
Intelligence	Intell.
International	Int.
Ireland	Irel.
Irish	Ir.

<i>Terms</i>	<i>Abbreviations</i>
Irrigation	Irrig.
Island	Isl.
Japan/Japanese	Jpn.
Joint	Jt
Journal	J.
Kansas	Kans.
Kentucky	Ky
Knowldge	Knowl.
Laboratory	Lab.
Land	<i>No abbreviation</i>
Leaflet	Leafl.
Letter	Lett.
Liberty	Lib.
Library	Libr.
Life	<i>No abbreviation</i>
Lifesaving	Lifesav.
Livestock	Livest.
London	Lond.
Magazine	Mag.
Malayan	Malay.
Management	Manag.
Marine	Mar.
Marketbook	Markb.
Marketing	Mark.
Material/s	Mater.
Mathematics	Math.
Mechanical	Mech.
Mechanics	Mech.
Medical	Med.
Medicine/ Medicinal	Med.
Memoirs	Mem.
Meteorology	Meteorol.
Methodology	Methodol.
Methods	<i>No abbreviation</i>
Mexico	Mex.

<i>Terms</i>	<i>Abbreviations</i>
Michigan	Mich.
Microbiology	Microbiol.
Microscopy	Microsc.
Miscellaneous	Misc.
Modern	Mod.
Molecular	Mol.
Monograph	Monogr.
Monthly	Mon.
Morphology	Morphol.
Mutation	Mutat.
Mycology	Mycol.
National	Natl
Natural	Nat.
Nature	Nat.
Nebraska	Neb.
Neorology	Neurol.
Netherlands	Neth.
New Zealand	N.Z.
News Letter	Newsl.
North	N.
Northern	North.
Nottingham	Nottm
Nuclear	Nucl.
Nutrition	Nutr.
Obstetrical	Obstet.
Obstetrics	Obstet.
Occupational	Occup.
Oceanic	Ocean.
Oceanography	Oceanogr.
Official	Off.
Oklahoma	Okla.
Optics	Opt.
Optimization	Optim.
Oregon	Or.
Organic	Org.

<i>Terms</i>	<i>Abbreviations</i>
Organization	Organ.
Outline	Outl.
Outlook	<i>No abbreviation</i>
Pacific	Pac.
Paediatrics	Paediatr.
Pakistan	Pakist.
Palaeontology	Paleontol.
Terms	Abbreviations
Paper	Pap.
Pathology	Pathol.
Petrol	Pet.
Petrology	Petrol.
Pharmaceutical	Pharma.
Pharmacology	Pharmacol.
Phenomena	Phenom.
Phenomenon	Phenom.
Philippines	Philipp.
Philosophy	Philos.
Photosynthesis	Photosynth.
Physical	Phys.
Physics	Phys.
Physiology	Physiol.
Phytopathology	Phytopathol.
Plant	<i>No abbreviation</i>
Plantarum	Plant.
Plantation	Plant.
Planter/s	Plant.
Plastics	Plast.
Political	Polit.
Pollution	Pollut.
Polymer	Polym.
Postgraduate	Postgrad.
Poultry	Poult.
Power	<i>No abbreviation</i>
Practical	Pr.

<i>Terms</i>	<i>Abbreviations</i>
Preview	Prev.
Proceedings	Proc.
Production	Prod.
Progress	Prog.
Protection	Prot.
Psychological	Psychol.
Psychology	Psychol.
Publication/s	Publ.
Quality	Qual.
Quarter	Quart.
Quarterly	Q.
Queensland	Qld
Radiation	Radiat.
Range	<i>No abbreviation</i>
Rangeland	Rangel.
Reclamation	Reclam.
Record	Rec.
Regulation	Reg.
Terms	Abbreviations
Rehabilitation	Rehabil.
Relative	Relat.
Report	Rep.
Republic	Repub.
Research	Res.
Resource	Resour.
Review	Rev.
Rivisita	Riv.
Root	<i>No abbreviation</i>
Royal	R.
Rubber	<i>No abbreviation</i>
Ruminants	Rumin.
Safety	Saf.
Scandinavia	Scand.
School	Sch.
Science	Sci.

<i>Terms</i>	<i>Abbreviations</i>
Scientific	Sci.
Scottish	Scott.
Sedimentary	Sedim.
Sericulture	Seric.
Series	Ser.
Service	Serv.
Silviculture	Silvic.
Silvicultural	Silvic.
Situation	Situ.
Society	Soc.
Soil	<i>No abbreviation</i>
South	S.
Southern	South.
Special	Spec.
Spectroscopy	Spectrosc.
State	St.
Station	Stn
Statistics	Statist.
Sterility	Steril.
Structural	Struct.
Studies	Stud.
Sugar	No abbreviation
Surface	Surf.
Surgery	Surg.
Survey	Surv.
Sustainable	Sustain.
Symposium	Symp.
Synthetic	Synth.
Systematic	Syst.
Systems	Syst.
Taxonomy	Taxon.
Technical	Tech.
Technique	Tech.
Technologists	Technol.
Technology	Technol.
Tennessee	Tenn.

<i>Terms</i>	<i>Abbreviations</i>
Texas	Tex.
Theoretical	Theor.
Therapeutics	Ther.
Tobacco	Tob.
Toxicology	Toxicol.
Tradition/ traditional	Tradit.
Transactions	Trans
Trinidad	Trin.
Tropical /tropicale	Trop.
United States	U.S.
University	Univ.
Urological/Urology	Urol.
Utilisation	Utilis.
Vegetable	Veg.
Veterinary	Vet.
Virological/Virology	Virol.
Vitamin	Vitam.
Viticulture	Vitic.
Washington	Wash.
Water	<i>No abbreviation</i>
Weekly	Wkly
Welding	Weld.
West	W.
Western	West.
Weston	West.
Wild	<i>No abbreviation</i>
Wildlife	Wildl.
Wisconsin	Wis.
World	<i>No abbreviation</i>
Worldtrade	Worldt.
Worldwide	Worldw.
Yearbook	Yearb.
Yearly	Yrly
Zone	<i>No abbreviation</i>
Zoological/zoology	Zool.

REGULATIONS FOR B.Sc.-M.Sc. (INTEGRATED) COURSES

1. Short title

These regulations shall be called Kerala Agricultural University B.Sc. - M.Sc. (Integrated) Regulations 2023.

2. Scope

The regulations provided herein shall apply to B.Sc.- M.Sc. (Integrated) programme offered by the Kerala Agricultural University to the students. The course shall be offered on multi-institutional mode, involving participating institutions dealing with research / teaching in the concerned course.

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 (Agricultural Faculty).
- 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 semesters, the fourth year, the seventh and eighth semesters and the fifth year, the ninth and tenth semesters.
- 3.3 'Advisor' means a teacher who has been nominated by the Dean to guide 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 credit hours.
- 3.5 'Course catalogue' is a list of approved courses.
- 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 credit hours 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 of Faculty' means the Dean of the Faculty concerned and Dean means the Head of a college.

- 3.11 ‘Course Director’ means the declared faculty member who is vested with the responsibility of the conduct of the course.
- 3.12 ‘Department’ means a Department in the College/teaching institution offering degree programmes. Scientists of a discipline working in the neighbouring research stations/projects/participatory institutions will also be considered as members of the Department of the teaching institution concerned.
- 3.13 ‘Participating Institution’ means the institution dealing with the concerned subject (teaching / research) associated with the conduct of the course, after signing an MoU with the Kerala Agricultural University.
- 3.14 Grade point earned for a course is a value in 0 to 10.0 point scale. It is arrived by adding the products of theory-marks secured (out of 100) and theory-credits, the practical-marks secured (out of 100) and practical-credits, divided by the total credits hours (theory + practical) and further divided by 10. The grade point will be limited to two decimals without rounding.
- 3.15 Grade Point Average (GPA) is the value of the total credit points obtained by a student in various course 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.
- 3.16 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.
- 3.17 ‘Repeat course’ is a course repeated by a student for want of attendance or secured zero in that course when registered earlier.
- 3.18 ‘Re-examination course’ is a course registered by a student in which he/she had secured a grade point of less than 6.0 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.
- 3.19 ‘Semester’ means a term consisting of a minimum of 110 working days consisting of 95 instructional days and 15 examination days as notified by the University/Dean, with the actual date of commencement and termination. A student is deemed to have successfully completed a semester if he/she has passed in more than 50% of the credits registered in the semester with the minimum required attendance.
- 3.20 ‘Student’ means a student as defined in the Kerala Agricultural University Act.

- 3.21 ‘Teacher’ means a teacher as defined in Kerala Agricultural University Act.
- 3.22 ‘Transcript’ is the consolidated report of grade points indicating OGPA secured by the student, issued by the University.
- 3.23 ‘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.
- 3.24 ‘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.
- 3.25 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

- B.Sc. - M. Sc. (Integrated) Biotechnology
B.Sc. - M. Sc. (Integrated) Climate Change Adaptations

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.

Provided that a limited number of candidates from foreign countries sponsored by the ICAR or other national/international organizations and children/widows of defence 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 notified in the prospectus.

7. Minimum eligibility

a) Biotechnology

Students having passed 10+2 level examination of various boards in India, as well as CBSE or equivalent to 10+2 level examinations with science subjects will be eligible for applying for admission to this course. The student should have secured minimum 60% marks for general category and 50% marks for SC/ST candidates or equivalent grades. Admission will be based on the performance in an entrance examination conducted by the Kerala Agricultural University.

b) Climate Change and Environment Science

Minimum eligibility is a pass in Plus Two (with Physics, Chemistry, Biology and Mathematics) examination or equivalent with 60% marks in aggregate for general category and 50% marks for SC/ST.

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 teaching / research of the concerned subject.

10. Duration of the programmes

The minimum prescribed duration in the university 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 a semester shall be 110 working days (95 instructional days and 15 days examination days)

12. Inter-semester break

A break of about 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 2013-09-101), 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.

The fixed code for B.Sc. - M.Sc. (Integrated) courses are as follows:

Code No.	Degree
09	B.Sc. - M.Sc. (Integrated) Biotechnology
20	B.Sc. - M.Sc. (Integrated) Climate Change Adaptation

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 'Advisor' to the student in all academic matters upto 6th semester. Thereafter an Advisory Committee consisting of 4 members (minimum) will be formed by the Dean. A Major Advisor and three other members should be there. From 2012 Admission onwards the Major Advisor should be from Kerala Agricultural University, any reputed institution involved in concerned research field or from participating institutions.

The scientists of Kerala Agricultural University serving as members of the Advisory Committee should be approved PG Teachers as per KAU norms. If a student undertakes the thesis research work in an institute other than KAU, a member in the Advisory Committee in KAU can be included as co-chairperson (2014 Admission onwards).

16. Credit requirements

The minimum credit requirement for the programme shall be as follows:

a) Biotechnology (2016 admission onwards)

Major courses	:	87 credits
Minor Courses	:	26 credits
Supporting Courses	:	20 credits
Optional courses	:	10 credits
Seminar	:	1 credit
Job training	:	15 credits
Research	:	40 credits

Non-credit course

Physical education	:	1 credit
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Total credits: Major + Minor + Supporting + Optional + Seminar + Job Training + Research + Non-Credit = 87+26+20+10+1+15+40+1 = 200 credits

b) Climate Change Adaptation

Major courses	:	135 credits
Minor Courses	:	25 credits.
Research	:	40 credits

Total credits: course work = 135+25+40 = 200 credits.

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 32 credits which will include regular, repeat and re-examination courses but excluding the credits for field training/industrial experience/project work/work experience/physical education

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, records and assignments 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 the same to the Academic officer.

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/ Officer in Charge, on discretion is authorised to permit him/her for registration within 10 working days excluding registration day by remitting a late registration fee of Rs. 100/- for first 5 working days, Rs. 500/- for 6th and 7th working day and Rs. 1000/- for remaining working days upto 10th day from the student. The student may register beyond this period upto 15 working days with special approval of the Vice Chancellor.

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 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 time table

At the beginning of each semester, the academic officer shall prepare the class time table 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 /Head of the Institution 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.

23. Attendance

23.1 Candidates who do not satisfy the minimum attendance requirement (80%) shall be awarded “zero” grade point. The minimum requirement of attendance during a semester shall be 80% of each course. 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. 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.

- 23.2 For indoor hospitalization attendance not exceeding 5% of the total working days in a semester may be allowed. Attendance relief to the students who attend sports, games at University level may be sanctioned by the Dean of the college.
- 23.3 Students deputed for official purposes such as representing the College or University for cultural meets, NCC, NSS activities and involvement in the students activities, statutory bodies and representing the college for sports 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 15% of the total attendance for each course in a semester for a student. The total relaxation in attendance, in any case should not exceed 40%.

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 authorized 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.

Student's 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

24.1 The evaluation of a course shall be based on his/her performance in various examinations, submission of practical records, record of practical class work (RPCW), assignments and performance in other types of exercises. The teacher shall at the beginning of the course inform the students the method of evaluation.

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

F	-	Failed
I	-	Incomplete
T	-	Temporary Discontinuance
R	-	Repeat
RE	-	Re-Examination
S	-	Satisfactory
US	-	Unsatisfactory
M	-	Malpractice
IMP	-	Improvement

24.2 Mid-term examination

- The mid-term examination shall be conducted around 60 days after the commencement of the semester with a weightage of 20 per cent marks.
- A schedule of the examination shall be prepared by the Head of the Institution and notified to the students at the beginning of each semester.
- 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.
- Unless a student appears for mid term examination, he/she shall not be permitted to appear for the semester final examination in the course concerned.

24.3 Semester final-examinations

- There shall be a final theory examination for each course at the end of the semester. Specific guidelines for the conduct of examination and evaluation will be issued by the University.
- The semester final theory examinations shall be held at the end of each semester in each course for a total of 80 percent marks.
- Final examination in theory shall be of a minimum of three hours duration and shall consist of subjective and objective type of questions. It shall be the responsibility of the course teacher to conduct the final theory examination covering the entire syllabus.
- Supplementary examination for final examination shall be conducted only after obtaining sanction from of the Head of Institution as per guidelines prescribed.
- Practical examinations shall be conducted by a Board constituted by the Head of the Institution which shall include HOD, 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 students shall be given five preparation holidays (exclusive of public holidays) before the commencement of semester final University examinations or in between the final examinations.

25. Computation of grades

25.1 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 is as follows:

Midterm	20%
Final University theory examination	80%
Total	100%

The distribution of marks for practical examination will be as follows:
(2016 admission onwards)

Regular practical class works	15%
Records	15%
Assignments	10%
Viva	10%
Final Practical Examination	50%
Total	100%

- 25.2 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 is by dividing the combined marks by 10 and correcting to the second decimal place.
- 25.3 A separate minimum of 40% marks in theory examination and practical are essential for passing a course
- 25.4 The minimum grade point required for passing a course shall be 6.0. A student getting less than 6.0 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 6.5 out of 10.0.

26. Valued answer papers

- a) The valued answer papers 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 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 finalised before the commencement of the next semester.

27. 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.

28. Malpractice in examinations

- 28.1 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.
- 28.2 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 immediately with full details and remarks. If a student refuses to give a statement, the fact may be recorded by the teacher/supervisor.
- 28.3 The Head of Institution shall appoint a committee consisting of not less than three Senior faculties to enquire into the alleged malpractice.
- 28.4 The committee shall submit its findings within 5 working days to the Dean whose decision in the matter shall be final.
- 28.5 In case the Head of Institution is convinced that the student is guilty, the following punishment will be meted out:
 - First time offender : The student will have to undertake the course as REPEAT
 - Second time offender : Debar the submit for a semester
 - Third time offender : Dismissal of the student

29. Grade report

- 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 each semester the course teacher shall prepare the marks (mid-term, final and practical examinations and RPCW, records, assignments and viva voce examinations) of various courses and report to the Head of the institution within fifteen days with the counter signature of the Head of the department. The Head of institution shall send the marks to the university, within seven days for publishing the results.
- b) The Advisor shall fill up the course registration cum grade card 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 Director of Education, return two copies to the advisor (one copy to the student) and retain one copy in his office. It shall be the responsibility of the Advisor to consolidate the grade reports of students under them and calculate the OGPA at the end of each semester in order to facilitate registration of the students in the succeeding semester.

30. Registration for repetition/re-examination of courses

- 30.1 A student who does not satisfy the attendance requirement in a course shall repeat the course when it is offered again.
- 30.2 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, record and assignments the marks obtained by the student for the first time shall be taken into account.
- 30.3 For taking re-examination the student shall register for re-examination course in a subsequent semester. The course can be registered as a repeat course only when it is offered as a regular course.
- 30.4 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.
- 30.5 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.
- 30.6 A student getting 6.5 or less in a course, may if he/she so desires register for re-examination of that course to improve his/her OGPA.
- 30.7 For registering re-examination application shall be forwarded in Academic form No. 17(a).
- 30.8 Fees as approved by the university shall be paid for this purpose.

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.

Registration of 9th semester will be allowed only if the student has cleared all the courses of the first three years. For the students having back log, one time re-examination will be conducted during the 7th semester, without insisting the maximum credit limit for registration. Registration for special re-examination can be done in the 7th semester within 7 days after publication of results of 6th semester. Results of this one time re-examination will be published as early as possible, but necessarily before the end of 8th semester.

32. Seminars

A student has to successfully complete two credit seminars (one credit each) during the course programme (only one seminar of one credit from 2016 admission onwards).

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 prescribed in 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 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

- 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.
- Before the comprehensive examination is conducted, the student should have completed at least 75% of his/her approved course work in major and minor/foundation courses separately and should have secured an OGPA of not less than 6.5. (2016 admission onwards)
- 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. 11 through the Major Advisor or Course Director/Academic Officer to the Head of the institution. (2012 admission onwards)

- There shall be one theory paper of three hour duration for 100 marks.
- Detailed guidelines for conduct and evaluation of the comprehensive examination will be issued by the university from time to time.
- The Course Director 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 by name marked 'Confidential'. The result so communicated shall bear the signature of all members of the examination board (2012 admission onwards).
- The viva-voce examination shall be conducted by the Examination Board. The Examination Board shall consists of the Course Director, The Head of the Department, Major Advisor or his nominee approved by the Head of the Institution, External Examiner and two faculty members of the college appointed by the Dean (for 2012 and 2013 admissions). From 2014 admission onwards the viva voce examination shall be conducted by the Examination Board consisting of the Course Director, The Head of the Department, Major Advisor/Co-Chairperson, External Examiner and other two faculty members of the college appointed by the Dean.
- Only those candidates who secure 60% and above marks in the comprehensive theory examination alone shall be qualified to appear for viva-voce examination.
- 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.
- 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.
- The result of the comprehensive examination shall be shown as Satisfactory (S) or Unsatisfactory (US).
- If any of the members of the Board of examiners fail to turn up on the date fixed for the examination, the head of institution shall appoint a suitable substitute examiner. The substitute for the external examiner shall be from an institution other than KAU.

35. Submission of thesis

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% 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 (upto the day prior to the start of the next semester) 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. For 2022 admission onwards the students are permitted to register only one semester with zero credit
- 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. 14) 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 Head of the institution. If Major Advisor is from outside KAU, the thesis shall be forwarded by the co-chairperson (Member in the Advisory Committee from KAU) to the Head of the Institution (from 2014 admission onwards).

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 Head of the Institution (2013 and earlier admissions).

36. Evaluation of thesis

- a) The thesis shall be referred for adjudication to one external examiner. The external examiner shall be appointed by the Head of the Institution.
- b) The external examiner shall send his/her report to the Head of the Institution. 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. Six 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.
- 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 Head of the Institution for decision.
- c) If any of the members of the board of examiners excluding the external 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. The substitute for the external examiner shall be from an institution other than KAU.

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 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 six 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, one copy each to be given to the Department, College Library, Major Advisor and to the Institution where the thesis work was actually carried out. One soft (digital) copy of the thesis will also be made by the student and forwarded to the university.

- c) 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.
- 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 will have the full right to publish the thesis in print or 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.

40. Issue of certificate/transcript

- 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.
- The Vice-chancellor shall approve the final results 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.
- Identification mechanism like recently taken photograph (passport size) and Unique ID/Aadhaar number of the student shall be included in the transcript/certificate

41. 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 statues, to the candidates who have successfully completed the requirements for the degree.

42. 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.

43. 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.

44. Penalty for discontinuance

In case a student leaves, on his / her own, the programme with/ without permission after the admission process is over, he/ she has to remit to the University an amount equivalent to one semester fee (Rs. 75,000/- from 2017 admission onwards) towards liquidated damages. In case of SC / ST students norms and conditions stipulated by KEAM will be followed.

45. 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 appear to him to be necessary or expedient for removing the difficulty.
- b) No orders made under Rule 45 (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 far as possible.

46. 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.

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

47. Guidelines for thesis preparation

Six copies of the thesis are to be submitted of which one copy has to be submitted to the Department, one for the College Library, one for the major advisor, one for the University Library, one to the Institution where the thesis work was actually carried out 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 CD in MS office format) also has to be submitted.

A copy of the thesis abstract should be given to the Director of Research at the time of thesis submission. The thesis may be prepared in bond paper using Word processing software. A margin of 38 mm (1.5 inches) may be set on the left side and top and a margin of 25 mm (1.0 inch) may be set on the right side and bottom in odd pages. A margin of 38 mm (1.5 inches) may be set on the right side and top and a margin of 25 mm (1.01 inch) may be set on the left side and bottom in even pages. The text may be entered on the both sides of the paper using 12pt. 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, University emblem, the year of submission and the name and address of the college.

REGULATIONS FOR MBA (AGRIBUSINESS MANAGEMENT) PROGRAMME

- 1. Title of the programme** : The Degree shall be called MASTER OF BUSINESS ADMINISTRATION (Agribusiness Management).
- 2. Scope** : The regulation provided herein shall be effective for 2019 admission 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.
- 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.
- 3.3. 'Advisor' 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 MBA (ABM) 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/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 College / Institution concerned.
- 3.11 'Dean of Faculty' means Dean of the Faculty concerned.
- 3.12. 'Department' means a Department in the College/teaching institution offering degree programmes. Scientists of a discipline working in the research stations/projects will be the members of the Department of the teaching institution concerned.

- 3.13. Grade Point (GP) earned for a course is a value in 0 to 10.0 point scale. It is arrived by adding the products of theory-marks secured (out of 100) and theory-credits, the practical-marks secured (out of 100) and practical-credits, divided by the total credits hours (theory + practical) and further divided by 10. The grade point will be limited to two decimals without rounding.
- 3.14. Grade Point Average (GPA): It is the value of the total credit points obtained by student in various courses 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 two decimal places.
- 3.15. 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 upto 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.
- 3.16. 'Repeat course' is a course repeated by a student for want of attendance or secured zero grade in that course when registered earlier.
- 3.17. 'Re-examination course' is a course registered by a student in which he/she had satisfactory attendance and secured a grade point of 5.0 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.
- 3.18. '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. Eligibility for admission

- All professional graduates of State Agricultural Universities/Deemed Universities under ICAR system with a minimum OGPA of 7.0/10.0 (6.5 for SC/ST Candidates).
- All graduates, including professional graduates from Indian/Foreign Universities under regular stream recognized by AICTE/UGC with minimum 60% marks from SSLC onwards under traditional system (55% marks for SC/ST candidates).

- All candidates (except ICAR and International students) should have qualified KMAT/ CMAT / CAT examination conducted during the period prescribed in the prospectus notified by the University for each academic year.
- Candidates awaiting their final results of the qualifying degree can also apply for the programme provided they should secure their qualifying degree satisfying the eligibility criterion in sub clause (a) or (b) above on or before the date of registration of Ist semester.

5. Reservation

Reservation to candidates belonging to various categories as per Government of Kerala and KAU norms shall be applicable to MBA (ABM) programme also.

6. Selection Process

- The candidates for the course will be selected based on the scores obtained in KMAT/ CMAT / CAT conducted during the period prescribed in Clause 4 (c) above, Group Discussion and Personal Interview. The selection procedure and eligibility criteria regarding academic qualification are the same for sponsored candidates, provided they should have at least 3 years' service as on the date of application. The selection process of ICAR nominees is governed by ICAR norms. However, International students satisfying the eligibility criteria stipulated in Clause 3 above shall be selected on the basis of merit.
- Candidates awaiting their final results of the qualifying degree and satisfying conditions given in Clause 4 above shall be admitted provisionally. However, such students should secure and produce their qualifying degree certificates in original before the close of their first semester, failing which their admission will be cancelled and the student shall be removed from the rolls of the University. Further, such students are liable to pay the liquidation damage stated in Clause 12 of the regulations.

7. Procedure for registration

- (a) A student shall be present in person for registration. In absentia registration shall not be permitted.
- (b) Each student shall fill up a Course Registration-cum-Grade Card (CRCGC) in the prescribed form in consultation with his/her advisor and submit to the Director, MBA (ABM) and the same shall be countersigned by the Head of the Institution.
- (c) In the CRCGC, the symbol "R" should be noted along with credit hours in respect of courses which are repeated and "RE" against a course which is registered as re-examination course.
- (d) The credit equivalent for field segment and project work should be shown in the CRCGC of 2nd and final semesters respectively.

- (e) After approval the Head of the Institution shall return the CRCGC to the Director, MBA (ABM) who shall retain it till the end of the semester.

8. Withdrawal of courses

On recommendation of the Director, MBA (ABM), the Head of the Institution may permit a student to withdraw any of the courses registered 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.

9. Addition of courses

In unavoidable situations, the Head of the Institution may, on recommendation of the Director, MBA (ABM), permit a student to add courses during a semester within a period of ten working days from the commencement of the semester, without exceeding the maximum credit load prescribed.

10. Temporary Discontinuance and re-admission

- A student may be permitted by the Head of the Institution on recommendation of the Director, MBA (ABM) to discontinue the programme temporarily under unavoidable circumstances, under intimation to the Registrar. The student may rejoin the programme after the specified period of discontinuance on payment of the re-registration fee as prescribed. The maximum period of discontinuance shall not exceed two semesters and discontinuance shall not be allowed more than once during the entire period of study.
- On no account shall a student, who discontinued his/her studies without the approval of the Head of the Institution, be re-admitted or the fees remitted will be reimbursed.
- A special caution deposit of Rs. 25,000/- (Rs. 10,000/- for SC/ST) shall be paid by the student who has been permitted for temporary discontinuance and the same will be returned to the student on re-joining the course. A student who fails to re-join after the permitted period of discontinuance will be liable to pay liquidation damage as prescribed by the University.
- Maternity leave shall be granted to women students for one semester, once in the duration of the course for applications supported by sufficient medical certificates. Such students are exempted from remitting the special caution deposit for the discontinuance of the course. Such students have to rejoin the course on the date of registration of the subsequent semester after the permitted period of maternity leave.

11. Permanent Discontinuance

The tuition fees, contribution to PTA and contribution to placement fund remitted by a student will be forfeited to the University if he/she discontinues the course permanently with or without permission after the closure of admission by the University.

12. Liquidation damage

A student who discontinues the programme permanently after the closure of admission should remit Rs.50,000/- or any other amount prescribed from time to time as liquidation damage to the University.

13. Pedagogy

The Pedagogy of the programme will be a combination of the following:-

- Lecture
- Case Analysis
- Simulation Exercises
- Assignments
- Group Discussions (GD)
- Role Play
- Focused Group Discussions (FGD)
- Project Work
- Industry/Farm Visit

14. Duration and structure of the programme

The minimum duration of the programme shall be two years split into four semester. Each semester will be of 105 working days (excluding study leave, examination days, and days for co-curricular and extracurricular activities). A student may avail a maximum duration of four years (8 semesters) for completion of the programme.

15. Medium of instruction

The medium of instruction and examination shall be English.

16. Credit requirements of the programme

Core Courses	Credits
Foundation Courses	19
General Management Courses	21
Functional Management Courses	05
Advanced Management Courses	09
Total Core Courses	54
Elective Courses*	16
Management Experience Programme I – Minor Project (Non-graded)	05
Management Experience Programme - II (Major Project)	09
Total	84

* A specialisation stream shall be offered in the 3rd semester, if the stream is opted by a minimum of 10 students.

17. Credit Load in a semester

The maximum credit load per semester shall not exceed 21 (excluding re-examination and non-graded courses) and the maximum credit load per semester for a student shall not exceed 32 including re-examination, repeat and non-graded courses.

A student should register all the courses (relevant courses in case of electives) offered for his batch. However, the Dean may, on recommendation of the Director, MBA (ABM), permit a student to register for a lesser credit. Those courses not registered by a student shall be registered only when the course is offered for the junior batch and subject to maximum credit limit.

18. Attendance

A student shall attend a minimum of 80% of the number of classes actually held for each course in a semester to be eligible to appear for the final examination of that course. However, the University may condone upto 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 absence in classes. Attendance relief to the students who attend sports and games at University level may be sanctioned by the Dean of Faculty/ Dean of the college.

The attendance of students for each course shall be maintained by the Directorate of MBA (ABM) and the attendance details for each course shall be displayed at the end of 35th and 70th working days and before the final examination with a copy to the Head of the Institution.

If a student has shortage of attendance in any course in a semester, he or she shall not be allowed to appear for final examination of such a course in that semester and shall be awarded zero grade. In such cases the student shall repeat such courses in a subsequent semester along with junior batch.

19. 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.

Break-up of internal and external marks for theory and practical is given below:

A. For course with Theory component alone (Distribution of internal and external marks)

Assignment	Distribution of internal marks				External Written Exam	Total marks
	Quiz	Mid-term Exam	Viva-voce	Total		
5	10	40	5	60	40	100

B. For course with Practical component alone (100% Internal Evaluation)

Assignment	Class participation and presentation	Viva-voce	Finalpractical exam	Total marks
20	20	10	50	100

C. For course with both Theory and Practical components

A combination of A & B as shown above will be followed.

A separate minimum of 40% marks is required for theory and practical components. 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 limiting to the second decimal without rounding. The minimum grade point required for passing a course shall be 5.00/10.00. A student getting less than 5.00 shall be deemed to have failed in that course and 'F' shall be indicated in the grade report against the actual grade point obtained. A student who does not satisfy the attendance requirements as per clause 18 shall be awarded 'zero' grade and shall be indicated as "I" in the relevant records.

The following symbols shall be used in the Grade Report.

I	-	Incomplete	F	-	Failed
W	-	Withdrawal	R	-	Repeat
S	-	Satisfactory	RE	-	Re-examination
US	-	Unsatisfactory	M	-	Malpractice

To calculate the Overall Grade Point Average (OGPA) at the end of the 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 for all the courses registered during the semester is divided by the total number of credit hours of the above courses, provided the credit hours and credit points of courses which are repeated are not counted more than once for this purpose. A student should secure an OGPA of 6.00/10.00 at the end of the fourth semester for the successful completion of the programme and award of the degree.

20. Absence from internal examination (quiz/mid-term etc.)

- No student who is more than 15 minutes late shall be allowed into the examination hall. Such students shall be treated as absent for the examination. No student will be allowed to leave the examination hall before the completion of the stipulated time of examination.
- 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 absence of the student was on account of bonafide reasons for which leave has been sanctioned by the Director, MBA (ABM). The student shall remit the prescribed fees for supplementary examination and apply in the prescribed format within 5 days from the last day of the set of examinations.
- Supplementary examination shall be conducted only once. A candidate who fails to appear for the supplementary examination, even if leave had been sanctioned on valid grounds shall be deemed to have scored zero in that examination.
- Unless a student appears for both the internal examinations (quiz/mid-term), he/she is not eligible to appear for the semester final examination in the course concerned.

21. Absence from final external examination

- No student who is more than 15 minutes late shall be allowed into the examination hall. Such students shall be treated as absent for the examination. No student will be allowed to leave the examination hall before the completion of the stipulated time of examination.
- A student who is absent from any of the external 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. The student shall remit the prescribed fees for supplementary examination and apply in the prescribed form within 5 days from the last day of the set of examinations.
- Supplementary examination shall be conducted only once and a candidate who is unable to appear for the supplementary examination, even if leave has been sanctioned on valid grounds shall be deemed to have scored zero in that examination.
- A student who is absent in the final examination for which supplementary examination is not granted/ not eligible to appear for final examination due to shortage of attendance or due to non-appearance in quiz/mid-term examination shall be awarded zero grade for the course and shall be indicated as “I” in the relevant records. In such cases, the student shall repeat such courses in a subsequent semester along with junior batch.

22. Internal Marks and Grade reports

- a) The course teachers shall maintain the academic records of the students registered for the respective courses.
- b) The course teachers should submit to the Director, MBA (ABM) the internal marks of the students within 10 working days after completion of the last day of the set of examinations.
- c) It shall be the responsibility of the student advisors to consolidate the grade reports of students allotted to them and to calculate the OGPA within 12 working days from the date of publication of the result.

23. Re-examination/Repetition of courses

- a) A student who has failed in a course should register it as a re-examination course in the subsequent semester, provided the grade point is higher than zero and less than five for the course.
- b) A student getting grade point of less than 8.00/10.00 in a course may, if he/she so desires, register it as a re-examination course to improve his/her OGPA and the symbol “RE” shall be indicated in relevant records for the re-examination course. However, a course can be improved only once.
- c) In cases (a) & (b), above the grades secured in re-examination shall be final and counted for computation of OGPA.
- d) A student may, if he/she so desires, withdraw a course registered for re-examination within five days of publication of revaluation result. However, in such cases, the fee paid for re-examination will not be refunded. If the registration for re-examination is not withdrawn, marks in the re-examination shall be final and be taken for computation of OGPA.
- e) A student who does not satisfy the minimum attendance as prescribed in Clause 18 or gets a grade of “Zero” shall repeat the course as and when it is offered as regular course to the junior batch and the symbol ‘R’ shall be indicated in relevant records.
- f) In the registration card, the symbol RE1, RE2, RE3 indicate re-examination courses and ‘R1, R2, R3’ will indicate repeat 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.

24. Transparency in Assessment

Each faculty member should maintain a record of performance of each student in the courses he or she offers. Each faculty member should submit the internal marks of the students through the Head of the Department/functional area chairman within the time

period stipulated in Clause 22 (b) to the Director MBA (ABM) and the Director, MBA (ABM) shall publish the same within 5 days of receipt of the marks. In case of complaint by a student or students, the Director MBA (ABM) shall follow the following procedure:

a) Internal Assessment

- i. The complaint shall be referred to the course teacher concerned (whose assessment is under dispute or cause of the complaint) for redressal.
- ii. If the course teacher fails to resolve it, then the complaint shall be referred to a committee consisting of three members, the Head of the Department/ Chairman of the Functional Area (Chairperson), one senior faculty member of the Department and the course teacher concerned.
- iii. If the above committee fails to resolve the complaint, it shall be referred to an appellate committee consisting of Dean, Director MBA (ABM) and one senior Faculty Member nominated by the Vice-Chancellor.
- iv. At all level, the views of the aggrieved student(s) and the course teacher concerned who are party to it shall be heard before arriving at a decision.

b) External Assessment

- i. The student should apply for revaluation of his/he answer paper(s) of the final theory examination, if he/she is not satisfied with the first valuation, to the Head of the Institution duly recommended by the Director MBA (ABM), after paying the prescribed fee for revaluation within 7 working days from the date of publication of the result. On approval of application for revaluation by the Head of the Institution, the Director, MBA (ABM) shall take necessary steps for revaluation.
- ii. Before revaluation the original portion of the facing sheet of the answer book will be detached and kept in safe custody by the Director MBA (ABM) and a new blank facing sheet will be attached. The student will be awarded the highest marks received from among the two valuations. However, if there is more than 20% variation between first valuation and revaluation a third valuation will be conducted and the marks obtained in the third valuation will be final.
- iii. The revaluation fee for the students who secure 20% or more marks in the two revaluations will be refunded. The Director MBA (ABM) should examine the matter in detail and initiate the revaluation fee refund process from that office by issuing necessary orders after getting proper application from the student concerned with valid documents.

25. Malpractice in examinations

- a) If any student indulges in malpractice, the invigilator /supervisor for the examination 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.
- b) Before the candidate is allowed to leave the hall, a statement may be obtained from him/her and the invigilator/supervisor concerned shall report in writing to the Director, MBA (ABM) immediately with full details and remarks and the Director, MBA (ABM) shall forward the same to the Head of the Institution for further action. If a student refuses to give a statement, the fact may be recorded by the invigilator /supervisor.
- c) The Head of the Institution shall appoint a committee consisting of not less than three senior faculties teachers to enquire into the alleged malpractice.
- d) The committee shall submit its findings within 5 working days to the Head of the Institution whose decision in the matter shall be final.
- e) In case the Head of the Institution is convinced that the student is guilty, the following punishment will be meted out
First time : The student will have to undertake the course as REPEAT
Second time : Debar the student for a semester
Third time : Dismissal of the student

26. Guidelines for Minor Project Work

- a) During the end of second semester the student shall do a minor project in an Agribusiness organization under an approved faculty guide.
- b) 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 Agribusiness organizations where the student is undergoing the Minor project work can also be supervising guide for the project.
- c) The duration for Minor project work is one month of which two weeks are for data collection and two weeks for report writing.
- d) The project can be done individually or in teams of two students. One report is enough for two students if they are doing the project as a team.
- e) But, if more than two students are doing project work in the same organization, their project reports should be different from each of the students and 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 of the same firm.

- f) The student shall prepare and submit the project report to the Director MBA (ABM).
- g) The report shall be printed and bound (preferably spiral bound) with not less than 35 A4 size pages.
- h) The student should submit four copies of the report: one copy for the Department, one copy for the student, one to the guide and one to the organization.
- i) If the student fails to submit the project report on or before the stipulated date, an application for late submission along with Rs.1000/- for late submission fee may be forwarded to the Director MBA (ABM) along with the project report. However, such submission shall not be considered after one month from the date of registration of the third semester.
- j) If the minor project report is not submitted even within the time limit specified in Clause (i) above, it may be submitted before the end of 3 months from the date originally stipulated for submission with a late fee of Rs. 5000/- and sanction by the Vice Chancellor. In case of non-submission even within this extended time, the student shall re- register for the minor project work with a fine of Rs. 7500/- and late registration fee of Rs. 2500/- in the subsequent semester.
- k) A certificate showing the duration of the project work shall be obtained from the organization where the project work was done and it shall form part of the project report.
- l) The minor project report shall be subjected to Plagiarism check as per University norms.. The similarity index shall be less than 25%. For plagiarism check the chapter ‘Materials and Methods’ in PG/PhD thesis the Major Advisor shall certify that the repetition , if any is due to the duplicated texts in the content of the thesis.

27. Evaluation of Minor Project Report

A committee, consisting of the project guide, one external examiner and Director MBA (ABM) shall evaluate the Minor project based on the report and its presentation by the student. This shall be a non-graded course. The committee shall evaluate the project and award S/ US (successful/unsuccessful) as the case may be. A ‘S’ grade for the minor project work is a prerequisite for award of the MBA (ABM) degree.

28. Guidelines for Major Project work

- a) The students shall do a major project work during the final semester under a faculty guide, related in their area of specialization.
- b) 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 Agribusiness organisation where the student is placed for Major project works can also serve as the supervising guide.

- c) The duration of major project work is eight weeks (five weeks for field work and three weeks for report writing).
- d) Major project work is to be done independently by each students.
- e) The report should be printed and bound with not less than 80 A4 pages of text.
- f) The Major project work shall be subjected to Plagiarism check as per University norms. The similarity index shall be less than 25%. For plagiarism check the chapter 'Materials and Methods' in PG/PhD thesis the Major Advisor shall certify that the repetition , if any is due to the duplicated texts in the content of the thesis.
- g) The minimum marks required for pass in the major project work is 50% separately for project report and viva-voce.
- h) Report of the major project work shall be submitted within the time stipulated. In unavoidable circumstances, the student may be allowed late submission with a late fee of Rs. 1000/- within a period of one month from the date originally stipulated for submission. If the report is not submitted within this period also it may be submitted with a late fee of Rs. 7500/- and sanction from the Vice Chancellor within a period of three months from the date originally stipulated for submission. If the report is not submitted within this extended period also, the student shall re-register the same as a re-examination course with a late registration fee of Rs. 2500/-.

29. Evaluation of Major Project Report

The Major Project Report shall be evaluated by a Board of Examiners constituted by the Director MBA (ABM). The Boards shall consist of the Project Guide, External Examiner and Director. The project report shall carry 60 marks and the Viva-Voce 40 marks. The Board 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. The minimum marks required for pass in the project work will be 50% separately for project report and viva-voce.

30. Structure of the Project Report (Applicable to both Minor and Major Project Works)

The format for the presentation of the Project Report is given below in the following sequences:

- a) 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.
- b) Declaration by the student - A declaration from the student in the Proforma appended is to be furnished after the title page.

- c) Certificate of bonafide work by Guide - A certificate from the Guide of the student in the proforma prescribed is to be furnished immediately after the declaration by the student.
- d) A certificate showing the duration of the project work shall be obtained from the organization for which the project work was done.
- e) Acknowledgement - Proper acknowledgement of the support given by the Guide, Director MBA (ABM), Dean, Placement Officer, other teachers and officials of the institution in which the student has conducted the project work.
- f) Table of contents - Table of contents should include the major headings (with minor headings) and page numbers.
- g) List of Tables
- h) List of Illustrations/Charts
- i) List of abbreviations
- j) Text (body) of the Project Report

The body of the Project Report must contain:

(a) Introduction

Introduction must cover:

- i. Statement of the problem
- ii. Objectives
- iii. Methodology (in detail)
 - a. Type of Study
 - b. Data Source
 - c. Sampling Design
 - d. Method of data collection
 - e. Variables/parameters selected for study
 - f. Period of study/survey
 - g. Statistical tools used
 - h. Operational definitions, if any
- iv. Scope of the study
- v. Limitations of the study; and
- vi. 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 the 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.

(e) Reference

All the references cited in the text of the project report shall be arranged alphabetically according to their authors. Articles listed should follow the pattern prescribed below:

- i. Name(s) of the author(s) – Surname first followed by first name and middle name or initials
- ii. Year of publication within brackets
- iii. Title of the article
- iv. Name of the journal in which the article is published
- v. Volume No.
- vi. Pages

(f) Reference to books shall be made as follows

- i. Name(s) of the author(s) – Surname first followed by first name and middle name or initials
- ii. Year of publication within brackets
- iii. Title of the book
- iv. Publisher
- v. Place of publication
- vi. Edition
- vii. Page

(g) Appendix, if any

31. Governing Body

A high level governing body under the chairmanship of the Honourable Vice Chancellor may be constituted for the effective conduct of the course. The committee should have the following members:

- a) Honourable Vice-chancellor, KAU (Chairman)
- b) The Registrar, KAU
- c) The Comptroller, KAU
- d) Dean, Faculty of Agriculture KAU
- e) Director of Education, KAU
- f) Dean, CCBM
- g) Director MBA (ABM) (Convener) and
- h) Minimum Two professionals from the field of Agribusiness Management.

32. Advisory Board

- i. Vice-Chancellor of KAU (Honorary Chairman)
- ii. Leading Management Experts
- iii. Leading Agribusiness Entrepreneurs
- iv. Deans and Directors of KAU
- v. Academicians
- vi. Policy Makers
- vii. Media Professionals
- viii. Dean, CCBM, KAU
- ix. Director MBA (ABM) (Convener)

33. Placement Cell

There shall be a full time Placement Cell to co-ordinate the placement activities of the MBA (ABM) programme under the Director, MBA (ABM).

34. Dress Code

There shall be a common dress code for the students and it will be intimated during the orientation programme.

35. Eligibility for the Award of the Degree

Successful completion of all the approved courses for the MBA (ABM) degree programme with and Overall Grade Point Average (OGPA) of 6.00/10.00 shall be the minimum requirement for the award of the Degree. The Division with which the student has passed the programme shall be classified as below:

OGPA	DIVISION
6.00 - 6.99	II Division
7.00 - 7.99	I Division
8.00 and above	I Division with Distinction

Degree Certificates should show the Divisions secured by the student.

36. Issue of Certificate/Transcript

- 36.1 The Vice-Chancellor shall approve the final results and the University shall issue provisional degree certificate and transcript to the students. It shall be the privilege of the Vice-Chancellor to withhold the result of a student on any ground that may appear valid to him. The student shall apply for the issue of provisional/Degree Certificate and/or transcript.
- 36.2 The transcript shall contain all the courses undergone and the grades secured by the student.
- 36.3 A recently taken passport size photo shall be affixed in the transcript of the student, at the time of issue.
- 36.4 Last four digits of the Unique ID/Aadhaar number shall be given in the transcript and certificate.

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 or cancelling the result

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.

39. 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.

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

40. Removal of difficulties

40.1 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.

40.2 No order under Rule 40.1 shall be questioned on the ground that no difficulty as is referred to in the said rule existed or was required to be removed.

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

40.4 Notwithstanding anything contained in these regulations the Academic Council shall make changes whenever necessary.

Annexure VIII

(Model of Declaration for MBA (ABM) project report)

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 Student

Place:

Name of the Student

Date:

Admission No :

(Model of Certificate to be attached to MBA (ABM) 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.

Place:

Signature of the Guide

Date :

Name & Designation of the Guide

Annexure X

Specimen Form of Evaluation of Minor Project Report for MBA (ABM)

KERALA AGRICULTURAL UNIVERSITY
COLLEGE OF CO-OPERATION, BANKING & MANAGEMENT
Report of Evaluation of Minor Project for MBA (ABM)

1. Name of Student :
2. Admission No. :
3. Title of the Minor Project Report :
4. Organization/institution in which :
the project work is done
5. Name and Designation of the :
Supervising Guide
6. Name and Designation of the :
External Examiner
7. Evaluation Report :

The committee constituted for the evaluation of Minor Project Report of Mr./Ms
..... Admission No
unanimously agreed to award Successful / Unsuccessful to the Minor Project Report entitled
.....
..... submitted in partial fulfilment
of the MBA (ABM) Programme.

*Name and Signature
of the Project Guide*

*Name and Signature
Examiner*

*Name and Signature
Director MBA (ABM)*

Countersigned

Dean

Annexure XI

Specimen Form of Evaluation of Major Project Report for MBA (ABM)

**KERALA AGRICULTURAL UNIVERSITY
COLLEGE OF CO-OPERATION, BANKING & MANAGEMENT**

Report of Evaluation of Major Project for MBA (ABM)

1. Name of Student :
2. Admission No. :
3. Title of the Major Project Report :
4. Organization/institution :
in which the project work is done
5. Name and Designation of the :
Supervising Guide
6. Name and Designation of the :
External Examiner
7. Evaluation Report :

The Board constituted for the evaluation of Major Project Report of Mr./ Ms..... Admission No..... unanimously recommend/do not recommend the Major Project Report entitled submitted in partial fulfilment of the MBA (ABM) Programme.

The final Viva-Voce Examination for the student was conducted by the Board of Examiners. The performance of the student 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 (ABM) subject to the fulfilment of other academic requirements.

***Name and Signature
of the Project Guide***

***Name and Signature
Examiner***

***Name and Signature
Director MBA (ABM)***

Countersigned

Dean

REGULATIONS FOR DIPLOMA AND PG DIPLOMA COURSES

In the era of competitiveness and inexorable changes resulting in rapid development in all spheres, knowledge and skill upgradation is inevitable. A perspective plan for agricultural development should take cognizance of the past trend and the likely future scenario. New and smart courses are a solution for un-employability in agriculture and allied sectors which are unexploited areas at present. With this in mind, KAU has decided to offer Certificate, Diploma and PG Diploma courses.

Definitions

In these regulations unless the context otherwise requires:

- I. 'Duration' means a period relevant to the course concerned.
- II. 'A course' is a unit of instruction or segment of subject matter (as specified in the course catalogue) to be covered in a course. It has specific number, title and credits.
- III. 'Course catalogue' is a list of approved courses for each programme.
- IV. '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 hours duration per week shall count as one credit.
- V. 'Credit load' of a student during the course is the total number of credits of all the courses he/she registers during a term.
- VI. 'Dean of Faculty' means the Dean of the Faculty concerned and Dean means the Head of the College.
- VII. 'Course Director' is the faculty member who coordinates the programme and all related activities and will be in charge of all academic activities of the student.
- VIII. 'Student' means a student as defined in the Kerala Agricultural University Act.
- IX. 'Teacher' means a teacher as defined in Kerala Agricultural University Act.
- X. Course Teacher is the faculty member who offers the course in a programme and will be in-charge of all academic activities related to that course.
- XI. 'Head of the Department' is responsible for monitoring, fostering and sanctioning related to all academic activities of the department programme
- XII. 'Transcript' is the consolidated report of marks indicating percentage secured by the student, issued by the University.
- XIII. Re-examination is a course registered by a student in which he/she had satisfactory attendance and secured less than 40 marks when registered earlier. A student need not attend classes for re-exam course.
- XIV. Repeat course is a course repeated by a student for want of attendance or secured zero mark in that course when registered earlier.

Clause No.	Items	Diploma	PG Diploma
1	Short title	The regulations shall be called KAU Diploma programme Regulations 2020	The regulations shall be called KAU Post Graduate Diploma programme Regulations 2020
2	Scope	The regulations provided herein shall apply to all Diploma programmes offered by KAU to students admitted from 2013 onwards	The regulations provided herein shall apply to all PG Diploma programmes offered by KAU to students admitted from 2013 onwards
3	Certificate awarded	Certificate duly signed by the Registrar, KAU	Certificate duly signed by Registrar, KAU
4	Duration	2 year or (four semesters) As	One year (two semesters)
5	No. of seats	As decided by the Academic council	As decided by the Academic council
6	Batches	One per year	One per year
7	Minimum qualifications	Pass in VHSE /+2	Bachelor degree as specified for the approved syllabus.
8	Age Limit	Minimum 17 years of age on the last day of submission of online application (Diploma in Agricultural Sciences) Maximum 22 years (Diploma in Organic Agriculture)	None
9	Selection process	Common Entrance Examination conducted by KAU	Academic excellence in degree/ Entrance Examination
10	System of teaching	Semester system	Semester system
11	Medium of Instruction	English	English
12	Course fee	As approved by the statutory body	As approved by the statutory body
13	Credit	Minimum 15 credits/semester	Minimum 15 credits / semester
14	Credit load per semester	Maximum 32 credits/semester, including regular, repeat and re exam	Maximum 32 credits / semester
15	Attendance	Separate Minimum of 80% for theory and practical	Separate Minimum of 80% for theory and practical
16	Interim break	Minimum of 5 days between two semesters	Minimum of 5 days between two semesters

17. Examinations

Theory (Marks-100)

Practical (Marks-100): It includes practical exam, records, RPCW 10, Assignments/project work, Viva voce

Grading: For Certificate courses <40: failed; 40-59: 2nd class; 60-79: 1st class; 80 and above: Distinction. For Diploma and PG Diploma courses <50: failed; 50-59: 2nd class; 60-79: 1st class; 80 and above: Distinction.

Absence for examination: Supplementary examination with approval of HOD within 5 working days from the date of original examination where only one supplementary examination would be conducted.

Failure in examination: In case a student fails for any subject he or she will have to appear for re-examination as follows: The student shall have to remit the stipulated fee of Rs.250/- per paper and appear for the re-exam as notified by the respective Course Director.

18. Attendance shortage

In case a student does not have minimum percentage of attendance he or she shall not be permitted to write the final exam. The student will be given I (incomplete) grade and for the successful completion of the course the student shall have to repeat the course after remitting the required fee as decided from time to time.

19. Admission

19.1 A candidate selected shall be admitted to the rolls of the University on payment of the prescribed fee. The Head of Department concerned shall arrange for registration of courses. The student shall fill in the Course registration Card with relevant details in consultation with the Course Director.

19.2. On admission to a particular course programme, the student shall be assigned an admission or identification number. The admission number allotted to a student shall consist of 3 components (example 2021-52-028, the first component indicating the year of admission, the second being the code number allotted for the course programme in the University and the third component is the serial number of the student in the list of students admitted for that particular programme during the year.

The fixed code for the Diploma/PG Diploma programmes are:

Code	Programme
51	Diploma in Agricultural Sciences
52	Diploma in Organic Agriculture
63	PG Diploma in Landscaping and Ornamental Gardening
64	PG Diploma in Horticultural Therapy

- 19.3. After assigning admission number, the name and other relevant particulars of the student shall be entered in the Admission-cum-Academic Record (Academic Form No.1) maintained in the Department by the respective Course Director offering the course.
- 19.4. 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 Faculty Dean by the Head of the Department.
- 19.5. An admission register shall be maintained in the Department wherein the bio- data of the students, in Academic Form No. 2 shall be entered. In addition, a register showing academic performance of all students shall also be maintained.
- 19.6. 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 Department. The identity card shall be retained by the student throughout the tenure of study in the college and shall be returned to the Head of the Department at the time of leaving the Institution.

20. Registration of Students

- 20.1. A student shall be present in person for registration. In absentia registration shall not be permitted.
- 20.2. For registration in a course, a student after payment of the approved fee shall fill up one copy of the Course Registration Card (Academic Form No. 3), with the help of the Course Director on the day of registration itself. Course Director shall forward the Course Registration Card to the Head of the Department immediately. The Head of the Department after scrutiny and approval will return the copy to the Course Director.
- 20.3. If a student on valid grounds could not register in a particular semester on the day notified for registration, the Head of the Department is authorized to permit him/her for registration within 5 working days by paying a late registration fee as prescribed from time to time.

21. Class Time Table

At the beginning of each programme, the Head of the Department/Special Officer shall prepare the class time table and communicate the same to all concerned.

22. Course Teachers

Course Teacher is the faculty member who offers the course in a programme and will be in charge of all academic activities related to that course.

23. Discontinuance and re-admission

No student on any ground will be permitted for extension of joining time or discontinuance of the course concerned. Liquidated damages will be levied from student who discontinue the courses after closure of admission at the rate of Rs. 25,000/-.

For Diploma - A student may discontinue on valid and genuine grounds, his/her studies temporarily with the 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. A student will be allowed to temporarily discontinue the course only on remittance of a special caution deposit of Rs. 25,000/. Re registration fee after discontinues is Rs. 4000/-

1. On no account a student who discontinued without written permission of the Head of the Institution is 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.
2. If a student admitted to the first year Diploma course does not register for the courses of first semester of that year or having registered, fail to secure 75 per cent attendance in at least 3 courses, his/her name shall be removed from the students roll. In very exceptional and genuine cases, the matter shall be considered by the University and appropriate decision ordered based on individual merits of each case.

24. Evaluation of student, examinations and marks

The evaluation of the students in a course shall be based on his performance in various examinations, submission of practical records, regular practical class work and performance in project works, assignments and viva voce. Viva voce will be conducted by a Board of examinations constituted by the Head of the Department.

24.1. Evaluation

24.1.1 The evaluation component shall have a mid-term, final and practical examination

24.1.2 The schedule of the examinations shall be prepared by the Course Director and notified to the students at the beginning of each trimester/semester.

24.1.3 Supplementary examination for mid-term and final shall be conducted only with the prior approval of the course teacher following the guidelines prescribed. It will be sanctioned only in exceptional cases and after very careful scrutiny.

24.1.4 Answer scripts of all 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. If requested, then the answer scripts are to be made available to them. A chance for appeal to the Head of Department by the student shall be provided to reevaluate the answer sheet.

24.1.5 A student who has not appeared for mid-term examination is not allowed to appear for the semester final examination.

24.2 Report of Marks

The course teachers shall maintain the academic record of the student registered for the respective courses. At the end of the term the teacher shall report the marks of various courses to the Head of the Dept./Special Officer within 15 days with the counter signature of Course Director. The Course Director/ Special Officer shall send the marks to the Head of Institution/University for publishing result.

25. 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

26. Credit requirements for award of Diploma/PG Diploma

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

27. Eligibility for the award of the Diploma/PG Diploma

If the student completes all prescribed courses in the stipulated period with satisfactory minimum marks will be awarded with certificate/ diploma/ PG diploma.

28. Approval of final results and issue of certificates and transcripts

The Vice Chancellor shall approve the final results and the University shall issue certificate and transcript to the Diploma and PG Diploma courses. It shall be open to the Vice Chancellor to withhold the result of a student on any ground that may appear valid to him.

The transcript shall contain all the courses undergone and the marks secured by the student.

A recently taken passport size photograph should be provided by the student for affixing in the transcript and certificate.

Unique ID/Aadhaar number of the student shall be given in the transcript and certificate.

29. Award of Diploma/PG Diploma

The certificates shall be awarded under the seal of the University to students who have satisfactorily completed the course requirements.

30. 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, as the case may be, 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, as the case may be, has 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 period as may be specified and the cancellation of the result of the candidate in such a manner as the Vice Chancellor may decide.

31. Removal of difficulties

- 31.1 If any difficulty arises in giving effect to the provision of these regulations, the Vice Chancellor may issue necessary orders which appear to him to be necessary or expedient for removing the difficulty.
- 31.2 Every order issued by the Vice Chancellor under this provision shall be laid before the Academic Council of the University.
- 31.3 Notwithstanding anything contained in these regulations the Academic Council shall make changes whenever necessary.

Detailed guidelines for examination, evaluation and grading of various courses in the Diploma/ PG Diploma Programmes

1. The evaluation of the students shall be based on their performance in various kinds of examinations, records, assignments, project works, and other types of exercises.
2. The evaluation component shall have a mid-term examination conducted around 60 days for Diploma/PG Diploma /one year certificate courses after the commencement of the semester.
3. The examinations shall be conducted and evaluated by the course teacher concerned under the supervision of the Head of the Department/Special Officer and Course Director.
4. A schedule of the examination shall be prepared by the Course Director and notified to the students at the beginning of each programme
5. The mid-term examination shall have a minimum of one hour duration
6. The question papers of the mid-term shall be approved by the concerned Head of Department/Special Officer. The 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 not later than 10 days from the date of examination. The valued answer papers shall 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.
8. Supplementary examination shall be conducted as follows; Student shall apply for the supplementary examination within five working days of the conduct of the concerned examination. Mid-term shall be conducted on prior sanction of the Head of the Department based on the recommendation of the course director and course teacher.
9. The student shall apply for the supplementary examination to the concerned course Director duly recommended by the course teacher. The Head of Department will examine the genuineness of the case and give approval for conduct of supplementary examination.
10. The course teacher shall keep the valued answer scripts of mid-term examination till the final results are declared at the end of the trimester/ semester.
11. 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.
12. The final theory examination shall be conducted by the course teacher

13. The final theory examination of each course shall be three hours duration for 80 marks and two hours duration for 50 marks
14. The final theory examination shall cover the total syllabi of the course.
15. 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.
16. The answer paper will be evaluated by the course teachers concerned.
17. 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 Department. The Head of the Department shall be Chairperson of the Board of Examiners.
18. No student who is late by more than 20 minutes will be allowed to appear for the examination. Similarly no student will be allowed to leave the examination hall within 30 minutes after the commencement of examination.
19. Separate minimum of 40 percent marks in theory and practical examinations are necessary for successful completion of a course
20. The distribution of marks for theory and practical examination shall be as follows:

The distribution of marks for Diploma in Agricultural Sciences shall be as follows

Theory (100 Marks)		Practical (100 Marks)	
Quiz	10	Records	20
Mid-term	30	RPCW/Assignments	20
Final	50		
Assignment	10	Viva-voce	10
		Practical Examination	50

The distribution of marks for Diploma in Organic Agriculture shall be as follows

Theory (100 Marks)		Practical (100 Marks)	
		Records	10
Mid-term	20	RPCW	10
Final	80	Assignments/project work	20
		Viva-voce	10
		Practical Examination	50

6. GUIDELINES FOR PLAGIARISM CHECK

- Each and every PG/Ph.D/B.Sc. – M.Sc. (Integrated) thesis of Kerala Agricultural University will be checked for plagiarism using standard Plagiarism checker Software provided by Kerala Agricultural University.
- The material from other sources permitted in the thesis will be limited to a maximum of 25 percent and the setting for similarity check will be fixed to exclude 20 words of similarity.
- References and the preliminary pages like contents, certificates, acknowledgement, appendix are excluded from plagiarism check.
- The University Librarian will facilitate the plagiarism check in University Central Library, College Libraries and all College Departments for which Librarians, Heads of Departments and Officers (Academic – PG) of all Colleges will be provided with the password for accessing the Plagiarism Check software.
- The plagiarism check should be done before submitting the thesis to the external examiner
- While submitting the PG/Ph.D/BSc-MSc (Integrated) thesis to the Registrar for final result notification, the Major Advisor will enclose a report generated by the Plagiarism Checker Software along with a certificate to the effect that the thesis has been subjected to plagiarism check and found be in order.
- The similarity index shall be less than 25%. For plagiarism check the chapter ‘Materials and Methods’ in PG/PhD thesis the Major Advisor shall certify that the repetition , if any is due to the duplicated texts in the content of the thesis.

7. 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 the KAU Junior and Senior fellowships to all Post-graduate and Ph. D. 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.

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. *Definitions*

- 2.1. 'Dean of Faculty' means the Dean of Faculty concerned and Dean means Head of the College.
- 2.2. '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.
- 2.3. '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.
- 2.4. 'Post-graduate student' means a student undergoing Masters or Doctorate Degree programme.
- 2.5. 'Registrar' means Registrar of the Kerala Agricultural University.
- 2.6. 'University' means Kerala Agricultural University.
- 2.7. 'Vice-Chancellor' means 'Vice-Chancellor of the Kerala Agricultural University.

3. *Eligibility*

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 3.1 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.

4. *Duration*

4.1. The normal duration of Junior Fellowship will be 4 semesters and that of Senior Fellowship will be 5 semesters (for 6 semesters from 2018 admission onwards) respectively from the date of availing the benefit of the award, or till the date of submission of thesis, whichever is earlier.

4.2. For M.Sc. (Ag. Stat.) programme the normal duration of the fellowship shall be 5 semesters. (Vide University order No. Acad. B1-19405/82/R Dis. dt. 16.5.83).

5. *Value*

The value of Junior & Senior Fellowship will be as fixed by the Kerala Agricultural University from time to time.

6. *Conditions of award*

6.1. The Fellowship will be available only to full-time Masters or Doctorate students as the case may be of the Kerala Agricultural University.

6.2. 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.

- 6.3. 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, study allowances or other any other fellowships. However, there is no objection to a candidate getting leave salary during the period.
- 6.4. 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 10a) and approved by the respective college council or FRC as the case may be.

7. ***Drawal and disbursement of the amount***

- 7.1. The initial sanction for the award of fellowship for a student will be issued by the Registrar and the drawal and disbursement of the amount shall be done by the Dean / Head of the Institution.
- 7.2. The amount of the fellowship for a semester shall be disbursed only after satisfactory completion of the semester.

8. ***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 Institution.
- b) If at any time in the opinion of the Major Advisor 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.

9. ***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.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 :

Signature :

Submitted to:

The Dean / Head of the Institution

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 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, i.e. 3rd to 4th semester after their admission;

Third year class of study: all those students who are in the 3rd academic year, i.e. 5th to 6th semester after their admission; and

Fourth year class of study: All those students who are in the 4th academic year, i.e. 7th to 8th semester after their admission.

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, third and fourth year classes of study 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 (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, 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 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 above, 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 awardees 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.

8. *Value of Scholarship*

The amount of Scholarship payable to the awardees 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.50/-
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 / postgraduate students will be decided by the University from time to time. 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 MSc. student shall not exceed Rs.10,000/- and to a Ph.D student Rs. 20,000/- for the entire period of

course depending on the nature of research and travel for the disciplines having survey activities as a part of research work. No DA/TA 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 the College should be obtained for travel.

The registration fee, eligible bus/train fare of the students for attending the seminar/symposium etc (limited to three seminars for PG students and 5 for Ph.D. students, during the entire period of course, related to their field of study) may be met from the contingency grant for research work of PG/Ph.D. students or ICAR Development Grant (subject to availability of fund). Actual bus/train fare of the students for attending the approved tour programme conducted within India may be met from the contingency grant for research work of PG/Ph.D. students. The Head of the Institution may approve the same on production of duly certified original ticket/invoice by the student concerned through the Head of the Department.

INTERNSHIP, FIELD TRAINING, INPLANT TRAINING ALLOWANCE

Allowances for students undergoing RAWE programme

For the students B.Sc. (Hons.) Agriculture, B.Sc. (Hons.) Forestry, B.Sc. (Hons.) Co-operation and Banking and B.Tech. (Agricultural Engineering) programme - Rs.8000/- 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 journeys.

Refreshment Allowances for students

Sl. No.	Item	Rate/day (Rs.)
a)	Participation in University level Sports and Games, coaching camp/tournaments inside the campus	150
b)	Participation in Sports and Games, coaching camp/tournaments outside the campus but within the State	250
c)	Participation in coaching camp / sports/ games/tournaments outside the State	400
d)	Allowances to participating students from the same campus where the meetings of Students Union is conducted by the Directorate of Students Welfare	100
e)	Allowances to participating students from campuses other than the campus where meetings of Students Union is conducted by the Directorate of Students Welfare	200

Uniform Allowances (per Games/Sports)

Sl. No.	Item	Rate/day (Rs.)
a)	Men	600
b)	Women	750
c)	Track Suit and Sports shoes to University team members	1500

Officiating Allowance per match

Sl. No.	Name of Games	Rate (Rs.)	Maximum No. of officials allowed
1	Football	900	03
2	Volleyball	600	02
3	Basketball	900	02
4	Cricket	900	02
5	Shuttle Badminton	300	01
6	Table Tennis	300	01

BOOK BANK SCHEME

- **Objectives**

The objective of the scheme is to enable the students to acquire text books suitable for their studies and career books at subsidized rates. The subsidy amount is limited to Rs. 500 per student per year or 50% of the total cost of books purchased by a student, whichever is less. (Subject to a maximum of Rs. 2000/- per student during the entire period of study of a programme)

- **Eligibility**

All degree students of the University will be eligible to avail the scheme. 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/Head of the Institution. In so deciding the number, the scheme may be restricted to any one or more classes, priority being given to Final UG students and then to Master's students.

- **Purchase of Books**

The students can purchase books suitable for their studies from bookshops, exhibitions, conferences, research institutions, study tour, etc. and the eligible amount of subsidy can be got reimbursed by submitting the books along with purchase bills and duly filled up applications duly recommended by the Student Advisor/Major advisor, to the library of the concerned college/Institution. The librarian shall bring the books into stock register and return them to the students on proper acknowledgements.

- **Stock of Books**

The books submitted by students for reimbursement of subsidy amount shall be taken to stock in separate stock register in the library and separate issue register shall also be maintained.

The books acquired through the Book Bank Scheme should be stamped with the information that it was supplied at 50% cost under the Book Bank Scheme.

- **Ownership of the Book**

Once the book under this scheme is issued to the student, it becomes his/her property.

APPLICATION FOR AWAILING SUBSIDY UNDER BOOK BANK SCHEME

1 Name of student

2 Admission No.

3 Name of Degree programme

4 Likely date of completion

5 Details of Books purchased

Sl. No.	Name of book	Authors name(s)	Publishers	Price
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6 Details of Invoice/Bill :

7 Signature of the Student

8 Recommendation of Student Advisor

9 Name of Student Advisor 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. Deans/Head of the Institutions are entrusted to enrol each student in the insurance 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.
- 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. Josph 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. Mrs. Devaky Nair Endowment:** Payable to the student who has excelled himself in social service activities.
- 15. Dr. N. P. Kumari Sushama Memorial Award:** Payable to best outgoing student of B.Sc. (Hon.) Ag. Student securing highest OGPA from College of Agriculture, Vellayani, Thiruvanthapuram.
- 16. Dr. N.P. Kumari Sushama Memorial Award:** Payable to best teacher and best department of College of Agriculture, Vellayani, Thiruvanthapuram
- 17. Dr. P.K.R. Nair Prize:** Payable to outstanding Ph.D. Thesis in Agriculture in College of Agriculture, Vellayani, Thiruvanthapuram and in Forestry in College of Forestry, Vellanikkara.
- 18. Dr. E. K. Lalitha Bai Merit Award:** Payable to best outgoing student securing highest OGPA in Diploma in Agriculture at RARS, Pattambi.
- 19. Miss. Femi Jose Memorial Merit Award:** Payable to the first rank holders of B.Sc. (Hons.) (Ag) and M.Sc. (Ag) Plant Pathology of College of Horticulture, Vellanikkara.
- 20. Jaya R. Nair Endowment Award:** Gold Medal to the best outgoing student of MBA (ABM) (student with highest OGPA on completion of the programme).
- 21. Dr. M. R. G. K Nair Memorial Endowment Award:** Gold Medal and certificate at convocation to the first rank holder in the admission of M.Sc. (Ag.) Entomology at Kerala Agricultural University.

8. LIBRARY RULES

The University Central Library and College Libraries are 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 working time of the University Central Library will be:

Normal working days	:	8 am to 8 pm
Second Saturdays	:	10 am to 5 pm
Sundays	:	8 am to 2.15 pm

Note: The Library will not function on other public holidays (including public holidays which fall on Sundays).

The College Libraries will remain open on all working days. The exact time of opening and closing of the college libraries will be specified by the concerned colleges.

2 Membership

A. University Central Library

The staff and students of the Mannuthy, Vellanikkara, and Kannara, Madakkathara campuses/ Stations of KAU are eligible to become regular members of the University Central Library. Membership will be granted on receipt of filled up application in the prescribed form which would be available in the University Central Library/Library website.

a). Membership fee at the following rates has to be paid at the time of admission:

Type of Users	Amount
i. Students	Rs.50/-
ii. Non-teaching Staff	Rs.75/-
iii. Scientists/Teachers	Rs.100/-

b). Membership fee shall not be refunded under any circumstances.

c). The membership stands cancelled as and when the member ceases to come under any categories mentioned in Para. (a) above or on receipt of written request to discontinue the membership.

d). All Heads of Stations should insist a Non-Liability Certificate (NLC) from the Librarian in the event of transfer/resignation/retirement of staff/ student from Kerala Agricultural University working under them.

Note: Any lapse on this account on the part of Head of Institution/ Station will make them liable for such lapses and the concerned officer shall compensate the loss incurred by the University on this account.

Whenever any change of institution or department takes place in the case of Scientists/ Teachers, students and employees of the University, the recommendation of the Head of the new institution or department is necessary for the continuance of the membership. Members should inform the change of address, if any, accordingly.

B. College Library

The staff and students of the Constituent Colleges/Institutions are eligible to become members of the concerned college/institutional library. Membership will be granted on receipt of filled up application in the prescribed form which would be available in the Library. No fee will be levied for enrolling as members of the College Library. The membership will be valid till the member cease to be on the rolls of the respective College/Institution.

3. Loan service

- a. Regular members of the library only can enjoy the privilege of borrowing books from the library. (Others who wish to consult/use the library can do so as per rules and with the permission of the Head of the Institution/Librarian in case of central Library)
- b. Books can be taken out on loan from the library only on card (borrower's ticket) 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 book.

Members are eligible for borrowing books from the University Central Library as follows:

Students	: 4 books
Non-Teaching Staff	: 4 books
Scientists/teachers	: 5 books

The number of books issued to a member from the College Library will be decided by the Head of the Institution depending upon the size of collection, number of users and teaching requirements.

- c. Members on transfer, retirement, resignation, etc. shall return all the library books and Borrowers Tickets and clear dues, if any, and take the NLC from the Librarian, failing which issue of Last Pay Certificate or acceptance of resignation or relief shall not be effected.

Note: - 1. The University/ College/ Station shall not accept the Transfer/resignation or issue Last Pay Certificate or Relief Order to any of its staff members of any category unless the NLC from the Library is received.

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.
- d. Students should produce NLC for the College Library before the issue of the final transcript or T.C. Students in the colleges or stations of Mannuthy-Vellanikkara campus should produce a NLC from University Central Library also.
- e. If a member loses his Borrowers Ticket he/she should immediately report the matter to the Librarian in writing. In the meanwhile he/she should make all efforts to trace the card lost and send a second report within 15 days stating the result of his endeavour. If all the original cards are not found out, duplicate cards will be issued at the discretion of the Librarian at a cost of Rs.100/- (Rupees Hundred only) per card. The Librarian will issue either the duplicate cards or the NLC, as the case may be, only on receipt of the second report after cancelling the last one.
- f. 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.
- g. 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.
- h. If a member is in arrears of dues he will not be issued any further book until he clears the same.

4. **Loan Period**

- a. **Period of loan**
 - i. Students 15 days
 - ii. Staff 30 days
 - iii. Scientists/Teachers 30 days or any other period not more than 60 days as decided by the Head of the Institution. (For course teachers, the period of loan may be extended up to 6 months in College Libraries)
- 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/she would be liable to pay an overdue charge of one rupee per day subject to a maximum of Rs.250/- per book. But, the Dean/Head of the Institution/Librarian may exempt any loanee from paying overdue charges, in justifiable special circumstances.
- 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. Damage or loss of books on loan should be immediately reported to the Librarian in writing. Members are liable to replace such books with a copy of the same/latest edition within one month of its reporting. If not returned within the date specified, members are liable to pay overdue charges fixed for the period up to its reporting in writing from the due date. If the documents could not be replaced the member shall pay the amount as compensation in the following rates:
 - i. Upto 10 years of publication 2 times + 20% of price
 - ii. Within 10-20 years of publication 3 times + 20% of price
 - iii. Within 20-30 years of publication 4 times + 20% of price
 - iv. More than 30 years of publication 5 times + 20% of price

If the above specified amounts are less than the current price of the book, the current price of the book plus 20% shall be the compensation amount.
- b. Readers shall not write upon, damage or make any marks upon any book, manuscript or map belonging to the library.
- c. 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/Librarian.
- d. 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.
- e. No tracing or mechanical reproduction shall be made without the express permission from the Librarian.

7. Theft or unauthorized 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.

8. Production of Non-Liability Certificate by students

The dues, if any, against a student in the College/ University Central Library should be cleared and production of Non-Liability Certificate should be insisted upon at the time of semester registration or issue of final Non-Liability Certificate.

9. Reference books

- a. The books of the type listed below would not be available on loan under any circumstances.
 - i. Old and worn-out books which are out of print and cannot be replaced.
 - ii. Theses and Dissertations
 - iii. 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/Librarian is necessary.
 - i. Encyclopaedias, Dictionaries and Directories.
 - ii. Atlases and Maps.
 - iii. Heavy and oversize volumes.
 - iv. Costly publication which are full of plates.
 - v. Periodical and unbound issues of journals.
 - vi. Bound Volumes
 - vii. Other books/publications which are specifically classified from time to time by the Dean/Head of Institution/Librarian as Reference Books.

10. General

- a. 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 agree to conform to the rules of the library.
- b. While entering the Library members will deposit their personal belongings (overcoats, caps, umbrellas, bags, files, note books, etc.) in the library property counter. They may be collected while the member leaves the library. On no account, the library staff will be held responsible for any damage or loss to the property of the member.
- c. Only light writing material will be allowed inside the library
- d. The last borrower shall be held responsible for any damage to the books, unless it has been pointed out at the time of issue.
- e. 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.

- f. Silence should be strictly observed in the Library.
- g. If there is any special provision/facility in the library for combined study/discussion with or without their own study material, laptops, e-book reader, etc.; the users should take permission from the Librarian before availing the facility.
- h. Smoking/Consumption of alcohol etc within the library is strictly prohibited.
- i. Change of address and designations should be immediately reported to the library.
- j. Violation of these rules or undisciplined behaviour in the library will lead to cancellation of membership and disciplinary action.
- k. Cases of inactivity or other failure in the service should be reported to the Librarian or in his/her absence to the Senior Library Staff present.

9. HOSTEL RULES

1. Rules shall apply to all student Hostels under Kerala Agricultural University.
2. All the hostels of the University shall be under the direct control of the Director of Students' Welfare who will be the Master of Halls of Residence. The decision of Master of Halls of Residence shall be final in all the matters related with the hostels.
- 2A. The Vice-Chancellor shall appoint Deputy Warden for hostel/hostels from among the Dean of Faculty/Deans of colleges in the campuses where the hostels are located. In campuses with more than one Dean of Faculty/Deans, the term of appointment shall be for two years on a rotational basis.
3. There shall be an Assistant Warden for each hostel who is appointed by the Director of Students' Welfare from among the academic staff of the University in consultation with the Deputy Warden of the Campus where the hostel is located for a period of two years.
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 Tutor for each hostel appointed by the Director of Students' Welfare from among the academic staff of the University in consultation with the Deputy Warden of the Campus where the hostel is located, and he/she shall be responsible for the maintenance of discipline in the hostel and shall assist the Assistant Warden in all duties.
6. Admission to the hostel is restricted to the students of Kerala Agricultural University. The students should unconditionally vacate the hostel on completion of the regular period of study as envisaged in the academic programme.
7. All the students should reside in the hostel unless exempted by the Head of Institution where the student is admitted on the ground that they are residing with their parents or guardians.
8. The Master of Halls of Residence may permit faculty members, alumni, or part-time teachers to stay in guest rooms of hostels on payment of prescribed charges for not more than two days subject to availability of guest rooms.
9. Application for admission to the hostels in the prescribed form shall be submitted to the Master of Halls of Residence at the time of centralised admission process of the University. The Master of Halls of Residence 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/re-allotment of rooms and the roommates by the Master of Halls of Residence. The number of students to be accommodated per room will be decided by the Master of Halls of Residence.
11. Change of rooms once allotted, requires the approval of the Master of Halls of Residence.
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. Residents should ensure that all electrical appliances 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/tubes 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 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 establishment charges for a semester prescribed by the University on the date of admission to the hostel. The above charges for the subsequent semesters should be paid on the date of registration of the semesters concerned.
17. The students belonging to the SC/ST/OEC/OBC(H)/ OBC/ and Other eligible categories notified by Government are exempted from payment of the rent, water, and establishment charges provided that such charges are reimbursed from the SC Development Department. The charges due from such students will be adjusted by the college/institute as and when the respective amounts are received from the SC Development 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 Master of Halls of Residence. 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 Master of Halls of Residence.
19. No student is allowed to bring guest to the hostel to stay in the room allotted to him/her. If a student wishes so, he/she shall apply in writing to the Assistant Warden, who in turn shall allot the guest room after accepting the prescribed charges.

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 inmates of hostel are expected to be in the hostel within the time notified by the University. The security on duty at hostels should close and secure the main gate(s) of hostels at the end of the notified time. Anyone who wants to go out and remain after the notified time should obtain 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 anywhere 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 and Deputy Warden. Letters written direct to the Master of Halls of Residence will not receive attention. All movements of the inmates other than during the normal academic hours should be recorded in the Movement Register maintained in the Hostel and the Assistant Warden/Resident Tutor should verify the same every day at the close of the entry time permitted.
32. Misconduct or breach of any of these rules for the hostel will render the offender liable to fine, suspension or dismissal.
33. 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 hostel 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 Deputy Warden/Assistant Warden of the hostel informed of his/her proposed where-about 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, dhobis, barbers, tailors, cloth vendors 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 attached to the hostel and are required to pay a Mess advance decided by the Assistant Warden of respective Hostels on the day of admission to the hostel and on the date of registration of subsequent semesters. The amount so collected shall constitute the 'Mess Fund' which will be credited to the account of the Assistant Warden. 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 semester including the last month dues, and the mess fund for the semester 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 and the proportion of electricity charges as decided by the University and other overheads shall be included in 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 deduct the monthly mess charges of students from the mess advance remitted by the students at the beginning of the semester. The final settlement of the mess advance for a semester shall be made by the Assistant Warden at the end of the last month of the semester and dues if any, should be adjusted/settled by the student along with the mess advance paid for the subsequent semester.
54. No meals will be served to students who fail to remit the mess advance will cease to be members of the hostel.
55. Payment of mess charges should be made to the bank account of Assistant Warden and the proof of such payment should be intimated to the office of Assistant Warden who will issue proper receipts for all sums received.
56. All payments from the Mess fund shall be made through bank and no cash payments are permitted. All bills and requisitions for payment from the mess fund should be certified by the Mess Secretary.
57. Appropriate licences and permits for functioning of the hostel mess shall be obtained from competent authorities for a period of one year in the name of the Hostel Secretary. 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 Master of Halls of Residence shall have the power to order the closure of the mess or to take such other measures deemed fit.
58. The hours of the mess and timing of serving of food shall be decided and notified by the Deputy Warden of hostel concerned.
 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 glass, plates, other utensils, or furniture from the mess hall/hostel premises. Damage or loss of such articles due to the carelessness of the inmates shall be made good by individual or collective fine. Inmates are not allowed to take food to their rooms and food will not be served to the rooms of the inmates.
 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 Deputy Warden on the recommendations of the Assistant Warden. The terms and conditions will be as laid down by the mess committee from time to time.
 64. The Assistant Warden will 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 thereof. Such disciplinary action against mess servants shall be recommended by the Assistant Warden of the concerned hostel to Deputy Warden for further action. The Deputy Warden shall be the disciplinary authority in all such cases.
 65. Notwithstanding anything contained in these rules, the Deputy Warden shall be competent to discharge all or any of mess servants if he/she 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 detrimental to the interests of the students, the hostel, or the University.

66. Hostel Committee

- a) A Hostel Committee may be elected every year from among the inmates. The Committee shall be called “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 student inmates of 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/hostels under one Deputy Warden. He/she shall assist the Assistant Warden(s) in keeping the discipline and cleanliness in Hostel.

Joint Secretary : There shall be one Joint Secretary for the hostel/hostels under one Deputy Warden. He/she shall be in charge of the reading room and library of the hostel.

Recreation Hall Secretary : There shall be one Recreation Hall Secretary for the hostel/hostels under one Deputy Warden. He/she will look after the indoor games hall and TV room.

Block Representative : There shall be one representative from each block/floor of the hostel.

The Deputy Warden and the Assistant Warden shall be President and Vice President respectively of the Hostel Committee.

69. Election : The rules pertaining to election of Hostel Committee will be framed by the Master of Halls of Residence. The election process as per the rules shall be conducted by the respective Deputy Wardens. The Deputy Warden shall have the authority to reject the candidature of election of any inmate considering discipline and welfare of the hostel. The Deputy Warden can nominate any inmate to hold an office for one year.

70. Duties and functions:

- a) The committee shall represent the inmates of the hostel for any matter pertaining to the hostel.
- b) Committee shall be responsible for cleanliness and discipline in the hostel and proper functioning of reading room, library, and recreation hall.

- c) Committee can conduct meetings, debates, cultural programmes, and tournaments, with the permission of the Deputy Warden.
 - d) Committee shall be responsible for the establishment fund expenses and the stock and stores purchased from establishment fund.
71. The Deputy 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 Deputy Warden shall be final in all matters concerning the Hostel Committee.
73. Special rules: Apart from the above rules, the following special rules are also applicable.
- a) Boarders will be allowed to visit or to be visited by those whose names have been intimated to the Assistant Warden by their parents or guardians of the inmates.
 - b) Visitors will be allowed to see the inmates during the time notified by the Deputy Warden on all days of the week in the visitor's room only. The name and address of the visitor, purpose of visit, and relation with the inmate visited must be entered by the resident in the Visitors Register maintained in the Hostel.
 - c) All residents must return to the hostels within the time notified by the University from time to time unless they have obtained prior permission of the Assistant Warden.

10. CO-CURRICULAR ACTIVITIES

THE KERALA AGRICULTURAL UNIVERSITY UNION

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 their duties and rights of citizenship.
2. To achieve the above objective, 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 students.
 - 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 community/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 and games meet, activities of culture clubs, recreational club etc.
 - f) To organise work squads and operation in urban and rural areas.
 - g) To organise programmes encouraging students in various constructive/creative 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) Funds : The funds of the Kerala Agricultural University Union.
- h) Constituent Colleges/Institutes refers to the constituent colleges/institutes of the university.
- i) University Union Councillor : Student elected as University Union Councillor in the Students' Union of Colleges/Institute and member of Managing Council of KAU Union.
- j) Staff Advisor : Staff Advisor of the Kerala Agricultural University Union.

Article IV: Membership

The University Union Councillors of the Students' Union of constituent colleges/Institutes of Kerala Agricultural University shall ipso facto constitute the general body of the Kerala Agricultural University Union.

Article V: University Union Fee

All Colleges/Institute shall collect the prescribed University Union fee from all students at the time of registration of each semester. The College/Institute shall remit such fee collected to P D account of the Director of Students Welfare, the Honorary Treasurer of KAU Union within 15 days from the day of collection.

Article VI: Tenure of University Union

The tenure of University Union shall ordinarily be one year from the date of constitution of University Union or till the date of notification of Students' Union election of the constituent Colleges/institutes, whichever is earlier.

Article VII: Students' Union of Constituent Colleges/Institutes

- 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 two University Union Councillors(One being a lady) elected from among the students other than the final year classes from each College/Institute with a strength of upto 150 students and thereafter One Councillor each for every additional 150 students to represent the College/Institute in the KAU Union. The University Union Councillors shall also represent their Students' Union in the Managing Council of the Kerala Agricultural University Union.
- c) There shall be various associations in all Colleges under the general guidance of the Students' Unions to achieve the objectives of the Kerala Agricultural University Union.

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.) |
| e) The General Secretary | f) The Secretary |
| g) The Honorary Treasurer | h) The Staff Advisor |

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 the term of the KAU Union.

c) President

- 1) The President and all other office bearers (except the ex-officio and nominated members) shall be elected from among the University Union Councillors of the Students' Union of the constituent Colleges/Institutes.
- 2) The President shall preside over all meetings of the Managing Council, University Union and all other functions of the Kerala Agricultural University Union.
- 3) The President shall conduct business of the University Union according to the rules and standing orders.
- 4) The President shall have the right to take decisions and to give ruling and his/her decisions shall be final as far as the meeting is concerned.

d) Vice-President

- 1) Two Vice-Presidents (One Lady) shall be elected from among the University Union Councillors of the Students' Union of the constituent Colleges/Institutes.
- 2) One of the two Vice-Presidents shall preside over the meetings of the Managing Council, University Union and all other functions of the Kerala Agricultural University Union in the absence of the President.
- 3) The Vice-Presidents shall perform the duties of the President on his/her absence or as per request of the President.

e) General Secretary

- 1) The General Secretary shall be elected from among the University Union Councillors of the Students' Union of the constituent Colleges/Institutes.
- 2) The duties of the General Secretary shall be:-
 - (a) To issue notice for all meetings in consultation with the President;
 - (b) To record and maintain the minutes of all meetings and present the same for confirmation in the subsequent meeting;
 - (c) To sign all documents on behalf of the Kerala Agricultural University Union;
 - (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) and to present the same to the Managing Council for approval;
 - (h) To incur expenditure for items specifically approved by the Managing Council among the objects of the Union with the previous concurrence of the Vice Chancellor 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) Secretary

The Secretary shall perform the duties of the General Secretary in his/her absence or as per the request of the General Secretary.

g) 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 Director of Students Welfare will be responsible for the conduct of elections to the Students' Union and the KAU Union.
- 3) The Honorary Treasurer shall be an ex-officio member of the Managing Council without voting power.
- 4) The Honorary Treasurer shall be the custodian of the funds and all properties of the Kerala Agricultural University Union on behalf of the Managing Council.
- 5) The Honorary Treasurer shall ensure that the office work of the KAU Union is executed smoothly and on time.

h) Staff Advisor

The Staff Advisor of the KAU Union will be nominated by Patron from among the teaching staff of the University.

Article IX : KAU 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 Vice Patron; f) The Honorary Treasurer; g) The Staff Advisor and h) University Union Councillors of the constituent Colleges/Institutes.
- 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 elected members of the Managing Council.
- 4) The Managing Council shall meet at least once in six months and such meetings along with the agenda shall be notified at least seven days in advance.
- 5) Any urgent meetings of the Managing Council can be convened with two days notice.
- 6) The Managing Council shall frame rules for the proper working of the Union.
- 7) The Managing Council shall guide the overall activities of the Students' Unions of the constituent colleges/institute of the Kerala Agricultural University.

- 8) 10) Decisions of the Managing Council shall be taken by simple majority of the members present.
- 9) A member of the Managing Council who has not attended three meetings of the Council consecutively without informing specific reasons to the President in writing shall forfeit his membership.
- 10) Vacancies arising shall be filled within one month according to rules and regulations.
- 11) The President, General Secretary and Arts Club Secretary of the Students' Union of constituent Colleges/Institutes can participate in the meeting of KAU Union Managing Council as special invitees. The special invitees shall not have any voting power.
- 12) To issue instructions consistent with the constitution and the rules in all matters not otherwise provided for.

Article X : Fund of the KAU Union

1. Separate head of account shall be allotted in the KAU budget to accommodate all funds of the Union including the annual grant from the Kerala Agricultural University.
2. The University Union Fee remitted by students of constituent Colleges/Institutes at the time of registration of each semester credited to the PD Account of the Honorary Treasurer of KAU Union. (Article V)
3. The Honorary Treasurer will be the custodian of the funds of the Union on behalf of the Managing Council. Expenses for the activities of the Union shall be incurred with the previous sanction of Managing Council as per the budget approved by the Vice Chancellor of the University.
4. The Managing Council shall appoint a committee for auditing the accounts of the Union.

Article XI : 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 five 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 of the taking charge of office.

4. The Managing 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 Managing Council
5. A special meeting of the Managing Council shall be convened if 20 per cent of the members of the Council demand for a meeting specifying the purpose with written notice.
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 2/3 majority of the members of the Managing Council present and voting. The amendment passed by the Council shall be valid or will come into force only if the same is approved by the Patron.
7. The Patron, Vice-Patron, the Honorary Treasurer and Staff Advisor may attend any of the meetings of the Kerala Agricultural University Union or bodies constituted therein, 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 can be made to the Patron.

Article XII: Travelling and Daily Allowances

- 1) Travelling allowance: (a) The office bearers of the University Union or any 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 with prior approval of the Honorary Treasurer, in such cases the actual expenses for special conveyance will be honoured.
- 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 travel is made in 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.

The eligibility and the rate of Travelling and Daily allowances will be governed by the rules in vogue as notified by the Director of Students' Welfare from time to time.

Article XIII : Election

1. The Director of Students Welfare will be responsible for the conduct of elections to the Students' Union and the KAU Union. In furtherance, DSW shall prepare the Schedule of elections to the Students' Union and University Union and submit the same to the Vice-Chancellor for approval. On receipt of approval, the election schedule for Students Union shall be intimated to the Head of the constituent Colleges/Institutes by the DSW. Besides, the DSW shall also submit to the Vice Chancellor a panel of six teachers, one each to be selected as the Returning Officer and Asst. Returning Officer for the election to the KAU Union.
2. All the election process to the Students' Union of all Colleges/Institutes and KAU Union shall be completed as per the guidelines of the Lyngodh Committee Report as per the direction of the Honourable Supreme Court of India. It is mandatory to complete the election process of the Students' Union of the constituent Colleges/Institutes before the election of the KAU Union. The election to the Students' Union of the constituent Colleges/Institutes shall be conducted on the same day. However, in exceptional circumstances if the election to Students' Union of any constituent Colleges/Institutes could not be conducted on the same day, the results of such election shall be declared only on the date of declaration of results of the other election.
3. The schedule of election should ensure that the entire process of election, commencing from the date of filing of nomination papers to the date of declaration of results, including the campaign period, should not exceed 10 days. As such the schedule will be as follows:
 - a) The election will be notified twelve days prior to the date of election.
 - b) Time limit for filing nomination will be two days after the notification of the election.
 - c) Scrutiny of nominations shall be two days from the last date of filing nomination.
 - d) The date of publication of final list of candidates shall be on the same day of scrutiny.
 - e) The last date of withdrawal of nomination shall be two days from the date of publication of final list of valid nominations.
 - f) Final withdrawal of the nomination filed shall be three days from the date of election.
4. Election will be held at a stipulated hours at a designated location. The students desiring to participate in the election process shall cast their vote during the stipulated time.
5. The Director of Students' Welfare shall nominate members of the faculty as Returning Officer and Assistant Returning Officer for the conduct of election to the KAU Union.

6. The election to the KAU Union shall be conducted by secret ballot, each University Union Councillor having single non-transferable vote under the direct supervision of Returning Officers nominated by the DSW. (Vide Appendix I and II)
7. Ballot papers with seal of the Directorate of Students' Welfare and initials of Returning Officer will be distributed to each of students who are entitled to vote by calling their names one by one. The students should mark their preference with the double cross arrow mark against the name of the candidates for whom they are voting.
8. A separate enclosures to ensure secrecy of voting should be provided in appropriate space in the voting room.
9. The counting of votes and declaration of result shall be done by the Returning Officer on the same day of the election. The Returning Officer shall permit the candidates and one representative of each candidate into the counting hall.
10. All regular students on roll as on the date of notification of election shall be eligible to vote in the respective election. The Returning Officer shall publish the draft voters list for scrutiny. The final voters list shall be published by the Returning Officer after addressing objections received if any. The Returning Officer should ensure that the final voters list is be prepared and ready for publication before the date of notification of election.

Note: Election to the Students' Unions in all the constituent colleges/institutes and KAU Union will be conducted based on the recommendations of the Lyngodh Committee report which is as per the directions of the Honourable Supreme Court. This was approved in the 109th meeting of Academic Council held on 15.7.2008. The recommendation of the Lyngodh Committee available in the website of UGC.

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 (Recommendations 6.5.1 to 6.5.8) were decided to be implemented with modifications. The modification applicable for KAU Union elections is stated as follows:

- 6.5.6 The candidate shall have only one opportunity to contest for the post of Office Bearer of KAU Union during his/her studentship in the University. This point was further clarified that University Union President, Vice President, General Secretary, and Secretary constitute the office bearers.
- 6.5.7 The candidate shall not have previous criminal records i.e. he/she should not be tried and/or convicted of any criminal/civil offence or misdemeanour. The candidate also shall not have been subject to any disciplinary action by the University.

11. STUDENTS' UNION OF COLLEGES/INSTITUTES

(in accordance with Lyngodh Committee recommendations)

1. Title

The Students' Union of each of the College/Institute of Kerala Agricultural University shall be called by the term "Students' Union" followed by the name of the College.

Eg: "Students' Union of College of Agriculture".

2. Objectives

The objectives of the Students' Union shall be :-

- i) To encourage the spirit of comradeship.
- ii) To serve as a forum for training in leadership.
- iii) To organize debates, seminars, work squad, touring parties and other important activities.
- iv) To promote opportunities for students to organize 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 students, and for the Institution.

3. Membership

- a) All students of the College/institute shall ipso facto be members of the Students' Union and shall have the right to vote and contest in the elections, of the Union and other clubs, associations or forums, subject to satisfaction of other eligibility criteria.
- b) All students shall pay the prescribed Students' Union Fee at the time of registration of each semester.

4. Students' Union Fee

All Colleges/Institute shall collect the prescribed Students' Union fee from all students at the time of registration of each semester.

5. Tenure

The tenure of Students' Union shall ordinarily be one year from the date of constitution of Union or till the date of notification of Students' Union election, whichever is earlier.

6. Executive Committee:

The Executive Committee of the Students' Union shall consist of :-

- i) Patron
- ii) Associate Patron cum Honorary Treasurer
- iii) President
- iv) Vice-President
- v) General Secretary
- vi) Associate Secretary
- vii) Arts Club Secretary
- viii) Student Editor
- ix) Two University Union Councillors (including one lady elected to the University Union) from among the students other than final year classes for each College/Institute with a strength of upto 150 students and thereafter One Councillor each for every additional 150 students.
- x) One representative from each UG/Diploma class. (Class denotes year of Admission.)
- xi) One representative from among all the Post-graduate students of the College/Institute.
- xii) The Staff Advisor (Nominated by the Head of Institution)
- xiii) The Staff Editor (Nominated by the Head of Institution)

7. 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 Students' 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/she shall preside over all the meetings of the Students' Union in the absence of the President or as per request 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 other than the final year classes. The Secretary shall issue notices for meetings and other functions of the University Union and record and maintain the minutes of the meetings. The Secretary shall make all arrangements for the ordinary and extraordinary meetings of the Students' Union subject to the approval

of the Executive Committee. He/she shall be the custodian of the records of store and stock of the Students' Union. Arrange for the purchase of the requisites of the Union. Prepare annual reports and present the same to the Executive Committee. Prepare budget in respect of the activities and present the same to the Managing council for approval. Incur expenditure for items specifically approved by the Executive Committee among the objects of the Union with the previous concurrence of the Patron. Submit vouchers for payment and to render monthly statement of expenditure incurred by the Union to the Associate Patron cum Honorary Treasurer. Submit the accounts and vouchers relating to the year for audit.

- d) Associate Secretary : The Associate Secretary shall be elected from among the students other than the final year class. He/she shall be the Librarian of the Association Library and shall be responsible for the maintenance, circulation and safe custody of the books, periodicals, newspapers etc. The Secretary shall perform the duties of the General Secretary in his/her absence or as per the request of the General Secretary.
- e) Arts Club Secretary : The Arts Club Secretary shall be elected directly by and from among the students of the College other than from the final year class. He/she shall have the right to organise all such activities to promote artistic talents of the students.
- f) Student Editor : The Student Editor shall be elected directly by and from among the students of the college other than from the final year class. He/she shall be responsible for bringing out the College Magazine, Wall Magazine and organise activities for upgrading and upskilling the literary talents of the students.
- g) Class Representative : Class Representative shall be elected from among the students of the respective classes. The year of admission shall be treated as a class for this purpose.
- h) University Union Councillors: University Union Councillors shall be elected directly and from among the students of the college, who shall represent the College/Institute in the KAU Union as per Clause 5(ix) above.
- i) Honorary Treasurer cum Associate Patron : The Honorary Treasurer cum Associate Patron shall be nominated by the Patron from among the members of the Academic Staff of the College. The Treasurer shall advise and guide the students in various activities of the Union and also supervise fund management of the Union.
- j) Staff Editor : The Staff Editor shall be nominated by the Patron from among the members of the academic staff of the College. He/she shall be responsible for correspondence, accounts, etc. in connection with the publication of the College Magazine.

8. Conduct of Election:

- a) The election to the Students' Union in all constituent Colleges/Institutes shall be conducted as per the Schedule of Election intimated by the Director of Students' Welfare.
- b) The Head of College/Institute shall nominate a member of the faculty to be the Returning Officer and other election officer(s) for the conduct of election to the Students' Union.
- c) The election to the office bearers of the Students' Union and various associations under the Students' Union 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)
- d) Ballot papers with college seal and initials of Returning Officer will be distributed to each of students who are entitled to vote by calling their names one by one. The students should mark their preference with the double cross arrow mark against the name of the candidates for whom they are voting.
- e) A separate enclosure to ensure secrecy of voting should be provided in appropriate space in the voting room.
- f) The counting of votes and declaration of result shall be done by the Returning Officer on the same day of the election. The Returning Officer shall permit the candidates and one representative of each candidate into the counting hall.
- g) All students on roll as on the date of notification of election shall be eligible to vote in the respective election. The Returning Officer shall publish the draft voters list for scrutiny. The final voters list shall be published by the Returning Officer after addressing objections received if any. The Returning Officer should ensure that the final voters list is prepared and ready for publication before the date of notification of election.

Note : Election to the Students' Unions in all the constituent colleges/institutes will be conducted based on the recommendations of the Lyngodh Committee report which is as per the directions of the Honourable Supreme Court. This was approved in the 109th meeting of Academic Council held on 15.7.2008. The recommendation of the Lyngodh Committee available in the website of UGC.

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 (Recommendations 6.5.1 to 6.5.8) were decided to be implemented as follows:

- 6.5.1 Undergraduate Students between the age group of 17 and 25 are eligible to contest the election.
- 6.5.2 PG students between the age group 21-28 years are eligible to contest the election.
- 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 the re-exam/repeat exam or who has not successfully completed all the courses of the earlier semesters as on the date of filing the nominations shall not contest the election.
- 6.5.5 The candidate should have attained minimum percentage of attendance as per rules in vogue.
- 6.5.6 A candidate shall have one opportunity to contest for the post of Office Bearer and two opportunities to contest the post of Executive Committee of the Student' Union. The President, Vice President, Secretary, Associate Secretary form the office bearers. The Arts Club Secretary, Student Editor, Class representatives, PG representative and University Union Councillors form the Executive Committee.
- 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 misdemeanour. 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 students registered in the minimum required semesters for the completion of a programme only are eligible to contest in the election to the Students' Union. This is further clarified that student who had registered for additional semesters for completion of the programme is not eligible to contest even if the student is on rolls of the College/ Institute and have no backlogs.

9. Duties of the Executive Committee:

- a) 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.
- b) The Executive Committee shall meet at least once in a month and such meetings alongwith agenda shall be notified at least seven days in advance. In emergent circumstances,the Executive Committee shall meet at notice of two days.
- c) A member of Executive Committee other than the member nominated by the Patron,who has not attended three meetings consecutively without prior sanctionshall forfeit his membership.

- d) 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.
- e) Decision of the Executive committee shall be taken in accordance with the opinion of the simple majority of the members present.

10. Patron

The Head of the Institution shall be the Ex-officio patron of the Students' Union. The patron shall be the ultimate authority in all matters concerned with the Students' Union. He/she may ordinarily act on the advice of the Executive Committee.

11. Associations under the Students' Union

There shall be various associations like Athletic Association, Social Service League, Planning Forum, etc. subordinate to the Students' Union to achieve the objects of the Union. All the students of the college shall ipso facto be members of these associations also. The Secretary of these associations will be elected directly by the members subject to the bye-laws of the association. The Patron shall nominate advisors for these associations and Arts Club from among the academic staff of the college.

12. Activities

- a) The Executive Committee of the Students' Union shall normally formulate the general policy, and guide the activities of the Union.
- b) In all matters connected with the Students' Union the final decision rests with the Executive Committee, but an appeal shall lie to the patron, when there is a dispute.
- c) The Students' Union shall not take part in any political activity.

13. Expenditure

- a) All funds of the Union shall be deposited in Savings Bank Account in the name of the Patron (Head of Institution) 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.

14. Patron's Authority

Notwithstanding anything said above the patron's decision shall be final in all matters affecting the Union.

12. 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. In 2016, in accordance with ICAR direction, KAU has made NSS as a non-graded course for all UG programmes of the University.

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.

As NSS has been introduced as a non-credit course in the first four semesters of the KAU UG courses, NSS certificates should be issued to only those students who have completed 240 hours of social service and attended the special camp.

13. NATIONAL CADET CORPS (NCC)

Kerala R&V Sqn. NCC is functioning in the University. The students from the all colleges of KAU and neighbouring Government Colleges are enrolled in the NCC.

The National Cadet Corps is a Tri-Services Organization, comprising the Navy, Army and Air Force, engaged in grooming the youth of the country into disciplined and patriotic citizens, which was created under the Indian Defence Act, 1917 with the Aim to make up the shortage of the Army. Upon the recommendation of the committee headed by Pandit H N, National Cadet Corps came into existence under the National Cadet Corps Act XXXI of 1948 under the Ministry of Defence (MoD). The Naval Wing was introduced in 1950 and the NCC curriculum was developed at the behest of Late Pandit Jawaharlal Nehru who took a keen interest in the growth of the NCC. Following the 1962 Sino-Indian War, to meet the requirement of the Nation, the NCC training was made compulsory in 1963. In 1968, the Corps was again made voluntary.

The Aims of NCC.

- To develop qualities of character, courage, comradeship, discipline, leadership, secular outlook, the spirit of adventure and sportsmanship and ideals of selfless service among the youth to make them useful citizens.
- To create a human resource of organized, trained and motivated youth to provide leadership in all walks of life including the Armed Forces, and be always available for the service of the nation.
- To create a suitable environment to motivate the youth to take up a career in the armed forces.

Activities

- Institutional Training
- Camp Training.
- Attachment Training.
- Naval Wing Activities.
- Youth Exchange Programme.
- Community Development Programme cum Social Service Activities.
- Adventure Training, Cycle Expedition, Trekking & Sports etc.
- Foot Drill, Arms Drill & Weapons Training.
- Self Defence.
- Map Reading

A Senior Division Naval Wing NCC unit is established on 26th November 2021 at College of Agriculture, Vellayani with a total strength of 50 cadets. NAVY NCC unit functions under 1(K) Navy Unit, NCC, Aaakulam, Thiruvananthapuram. The total tenure of a cadet is 3 years. First batch of students were enrolled on 30th November, 2021. B.Sc (Hons.) Ag. and Btech (Biotechnology) students were enrolled for the programme. Plans are underway for other colleges in KAU to establish their own NCC units soon.

(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

(Vide constitution of the Kerala Agricultural University Union)

NOMINATION PAPER*

Election of the President/Vice President/General Secretary/Secretary

I hereby nominate.....
councillor 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.

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

1. Name of College/Institution

Part A									Part B		
Sl. No.	Course No. courses added	Title of the course	Credits	Name of Dpt.	Initials of course teacher of 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

Name and designation of Advisor

Counter signed

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 withdrawn	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 Advisor

Name

Designation

Signature of Advisor

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(s)
3. (a) PC group
(b) Thrust area
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 the technical programme
10. Main items of observations to be made
11. Facilities
(a) Existing
(b) Additional
12. Duration of the study
13. Time frame of study
14. Budget outlay

Place :

Signature of the student

Date :

Name and signature of members of the Advisory Committee

- 1.
- 2.
- 3.
- 4.

Place :

Signature of Head of the Department

Date :

Appendix (Reference)

Acad. Form 10b

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

Classification of the courses	Cat. No.	Title of course	Credits
1. Major Courses			
Total			
2. Minor Courses			
Total			
3. Supporting Courses			
Total			

3. Research topic for thesis
4. Course to be completed by the student :
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 :

Acad. Form 11

Faculty of

PROPOSAL FOR APPEARING FOR THE QUALIFYING EXAMINATION FOR MASTER’S/DOCTORATE DEGREE

(To be filled by the student and submitted in duplicate to the major advisor at least two weeks before the proposed date of qualifying examination)

- 1. Name of Department :
- 2. Name of College :
- 3. Name of degree programme :

PART – I

- 1. Name in full :
- 2. Admission No. :
- 3. Date of joining PG programme :
- 4. Periods of discontinuance if any : From To
Duration

- 5. Proposed date of qualifying written examination :
- 6. Approved title of thesis :
- 7. Order No. approving the title of thesis :
- 8. Total credits programmed and completed :

Nature of credits/Total credits Equivalent	Credits completed programmed completed	Percentage so far	OGPA of credits
--	--	-------------------	-----------------

- 1. Course credits
 - 1. Major courses
 - 2. Minor courses
- 2. Research credits
- 9. Whether completed 75% of prescribed major and minor courses separately
- 10. Major field of specialization :

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 THE STUDENT

PART – II
(Remarks of Major Advisor)

Place:

Date:

Signature :

Name and designation of
(Chairman & Major Advisor)

PART – III
(Remarks of the Head of the Institution)

Place:

Date :

Signature of the Head of the Institution

Acad. Form 12

Faculty of

PROPOSAL FOR APPEARING FOR THE QUALIFYING VIVA-VOCE 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 :
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 Head of the Institution

Place:

Date:

Signature of the Head of the Institution

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/
Head of the Institution 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 courses (100) :
 - ii. Minor courses (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	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.

Acad. Form 14

Faculty of.....

**PROPOSAL FOR APPEARING FOR THE FINAL
EXAMINATION FOR MASTER'S / DOCTORATE DEGREE**

**(To be filled by the student and submitted in duplicate to the major advisor at least
two weeks before the proposed date of examination)**

1. Name of Department :
2. Name of College :
3. 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 PG programme :
4. Date of termination of last semester attended :
5. Total No. of semesters completed :
6. Periods of discontinuance if any : Duration
From To
7. Approved title of thesis (with code no) :
8. Order No. approving the title of thesis :
9. Total credits programmed for the degree and
credits completed :
10. Whether all the prescribed credits have
been completed or not :

Nature of credits	Total credits proposed	Credits completed so far	OGPA	Remarks
Course credits				
Research credits				
Total				

11. Major field of specialization
12. Minor Fields
 - 1.
 - 2.
 - 3.
 4. :

13. Particulars of examination fees remitted :
- Amount :
- Book No. :
- Receipt No. :
- Date :
14. Date of passing and Notification number of the
qualifying Examination :
15. Date of Thesis Presentation / defence seminar :
16. a. Whether one research paper has been accepted
(in the case of Ph.D.) and sent for publication
(with Proof in the case of M.Sc.) in a referred journal :
- b. Details of submission:
- i) Title of research paper:
- ii) Date of submission :
- iii) Name of Journal (attach proof for
submission) :
17. Date of submission of thesis :
18. Name and designation of the members of the
Advisory Committee :
- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

PART – II
(Remarks of Major Advisor)

Place :

Signature

Date :

Name and Designation

PART – III
(Remarks of the Dean)

Place :

Signature of Dean

Date :

Acad. Form 15

**PANEL OF NAMES FOR APPOINTMENT OF
EXTERNAL EXAMINER(S)**

1. Name of student :
2. Admission No. :
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 the need be present to conduct the final viva-voce examination.

Sl. No.	Name	Designation, Full address with Phone No. and email	Remarks
1			
2			
3			
4			

Signature of Major Advisor :

Name :

Designation :

Place :

Date :

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)

.....

Head of the Institution

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: 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 here with)
 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

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 other documents prescribed

Acad. Form 17 a

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 :
4. Whether external evaluation or internal evaluation : IE/EE.

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. & academic year in which
Re-exam is sought :
10. Period of the semester in which REis 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 fromto and agree to write the exam as scheduled overleaf.

Date.

Signature of student.

RECOMMENDED/ NOT RECOMMENDED

Signature :

Name & Designation of Advisor :

Remarks of the Head of Dept. offering Re-examination/Repeat course and suggestion of the course teacher

Proposed Examination schedule*	Date	Marks
Quiz		
Mid term		
Final Exam		
Practical		
Records		
Viva		

I agree to write the exams as scheduled above

Signature of the student

Counter signature of course teacher:

Signature of Academic Officer U.G. 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. :

* If the date of examination happens to be a holiday or a non-examination day as per the orders of the Head of the Institution, the scheduled exam will be conducted on the next working day at the scheduled time without further notice.

Acad. Form 17b

APPLICATION FOR RE-VALUATION 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. Catalogue No. & name of course for which re-valuation is needed.
6. Details of fee remitted (Attach receipt) :
7. Date :

Signature of applicant.

8. Recommendation of student advisor :

Student Advisor

9. Recommendation of the Dean

Date:

Dean

Note: The application shall be received by the Dean/ Assoc. Dean/ Spl. Officer within the prescribed time limit (that is within 15 days of notification of results) and forward to the Controller of Examinations, Kerala Agricultural University, Vellanikkara, Thrissur.

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/s (Indicate Internal/ 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 than 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:

Signature of the student.

Date:

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:

Acad. Form 19

Faculty of

PROPOSAL FOR SUBMISSION OF THESIS FOR MSc/ PhD

1. Name of Department
2. Name of College

PART I

(to be filled in by the student)

1. Name in full
2. Admission No.
3. Date of joining the MSc/ 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/ PhD degree and credits completed

Total programmed	Completed so far	OGPA	Remarks
Course credits			
Research credits for thesis			
Total			

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
13. Name and designation of the members of the Advisory Committee

Place :

Date :

Signature of student

PART II

(Remarks of Major Advisor)

Place :

Date :

Signature

Name & Designation

(Remarks of Head of Institution)

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 exam 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, and 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. Recently taken passport size photo shall be provided for affixing in the transcript.
6. A copy of the Aadhaar card shall also be provided along with the application. The last four digits of the Aadhaar number should be given in the Certificate and Transcript.
7. Candidates are advised as a safeguard against the miscarriage of non-delivery of applications, to submit the same by registered post/acknowledgement due.
8. 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 India, KAU campus Branch, Kerala Agricultural University P.O. 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.

Appendix IV

FEE STRUCTURE

(Subject to revision anytime at the discretion of the University)

1.1 Fee for under-graduate programmes

1. Admission fee (at the time of admission)	800
2. College caution deposit (Refundable)	1600

Item	UG programme	I sem. (Rs.)	II sem. onwards (Rs.)
1.	Tuition fee	7500	7500
2.	Semester Exam fee	640	640
3.	Special Fee		
i.	Library	320	320
ii.	Stationery	240	240
iii.	Sports/ Athletic fee **	160	160
iv.	Magazine fee **	160	160
v.	Uty. Union fee**	400	400
vi.	Medical inspection fee**	160	160
vii.	Academic Handbook	80	80
viii.	Association fee**	160	160
Total		9820	9820

1.2. Fee for post-graduate programmes (KAU)

Item	Masters degree programme	Doctorate degree programme
1. Admission fee (at the time of admn.)	800	800
2. College caution deposit (refundable)	2400	3190

Item	Masters degree programme		Doctorate degree programme	
	1 st sem. (Rs.)	2 nd Sem. onwards	1 st sem. (Rs.)	2 nd Sem. onwards
1. Tuition fee*	10380	10380	10380	10380
2. Semester Exam fee*	730	730	730	730
3. Special fee	0	0	0	0
i. Library fee	800	800	800	800
ii. Medical inspection fee**	160	160	160	160
iii. Stationery fee	480	480	480	480
iv. Academic Handbook	160	160	160	160
v. Sports/Athletic fee **	320	320	320	320
vi. Magazine fee **	160	160	160	160
vii. University Union fee**	400	400	500	500
viii. Association fee **	160	160	160	160
Total	13750	13750	13850	13850

* Tuition fees and Examination fees for the students are exempted for semester registration, if it is only for thesis submission while registering additional semester.

** Out of the total amount of Special Fee collected the entire amount relating to Sports/Athletic fee, Magazine fee, Association fee and Medical Inspection fee and Rs. 25,000/- of total University Union fee collected from the College will be remitted to the PD account of Dean/Associate Dean/Head of the Institution concerned. Balance amount of University Union fee collected should be transferred to the PD account of Treasurer Kerala Agricultural University Students' Union and DSW.

2.1. Fee for certificates (KAU)

Sl.No	Item	Fee for application received (Rs.)
1	Bachelor's Degree	1600
2	Master's Degree	2400
3	Doctorate	3200
4	Diploma	1600
5	PG Diploma/Titles	1600

Sl.No	Item	Fee for application received (Rs.)
6	Genuineness Verification	400
7	Transcript	480
8	Migration Certificate	640
9	Rank Certificate	240
10	Duplicate Certificate	1600+ fee fixed for concerned certificate
11	For Certified extracts from the records of the University	320
12	Provisional Degree Certificate	320
13	Fast track processing fee for issuing Provisional Certificate	
	a. Within 3 days	4000
	b. Within 7 days	2000
	c. Within 15 days	1000
	d. After 15 days	Nil
13	Official Copy attestation	800
14	Equivalency Certificate	800
15	Certificates other than mentioned above	1200
16	Duplicate Identity card	160

Along with the actual certificate fee, the late fee will be collected for all certificates listed from Sl.no:1-11 as shown below:

Application submitted after one year from the date of result publication upto 5 years: Rs. 400/-

From 5 to 10 years : Rs. 800/-

After 10 years : Rs. 800/- + Rs. 400 for each year beyond 10 years.

The postal charges will be fixed as Rs. 2200/- for all certificates sending abroad. Postal charges inside country will be fixed as Rs.60/- for sending Duplicate Degree Certificate, Genuineness verification Certificate and Official copies attested.

2.2. Fee for late registration, re-registration etc. (KAU)

Item	Fees (Rs.)
Late registration fee within 5 working days	100
6 th and 7 th working day	500
Upto 10 th working day	1000
Re-registration fee after temporary discontinuation	480

2.3 Fee for various examinations (KAU)

Item	Fees (Rs.)
Final Viva-Voce Examination for Masters Degree	4800
Final Viva-Voce Examination for Ph.D	7990
Comprehensive examination fee for Masters Degree	1050
Comprehensive examination fee for PhD programme	2400
Late fee for submission of thesis:	
(i) M.Sc	800
(ii) Ph.D	1600
Internal Supplementary Examination fee (per paper) UG/ PG	240
Re-examination/Repeat Examination fee(per paper) UG/ PG*	730
Application for revaluation (per paper) UG	800

* SC/St students are exempted from payment of re-examination fee

* Re-examination fee for improving grade Rs. 1000/- per paper

2.4. Fee for hostel accommodation (KAU)

Item	Fees (Rs.)	
		PG / Ph. D.
Hostel admission fee*	150	150
Rent per semester	150	320
Mess advance per semester	15970	15970
Water charge per semester	90	90
Hostel caution deposit*	800	800
Establishment fund	90	90
Electricity Charges**	xx	xx

* Payable at the time of admission only

** 50% of the total electricity charges will be met by the University and the rest 50% charges will be divided among the students

STUDY TOUR

1. Study Tours courses, if any, prescribed in the syllabus are compulsory in all faculties.
2. All the places/ stations of technical importance in one direction to be visited should be covered in the same programme as far as possible.
3. 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.
4. Duration of each tour will be as decided by the heads of colleges without exceeding the total duration specified in clause 2 above.
5. It shall be compulsory for a student to attend and participate in tour on all days. However, in unavoidable 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 unauthorised for any part of the tour will be awarded the grade 'US'.
6. 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
Total	-	100

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 prior permission of the Head of the institution shall undergo field experience in farms/ institutions allotted by the 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 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 or the Head of 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. Study tour allowance to each student for the entire duration of the programme shall be limited to Rs.8000/- (All India + SouthIndia/All Kerala)

DUPLICATE DEGREE CERTIFICATE

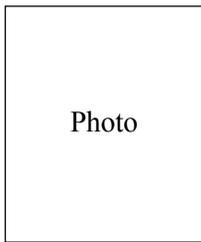
1. Duplicate degree/diploma certificates/transcripts both of graduation and post-graduation will be issued by the Kerala Agricultural University hereafter and the following rules have been prescribed for the issue of duplicate degree certificates.
2. Fee as prescribed by university will be collected from the candidates for each certificate.
3. An affidavit in a stamp paper should be executed by the candidate in presence of a I Class Magistrate or Notary Public to the effect that the original degree/diploma certificate/transcript issued by the University is irrecoverably lost/damaged. A photograph of the candidate duly attested by the same Magistrate or Notary Public should also be affixed in the affidavit.
4. A certificate of identification should be produced from the concerned Dean along with the affidavit.
5. The duplicate certificate will be rubber stamped DUPLICATE on the margin.
6. Duplicate certificate will be issued only after verification of student file concerned and necessary entries in having issued the duplicate certificate will be made in the admission-cum-Academic record maintained by the University.

AFFIDAVIT

I,.....
.....S/o / D/o
.....aged.....now
residing inDistrict do hereby solemnly
affirm and state the followings.

1. I have passed the..... examination
of from the Kerala Agricultural University with
Admission 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 was 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 theday
ofTwo thousand and



DEPONENT

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 realizing 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 claims 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

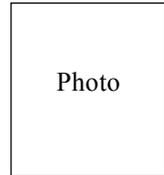
- Last date for receipt of application :
- Degree for which application is made :
1. Name of the candidate in full as enrolled in the University records :
 2. Sex :
 3. Admission Number :
 4. College from which the candidate was presented for the examination :
 5. Month and year of passing the final 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 certificate in person or in absentia :

Station:

Date:

Appendix VIII

KERALA AGRICULTURAL UNIVERSITY
Student Information – Data Sheet
(To be filled by the student at the time of admission)



1. Institution	:	
2. Course	:	
3. Semester	:	S1
4. Date of Registration	:	
5. Name (include initials after name)	:	
6. Date of birth (dd/mm/yyyy)	:	
7. Gender	:	
8. Marital Status	:	
9. Parent's 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. Email ID	:	
For Office use only		
1. Year of Admission	:	
2. Programme Definition Code	:	
3. Admission Serial No.	:	

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 cognizable 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 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 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 who directly or indirectly commit, participate in, abet or propagate 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 meida
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 or tiers 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 authorization may come across promptly, and at all level and necessary action must be attended to with great dispatch. 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 those 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 raging 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 discussion 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 faculties 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 Assistant Warden should address all the students. There should be resident tutors to assist the Assistant Warden to fulfil 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 Assistant Wardens must be accessible at all hours. They must be issued with mobile phones by the institutions and the details of their telephone number must be widely publicized. Similarly, the telephone numbers of the head of institution, Faculty members, members of anti-ragging committee, District and Sub-divisional authorities and authorities of 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 of 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 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

GUIDELINE FOR GRANTING GRACE / TALENT MARKS FOR EXCELLENCE IN SPORTS, GAMES, NCC AND ARTS ACTIVITIES

Grace marks will be awarded for the students who win any one or more of the first three prizes/participating in sports, games, NCC or arts activities held at All India Inter University, All India Inter Agricultural University, National or International level by representing the Kerala Agricultural University, Kerala State, India or group at Universities/States/Nations at the rate given below:

Sl. No	Items to which Grace Marks shall be awarded	Percentage of Grace Marks
1	Representing the University/State in inter-university/inter-agricultural university/national (inter-state) competition in team games/individual sports/arts	
	I Place	4%
	II Place	3%
	III Place	2%
	Participation	1%
2	NSS Volunteers/NCC cadets NSS Volunteers having NSS certificate/NCC “B” Certificate holders	1%
	NSS Volunteers attended National Camps/NCC “C” Certificate holders	2%
	NSS Volunteers attended Republic Day camps/ NCC Cadets Attending National Integration Camp Attending Republic Day/Camp/Parade	3%

The following shall be the norms for the awarding of grace marks to the students:

1. A student winning any of the said three prizes/participating in a Tournament / Championship / games / meet / NCC / Art activities shall be granted grace marks at the rates as applicable to the prize won by him / her.

2. A student winning two or more of the said three prizes/participating in a Tournament / Championship / games / meet / NCC / Art activities shall be granted grace marks at the rates as applicable only to the highest prize won by him / her.
3. The granting of grace marks shall be restricted to solely the semester in which he/ she practiced for most of the time in preparing for the concerned event(s). The said semester being identified by the respective KAU teacher who shall be responsible for preparing the concerned student for the event(s).
4. All the courses for which the prize-winning student has registered in the concerned semester shall be eligible for being granted the said grace mark. The concerned semester being identified vide condition cited just above.
5. Grace marks shall be calculated on the basis of maximum marks and shall be granted in full at the rates applicable separately for both the theory and the practical, if the course involves practical.
6. The grace marks shall be granted to a student only once for the course for which he/ she has registered in a semester, irrespective of the number of appropriate Tournament / Championship / games / meet / NCC / Art activities in which he /she won prize(s)/ participated relating to that semester.
7. Grace marks shall be granted during subsequent semesters too provided the student wins the said prize(s)/participates in a Tournament / Championship / games / meet / NCC / Art activities relating solely to those semesters.
8. Grace marks in part or full pertaining to one particular semester or Tournament / Championship / games / meet / NCC / Art activities shall not be allowed to be carried over to a semester other than one for which it is originally intended.
9. Granting of grace marks shall be limited to such an extent that no beneficiary gets more than 100% marks in any course, upon adding the grace marks.
10. The grace marks shall not be considered for the purpose of ranking or any other academic purposes; and
11. No grace marks will be granted to Experiential Learning and RAWE/student READY programmes.

GUIDELINE FOR GRANTING CONCESSION FOR DIFFERENTLY ABLED STUDENTS IN UNIVERSITY EXAMINATIONS

The concessions for differently abled students in University examinations are granted as per RPWD Act 2016. The Act envisages concessions to students with benchmark disability of not less than 40%.

The following concessions are permitted to differently abled students for examination at the University:

1. Service of a Scribe/Interpreter/ Reader/Lab Assistant, if necessary, will be provided upon the production of a certificate in **Annexure XIII** from the competent authority stating that the person concerned has a physical limitation that prevents them from writing the examination.
2. Grace marks up to 25% of the total marks of the semester to secure minimum marks required to pass the examination.
3. Compensatory time of 20 minutes / hour for theory & Practical examinations.

Instructions for providing the Service of Scribe/Interpreter/Reader/ Lab Assistant:

- i) The facility of Scribe/ Interpreter / Reader/Lab Assistant has to be provided as per the request of the person with Disability students as advised by competent authority. The candidate should have the discretion of opting for his own Scribe/ Interpreter / Reader/ Lab Assistant or request the Examination body for the same. The examining body may also identify the Scribe/Reader/Lab Assistant to make panels at the District/Division/ State level as per the requirement of the examination. In such instances the candidate should be allowed to meet the scribe two days before the examination so that the candidate get a chance to check and verify whether the scribe is suitable or not.
- ii) In case the examining body provides the Scribe/Reader/Lab Assistant, it shall be ensured that qualification of the scribe should not be more than the minimum qualification criteria of the examination.
- iii) In case the candidate is allowed to bring his own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking examination. The person with benchmark disabilities opting for own scribe/reader should submit details of the own scribe as per **Annexure XIV**.
- iv) There should also be flexibility in accommodating any change in Scribe/Reader/ Lab Assistant in case of emergency. The candidate should also be allowed to take more than one Scribe/Reader for writing different papers especially for languages. However, there can be only one scribe per subject.

- v) Person with benchmark disability should be given, as far as possible, the option of choosing the mode for taking the examination i.e in Braille or in the computer or in large print or even by recording the answers as the examining bodies can easily make use of technology to covert question paper in large prints, e-text or Braille text in English or regional language.
- vi) In case, the persons with benchmark disabilities are allowed to take examination on computer system, they should be allowed to check the computer system one day in advance so that the problems, if any in the software/system could be rectified. Use of own computer/laptop should not be allowed for taking examination. However, enabling accessories for the computer based examinations such as keyboard, customized mouse etc should be allowed.
- vii) The procedure for availing the facility of scribe should be simplified and the necessary details should be recorded at the time of filling up of the forms. Thereafter, the examining body should ensure availability of question papers in the format opted by the candidate as well as suitable seating arrangement for giving examination.
- viii) The disability certificate issued by the competent medical authority at any place should be accepted across the country.
- ix) All the candidate with benchmark disability not availing the facility of scribe may be allowed additional time of minimum one hour for examination of 3 hours duration. In case of the duration of the examination is less than an hour, then the duration of additional time should be allowed on pro-rata basis. Additional time should not be less than 5 minutes and should be in the multiple of 5.
- x) The candidates should be allowed to use assistive devices like talking calculator (in case where calculator are allowed for giving exams) tailor frame, Braille slate, abacus, geometry kit, Braille measuring tape and augmentative communication devices like communication chart and electronic devices.
- xi) Proper seating arrangement (Preferably on the ground floor) should be made prior to the commencement of examination to avoid confusion or distraction during the day of the exam. The time of giving the question papers should be marked accurately and timely supply of supplementary papers should be ensured.
- xii) As far as possible, the examining body should also provide reading materials in Braille or E-Text or on computers having suitable screen reading software for open book examination. Similarly online examination should be in accessible formal i.e, websites, question papers and all other study material should be accessible as per the international standards laid down in this regard.

Note: The above guidelines are subject to change according to the orders issued from time to time by the Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities, Government of India.

ANNEXURE – XIII

Certificate regarding physical limitation in an examinee to write

This is to certify that, I have examined Mr/Ms/Mrs
(Name of the candidate with disability), a person with
(Nature and percentage of disability as mentioned in the certificate of disability), S/o / D/o
....., a resident of
(Village/District/State) and to state that he/she has physical limitation which hampers his/her
writing capabilities owing to his/her disability.

Signature :

(Chief Medical Officer/Civil Surgeon/ Medical Superintendent of a Government Health care
institution)

Name & Designation :

Name of Government Hospital/Health Care Centre with Seal:

Place:

Date:

Note: Certificate should be given by a specialist of the relevant stream/disability (eg. Visual
impairment - Ophthalmologist, Locomotor disability - Orthopaedic specialist/PMR).

Letter of Undertaking for Using Own Scribe

I, a candidate with
..... (Name of the disability) appearing for the
..... (Name of the examination) bearing Roll No
..... at (Name of the centre) in
the District....., (Name of the State).
My qualification is

I do hereby state that (Name of the scribe) will
provide the service of scribe/reader/lab assistant for the undersigned for taking the aforesaid
examination.

I do hereby undertake that his/her qualification is In case,
subsequently it is found that his/her qualification is not as declared by the undersigned and is
beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

Place:

Date :

(Signature of the candidate with Disability)

DUPLICATE TRANSFER CERTIFICATE

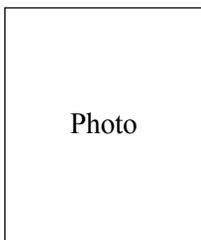
1. An application addressing to the Head of College.
2. An affidavit on stamp paper worth Rs. 100/- signed before a first class Judicial Majistrate/ Notary Public.
3. A chalan receipt of fee (Rs. 1600/-) remitted towards the fee prescribed for duplicate Transfer Certificate.

AFFIDAVIT

I,.....
.....S/o / D/o
.....aged.....now residing in
.....District do hereby solemnly affirm and state
the followings.

1. I have passed the..... examination
ofrom the Kerala Agricultural University with
Admission No.....
2. I had completed my above course at
3. I have received my..... transfer certificate.
But the same was irrecoverably loston.....
due to.....
4. As my Transfer certificate was irrecoverably lost, justice requires that a duplicate certificate
be issued.
5. All the above statements are true to the best of my knowledge and belief.

Dated this theday
of Two thousand and



DEPONENT

INDIAN COUNCIL OF AGRICULTURAL RESEARCH

ICAR, Krishi Bhavan, Dr. Rajendra Prasad Road, New Delhi – 110 114

Phone: 91-11-25842787, 23388842, website: www.icar.org.in

The Indian Council of Agricultural Research (ICAR) is an autonomous organization under the Department of Agricultural Research and Education (DARE), 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, 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 co-ordinating, guiding and managing research and education in agriculture including horticulture, fisheries and animal sciences in the entire country. With 101 ICAR institutes and 71 agricultural universities spread across the country this is one of the largest national agricultural systems in the world.

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 5.4 times, horticultural crops by 10.1 times, fish by 15.2 times, milk 9.7 times and eggs by 48.1 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. It is engaged in cutting edge areas of science and technology development and its scientists are internationally acknowledged in their fields.

Mandate of ICAR

- Plan, Undertake, Co-ordinate and Promote Research and Technology Development for Sustainable Agriculture.
- Aid, Impart and Co-ordinate Agricultural Education to enable Quality Human Resource Development.
- Frontline Extension for technology application adoption, knowledge management and capacity development for agri-based rural development.
- Policy, Co-operation and Consultancy in Agricultural Research, Education & Extension.

Organization

- Union Minister of Agriculture is the ex-officio President of the ICAR Society
- Secretary, Department of Agricultural Research and Education, Ministry of Agriculture, Government of India and Director General, ICAR is the Principal Executive Officer of the Council

- Governing Body is the policy-making authority
- Agricultural Scientists' Recruitment Board
- Deputy Directors-General (8)
- Additional Secretary (DARE) and Secretary (ICAR)
- Additional Secretary and Financial Advisor
- Assistant Directors-General (24)
- National Director, National Agricultural Innovation Project
- Directorate of Knowledge Management in Agriculture

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 at Pantnagar in 1960
- Placement of different agricultural research institutes 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

INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION

History

The journey of ICFRE was initiated way back towards the end of the nineteenth century with the advent of scientific forestry in India and the establishment of the Forest School in Dehradun in 1878. It was on 5th June 1906 subsequently that the Imperial Forest Research Institute was founded by Government of India for taking forward forestry research in the country. In 1986 the Indian Council of Forestry Research and Education or ICFRE was formed as an umbrella organisation for taking care of forestry research, education and extension needs of the country. Finally on 1st June 1991, the ICFRE was declared an autonomous Council under the then Ministry of Environment and Forests and registered as a Society under the Societies Registration Act, 1860.

Presently, ICFRE with its Headquarters at Dehradun is an apex body in the national forestry research system that promotes and undertakes need based forestry research extension

The Council has a pan India presence with its 9 Regional Research Institutes and 5 Centers in different bio-geographical regions of the country. Each Institute has a history of its own and under the umbrella of ICFRE are directing and managing research, extension and education in forestry sector in the states under their jurisdiction. The regional research Institutes are located at Jodhpur, Dehradun, Shimla, Hyderabad, Coimbatore, Ranchi, Bengaluru, Jorhat and Jabalpur, and the centres are at Agartala, Aizawl, Allahabad, Chhindwara and Visakhapatnam.

Vision

To achieve long-term ecological stability, sustainable development and economic security through conservation and scientific management of forest ecosystems.

Mission

To generate, advance and disseminate scientific knowledge and technologies for ecological security, improved productivity, livelihoods enhancement and sustainable use of forest resources through forestry research and education.

Objectives

- i. To undertake, aid, promote and coordinate forestry research, education and extension leading to scientific and sustainable management of forest resources in the country.
- ii. To align forestry research programs in the council with national priorities including achievement of Sustainable Development Goals and combating climate change.
- iii. To provide scientific advice and policy support to the central and state governments aiding informed decision making in forestry matters of national importance and international commitments.
- iv. To act as a repository of scientific knowledge related to forestry, environment and climate change, and disseminate such knowledge to various stakeholders.
- v. To provide technical assistance and support to states, forest- based industries, tree growers, farmers and others for forest protection, afforestation, agro- forestry and allied activities.
- vi. To develop appropriate forest based technologies, processes and products for sustainable resource use, livelihoods and economic growth.
- vii. To provide livelihood support to forest dependent communities through transfer of scientific knowledge and appropriate forest-based technologies
- viii. To develop technically qualified human resource for forestry sector
- ix. To promote forestry education in the country and facilitate universities in improving quality through technical and financial support including development of uniform curricula
- x. To provide consultancy and capacity building services in environment and forest sector.
- xi. To develop and maintain National Forest Library and Information Centre for forestry and allied sciences.
- xii. To develop environment and forest extensions programmes and to promote the same through mass media and audio-visual aids.
- xiii. To support and advice Government on technical aspects of international conventions and treaties.
- xiv. To conduct other activities incidental and conducive to attainment of abovementioned objectives, which the council may consider necessary.

Institutes and Centres under the Council

ICFRE has nine Regional Research Institutes and five Research Centres located in different bio-geographical regions of the country to cater the forestry research needs of the nation.

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), Bangaluru
- 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
- Institute of Forest Biodiversity (IFB), Hyderabad

Advanced research centres under the council are:

- Centre for Social Forestry and Eco-Rehabilitation (CSFER), Prayagraj
- Centre for Forestry Research and Human Resource Development (CFRHRD), Chhindwara
- Advanced Research Centre for Bamboo and Rattans (ARCBR), Aizawl
- Forest Research Centre for Livelihood Extension, Agartala
- Forest Research Centre for Coastal Ecosystem, Visakhapatnam

Appendix XVI

LIST OF AGRICULTURAL UNIVERSITIES (As per ICAR Portal as on 2020)

CENTRAL AGRICULTURAL UNIVERSITIES

Sl.No.	Name, Email & Website	Address	Telephone/Fax No.
1	Central Agricultural University Website: http://www.cau.org.in Email: snpuri04@yahoo.co.in , snpuri@rediffmail.com	P.O. Box 23, Imphal- 795004, Manipur	0385-2415933 Fax: 0385-2410414
2	Dr. Rajendra Prasad Central Agricultural University Website: http://www.pusavarsity.org.in Email: vcrau@sify.com	Pusa, Samastipur 848125, Bihar	06274-240226 Fax: 06274-240255

CENTRAL UNIVERSITY WITH AGRICULTURE FACULTY

Sl. No	Name, Email & Website	Address	Telephone/Fax No.
1	Aligarh Muslim University	Aligarh	
2	Banaras Hindu University	Varanasi - 221005 Uttarpradesh	Telefax no.: +91 542 2369332
3	Nagaland University Website: https://nagalanduniversity.ac.in	Hqrs. Lumami, Zunheboto - 798627	
4	Rani Laxmi Bai Central Agricultural University Website: http://www.rlbcrau.ac.in Email: vcrlbcrau@gmail.com	NH-75, Near Pahunj Dam, Gwalior Road, Jhansi, (UP) – 284003	0510-2730777, 2730555
5	Vishwa Bharti Shantiniketan Website: http://www.visvabharati.ac.in Email: info@visva-bharati.ac.in	PO : Santiniketan West Bengal, India Pin 731235	+91(3463)262751 to 262756 Fax: +91(3463)262672

ICAR DEEMED UNIVERSITIES

Sl. No	Name, Email & Website	Address	Telephone/Fax No.
1	Central Institute of Fisheries Education Website: cife.edu.in Email: director@cife.edu.in	Panch Marg, Off. Yari Road, Versova, Andheri (west), Mumbai 400 061	+91 22 2636 1446/7/8 Fax: +91 22 2636 1573
2	ICAR – Indian Agricultural Research Institute Website: https://www.iari.res.in	New Delhi	
3	ICAR – Indian Veterinary Research Institute,	Izatnagar	
4	National Dairy Research Institute		

STATE AGRICULTURAL UNIVERSITIES

S.No.	Name, email & website	Address	Telephone/Fax No.
1	Acharya NG Ranga Agricultural University Website: http://www.angrau.net Email: angrau_vc@yahoo.com , raghuvardhanreddy_s@rediffmail.com	Administrative Office, Rajendra Nagar, Hyderabad- 500030, Andhra Pradesh	040-24015035, 24013095 Fax: 040- 24015031
2	Agricultural University Website: https://aukota.org Email: aukota2013@gmail.com	Agriculture University, Kota Borkhera, Baran Road, Post Box Number 20 Kota : 324001, Rajasthan	0744-2321203

3	Agricultural University Website: http://aujodhpur.ac.in/ Email: vcunivag@gmail.com	Agriculture University, Jodhpur Mandor, Jodhpur - 342304	+91-291-2570711
4	Anand Agricultural University Website: http://www.aau.in Email: vc@aaui.in , vc_aau@yahoo.com	Anand 388110, Gujarat	02692-261273 Fax: 02692-261520
5	Assam Agricultural University Website: http://www.aau.ac.in Email: vc@aaui.ac.in , kmbujarbaruah@rediffmail.com	Jorhat 785013, Assam	0376-2340013 Fax: 0376-2340001
6	Bidhan Chandra Krishi Viswavidyalaya Website: http://www.bckvc.edu.in Email: bckvcvc@gmail.com , sarojsanyal@yahoo.co.in	Mohanpur, Nadia-741252, West Bengal	033-25879772, 03473-222666 Fax: 03473-222275
7	Bihar Agricultural University Website: http://www.bausabour.ac.in Email: vcbausabour@gmail.com	Sabour, Bhagalpur 813210, Bihar	0641-2452606 Fax: 0641-2452604
8	Bihar Animal Sciences University Website: https://www.basu.org.in/ Email: vc-basu-bih@gov.in	Bihar Veterinary College Campus, Patna PIN Code - 800014	0612-2222221
9	Birsa Agricultural University Website: http://www.baujarkhand.org Email: vc_bau@rediffmail.com	Kanke, Ranchi-834006, Jharkhand	0651-2450500 Fax: 0651-2450850
10	Ch. Sarwan Kumar Krishi Vishwavidyalaya Website: http://www.hillagric.ac.in Email: vc@hillagric.ac.in	Palampur-176062, Himachal Pradesh	01894-230521 Fax: 01894-230465
11	Chandra Shekar Azad University of Agriculture & Technology Website: http://www.csauk.ac.in Email: vc@csauk.ac.in	Kanpur-208002, Uttar Pradesh	0512-2534155 Fax: 0512-2533808
12	Chaudhary Charan Singh Haryana Agricultural University Website: http://www.hau.ernet.in Email: vc@hau.ernet.in	Hisar-125004, Haryana	01662-231640, 284301 Fax: 01662-234952
13	Chhattisgarh Kamdhenu Vishwavidyalaya Website: http://cgkv.ac.in Email:	Anjora ,Durg, Chhattisgarh	
14	Dr Balasaheb Sawant Konkan Krishi Vidyapeeth Website: www.dbskkv.org Email: vcbskkv@yahoo.co.in	Dapoli Distt, Ratnagiri 415 712, Maharashtra	02358-282064 Fax: 02358-282074
15	Dr Panjabrao Deshmukh Krishi Vidyapeeth Website: http://www.pdkv.ac.in Email: vc@pdkv.ac.in	Krishinagar, Akola-444104, Maharashtra	0724-2258365 Fax: 0724-2258219
16	Dr Yashwant Singh Parmar Univ of Horticulture & Forestry Website: http://www.yspuniversity.ac.in Email: vc@yspuniversity.ac.in , vcuhf@yahoo.com	Solan, Nauni-173230, Himachal Pradesh	01792-252363 Fax: 01792-252242
17	Dr YSR Horticultural University Website: http://www.drysrhu.edu.in Email: vc@drysrhu.edu.in	Administrative office, Venkataramannagudem, PB No. 7, West Godavari Dist., Tadepalligudem-534101 Andhra Pradesh	08818-284311 Fax: 08818-284223
18	Govind Ballabh Pant University of Agriculture & Technology Website: http://www.gbpuat.ac.in Email: vcgbpuat@gmail.com	Pantnagar-263145, Distt Udham Singh , Nagar , Uttaranchal	05944-233333, 233500 Fax: 05944-233500

19	Guru Angad Dev Veterinary and Animal Science University Website: http://www.gadvasu.in Email: vijay_taneja@hotmail.com , vcgadvasu@gmail.com	Ludhiana - 141004, Punjab	0161-2553320, 2553360 Fax: 0161-2553340
20	Indira Gandhi Krishi Vishwavidyalaya Website: www.igau.edu.in Email: vcigkv@gmail.com	Krishak Nagar, Raipur-492006, Chhattisgarh	0771-2443419 Fax: 0771-2442302, 2443121
21	Jawaharlal Nehru Krishi Viswavidyalaya Website: http://www.jnkvv.nic.in Email: gkaloo_jnkvv@yahoo.co.in	Krishi Nagar, Adhartal Jabalpur-482004, Madhya Pradesh	0761-2681706 Fax: 0761-2681389
22	Junagadh Agricultural University Website: http://www.jau.in Email: vc@jau.in	Univ. Bhavan, Motibagh Junagadh-362001, Gujarat	0285-2671784 Fax: 0285-2672004
22	Kamdhenu University	Karmayogi Bhavan, Block-1, B1-Wing, 4 th floor, Room No. 414, Sector -10- A Di. Gandhinagar - 382010	(079) 23220713
24	Karnataka Veterinary, Animal and Fisheries Sciences University Website: http://www.kvafsu.kar.nic.in Email: vckvafsu@yahoo.co.in dekvfsub@yahoo.com , sskvafsu@yahoo.co.in	Nandinagar, PB No 6, BIDAR 585401, Karnataka	08482-245264 Fax: 08482-245107
25	Kerala Agricultural University Website: http://www.kau.edu Email: vc@kau.in , vicechancellorkau@gmail.com	Vellanikara, Trichur 680656, Kerala	0487-2371928, 2370034, 2438001 Fax: 0487-2370019
26	Kerala University of Fisheries & Ocean Studies Website: http://www.kau.edu Email: kurup424@gmail.com	Papangad, Kochi-682506 Kerala	0487-2370117, 2703781, 2700964
27	Kerala Veterinary and Animal Sciences University Website: http://www.kcasu.ac.in Email: vc@kvasu.ac.in , vc.vetuny@gmail.com	Liasion Office, Directorate of Dairy Development, Pattom, Thiruvananthapuram, 695004, Kerala	0471-2550058 Fax: 0471-2550480
28	Lala Lajpat Rai University of Veterinary & Animal Sciences Website: http://www.llruvas.edu.in/ Email: vc@llruvas.edu.in	Hisar, Haryana	01662 289332 01662- 272002
29	Maharana Pratap Horticultural University Website: http://www.mhu.ac.in/ Email: mhuinfo.hry@gmail.com	KarnalCCS Hariyana Agricultural University Campus, Hisar – 125001 (Haryana)	01662-256081, 82, 83
30	Nanaji Deshmukh Veterinary Science University Website: http://www.mppcvv.org Email: vcnduvs@gmail.com	South Civil Lines, Jabalpur-482001, Madhya Pradesh	0761-2678007 Fax: 0761-2620783
31	Maharana Pratap Univ. of Agriculture & Technology Website: http://www.mpuat.ac.in Email: vc@mpuat.ac.in	Udaipur, Rajasthan 313001	0294-2471101 Fax: 0294-2470682
32	Maharashtra Animal Science & Fishery University Website: http://www.mafsu.in Email: vcematsu@gmail.com , cadaba_prasad@yahoo.co.in	Seminary Hills, Nagpur-440006, Maharashtra	0712-2511088 Fax: 0712-2511282
33	Mahatma Phule Krishi Vidyapeeth Website: http://mpkv.mah.nic.in Email: vcmpkv@rediffmail.com	Rahuri-413722, Maharashtra	02426-243208 Fax: 02426-243302
34	Manyavar Shri Kanshiram Ji University of Agriculture and Technology Website: http://www.mskjuat.edu.in/ Email: vc.mskjuat@gmail.com	Banda - 210001, Uttar Pradesh	05192-221605 Fax: 02426-243302

Appendix XVI

KAU TELEPHONE NUMBERS & Email IDs			
			Mail ID @kau.in
HEADQUARTERS			
Vice-Chancellor	0487	2438001(O)	vc
Vice-Chancellor (res)	0487	2967272	
PS to VC	0487	2438003	
PA to VC	0487	2438002	
KAU FAX	0487	2370019	
Registrar	0487	2438011(O)	hrm
Registrar (FAX)	0487	2371619	registrar
PA to Registrar	0487	2438012	
Comptroller	0487	2438061	comptroller
PA to Comptroller	0487	2438062	finance
Director of Research	0487	2438101	dr
Dir. of Research (res)	0487	2384951	research
Steno to DR	0487	2438102	steno.dr
ADR (Planning)	0487	2438112	adrplan
ADR (AR&T)	0487	2438103	adrart
ADR (M&E)	0487	2438105	adrme
ADR (Farms)	0487	2438106	adr farms
ADR (Agrl. Engineering)	0487		adrengg
ADR (Agro Forestry)	0487		adrforestry
Director of Education	0487	2438131	diredu
PA to Director of Education	0487	2438132	
Associate Director of Education (UG)	0487	2438141	adeduug
Associate Director of Education (PG)	0487	2438142	adedupg
Controller of Examinations	0487	2438106	ce
Professor (Academic)	0487	2438134	horacadprof
Director (Planning)	0487	2438107	dirplan
Director (Seeds)	0487		dirseeds
Dir. Physical Plant	0487	2438151	dpp
Office of the DPP	0487	2438151	works
Labour Officer	0487	2438017	labour
Joint Director, Kerala State Audit Department	0487	2438171	ddlfa
KAU Librarian	0487	2438551	librarian
KAU Library	0487	2438553	library
Dir. Students' Welfare	0487	2438457	dsw
Central Nursery	0487	2438550	centnursery
Engg. Sub Dn. Vka	0487	2438624	
Electrical Sub. Dn. Vka	0487	2438629	elsdvka
Dir. of Information Systems	0487	2438566	dis
Dir Centre for e-learning	0487	2438181	Cel

EXTENSION WING			
Dir. of Extension	0487	2370150	de
DoE Office	0487	2370086	extension
Comm.CentreMannuthy	0487	2370773	ccmannuthy
CTI, Mannuthy	0487	2371104	cti
KAU Press	0487	2370405	unipress
Public Relations Officer	0487	2370051	pro
Sales Centre, Mannuthy	0487	2370540	
ATIC	0487	2371340	atic
KVK Kollam	0474	2663599	kvkkollam
KVK Palakkad	0466	2212279	kvkpalakkad
KVK Wayanad	0493	6260411	kvkwayanad
KVK Thrissur	0487	2375855	kvkthrissur
KVK Kottayam	0481	2523421	kvkkottayam
KVK Kannur	0460	2226087	kvkkannur
KVK Malappuram	0494	2686329	kvkmalappuram
COLLEGES			
CoA, VELLAYANI			
Dean	0471	2388000	deanagri
Office	0471	2381915	coavellayani
IF Vellayani	0471	2383573	ifvellayani
Library	0471	2382422	
PG Hostel	0471	2382362	
UG Hostel	0471	2383262	
Ladies' Hostel	0471	2383339	
CoA, VELLANIKKARA			
Dean	0487	2438301	dean.coavka
Office	0487	2438403	cohvka
	0487	2438404	
IT Cell	0487	2438315	Ithort
Dept. of Meteorology	0487	2438346	
Radio Tracer Lab.	0487	2438670	Isotopes
Bio Informatics Centre	0487	2438591	Bic
Vegetable Science	0487	2438480	
Professor, CCRP	0487	2438451	ccrp
Gender Studies Centre	0487	2438455	genderstudies
Men's Hostel	0487	2438461	
Ladies' Hostel	0487	2438675	
IF, Vellanikkara	0487	2371751	Ifvka
CoA AMBALAVAYAL			
Dean			dean.coaamb
Office	04936	260421	coaamb
CoA, PADANNAKKAD			
Dean	0467	2282699	dean.coapad
Office	0467	2283955	
	0467	2280616	coapad

FORESTRY COLLEGE			
Dean	0487	2438401	deanforestry
College Office	0487	2438404	cofvka
	0487	2438403	
CB&M COLLEGE			
Dean	0487	2438501	dean.ccbm
College Office	0487	2438503	ccbmb
Director, MBA (ABM)	0487	2438530	dirmba
CCCES			
Dean	0487	2438691	dean.ccces
Office	0487	2438692	ccces
KCAET, TAVANUR			
Dean	0494	2688214	deanengg
Office	0494	2686214	kcaet
Men's Hostel	0494	2686213	
Ladies' Hostel	0494	2686301	
REGIONAL RESEARCH STATIONS			
ADR, Kumarakom	0481	2524421	adrkum
RARS, Kumarakom	0481	2524421	rarskum
ADR, Pattambi	0466	2212275	adrptb
RARS, Pattambi	0466	2212228	rarsptb
ADR, Pilicode	0467	2260554	adrpil
RARS, Pilicode	0467	2260450	rarspil
ADR, Ambalavayal	0493	6260421	adramb
RARS, Ambalavayal	0493	6260561	rarsamb
ORARS, Kayamkulam	0479	2443192	orars
NARP (SR), Vellayani	0471	2382239	advellayani
NARP (SR), FAX	0471	2382239	
RESEARCH STATIONS			
CRS, Balaramapuram	0471	2400621	crsbalaram
IFRS, Karamana	0471	2343586	ifrs
FSRS, Sadanandapuram	0474	2663535	fsrskottarakkara
CRS, Pampadumpara	0486	8236263	crspam
PRS, Vazhakulam	0485	2260832	prsvkm
SRS, Thiruvalla	0469	2604181	srsthiruvalla
RRS, Moncompu	0477	2702245	rrsmoncompu
AMPRS, Odakkali	0484	2658221	amprs
RRS, Vyttila	0484	2809963	rrsvyttila
ARS, Chalakudy	0487	2702116	arschalakudy
BRS, Kannara	0487	2699087	brskannara
ARS, Mannuthy	0487	2370726	arsmannuthy
CRS, Madakkathara	0487	2370339	crsmadakkathara
PRC, VELLANIKKARA	0487	2373242	prcvka
ARS, ANAKKAYAM	0483	2848239	arsanakkayam
PRS, Panniyur	0460	2227287	prspanniyur
Sub Centre, Manjeswar	0499	8202203	smanjeswar
OTHERS			
KAU School	0487	2373481	schoolvka
Engg. Sub Dn. Mannuthy	0487	2370127	esdmannuthy
KAU International Hostel	0487	2370578	
KAU Emp. Co-op. Soc.	0487	2371358	
SBI, Vellanikkara	0487	2438546	
KAU P.O.	0487	2438548	

ACADEMIC HANDBOOK 2023



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