

EXAMINATION MANUAL



KERALA AGRICULTURAL UNIVERSITY
KAU P.O., VELLANIKKARA, THRISSUR - 680 656
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DIRECTORATE OF EDUCATION

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FOREWORD

The Kerala Agricultural University (KAU) is imparting education through its eight constituent colleges located throughout the state. In addition, one Institute of Diploma in Agricultural Sciences is also functioning under KAU. The University under its three faculties (Agriculture, Forestry and Agricultural Engineering and Technology) offers seven undergraduate programmes viz. Agriculture, Co-operation and Banking, Forestry, Agricultural Engineering and Food Engineering, Biotechnology, Climate Change and Environmental Science. The University now offers post-graduate programmes leading to Master's degree in 34 disciplines and doctoral programs in 25 disciplines.

As part of its aspiration to develop into an institution that exhibits quality in teaching and examination system, the institute strives to implement credible and reliable evaluation system. The institute believes that examination and evaluation policy is an integral part of the learning process during the progression of a course. It is of paramount importance that the examinations are conducted with utmost precision, fairness, and objectivity. The system should be clear to all, participating in the process, in any category whatsoever.

The KAU Examination Manual, a ready reference for the conduct of examinations of Kerala Agricultural University is a crucial document for the smooth and effective conduct of the examination process. The directions and the guiding principles aim at achieving uniformity of procedure and standards. Fairness in conduction, grace in performance, dignity in approach, excellence in supervision, speed in disposal and efficiency in output shall be secured under the spell of this manual.

The Manual containing the procedural aspects of the various activities of the examination will be useful to all the users and the Examination Section to carry out their day to day functioning in rightful manner.

I profusely appreciate the Director of Education and his team in going that extra mile and making this endeavour fruitful.

Vellanikkara
03.06.2024



DR. B. ASHOK, IAS
Vice-Chancellor

PREFACE

It is with great pleasure that the Directorate of Education is presenting the Examination Manual of Kerala Agricultural University (KAU). This manual is a comprehensive guide designed to streamline and enhance the examination processes at our institution. At KAU, we are committed to upholding the highest standards of academic excellence and integrity. This manual embodies our dedication to these principles by providing clear, consistent and fair examination procedures.

The purpose of this manual is to offer students, faculty, and administrative staff a detailed understanding of the examination protocols. It encompasses guidelines on the conduct of examinations, evaluation methods, grievance redressal mechanisms, and policies to ensure transparency and fairness. By adhering to these guidelines, the university aim to foster an environment of trust and accountability, ensuring that every student is evaluated on their true merit.

Agricultural education and research are at the heart of KAU's mission to contribute to regional, national, and global prosperity. As we embrace modern agricultural sciences and innovative practices, it is crucial that our examination processes reflect this commitment to progress. This manual has been meticulously crafted to align with the latest educational standards and best practices, ensuring that our evaluation methods are robust, relevant, and responsive to the evolving educational landscape.

I take this opportunity to place on record my sincere thanks and gratitude to all the Faculty Deans, Deans, Director (MBA) and Academic Officers of all the academic institutions in Kerala Agricultural University who were instrumental in the preparation of this manual. The help and support rendered by Prof. (Dr). Dijee Bastian., Controller of Examinations, Dr. Sharon C. L., Professor (Academic), KAU Press and my team at the Directorate of Education for the compilation, editing and typing of this manual are greatly and gratefully acknowledged. Their expertise and insights have been invaluable in creating a document that serves as a cornerstone of our academic framework.

I hope this Examination Manual will serve as a valuable resource for all members of the KAU community, guiding us in our collective pursuit of academic excellence and integrity. Together, let us continue to uphold the distinguished legacy of Kerala Agricultural University.

Vellanikkara
03.06.2024



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

KERALA AGRICULTURAL UNIVERSITY

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 Integrated Farming Systems Research Station 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 Courses 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 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 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 the KAU Act of 1971, the Agricultural College and Research Institute at Vellayani, and the College of Veterinary and Animal Sciences, Mannuthy, were brought under the Kerala Agricultural University. In addition, twenty-one agricultural and animal husbandry research stations were also transferred to the KAU for taking up research and extension programmes.

In 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 Climate Change and Environmental Science), one Institute of Agricultural Technology, six RARs, seven KVKs, 17 Research Stations and 7 Extension Units under the Faculties of Agriculture, Agricultural Engineering and Technology and Forestry.

UNIVERSITY ADMINISTRATION

The Kerala Agricultural University is an autonomous institution with academic programmes in agricultural and allied sciences. The University, under its three Faculties (Agriculture, Agricultural Engineering & Technology and Forestry) offers seven undergraduate programmes viz. Agriculture, Co-operation and Banking, Climate Change and Environmental Science, Biotechnology, Forestry, Agricultural Engineering and Food Technology.

The University offers post-graduate programmes leading to Master's degree in around 34 disciplines and doctoral programmes in around 25 disciplines. A MBA programme in Agribusiness Management is offered at the College of Co-operation Banking and Management. Diploma programmes of two-year duration and Post Graduate Diploma of one year duration are also offered by the university.

The Hon'ble Governor of Kerala is the Chancellor, and the Hon'ble Minister for Agriculture is 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 the academic standards of the University. The Vice-Chancellor is the principal executive and academic officer of the University who is assisted by the 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.

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CHAPTER I

GENERAL

1. **Short Title** - This manual may be called Kerala Agricultural University Examination Manual.
2. **Applicability of the Manual** - The Kerala Agricultural University Examination Manual shall be applicable in all matters provided under it subject to the provisions of the Act, Statutes, Ordinances, and Regulations of the University issued from time to time.

3. Definitions

In this manual, 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 a 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 the credits of the course.
- 3.9. 'Curriculum' is a group of courses and other specified requirements for the fulfillment 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. “P.G. Committee” means the Post-Graduate Committee of the University.
- 3.13. “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.
- 3.14. Grade point (GP) earned for a course is a value in 0 to 10.0 point scale. It is arrived at 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): It is the value of the total credit points obtained by a 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.
- For 2022 PG/PhD admission onwards the grade point is calculated by dividing the total marks obtained out of 100 by 10.
- 3.16. 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.
- 3.17. ‘Repeat course’ is a course repeated by a student for want of attendance or secured zero grade in that course when registered earlier.
- 3.18. Re-examination course is a course registered by a student in which he/she had satisfactory attendance and secured a grade point less than the minimum pass mark 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.

- 3.19. 'Semester' means a term consisting of a minimum of 110 working days consisting of 95 instructional days and 15 examination days.
- 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.

CHAPTER II

CONDUCT OF EXAMINATIONS

The University examinations shall be conducted as per the Semester Calendar.

A. SEMESTER CALENDAR

The Faculty Deans shall prepare the semester calendar for the academic year. The Director of Education shall notify and share the semester calendar before the commencement of the academic year. The examination time table will be notified by the Controller of Examinations and shall be strictly followed for the conduct of examinations. However, in case of exigencies, the university can deviate from the calendar and shall follow the revised calendar notified by the university.

B. TYPE OF EXAMINATIONS

The exam system for undergraduate level is partly internal and partly external. At the postgraduate level, the examination scheme for courses is internal and the evaluation of comprehensive viva voce and thesis (final examination) is external.

For UG Programmes

Internal examinations

1. The internal evaluation component shall have one internal theory examination (midterm examination) conducted around the 70th day after the commencement of the semester with a weightage of 40 per cent marks and assignments with a weightage of 10 marks.
2. The internal exam will be conducted and evaluated by the course teacher concerned under the supervision of the Heads of Departments.
3. A schedule of the internal examinations shall be prepared by the Head of the Institution and notified.
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) and the final examination shall be of two hour duration
5. The question papers of the internal examinations shall be approved by the Head of the 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.

7. The valued answer papers should be made available to the students in the presence of the course teacher within 10 working days of the examination. The student shall have the option to request the teacher for clarification of any doubts in scoring when the answer scripts are made available to them. This shall not apply for semester final examinations.
8. 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 the Institution may nominate a suitable person from another discipline.
9. The distribution of marks for theory and practical examination shall be as given in chapter III (computation of grades)
10. 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.
11. Separate minimum of 40 per cent marks in theory and practical examinations are necessary for the 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 a minimum OGPA of 5.00 out of 10.00.

External examinations (Semester final examination)

Unless the student appears for all internal examinations, he/she is not eligible to appear for the semester final examination in the course concerned.

1. The external evaluation component shall be the final theory examination conducted by the University for each course at the end of the semester.
2. The final theory examination shall cover the total syllabi of the course.
3. Semester final examination in theory shall be of a minimum of two hours duration.
4. It shall be the responsibility of the University to conduct the final theory examination covering the entire syllabus.
5. No supplementary examination for final examination shall ordinarily be conducted.
6. The student may write the final exam as and when the course is offered again.
7. 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.
8. There shall be only one examination in a day, as far as possible.

Supplementary examination

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.

A student who has missed his examinations due to accident, hospitalisation and contagious diseases are identified as genuine reasons for applying supplementary examination. The student shall apply (Academic form 18) 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 college concerned nominated by the Dean and the Professor in-charge of Academic Programme of the college.

Final: No supplementary examination for final examination shall ordinarily be conducted. Students can appear for supplementary examination as and when the course is offered and the exam is conducted by the University.

1. The student shall apply for the supplementary examination to the concerned Head of Department concerned duly recommended by the course teacher, student advisor, and the assistant warden in the case of hostellers. The Head of the Department shall place the request of the student in the committee prescribed above, and the committee shall examine the genuineness of the case and make its recommendation to the Head of the Institution. The Head of the Institution shall submit the case to the Vice Chancellor with his recommendation through the Director of Education
2. On approval, an order will be issued by the Director of Education for the conduct of the examination
3. The number of internal and final supplementary examinations shall be limited to three sets each during the whole course programme. One set means one or more examinations including re-examination, if any, in a scheduled set of examinations in a semester.
4. A register shall be maintained at the Colleges as well as at the University for documentation of the supplementary examinations to avoid misuse of chances.
5. The student shall pay the supplementary examination fee as fixed by the University from time to time.

For PG Programmes

Theory examination

Internal: Conducted by the Course Teacher / HoD.

The question paper pattern for internal examinations shall be as follows

- a. Quiz - Objective (Half an hour duration)
- b. Mid term - 70 % objective and 30 % descriptive (one hour duration)
- c. Final exam - 10% objective and 90 % descriptive (two hour duration)

Practical examination

Internal: conducted by the examination board/committee.

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

Supplementary examination

1. A student who has missed his examinations due to an accident, hospitalisation and contagious diseases is identified as a genuine reason for applying for a supplementary examination.
2. The student shall apply (Academic Form 18) for the supplementary examination within five working days of the conclusion of the concerned semester examination.
3. A supplementary examination shall be conducted on prior sanction of the Head of the Institution based on the recommendation of the committee consisting of the Head of the Department, a senior Professor of the College nominated by the Dean, and the Professor in charge of the Academic Programme in the College.
4. A student 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.

Comprehensive examination

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

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 Masters degree as given below:

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

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

There shall be 3 papers for Doctoral degree as given below:

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

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

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 Controller of Examination.
4. Detailed guidelines for the 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 the course teachers and to conduct the theory examination. He/ She will also make arrangements to get the theory papers valued by competent course 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 directly communicating the results of the examination (Acad. Form No.13) to the Controller of Examinations by name, marked 'Confidential.' The result so communicated should bear the dated signature of all members, the chairperson and the External Examiner.
6. The viva-voce examination for Masters and Doctorate degree programme 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 viva-voce examination.
8. A candidate who fails in the comprehensive examination shall be permitted to appear for the examination for a second time only 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 the post-graduate/Doctoral programme or to take any further examination, and his/her name shall be removed from the rolls of the university.
10. The result of the comprehensive examination shall be shown as Satisfactory (S) or Unsatisfactory (US).
11. If any of the members of the Board of examiners 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.
12. The examiners selected as external examiners for the Master's degree programme shall be of the rank of Associate Professor/equivalent cadre and above and for Ph.D. degree they shall be of the rank of Professor/equivalent cadre and above.
13. From 2022 admission onwards, for PhD students, the comprehensive examination will be based on an oral examination by one external expert.
14. In dual degree programme, the scholar shall complete the comprehensive examination at KAU after completing 75% of course work.

Final viva-voce examination

1. 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 or as decided by the Academic Council from time to time.
2. For the M.Sc. 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) or as decided by the Academic Council from time to time.
3. 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.
4. Thesis work may be graded as satisfactory/unsatisfactory or as decided by the Academic Council.
5. If any of the members of the board of examiners excluding the external examiner and the Major Advisor, fails to turn up on the date fixed for the examination, the Head of the Institution under intimation to the Controller of Examinations shall appoint a suitable substitute examiner.

6. The examiners selected as external examiners for the Master's degree programme shall be of the rank of Associate Professor/equivalent cadre and above and for Ph.D. degree they shall be of the rank of Professor/equivalent cadre and above.

For MBA (Agribusiness Management) Programme

Internal examinations

1. The internal evaluation component shall comprise of Quiz (10 marks), Mid-term (40 marks) Assignment (5 marks) Viva-voce (5 marks) for courses with theory content alone. However, for a course with theory and practical contents, besides the examinations for theory component there shall be a practical evaluation component comprising of Assignments (20 marks), Class Participation & Presentation (20 marks), Viva-voce (10 marks) and a Final practical examination (50 marks).
2. The quiz shall be conducted after completion of 35 working days and the mid-term shall be conducted after 70th working day from the commencement of the semester. The quiz shall be conducted during the class hours for which no separate schedule will be published. A schedule of the Mid-term examinations shall be prepared and notified by the Director, MBA (ABM) at the beginning of each semester.
3. Quiz: (Duration 10-15 mts.) - Max. Marks: 10 - Marks range: ½ to 1 - Question Pattern: Fill in the blanks, True/ False, Definition, Multiple choice, Full form, Distinguish, Match the following etc.
4. Mid-Term: (Duration 1 ½ hours) – Max. Marks- 40 Question Pattern:
Part A- (5 Marks) Five Questions of 1 mark each with no choice.
Part B- (25 marks)-Short Essay-Six questions of 5 marks each including one question as choice.
Part C- (10 marks)-Long Essay-Two questions of 10 marks each including one question as choice.
5. The practical examination and viva-voce shall be conducted before the commencement of the final semester examination for which separate schedule shall be issued by the MBA Director.
6. Practical Examination: (Duration 2 hours) - Max. Marks 50. Question Pattern:
Part-A- (30 Marks)- Three questions of 15 marks each including one question as choice.
Part B – (20 Marks)- Three questions of 10 marks each including one question as choice.
7. The internal exams will be conducted and evaluated by the course teacher concerned under the supervision of the Director, MBA (ABM).

8. There shall be an examination week for the mid-term examinations and practical examinations in which all the examinations are to be completed.
9. The question papers of all internal examinations shall be approved by the Director, MBA (ABM). The internal examinations shall cover all the portions scheduled up to the examination as per the approved schedule of classes.
10. The answer scripts of all internal examinations shall be valued and the same shall be presented to the students for scrutiny within 15 working days from the date of examination by the course teachers. 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.
11. Practical examination, including viva-voce shall be conducted by a Board of Examiners consisting of the Course teacher and Director, MBA (ABM). The Director, MBA (ABM) shall be the Chairperson of the Board of Examiners.

External examination (Semester Final examination)

Unless the student appears for all internal examinations, he/she is not eligible to appear for the semester final examination in the course concerned.

1. The external evaluation component shall be the final theory examination conducted for each course at the end of the semester.
2. It shall be the responsibility of the Directorate of MBA to conduct the final theory examination and shall cover the total syllabi of the course.
3. Semester final examination in theory shall be of a minimum of two hours duration. Semester Final Examination: (Duration 2 hours) – Max. Marks- 40 Question Pattern:
 - a) Part A- (5 Marks) Five Questions of 1 mark each with no choice.
 - b) Part B- (25 marks)-Short Essay-Six questions of 5 marks each including one question as choice.
 - c) Part C- (10 marks)-Long Essay-Two questions of 10 marks each including one question as choice.
4. The question paper setters for the final semester examination shall be selected by the Director, MBA (ABM) from the panel of question paper setters identified for each course and approved by the Head of the Institution. The question paper setter selected shall prepare the question paper as per the approved guidelines.
5. The students shall be given five preparation days before the commencement of semester final examinations.

6. The preparation holidays may be distributed between the days of examinations also.
7. There shall be only one examination in a day.

Supplementary examination

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 scrutiny.

A student who failed to appear for the examination due to accident, hospitalisation, contagious diseases or medical emergencies or any other reasons identified as genuine shall apply (Academic form 18) for the supplementary examination within five working days from the date of completion of the last examination as per timetable or on the date of joining after leave, whichever is applicable.

Internal: Supplementary examination shall be conducted on prior sanction of the Head of Institution based on the recommendation of the committee consisting of the Director, MBA (ABM), and the Professor in-charge of MBA Academic of the college.

Final: No supplementary examination for final examination shall ordinarily be conducted. However, in exceptional circumstances based on the application submitted by the student and duly recommended by the Head of the Institution, the Honourable Vice-Chancellor can sanction for supplementary examination. In all other instances, the students can appear for supplementary examination as and when the course is offered, and the exam is conducted by the University.

1. The student shall apply for the supplementary examination to the Director, MBA (ABM) duly recommended by the Course teacher, Student advisor, and the Assistant Warden in the case of hostellers. The Director, MBA (ABM) shall place the request of the student in the committee prescribed above, and the committee shall examine the genuineness of the case and make its recommendation to the Head of the Institution. The Head of the Institution shall submit the case to the Vice Chancellor with his/her recommendation through the Director of Education.
2. On approval, an order will be issued by the Director of Education for the conduct of the supplementary examination
3. The number of internal and final supplementary examinations shall be limited to three sets each during the whole course programme. One set means one or more examinations including re-examination, if any, in a scheduled set of examinations in a semester.

4. A register shall be maintained at the Colleges as well as at the University for documentation of the supplementary examinations to avoid misuse of chances.
5. The student shall pay the supplementary examination fee as fixed by the University from time to time.

Note: Separate minimum of 40 per cent marks in theory and practical examinations are necessary for the 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 a minimum OGPA of 6.00 out of 10.00.

For Dual Degree Programmes

1. The student shall have only one final viva voce examination at either of the Universities.
2. The final viva voce examination may be conducted through online mode during their stay overseas.

C. APPOINTMENT OF QUESTION PAPER SETTERS

1. Appointment of question paper setters relating to all examinations conducted by the University shall be made by the Controller of Examinations (by virtue of powers delegated to him/her by the Vice Chancellor) from the respective panels prepared. Every panel submitted by the Controller of Examinations shall consist of a sufficient number of names of Question Paper setters as required. However, he/she can appoint persons not included in the panel also as question paper setters in exceptional circumstances.
2. The Controller of Examinations can cancel the appointment offered to any person as question paper setter for valid reasons.
3. Only persons having the prescribed qualifications and experience as per the regulations at the appropriate level shall be included in the panel. In case any question paper setter is found inefficient, indulging in negligence, misconduct, malpractice or found ineligible for any other reasons, the Controller of Examinations may disqualify such persons from being a question paper setter.
4. Question Paper setters can also be appointed as Examiners in the subject for which they have set the question paper.

Instructions to question paper setters

1. Extreme confidentiality must be observed by the question paper setters. They shall not disclose any information that might give a clue or hint with respect to the questions being set to anyone under any circumstances.

2. The questions should be set as per the pattern recommended for a particular examination. The subject of the paper, catalogue number, duration of the examination and the maximum marks must be mentioned with clarity in the question paper.
3. The question paper shall cover the entire syllabus.
4. Repetition of questions in the same question paper shall be checked for and avoided.
5. Ensure that the composition of the question papers shall have a mixture of questions of different levels as follows:
 - i. Questions that can be answered by an average student: 50% to 60%
 - ii. Intermediate level of difficult questions: 20% to 30%
 - iii. Advance level questions: 10% to 20%
6. Question paper along with the answer keys shall be typed, and the soft copy shall be sent to the examination wing.
7. Questions shall be free from spelling, typographical and grammatical errors. Abbreviations other than usually given in the text books should not be used. Acronyms shall be expanded.
8. No set of questions shall be repeated in any set of the question papers prepared.
9. Questions shall be clear, specific and proportional to the marks allotted. Vague and ambiguous questions shall be avoided.
10. The question paper setter shall prepare and submit as many question papers for each subject/ paper as directed by the Controller of Examinations.

D. APPOINTMENT OF QUESTION PAPER SCRUTINIZERS

1. The Director of Education will constitute a panel of teachers as scrutinisers for the various subjects and get it approved by the Vice-Chancellor.
2. The Controller of Examinations/Professor (Academic) will appoint the scrutinizers for the examination from the approved panel.
3. The question paper for an examination will be finalised only after the approval by the scrutinizer.
4. The Controller of Examinations may appoint eligible persons not included in the panel of scrutinizers in exceptional circumstances.
5. The Controller of Examinations will also have the discretionary power to cancel the appointment of scrutinizers for valid reasons.

Instructions to Scrutinizers

1. Ensure that the question paper(s) have been set strictly in accordance with the syllabi, scheme of examinations. model question paper and the instructions given by the University.
2. Ensure that the prescribed standards have been mentioned and that the questions cover the broad areas of the entire syllabus adequately.
3. Replace question(s), if any found in the question paper from topics outside the prescribed syllabus and avoid repetitions. Repeated questions in the same question paper at different places should be avoided.
4. Check and make sure that the name of the examination, name of the course / paper, scheme, catalogue number etc. are correct.
5. Check the correctness of the maximum marks and duration allotted to the paper. Marks allotted to each question must be clearly mentioned. It will be ensured that the sum of the marks for the different questions equal the maximum marks for the paper.
6. Check and ensure that abbreviations other than usually given in the text books are not used and acronyms are expanded. Spelling mistakes, errors in punctuation and grammar should be corrected.
7. Remove ambiguity/confusion in the language of the questions, if any, and ensure clarity.
8. Ensure proper distribution and indication of marks for each question or part or parts thereof and to correct errors, if any in this regard.
9. Ensure that the composition of the question papers shall have a mixture of questions of different levels as follows:
 - i. Questions that can be answered by an average student :50% to 60%.
 - ii. Intermediate level of difficult questions:20% to 30%
 - iii. Advance level questions.
10. Time allotted for answering all the questions should be kept in mind while scrutinizing the question papers.
11. Ensure that the questions are serially numbered.
12. Bring to the notice of the Controller of Examinations/Professor (Academic) lapses or omission, if any, on the part of the question paper setter.
13. Correct/modify/replace the questions in case of necessity.

NOTE :

- The scrutinizers are solely responsible for the omission, mistakes, or errors left uncorrected in the question paper.
- Their work is highly confidential and usage of mobile phones/or other electronic gadgets during scrutiny is not permitted for any reason.

E. APPOINTMENT OF CHIEF EXAMINER FOR PAPER VALUATION

1. The Chief Examiner may be appointed by the University if necessary for the evaluation of final theory paper.
2. The Chief Examiner may be a faculty not below the rank of an Associate Professor.
3. The role of Chief Examiner is to co-ordinate evaluation process of the assigned degree programme. He/ she will identify and appoint suitable external examiners for all courses in the concerned degree programme.
4. He/ she shall distribute the answer booklets to the external examiners and collect the valued answer booklets, tabulation sheets and remuneration bills.
5. He/ she shall report to the Controller of Examinations in case of any discrepancy.
6. He/ she shall hand over the answer booklets and other relevant documents to the University officials within the stipulated time.

F. APPOINTMENT OF EVALUATORS

1. The Professor (Academic) will prepare the list of evaluators and the Controller of Examination will approve and appoint the evaluators.
2. The Controller of Examination can cancel the appointment offered to any person as evaluator for valid reasons.
3. Centralized valuation camp will be conducted at the KAU Head Quarters for BSc (Hons) Agriculture course. External evaluation camp outside the campus will be organised for the appointed evaluators for other degree programmes.
4. Digital evaluation process involves evaluating answer sheets online for the allocated course for the selected programme year, semester for the selected academic year and registration type.

Instructions to Evaluators

1. Evaluators should ensure that the marks are written only in the space provided on the front sheet of the answer booklets.

2. Evaluators are instructed not to write the marks inside the answer sheet or against each answer.
3. Evaluators should mark '0' on the front sheet for a question if the candidate has written wrong, or irrelevant answers
4. Evaluators should mark **NA** for a question if the candidate has not attended a particular question.
5. Boxes pertaining to the questions should not be left blank.
6. Overwriting should not be done while awarding the marks. In case if a paper evaluator wants to correct/change the marks awarded, he has to strike the marks and write the fresh marks clearly and should sign near it.
7. Total marks should be written in words in the space provided. The word 'only' should follow the total marks written in words.
8. There should not be any discrepancy between the marks written in numerical and that written in words.
9. The marks are to be entered in the space provided in the facing sheet of the answer booklet using red ink
10. The evaluators should check up whether marks are awarded to all the answers written by the candidate
11. It is the evaluator's responsibility to check the total marks before entering in the tabulation sheet provided to avoid incorrect publication of results. The tabulation sheet should be filled by the evaluator using blue ink
12. Any discrepancy in marking or totalling in the answer scripts noticed by the University will be viewed seriously, and action will be initiated.
13. Silence should be maintained, and mobile phones should be switched off during valuation.
14. Any malpractice observed in the answer booklets may be given in writing to the Controller of Examinations for further follow-up action

G. STEPS INVOLVED IN THE CONDUCT OF EXAMINATIONS

The examination hall should have adequate and proper seating facilities and be designed with proper lighting, ventilation, drinking water facilities etc and should be fitted with CCTV cameras for monitoring the conduct of examination.

For UG programmes

Mid-term examination

1. The schedule for mid-term examination will be prepared as per the semester calendar and a circular will be issued by the Head of Institution.
2. The Course Teachers and concerned Department will conduct the mid-term examination as per the schedule.

Practical examination

1. The schedule for the practical examination will be fixed by the Head of Institution and conducted in the last practical class and intimated to the Academic Cell of the college

Final theory examination

1. The examination wing, KAU, shall initiate steps for setting up question papers and making arrangements for printing and despatching of answer booklets.
2. The required number of answer booklets (serially numbered) on prior request may be collected from the KAU examination cell.
3. The barcodes for the answer booklets will be affixed by the academic cell of the respective colleges
4. The invigilation duty will be assigned to teachers by Academic Cell (UG) of the college as per the final examination schedule and a circular to this effect will be issued by the Dean. Sufficient number of invigilators are to be deputed for each exam.
5. Name and admission number of students will be printed and affixed in the examination table by Academic Cell (UG) of the college.
6. Answer booklets are allotted to students and the booklet number should be noted against the name of each student and tabulated with an additional column to enter the number of additional sheets.
7. The password protected question paper for the final examination will be sent to assigned email ID of respective colleges via email and the password for the question paper will be sent to the respective Deans from the Exam Cell of the university one hour before the commencement of exam.
8. The Officer (i/c) of the Academic Cell (UG) shall collect the password from the Dean and download the question paper and take sufficient copies of the question papers.
9. The Officer (i/c) of the Academic Cell (UG) shall take the question paper to the examination hall in a sealed cover.
10. The invigilators should reach the examination hall 30 minutes before the start of the exam.

11. The students are allowed to enter the examination hall 15 minutes before the start of the exam after proper inspection by the invigilators. Similarly, student will be allowed to leave the examination hall only after 30 minutes after the commencement of the examination.
12. The Officer (i/c) of the Academic Cell (UG) opens the question paper seal and invigilators may distribute question papers to students 2 minutes before the scheduled time fixed for the commencement of exam.
13. The Officer (i/c) of the Academic Cell (UG) gives instruction to start the exam at the scheduled time.
14. The attendance of the students are collected by getting their signature in the attendance sheet.
15. The answer booklets are collected by the invigilators at the end of the exam and checked whether all required entries are made by the student and ensured that the number of additional sheets are noted down in the list.
16. After proper verification, the answer booklets are packed, duly signed by the invigilators and sealed.
17. One copy of the details of the answer booklets with the signature of the Officer (i/c) of the Academic Cell (UG) are placed inside the sealed cover and one copy to be affixed outside the sealed cover.
18. The sealed packets of the answer booklets are to be handed over to the Controller of Examinations/ Professor (Academic).

For PG programmes

All exams are conducted internally by the course teacher in concurrence with the Head of Department. The exams are conducted as per the semester calendar.

Guidelines for the conduct of course Viva Voce exam

1. The course viva voce exam shall be conducted by a Board of Examiners consisting of the course teacher, Head of the Department and another teacher from the discipline nominated by the Head of the Institution.
2. The Head of the Department shall be the chairperson of the Board of Examiners
3. In case a teacher from the same discipline is not available, the Head of Institution may nominate a suitable person from another discipline.
4. The attendance of the students appearing for viva voce must be recorded in the attendance sheet

5. The Board of Examiners shall evaluate the student's performance individually and the average mean of the three examiners shall be awarded to the student
6. The students shall wear their College ID cards and be modestly dressed while appearing for the exam

For MBA (Agribusiness Management) Programme

Mid-term examination

1. The schedule for mid-term examination will be prepared by the Director, MBA (ABM) as per the semester calendar and a circular will be issued by the Dean.
2. The Course Teachers will conduct the mid-term examination as per the schedule.

Practical examination

1. The schedule for the practical examination will be fixed and notified by the Director, MBA (ABM) and the course teachers will conduct the practical examinations.

Final theory examination

1. The Director, MBA (ABM) shall initiate steps for setting up question papers from external experts and will select one set from among the two sets of question paper submitted by the question paper setter. The Officer (i/c) of the Academic Cell MBA will make arrangements for taking adequate copies of the question paper as per requirement.
2. The Officer (i/c) of the Academic Cell MBA will collect the required number of answer booklets (serially numbered) from the KAU examination cell.
3. The invigilation duty will be assigned to teachers by the Director, MBA (ABM) as per the final examination schedule and a circular to this effect will be issued by the Head of Institution.
4. Name and admission number of students will be printed and affixed in the examination table by Academic Cell of MBA.
5. The serial number of the booklets issued to the students should be noted against the name of each student. The number of additional sheets issued to the student should also be recorded against the name of the student concerned.
6. The invigilators should be present in the examination hall 15 minutes before the schedule time of the exam.
7. The students are allowed to enter the examination hall 15 minutes before the start of the exam after proper inspection by the invigilators. The student will be allowed to leave the examination hall only after 30 minutes after the commencement of the examination.

8. The Officer (i/c) of the Academic Cell MBA shall take the sealed cover containing the question paper to the examination hall and hand it to the invigilator. The invigilator shall open the sealed cover in the presence of the Officer (i/c) of the Academic Cell MBA and will distribute the question papers to students two minutes before the scheduled time fixed for the commencement of examination.
9. The invigilator shall give instruction to start the exam at the scheduled time.
10. The invigilator shall get the attendance sheet duly signed by the students.
11. The answer booklets shall be collected by the invigilators at the end of the exam and checked whether all entries are made by the student and ensure that the number of additional sheets issued tally with the number stated by the student in the answer script.
12. The invigilator shall handover the answer booklets to the Academic Cell of MBA immediately after the examination. The Academic Cell after proper verification of the booklets will pack in a cover and securely seal it in the presence of the Invigilator.
13. A Label with details of the answer booklets with the signature of the Officer (i/c) of the Academic Cell MBA should be placed inside the sealed cover and another label should be affixed on the sealed cover containing the answer scripts.
14. The sealed packets of the answer booklets will be sent by registered post/Speed Post with acknowledgement to the question paper setter for valuation immediately after the completion of the examinations. The Academic Cell will maintain a register for recording the movement of the packet of answer scripts.

Guidelines for the conduct of course viva voce exam

1. The course viva-voce exam shall be conducted by a Board of Examiners consisting of the Course teacher and Director, MBA (ABM) after the completion of the final examination.
2. The Director, MBA (ABM) shall be the chairperson of the Board of Examiners.
3. The attendance of the students appearing for viva voce must be recorded in the attendance Sheet.
4. The Board of Examiners shall evaluate the student's performance individually and the average of the two examiners shall be awarded to the student.
5. The students shall wear their College ID cards and be modestly dressed while appearing for the exam.

H. INSTRUCTIONS TO INVIGILATORS DURING THE EXAMINATION

Invigilation is one of the most important tasks required to be performed during the conduct of an examination. Impartial invigilation helps not only to check the use of unfair means but also to keep the morale of the candidates high.

The course teachers may be present at the commencement of the exams to clear any doubts arising.

Guidelines for invigilators:

1. The invigilators must report at the examination hall 30 minutes before the start of the exam.
2. The invigilators have to put the signature along with their name in the invigilation duty register.
3. They have to be present at the time of opening of question paper cover.
4. Collect the question papers and answer books from the Academic Officer that pertains to the examination scheduled for that day. Further, defective question papers and answer books, if any are to be replaced by good ones.
5. The students need to be inspected at the entry point by the invigilators. The students need be admitted only if they have a valid College ID.
6. Help the students to locate their seats. After the students are seated, enquire whether any of them are in possession of books or mobile phones, calculators, manuscripts, digital diary or any other electronic equipment. If any of the candidates are in possession of any of these items, instruct them to remove the same and keep it outside the room.
7. The attendance of the students is to be collected by getting their signature.
8. Distribute the signed answer books 5 minutes before the commencement of the examination and direct them to fill in the roll number and other entries in appropriate places.
9. Distribute the question paper at the scheduled time of the examination.
10. After the elapse of each hour (single stroke bell) announce “one hour is over”/ “two hours are over” etc.
11. Five minutes before the closing of examinations announce “last five minutes”. After the examination time is over, ask the students to stop writing.
12. The additional sheets may be distributed to the students based on their requirement. The invigilators should note down the additional sheet number when it is supplied in the list of the students provided.

13. Invigilators should keep accounts of the main answer book and additional answers book in the prescribed format.
14. The answer booklets are collected by the invigilators at the end of the exam and verified to ensure whether all required entries are made by the student and to verify whether the number of additional sheets are noted down in the list.
15. Collect the answer books and arrange them in the order of register numbers and hand over the same along with attendance list and unused answer books, and report to the Academic officer before leaving the examination premises.
16. The invigilators must be present at the examination hall up to the packing and sealing of the answer booklets.
17. In case an invigilator finds the day allotted to him/her to be inconvenient, he/she has to make alternate arrangements under intimation to the Dean in writing.
18. Under no circumstances, persons other than the regular faculty are to be appointed as invigilators.

I. INSTRUCTIONS TO STUDENTS DURING THE EXAMINATION

1. All the students must enter the examination hall 15 minutes before the start of the exam.
2. No mobile phones or any electrical gadgets are allowed inside the examination hall.
3. Only pen, pencil, rubber, sharpener, scale and water bottle are allowed inside the examination hall.
4. The seat positions have already been allotted and no student must change their allotted position.
5. The students must strike off all the blank pages in the answer sheet before submitting to the invigilator.
6. The paper must be tied well and all the student particulars must be properly filled including the admission number, course details etc.
7. The students can leave the hall only after half an hour (30 minutes) from start of exam time.
8. The students must leave the premises of the examination hall immediately after completion of exam.
9. In genuine cases late permission up to 15 minutes shall be given to students to enter the examination hall.

CHAPTER III

GRADING

A. EVALUATION OF COURSE WORK

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.

B. COMPUTATION OF GRADES

For UG Programmes

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

Theory

Mid term examinations	- 40
Assignments (Hand Written)	- 10
Final Theory Exam	- 50
Total	100

Practical

Regular practical class works (RPCW)	- 15
Records	- 15
Viva-voce exam	- 10
Final Practical Examination	- 60
Total	100

- The total combined marks obtained by a student out of 100 for a course having credits ‘a’ for theory and ‘b’ for practical will be $(ax+by)/((a+b))$ where ‘x’ is the marks obtained for theory and ‘y’ is the marks obtained for practical, each out of 100. 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. 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

The Division secured by the student will be shown in the transcript

A separate minimum of 40% marks in theory and practical examinations are essential

For PG Programmes

Computation of Grade Point (up to 2021 admission)

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. A separate minimum of 40% marks in theory and practical examination is not essential for a pass but the student has to appear for all the theory, practical, viva voce examinations and all other components included in the evaluation process of that particular course.

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.

Distribution of marks for practical examination

Regular practical class works (RPCW)	15 marks
Records	15 marks
Assignment	10 marks
Viva-voca exam	10 marks
Final Practical Examination	50 marks
Total	100 marks

Distribution of marks for theory examination

Mid term	20 marks
Final exam	80 marks
Total	100 marks

From 2022 admission onwards the distribution of marks is as follows

Masters Programme

A. Distribution of marks for theory only course

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

B. Distribution of marks for course with 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

C. Distribution of marks for practical only course

Practical exam	60 marks
Viva voce	10 marks
Assignment	10 marks
Record	15 marks
Presentation/seminar	10 marks
Total	100 marks

Doctoral programme

A. Distribution of marks for theory only course

Final exam	50 marks
Case study	10 marks
Seminar/presentation/review article	40 marks
Total	100 marks

B. Distribution of marks for course with theory and practical

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

C. Distribution of marks for practical only course

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

The Division with which the student has passed the programme shall be classified as below:

OGPA	DIVISION
6.00 - 6.99	Pass
7.00 - 7.99	II Division
8.00 - 8.99	I Division
9.00 and above	I Division with Distinction

The Division secured by the student will be shown in the transcript

For MBA (Agribusiness Management) Programme

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)

Distribution of internal marks					External Written Exam	Total marks
Assignment	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	Final practical 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 shall be awarded 'zero' grade and shall be indicated as "I" in the relevant records.

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.

Successful completion of all the approved courses for the MBA (ABM) degree programme with an 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

C. GRADE REPORT

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
I*	-	Genuine reasons for absence with sufficient attendance
W	-	Withdrawal

For UG Programmes

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 the 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 and Head of College.
2. The course teachers shall forward the internal marks to the Academic officers of the college. The Academic cell shall enter the marks in the online software and generate the mark sheet. The Academic officer, after scrutinizing the grades entered shall return the same to the course teachers concerned for verification and counter signature.
3. The verified grade reports of the students shall be forwarded to the University by the Head of the Institution and the OGPA will be calculated by the software at the end of each semester to facilitate to student's registration of the courses in the following semester.

For PG Programmes

1. 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 (quiz, mid-term, final and practical examinations and RPCW, records, assignments and viva voce examination etc) 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.

2. 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.

In case of dual degree programme the grades of research credits (S/US) will be submitted after completion of each semester through the Major advisor (at KAU) in consultation with the overseas Advisor in CRCGC of KAU format.

For MBA (Agribusiness Management) Programme

1. The Academic Cell of MBA will maintain the attendance and academic records of the students registered for the respective courses.
2. At the end of the semester, the course teacher shall submit the marks (quiz, mid-term, practical examination, assignments, class participation & presentation and viva voce examination) secured by all the students registered for the course concerned to the Academic Cell of MBA with the signature of the Director, MBA within 15 days after the examination.
3. On receipt of the internal marks from the course teachers, the Academic cell shall enter the marks in the Academic software. Later, on receipt of the external marks of final examination from the evaluators, the same shall be entered in the Academic Management Software (AMS), verified by the Officer (i/c) of the Academic Cell MBA for accuracy and approved by Head of Institution is forwarded to the Director of Education for publication of results.
4. On publication of results by the Director of Education, the Academic Management Software (AMS) generates the CRCGC for the semester concerned and a copy duly signed by the Director MBA and Head of Institution is issued to all the students registered for the semester.

D. CALCULATION OF GPA/OGPA

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.

2. 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.
3. The OGPA, calculated, is rounded off to the second decimal point.
4. 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).

CHAPTER IV

VERIFICATION OF ANSWER BOOKS

1. On receipt of packets of answer books from the Colleges, the Examination wing shall first of all inspect the packets to ensure that the packing was done according to instructions issued in this regard and that the seals are intact.
2. If any tampering of the seals or any other abnormality is noticed, it shall be immediately brought to the notice of the Controller of Examinations.
3. If the total number of answer books and the total number of absentees do not agree with the total number of registered candidates, the Dean shall be contacted immediately to identify the cause of disparity.
4. The answer books of a course of the regular students and that of repeat/RE/SUP etc examinations are packed and the details are written on the packet.
5. Before handing over the answer books to the examination wing, the Dean/Academic cell of the college should check the columns of admission number, course are duly filled up in the answer books by the students
6. The following details of all the answer book bundles received in the section shall be noted in the Stock register of answer books:
 - a. Name of the examination with year of admission
 - b. Subject and paper / QP code/ Date of Examination
 - c. Name of College
 - d. Register Number of absentees
 - e. Total number of answer books received
 - f. Dated initials of the Assistant and the Section Officer

If any disparity is noticed the Section Officer (Examination wing) shall report to the Controller of Examinations who shall contact the Deans/ Academic in charge for clarification.

CHAPTER V

REVALUATION

Internal examination

There is no provision for revaluation for internal examinations

1. The valued answer papers of internal examinations shall be returned to the student within 10 working days of the examination.
2. If a student wants to appeal against the marks awarded he/she shall then and there approach the teacher concerned for rectification of errors.
3. 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 announcement of the result of the particular examination. If the Head of the Department himself/herself 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.
4. 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.

External examination

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 the Institution, after paying the approved fee, for revaluation.
2. The students should have to file the revaluation applications in their colleges concerned for revaluation in the prescribed forms after remitting the fee to the college office concerned within fifteen days from the date of publication of the 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 the 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 an examiner for revaluation.

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 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.
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.

CHAPTER VI

REGISTRATION FOR REPEAT / RE-EXAMINATION COURSES

For UG programmes

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.
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.
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 (2015 and earlier admissions).
4. 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.

- a. Improvement examination courses should be within the maximum credit load (32) permitted for a semester.
- b. A course can be improved only once.
- c. Registration for improvement examination can be cancelled before final theory examination.
- d. Fee as approved by the university shall be paid for this purpose and it will not be refunded at any circumstances.

5. 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.
6. 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.
7. 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.

For PG Programmes

1. 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.
2. A student getting 8 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.
3. When a student register for a re-examination course, the previous grade obtained in that course is automatically cancelled.
4. Symbol "R" shall be shown in relevant records for the repeated course and RE for the re-examination course.
5. The credits assigned to a course in which a student has failed shall be taken into consideration in calculating OGPA.
6. 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.
7. Fee as approved by the university shall be paid for this purpose.
8. For registering re-examination or repeat courses, the application shall be forwarded in Academic form No.17.a.

CHAPTER VII

OUT OF SYLLABUS QUESTIONS

Guidelines for evaluating Out of Syllabus Questions

1. A written request duly recommended by the Course Teacher, Head of the Department, Academic Officer and Head of the college should be obtained from the colleges concerned.
2. The Controller of Examinations will constitute a committee consisting of Controller of Examinations, Professor (Academic) and a relevant subject expert.
3. The committee will check the validity of the request and if found valid, will identify the out of syllabus questions and decide on the mark allotment.
4. With respect to the out of syllabus questions, decision will be made based on the following criteria:
 - a) If there is no choice in the section, cancel that question and based on the marks obtained for other questions in that section, total marks of that section will be calculated.

For example, if 2 questions from Part I, having one mark each is from out of syllabus and total marks of that section is 10, a student having scored 7 marks for the questions other than the 2 out of syllabus questions will be given 8.75 $[(7/8) \times 10 = 8.75]$.
 - b) In sections, where there is a choice and if the total marks in the section cannot be obtained without attempting the out of syllabus questions, then the questions will be cancelled and marks will be redistributed as in the previous case.
5. If more than 50 per cent of the questions (based on marks) are out of syllabus, then the university may consider the possibility of conducting another exam for the said course.
6. Under any circumstances the students cannot leave the hall without completing the paper.

In cases where a fresh exam is scheduled, the colleges should submit the answer books of both the examinations. Revised exam date will be declared as a separate exam notification.

CHAPTER VIII

ATTENDANCE REQUIREMENT FOR EXAMS

1. Every student shall ordinarily attend all classes in a course. However, the minimum attendance prescribed for a course is 75% subject to provisions in point 10 (80% from 2023 admission year onwards). 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.
2. For calculation of attendance, the number of classes attended during the instructional period shall be considered. In case of newly admitted students, the attendance is calculated from the date of registration.
3. The minimum attendance for RAWE/FOWE/CEWE programme shall be 85%.
4. The students who do not secure the minimum requirement of attendance in a course due to absence 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.
5. 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 I.
6. 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.
7. For indoor hospitalization and other genuine reasons absence not exceeding 5% of the each course in a semester may be allowed.
8. An additional 2% menstrual leave shall be allowed for girl students per semester

9. Attendance relief to students who attend sports, games at University level may be sanctioned by the Dean//Head of the Institution.
10. 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:
 - i. The period of duty leave shall not ordinarily exceed 10% of the total attendance for each course in a semester for a student.
 - ii. Associate Patron of the students' Union/Officer i/c of Physical Education and Officer i/c of NCC /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, College Union/University Union activities etc., for granting duty leave.
 - iii. 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.
 - iv. Teacher i/c of Physical Education can recommend the names of students who are participating in sports and games, representing the College/University for duty leave.
 - v. NSS programme officers will recommend the names of students for duty leave who are participating in NSS programmes.
 - vi. 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.
 - vii. 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.
 - viii. Decision of the Head of the Institution shall be final in this matter.
 - ix. Students activities like NSS camps etc., should be conducted during the semester break/holidays to the extent possible.

- x. 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.
 - xi. In any case the overall attendance-shortage shall not exceed 40% (25+10+5%) inclusive of duty leave and other cases of absence.
 - xii. 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.
11. 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.
 12. 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.

Note : *RAWE/ NSS/ NCC Activities applicable for UG Programmes alone*

CHAPTER IX

MALPRACTICE IN EXAMINATIONS

‘Malpractice’ in relation to an examination includes:

- i. Copying at an examination from any book, notes, answer book of some other candidates or from any other source.
 - ii. Receiving help from another candidate or person, or giving of any help to another candidate.
 - iii. Taking away the answer sheets out of the examination hall.
 - iv. Use or attempt to use any electronic device after entering the examination hall.
 - v. Misbehaviour to any of the officials connected with the conduct of the examination or threatening any of the students.
 - vi. Using or attempting any other undesirable method or means in connection with the examination.
 - vii. Writing wrong register number/admission number in the answer book with the intention to commit malpractice.
 - viii. Any suspicious act found in the answer booklet at the time of valuation
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.
 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.
 3. The Head of the Institution shall appoint a committee consisting of not less than three senior faculties to enquire into the alleged malpractice.

The committee shall submit its findings within 5 working days to the Head of the Institution whose decision in the matter shall be final. 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
4. Any suspicious act found by the evaluators at the time of valuation of the answer booklets may be reported to the Controller of Examinations who shall constitute an independent committee. The committee shall submit the findings within 15 working days. The decision of the Controller of Examination will be final.

CHAPTER X

EXAMINATION MONITORING SQUAD

A squad shall monitor the University exam-related activities and ensure that the examination is conducted as per rules in the various colleges of the University.

The squad may be constituted at the University level by the Controller of Examinations from time to time on approval of the Hon'ble Vice Chancellor.

For internal exams, the Head of Institutions shall constitute a committee with a Senior Professor as the chairman and five other faculty members, among which two members not below the rank of Associate Professor, and the same shall be intimated to the Controller of Examinations.

Duties and responsibilities of the squad

1. To make surprise visits to the examination hall.
2. Ensure that the examination is conducted as per rules.
3. To check any malpractice is being indulged in by the students or staff in the center or any outside help in being received.
4. Ensure that the invigilators are performing their duties properly.
5. To verify the qualifications of the scribe, if any, employed for the day, are as per regulations.
6. All registers related to the examination are maintained properly.
7. Question papers for the examination are intact before the start of the exam.
8. Inspect the ID Cards to ensure that the original candidate is appearing for the examination.

CHAPTER XI

CANCELLATION OF AN EXAMINATION

1. If it is found, based on any complaint or otherwise that the examination conducted suffers from substantial irregularities like leakage of question papers, mass copying or repletion of immediately preceding question paper, or such other special circumstances, the Dean of College may report the matter to the Controller of Examinations who shall report the matter to the Vice Chancellor and recommend cancellation of the examination.
2. The Controller of Examination may arrange for conduct of fresh examination in any circumstances mentioned above.
3. Full details of such cases with reports concerned may be reported to the Academic Council for ratification.

CHAPTER XII

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.

CHAPTER XIII

THESIS FOR PG COURSES

1. A post-graduate student shall submit his/her thesis to the major advisor, only after satisfactory completion of his/her credit requirements prescribed for his/her PG programme. Hence a student shall be allowed to submit the thesis duly certified and signed by the members of the Advisory Committee on completion of 75% working days of his/her final semester subject to the above conditions.

[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.]

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), subject to the condition that he/she should register for every intervening semester till the submission of the 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. 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.

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. 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.
4. A Ph.D. student before submitting his/her thesis shall present the synopsis of the same in a defense 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 Coordinator concerned for the defense 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 defense seminar/thesis seminar shall be issued by the Head of the departments.

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 referred 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 above and the other with NAAS rating of 5 and above).

For PhD 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.

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

1. 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.
2. Draft copy/copies of the printed thesis conforming to the general instructions for the preparation of the thesis duly approved by the advisory committee along with duly filled Acad form 14, with details of examination fees remitted, plagiarism report, proof of paper publications, evaluation report, presentation certificate shall be submitted by the student to his/her Advisor.

3. The major advisor shall submit the thesis along with a proposal (Form No. Acad 14) for appearing for the final examination in duplicate, evaluation report of defense seminar, correction certificate, presentation certificate, proof of submission of research paper publications, certificate for the rate of plagiarism in the thesis, panel names for appointment of external examiners (Acad form 15) to the concerned Dean at the time of submission of thesis. The date of submission of thesis by the Major Advisor to the dean will be considered as the actual date of submission.
9. The draft thesis shall be signed with date by the Major Advisor 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.
10. The external examiner for PG shall not be below the rank of an Associate Professor and for PhD, not below the rank of Professor.
11. After the final exam, five copies of the final thesis are to be submitted of which one copy is for the department, one for the college library, one for the major advisor, one for the university library and one to be returned to the student. Additional copy may be required for candidates deputed, sponsored or financially supported by other agencies like ICAR, CSIR, UGC, etc.
12. 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. If the student 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.
13. After final examination, the final thesis may be submitted to the Controller of Examinations along with the following documents.
 - a. Report of the final examination (Acad Form No 16) marked "Confidential" in a sealed cover
 - b. Evaluation report of the thesis from the external examiner
 - c. Comments of Major Advisor on the evaluation report
 - d. Correction certificate
 - e. Original thesis printed in bond paper
 - f. CD-ROM containing digital copy of thesis
 - g. Three additional copies of the abstract (English and Malayalam) of the thesis
 - h. Receipt from the college library having received a copy of the thesis

- i. No deviation certificate/originality report of the thesis
- j. Copy of proof of submission of research articles
- k. Copy of the proposal for the final examination in Form 14 duly sanctioned
- l. Copy of letter of Dean to the External Examiner
- m. Copy of the result of the qualifying examination
- n. Copies of Academic Form 10a and 10b
- o. Certificate of plagiarism check and report generated by the plagiarism checking software
- p. Copy of CRCGC of all registered semesters
- q. Certificate of similarity of digital copy of thesis

Evaluation of thesis

1. 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.
2. The external examiners shall send their reports to the concerned Head of the institution or other designated officer with a copy to the Director of Education. He will forward a copy of the reports with the valued thesis to the Chairperson (Major Advisor) of the Advisory Committee for making arrangements for the final viva-voce examination or for modifications as suggested by the Examiner(s).
3. 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 shall communicate the decision of the Board of Examiners to the University (Academic Form No. 16).
4. 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.
5. The chairperson shall advise the student, if necessary, to revise the thesis incorporating the suggestions of the external examiner(s).

6. 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.
7. 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.
8. 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.
9. 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.
10. 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.

Resubmission of thesis

1. 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.
2. 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.

For Dual Degree Programmes

The scholar shall submit a final copy of thesis at KAU in the format prescribed by the University for the award of degree of KAU

Instructions to examiners for evaluation of thesis of Master's/Doctorat Degree

The thesis forms only part of the requirement for the award of the Master's/ Doctorate Degree. The student should have completed satisfactorily all the prescribed courses for his/her degree programme before submission of the thesis. It is also necessary that he/she should have passed the qualifying examination before the submission of thesis.

The examiners reevaluating the thesis are particularly requested to see whether the thesis meets with the following requirements.

1. Whether the thesis is of adequate standard for the particular degree. (In the case of Master's Degree, the thesis should bear proof of the student's ability for planning and conducting research. In the case of a Ph.D student, the thesis should in addition, make a definite contribution to the subject/discipline and the results and conclusions made in it should be of sufficient importance which merit publication.
2. Whether the planning and conduct of experiments are satisfactory.
3. Whether the review of literature is relevant and thorough to the point, and up to date.
4. Whether the work undertaken meets with the objectives initially laid out in the thesis.
5. Whether the data are well presented and interpreted.
6. Whether the illustrations if any, are appropriate and of good quality.
7. Whether the discussion is critical and not pedestrian.
8. Whether the citation to the literature under 'References' is given in the approved form with proper punctuations, abbreviations of journals, format etc. and conforms to the standard style and pattern. If not, point out the mistakes specially.
9. The examiner may also see that the typographical and other errors, if any, are pointed out and if these are considered to be serious enough to detract the merit of the thesis, the candidate may be required to carry out the corrections before the thesis is finally accepted.

Note: The final viva-voce examination can be programmed only after the student has carried out all corrections/modifications indicated by the External Examiner and resubmitted the thesis.

10. The examiner shall give the report on thesis evaluation as per the prescribed proforma (Evaluation proforma for the award of Master's/Doctorate Degree)
11. The evaluation report on thesis should particularly mention clearly the opinion of the examiner, the contributions made by the thesis and its merit or value from the fundamental and or applied scientific stand point. The Examiner's final recommendation, as to whether or not the thesis should be accepted, in the form and manner in which it has been presented for the award of the degree, must be clear. Hence, the last sentence of the Examiner's Report of the thesis should be any of the following.

"I recommend the thesis submitted by.....
.....for the award of the Degree of
.....of the Kerala Agricultural University".

OR

"I recommend the thesis with minor/major corrections, submitted by
.....for the award of the Degree of
.....of the Kerala Agricultural University".

OR

"I do not recommend the thesis submitted by.....
.....for the award of the degree of
.....of the Kerala Agricultural University".

Place:

Date:

Signature
Name and Seal
(External Examiner)

Note : The report may be forwarded to the Registrar/Controller of Examinations

Evaluation Proforma for Master's/ Doctorate Degree

Report on the evaluation of the thesis titled

1.	Choice of the problem/Introduction	
2.	Review of Literature	
3.	Materials and Methods	
4.	Planning and conduct of the experiment	
5.	Collection and presentation of data	
6.	Discussion and interpretation of data	
7.	References	
8.	General suggestion	
9.	Important questions that may be asked to the student in the viva voce	
10.	Final recommendation	Satisfactory/Non Satisfactory

I recommend/ recommend with minor/major corrections/ do not recommend that the thesis entitled in the department be accepted for the award of M.Sc./Ph.D in of Kerala Agricultural University.

Place:

Date:

Signature
Name and Seal
(External examiner)

**Detailed thesis evaluation report may be prepared separately as per the proforma*

CHAPTER XIV

GUIDELINES FOR MBA PROJECTS

Guidelines for Minor Project work

1. During the end of second semester the student shall do a minor project in an Agribusiness organization under an approved faculty guide.
2. 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.
3. The duration for minor project work is one month of which two weeks are for data collection and two weeks for report writing.
4. 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.
5. 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.
6. The student shall prepare and submit the project report to the Director MBA (ABM).
7. The report shall be printed and bound (preferably spiral bound) with not less than 35 A4 size pages.
8. 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.
9. 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.
10. 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.

11. 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.
12. The minor project report shall be subjected to Plagiarism check as per University norms.

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.

Guidelines for Major Project work

1. The students shall do a major project work during the final semester under a faculty guide, related in their area of specialization.
2. 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.
3. The duration of major project work is eight weeks (five weeks for field work and three weeks for report writing).
4. Major project work is to be done independently by each students.
5. The report should be printed and bound with not less than 80 A4 pages of text.
6. The Major project work shall be subjected to Plagiarism check as per University norms.
7. The minimum marks required for pass in the major project work is 50% separately for project report and viva-voce.
8. 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/-.

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.

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.

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

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

CHAPTER XV

CONCESSIONS TO DIFFERENTLY ABLED STUDENTS

“Persons with Disability (PwD)” means a person with long term physical, mental, intellectual or sensory impairment which, in interaction with barriers, hinders his full and effective participation in society equally with others.

“Persons with benchmark disabilities” means a person with not less than forty per cent (40%) of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority.

The following concessions will be granted to Differently Abled Students appearing for various University semester final examinations.

I. Physically handicapped (Orthopaedically handicapped, epilepsy with locomotive disability, cerebral palsy)

- a. Compensatory time of 20 minutes/hour for a theory and practical examinations.
- b. Service of a scribe if necessary (Appendix I and Appendix II).

Note:- The service of a scribe shall be allowed only if the upper limb is involved in the disability.

II. Hearing Impaired (deaf and dumb)

- a. Compensatory time of 20 minutes/hour for a theory and practical examinations.
- b. Service of an interpreter.
- c. Grace marks upto 25% of the total marks of the semester to secure minimum marks required to pass the examination.

III. Mentally Challenged Candidates

- a. Compensatory time of 20 minutes/hour for a theory and practical examinations.
- b. Grace marks up to 25% of the total marks of the semester to secure minimum marks required to pass the examination.
- c. Service of an interpreter.

IV. Visually Handicapped.

- a. Compensatory time of 20 minutes/hour for a theory and practical examinations.
- b. Service of a scribe if necessary (Appendix I and Appendix II).
- c. Grace marks upto 25% of the total marks of the semester to secure minimum marks required to pass the examination.

The following conditions were also stipulated for granting the above concessions,

1. In no case exemption from appearing for any paper shall be permitted.
2. The Vice Chancellor of KAU is authorized to sanction the concessions to the students on production of necessary medical certificates. In case of doubt/suspicion the advice of director of Medical Education shall be obtained directly.
3. The validity of the medical certificate to be verified. Whether it is issued for permanent disability or for 5 years. All PWD students may take their UDID (Unique disability ID) from the Department of empowerment of persons with Disabilities, Ministry of Social Justice and empowerment, GOI.
4. The qualification of the scribe shall not be above Higher Secondary (Plus Two) level. A declaration shall be obtained from the candidates to the effect that the scribe does not possess any qualification above plus two and also that he/she is fully aware of the fact that he/she shall be punished including debarment from the Examination if found that the information furnished by him/her was incorrect.
5. A declaration shall also be obtained from the scribe to the effect that he/she does not possess any qualification higher than Plus Two when he/she is appointed as scribe and he/she is fully aware of fact that he/she will be held responsible for any loss caused to the candidate if found that the information furnished by him /her was incorrect/fake and there is suppression of facts. A certificate of identification countersigned by the Head of the Institution concerned shall be issued to the scribe.
6. In case of visually handicapped students the University will verify the merit of individual cases for sanctioning grace marks and dispose accordingly.
7. The requests for sanctioning grace marks should reach the University in the beginning of the relevant semesters itself, and no request for giving concessions in retrospective effect will be considered.
8. The Head of the Institution shall strictly follow the instructions and guidelines as mentioned in government orders issued from time to time, while making arrangements with respect to the conduct of the examinations of the differently abled students.

CHAPTER XVI

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
01	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%
02	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.
12. Students have to submit the request routed through proper channel; for granting grace marks awarded for participating in different events/arts/sports in the State/ national/ International levels representing the college /University within one month of the declaration of the result of the final event after which it will not be accepted.

CHAPTER XVII

PUBLICATION OF RESULTS

UG programmes

1. The internal examinations marks received from the respective colleges are entered in the Academic Management software (AMS), verified and approved by the course teachers, academic officer and the Head of Institution.
2. The approved internal marks is to be forwarded to the Examination wing of the University.
3. The final examination marks obtained from the external evaluators for each course in a semester are entered into the AMS by the examination wing of the University.
4. The grade reports (CRCGC) are automatically generated for each student.
5. The final grades generated by the AMS is approved by the Controller of Examinations and the results are published in the University website.
6. The publication of examination results shall be within 45 days from the last date of the final theory examination or as per the date scheduled in the Semester Calendar.
7. The Vice Chancellor shall approve the final results and the University shall issue provisional degree certificate and transcript to the students.
8. 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.
9. After getting the General Council approval of final result of UG batch, the first three rank holders (Having highest credit points) of each course, identified by the Directorate of Education, will be forwarded to respective college for verification and confirmation.

PG Programmes

1. The internal marks of the students in each semester after approval from the course teachers and the Head of the Institution is forwarded to the University for result notification.

2. The final examination (thesis submission) results shall be directly forwarded to the Controller of Examinations by the Major Advisor.
3. The Hon'ble Vice Chancellor shall approve the results and the University shall issue provisional degree certificate and transcript to the students.
4. 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.

For MBA (Agribusiness Management) Programme

1. The internal examinations marks received from the respective course teachers are entered in the Academic Management Software (AMS) by the Academic Cell of MBA which is verified and approved by the Officer (i/c) of the Academic Cell MBA, the Director MBA and the Head of Institution is forwarded to the Director of Education for publication of results within 30 days from the date of last final examination.
2. On publication of results by the Director of Education, the Academic Software generates the CRCGC for the semester concerned.
3. The publication of examination results shall be within 45 days from the last date of the final theory examination or as per the date scheduled in the Semester Calendar.
4. The final result of the course shall be published only after getting the approval of the Vice Chancellor and thereafter the University shall issue provisional degree certificate and transcript to the students who have applied for the same. However, the Degree Certificate shall be issued to the students in the Convocation function.
5. 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.
6. After getting the General Council approval of final result of MBA programme, the first rank holder (Having highest Credit Points) identified by the Directorate of Education, will be forwarded to respective College for verification and confirmation.

CHAPTER XVIII

CERTIFICATES

A. BACHELORS DEGREE PROGRAMME

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

1. The Vice-Chancellor shall approve the final results and the University shall issue provisional degree certificate and transcript to the students.
2. Provisional Degree Certificate is a temporary document provided by a university until an original degree certificate is issued.
3. The transcript shall contain all the courses undergone and the grades secured by the student. A recently taken passport size photo shall be affixed in the transcript of the student, at the time of issue or upload passport size photo in the online application.

B. MASTERS AND DOCTORATE DEGREE

Issue of certificate/transcript

1. On receipt of the intimation of the approval of thesis and the report of 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.
2. The Vice-chancellor shall approve the final results and the University shall issue provisional certificate and transcript to the candidates.
3. The student shall apply for the issue of Provisional/Degree Certificate and/or transcript.

C. GENERAL INSTRUCTIONS TO BE FOLLOWED WHILE APPLYING FOR CERTIFICATES FOR ALL EDUCATIONAL PROGRAMMES

1. All students are advised to get their provisional/degree/diploma certificates, transfer certificate, conduct certificate, etc. as soon as they complete their respective academic programmes.
2. Candidates applying for the issue of Provisional/transcript/migration should submit their applications through the online portal of the University (apply.kau.in).

3. Students who have successfully completed the course can remit fee for original degree certificate as per the instructions from the University and can apply through online at 'academic.kau.in' or 'convocation.kau.in' as the case may be along with proof of Aadhar and upload recent passport size photo to be printed on the certificate.
4. For applying for Migration certificate, a copy of TC, fee receipt along with the application countersigned by the Head of the Institution should be submitted. If not successfully completed the course (ie reason for transfer/ discontinued) an order regarding discontinuance may be issued by the Dean with a copy communicated to the Director of Education.
5. Applications not in the prescribed form or defective in any manner will not be accepted.
6. Recently taken passport size photo shall be provided for affixing in the transcript.
7. The fee prescribed by the University from time to time for Provisional Degree Certificate/Transcript and Degree Certificate will be collected along with the final semester fee of the respective programme.

D. 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.

CHAPTER XIX

AWARD OF DEGREE

For UG Programmes

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.

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 (or as approved by the Academic Council from time to time) shall be the minimum requirement for the award of the degree

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

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.
2. The transcript shall contain all the courses undergone and the grades secured by the student.
3. A recently taken passport size photo shall be affixed in the transcript of the student, at the time of issue.
4. Last four digits of the Unique ID/Aadhaar number shall be given in the transcript and certificate.

For PG Programmes

Eligibility for the award of the degree

1. 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).

2. 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.
3. 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.
4. 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.
5. 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.

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 Masters 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 as prescribed by the University from time to time.

- d) Identification mechanism like recently taken photograph (passport size) and Unique ID/Aadhaar number of the student shall be given in the degree certificate.

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.

CHAPTER XX

REMOVAL OF DIFFICULTIES

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.
2. No order issued by the Vice Chancellor shall be questioned on the ground that no difficulty as is referred to in the said rule existed or was required to be removed.
3. Every order issued by the Vice-Chancellor under this provision shall be laid before the Academic Council of the University.
4. Notwithstanding anything contained in these regulations the Academic Council shall make changes whenever necessary.

ANNEXURES
ACADEMIC FORMS
Acad. Form 3

COURSE REGISTRATION-CUM-GRADE CARD

1. Name of Student :
2. Admission No. :
3. Class of study :
4. Academic year :
5. Semester No. :
6. Part time/Regular/Repeater :
7. Details of fees remitted
Book No./ Receipt No./ Date :
8. Name of College/Institution :

Sl. No.	Catalogue No. of course	Title of the course	Credit	Name of dept	Initials of course teacher or Head of Dept	Part A			Part B			
						If the course is being repeated			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 Credit points deducted	Total credit for research work Overall Grade Point Average

Signature :
Name and designation of Advisor :
Countersigned :
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 :

Acad. Form 10b

KERALA AGRICULTURAL UNIVERSITY
Faculty of

**PROGRAMME OF COURSE WORK FOR MASTER'S /
DOCTORATE DEGREE**

The advisory committee of Sri/ Smt admitted to the Master's degree programme in College of Agriculture 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/ Equivalent	Total credits programmed	Credits completed so far	Percentage of credits completed	OGPA
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 STUDENT

PART – II

(Remarks of Major Advisor)

Date:

Signature

Place:

Name and Designation:
(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 with date
--------	------	--	------------------------

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 by the student and submitted in duplicate to the major advisor along with one/two 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

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

10. Whether all the prescribed credits have been completed or not :
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. Details of acceptance/ publications in referred journals :
- i) Title of research paper :
- ii) Date of submission :
- iii) Name of Journal (attach proof for submission) :
- 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: _____
Date : _____

Signature of Dean

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 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

Acad. Form 16

CONFIDENTIAL

Faculty of:

REPORT OF FINAL EXAMINATION FOR MASTER'S/DOCTORATE DEGREE

1. The meeting of the Board of examiners of Mr/Mrs/Miss.....a student ofDegree programme, majoring in..... was held aton 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 erewith)

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 17a

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 :
 1. Semester No. & academic year in which
Re-exam is sought :
10. Period of the semester in which RE is taken :
11. Name and designation of the student advisor:

I, _____ having register No. _____ may be permitted to register the course _____ with course No. _____ and having _____ credit, as RE _____ in the current semester starting from _____ to _____ 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/ Spl. Officer :

Date:

Dean/ Spl. Officer.

Note: The application shall be received by the 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 SUPPLEMENTARY 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:
Date:

Signature of the student.

Remarks of student advisor:

Remarks of Asst. Warden or parents in case of day scholars:

Remarks of course teacher:

Remarks of Head of the Dept.:

Recommendation of the committee:

- 1.
- 2.
- 3.

Recommendation of the Dean / Head of the Institution:

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 concerned Dean)

Signature

Acad. Form 22
**APPLICATION FOR ISSUE OF PROVISIONAL/DEGREE/DIPLOMA
CERTIFICATE AND/OR TRANSCRIPT**

1. Certificate for which application is made
2. Name of the candidate in full as enrolled in the University records
3. Sex
4. Admission No.
5. College from which the candidate appeared for the final degree/diploma exam
6. Month and year of passing the final 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 and can also remit the fees through online banking.

DUPLICATE DEGREE CERTIFICATE

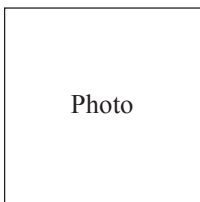
1. Duplicate degree/diploma certificates/transcripts both of graduation and post-graduation will be issued by the Kerala Agricultural University hereafter and the following rules have been prescribed for the issue of duplicate degree certificates.
2. Fee as prescribed by university will be collected 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 of the Faculty 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 in _____ District 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 the _____ day of _____ Two thousand and



DEPONENT

APPENDIX – I
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
withature 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, Loco motor disability – Orthopaedic Specialist/
PMR)

APPENDIX - II

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 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 qualification is in case subsequently it is found that his 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.

Signature of the candidate with disability

Place:

Date:

CONTACT NUMBERS & MAIL IDs

STATION	PHONE NUMBER	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)	registrar
Registrar (FAX)	0487 2371619	
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
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 (UG)	0487 2438142	adedupg
Controller of Examinations	0487 2438106	ce
Professor (Academic)	0487 2438134	hqracadprof
KAU Librarian	0487 2438551	librarian
KAU Library	0487 2438553	library
Dir. Students' Welfare	0487 2438457	dsw
Dir. of Information Systems	0487 2438566	dis
Dir Centre for e-learning	0487 2438181	cel
COLLEGES		
CoA, VELLAYANI		
Dean	0471 2388000	deanagri
Office	0471 2381915	coavellayani
CoA, VELLANIKKARA		
Dean	0487 2438301	dean.coavka
Office	0487 2438403,404	cohvka
CoA AMBALAVAYAL		
Dean		dean.coaamb
Office	04936 260421	coaamb
CoA, PADANNAKAD		
Dean	0467 2282699	dean.coapad
Office	0467 2283955	
Office	0467 2280616	coapad
COLLEGE OF FORESTRY		
Dean	0487 2438401	deanforestry
College Office	0487 2438404	cofvka
FAX	0487 2438403	
CCBM		
Dean	0487 2438501	dean.ccbm
College Office	0487 2438503	ccbm
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

EXAMINATION MANUAL



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